

Annex  
of the order N 16-L of the Chair of  
Civil Aviation Committee of RA  
Dated 16.01.2024

**REPUBLIC OF ARMENIA  
CIVIL AVIATION COMMITTEE**



**PERSONNEL LICENSING MANUAL**

First Edition-2024

## AMENDMENTS

Amendments are announced by the Personnel Licensing Division of CAC (PEL division) who is responsible for ensuring that this Personal Licensing Manual (PLM) is updated as required and maintaining the contents of the manual current at all times.

### RECORD OF AMENDMENTS

NUMBER	DATE ENTERED	ENTERED BY
00	00.00.0000	PEL division

**LIST OF EFFECTIVE PAGES**

CHAPTER	PAGE	REVISION NUMBER	DATE
0	0	00	DD/MM/YY

## FOREWORD

Personnel licensing is an important element of an ICAO member State's safety oversight system. This PLM is hereby issued in order to align Armenian regulation in line with the latest ICAO Standards and Recommended Practices (SARPS) for the licensing of flight crew members (pilots, flight engineers, and flight navigators), air traffic controllers, aeronautical station operators, aircraft maintenance personnel and flight operations officers/flight dispatchers are provided in Annex 1 (Personnel Licensing) to the Chicago Convention.

This PLM contains further guidance for the PEL Division on establishing and operating a personnel licensing system that meets the requirements of Annex 1. It further addresses important routine licensing matters. To discharge its responsibilities, the PEL Division has to carry out many tasks which are normally organized around five major functional areas: examinations, licensing, training, regulatory and administration.

## TABLE OF CONTENTS

1.	<b>AMENDMENTS</b>	2
2.	List of Effective Pages	3
3.	Foreword	4
4.	Record of Revisions	2
5.	Table of Contents	5
6.	Glossary of Abbreviations	6
7.	Definitions	7
8.	Chapter 1 – Introduction to a personnel licensing (PEL) system	8
9.	Chapter 2 – Flight crew procedures	27
10.	Chapter 3 – Theoretical knowledge testing for a licence or rating	32
11.	Chapter 4 – Issue/revalidation/ renewal of a Private Pilot Licence	36
12.	Chapter 5 – Issue/revalidation/ renewal of a Commercial Pilot Licence	42
13.	Chapter 6 – Issue/revalidation/ renewal of an Airline Transport Pilot Licence	51
14.	Chapter 7 – Issue/revalidation/ renewal of instrument rating	58
15.	Chapter 8 – Issue/renewal/revalidation of flight instructor rating	65
16.	Chapter 9 - Authorize, designate, or renew a pilot examiner authorization	70
17.	Chapter 10 - Issue a pilot licence and/or rating based on military competence	71
18.	Chapter 11 - Validate or convert a foreign licence	72
19.	Chapter 12 - Issue a flight dispatcher authorisation	79
20.	Chapter 13 - Cabin crew attestation	80
21.	Chapter 14- Approved training organization	81
22.	Appendices to this manual	82
23.	Checklists to this manual	108

## GLOSSARY OF ABBREVIATIONS AND ACRONYMS

ICAO – International Civil Aviation Organization  
SARPs - International Standards and Recommended Practices  
CAC - Civil Aviation Committee  
RA - The Republic of Armenia  
PEL - Personnel Licensing  
PLM - Personnel Licensing Manual  
(A) - Aeroplane  
(H) - Helicopter  
A/C - Aircraft  
ATO – Approved Training Organization  
DTO - Declared Training Organization  
ATCO - Air traffic control officer training organization  
MTO - Maintenance Training Organization  
PPL –Private pilot license  
BPL - Balloon Pilot Licence  
CPL- Commercial pilot licence  
ATPL -Airline transport pilot licence  
CC- Cabin crew  
FSTD- flight simulation training device  
IR- instrument rating  
ECQB - European Central Question Bank  
FCL - Flight Crew Licensing  
MPL - Multi-crew Pilot Licence  
PIC - Pilot-In-Command  
PICUS - Pilot-In-Command Under Supervision  
SFE - Synthetic Flight Examiner  
SFI - Synthetic Flight Instructor  
TR - Type Rating  
TRE - Type Rating Examiner  
TRI - Type Rating Instructor  
UPRT- Upset Prevention and Recovery Training

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## CHAPTER 1

### INTRODUCTION TO A PERSONNEL LICENSING (PEL) SYSTEM

#### 1. THE CAC PEL SYSTEM

##### 1.1. GENERAL

1.1.1 The CAC PEL system documented in this manual is based on the law on Aviation RA and the Civil Aviation Regulations, as amended, which has as its source of reference, the Standards and Recommended Practices of ICAO as stated in Annex 1 and Doc 9379-AN/916.

1.1.2 System Before issuing or validating a license, the CAC must satisfy itself that the applicant meets in all respects, the standards of experience, knowledge, proficiency, and other requirements, to be competent to perform the authorized activities or privileges granted by the license. In addition, many licenses require the applicant, or holder, to meet certain standards regarding medical fitness.

1.1.3 This PLM is issued under the authority of the Personnel Licensing Division, CAC RA. This PLM is to be used only after it is approved by the Chair of CAC RA.

##### 1.1.4 REGULATIONS GOVERNING PERSONNEL LICENSING

##### 1.1.5 References

- Convention on International Civil Aviation
- Law on Aviation of the Republic of Armenia
- Order No 3-N of the Minister of Territorial Administration and Infrastructure of RA, dated 11.02.2022
- Order No 8-N of the Minister of Territorial Administration and Infrastructure of RA, dated 08.07.2022
- DG order No 41-N of the General Department of Civil Aviation, dated 13.03.2006
- EU Regulation 2015/340, dated 20.02.2015
- ICAO doc 9379-AN/916
- ICAO doc 9841
- Order No 06-N of the Minister of Territorial Administration and Infrastructure of RA, dated 14.06.2023
- Order No 02-N of the Chair of CAC RA, dated 21.07.2021
- MANUALS

#### 1.2 AMENDMENT AND REVISION

1.2.1 Changes to this PLM may be required as a result of the changes in ICAO SARPS,



government policy, Quality Assurance activities, or periodic review. To maintain the credibility and relevancy of the manual, it is required to be reviewed and revised to reflect changing circumstances.

- 1.2.2 The PEL Division is responsible for the issue, amendment, and revision of this manual in coordination with all related departments, divisions, and units and with approval from the Chair of CAC RA.

### **1.3 THE LICENSING AUTHORITY**

- 1.3.1 In the Republic of Armenia the Licensing Authority referred to throughout this document is the Civil Aviation Committee (CAC). The Personnel Licensing Division is responsible for the implementation of the CAC licensing policies and procedures which will enable Armenia to comply with the requirements of the Chicago Conventions and Annex 1. Prime among the functions of this department is the continued safety oversight of licensed individuals and training organizations and the taking of enforcement action when necessary. Issuing, suspending, and revoking licenses or approvals, also falls within the ambit of the Division.

- 1.3.2 According to order No 06-N of the Minister of Territorial Administration and Infrastructure of RA establishes International Standards and Recommended Practices (SARPs) for States for the licensing of the following personnel (Annex 1):

1.3.2.1 Flight Crew

- ✓ Private pilot – aeroplane;
- ✓ Commercial pilot – aeroplane;
- ✓ Airline transport pilot – aeroplane;
- ✓ Private pilot – helicopter;
- ✓ Commercial pilot – helicopter;
- ✓ Airline transport pilot – helicopter;
- ✓ Free balloon pilot;

1.3.2.2 Other personnel

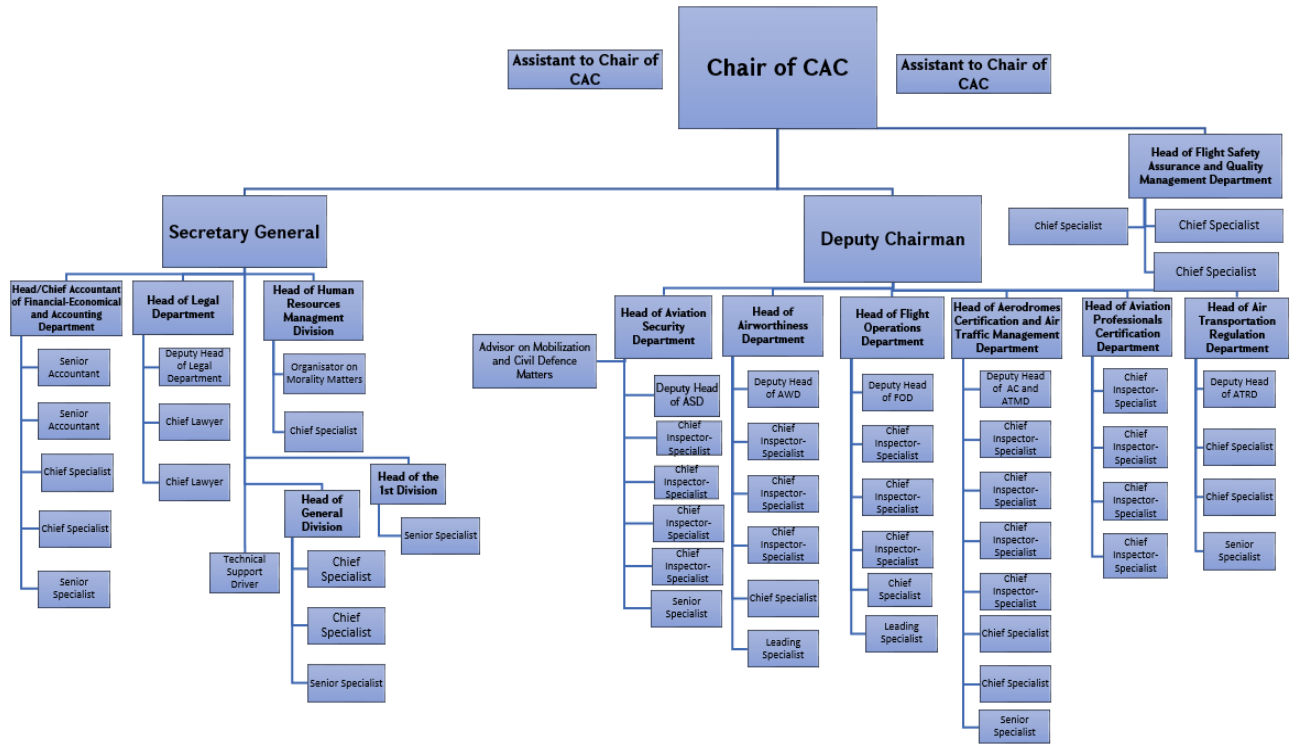
- ✓ Flight operations officer (Dispatcher)
- ✓ Air traffic controller
- ✓ Aircraft Maintenance staff

- 1.3.2.2.1 All matters pertaining to Air traffic controller licensing, responsibilities and procedures have been covered to the extent possible in the Air traffic controller

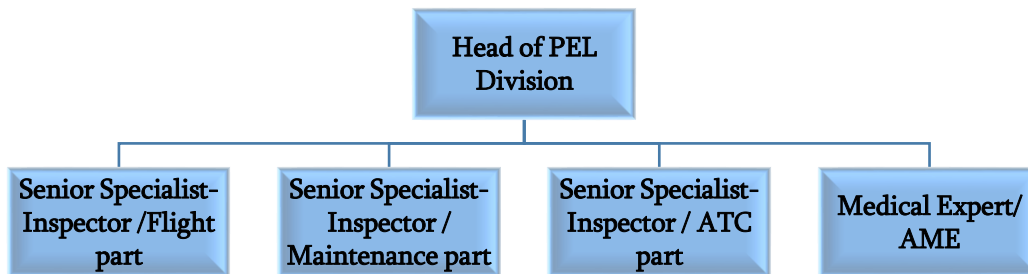
licensing handbook of the Republic of Armenia (order No. 10-L dated 12.01.2024).

1.3.2.2.2 All matters pertaining to Aircraft Maintenance staff licensing, responsibilities and procedures have been covered to the extent possible in the Aircraft Maintenance staff licensing manual of the Republic of Armenia (order No. 593-L dated 22.11.2023).

### 1.4 CAC RA Organization Structure



#### 1.4.1 Personnel Licensing (Aviation Professionals Certification) Division Structure



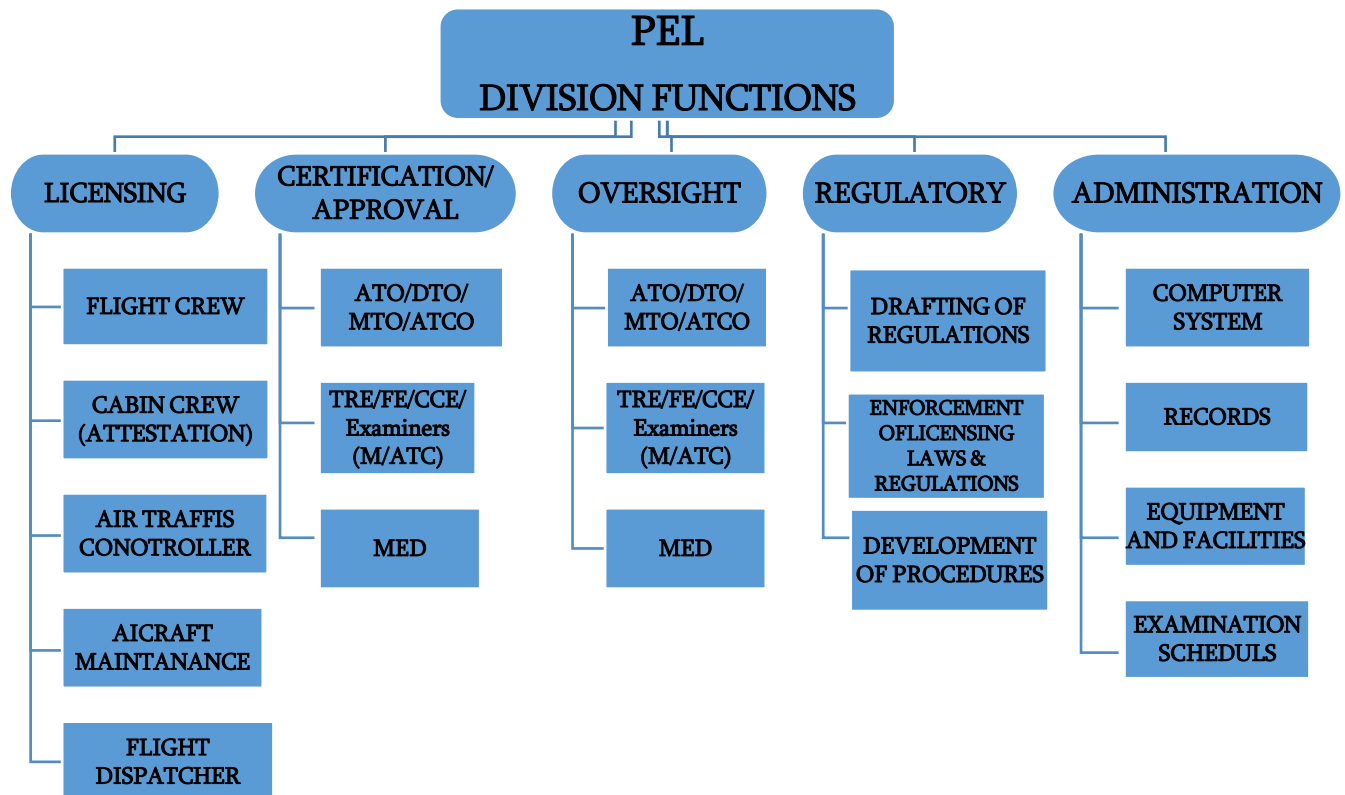
\* The PEL chart (Personnel Licensing Division Structure) is approved by Committee Chair.

## 1.5 REGULATORY FUNCTIONS

1.5.1 The functions of the licensing authority shall include:

- i. Assessment of an applicant's qualifications to hold a License, Certificate or Rating;
- ii. Issuance and endorsement of Licenses, Certificates and Ratings;
- iii. Designation and authorization of approved persons;
- iv. Approval of Aviation Training Organizations/Courses;
- v. Approval of the use of Examiners and authorization for their use in gaining experience or in demonstrating the skill required for the issue of a license or rating;
- vi. Validation of licenses and ATO certificates issued by other contracting states.
- vii. Approval of Medical Center;
- viii. Surveillance of Medical Examiners and Medical Assessors;

1.5.2 In this document, the term CAC Licensing is used when referring to the Division responsible for the licensing functions and processes. PEL division structure is based on the functions as described in the paragraph below.



## 1.6 STAFFING AND QUALIFICATIONS OF PERSONNEL

For the implementation of its oversight function CAC RA can involve qualified inspectors for oversight and inspection in accordance with the Labor Code of the Republic of Armenia and the Hiring Manual established by CAC RA. For the same purposes CAC RA can involve inspectors from the aviation industry as a co-worker provided that the conflict of interest (both directly and indirectly) is excluded according to the established procedure. In this case CAC RA can sign a memorandum of understanding or any other such kind of arrangement with the representatives of the aviation industry in the matters of involvement of inspectors.

However, the minimum qualification of the personnel in any case shall be as described in the job descriptions.

### 1.6.1 STAFF TRAINING AND QUALITY CONTROL

1.6.1.1 To ensure the proficiency of the personnel licensing staff, CAC has established training programs for their personnel licensing Staff to provide them with the initial, on-the-job, specific, and recurrent training required in their specialty, along with special training on related Standards and internal procedures and any special means of application used. Details of these trainings are outlined in this Chapter *1.6.2*.

1.6.1.2 Separate records of all training undertaken and completed by licensing staff are maintained by the human resources department and available to the Directorate when required.

### 1.6.2 GENERAL TRAINING POLICY

This document lists the training requirements for inspectors working in the PEL and MED areas of the Civil Aviation Committee of the Republic of Armenia (CAC), other than specific training requirements it also defines the profiles required of inspectors and validity of the training they receive.

Seven Oversight areas are taken into account, each area having different associated profiles required of the Oversight areas inspectors. These requirements are listed in table 1.

REQUIREMENTS					
AREA	PROFILE	University	EDUCATION		
			Pilot	Instructor	Medicinæ

		Degree			Doctor
Approved Organisations (ATO/DTO/MTO/ATCO)	TO Inspector	M	M*	M*	
	SMS TO Inspector				
CC Training Centres (CCTC)	CCTC Inspector	M			
Language Proficiency Centres (LPC)	LPC Inspector	M			
Aircrew Examiners (AE)	AE Inspector	M	M*	M*	
Flight Crew Licensing (FCL)	FCL Inspector	M			
Aero-medical Centres (MED)	MED Inspector	M			M†
	SMS MED Inspector	M			
Synthetic Trainers (FSTDs)	FSTD Flight (FSTD-F) Inspector	M	M*		

Notes: M - Mandatory

\* - Licences or certificates that are no longer valid are accepted

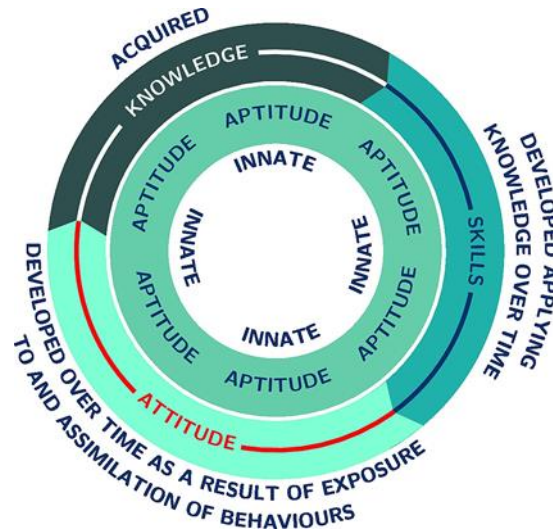
† - Previous experience of 5 years as aero-medical examiner is required. Psychologists are used to support MDs in psychology-related tasks

1.6.2.1. The figure 1 below shows the basic competences an aviation inspector in a performance-based environment should have.

The basic competence is the *mental aptitude*, an inborn potential to acquire through learning and experience the abilities needed to perform as an inspector in aviation. These abilities include the capacity to properly analyse facts to build up images that will help the inspector to assess the possible evolution of a process and how this evolution would affect the future functioning of a system affected by such process.

To develop such abilities the inspector must acquire certain **Knowledge** that will be the basis to develop the other two competences any inspector should have, one are the **Skills** developed as that knowledge is applied over time and a the second is an **Attitude** developed as a result of the exposure of the Table 1 inspector to the system and the assimilations of behaviors he or she observes.

**\*Figure 1**



1.6.2.2. CAC must ensure that any new recruit for a position as inspector has the two basic competences: aptitude and knowledge. An aptitude may be measured through well established methodologies used in recruiting processes and should be the responsibility of the Human Resources areas. Knowledge is ensured with the need for every applicant to have a university degree in the areas covered by his or her future responsibilities, as shown in Table 1. These competences will guarantee that in the future the applicant will be able to assimilate the training provided by CAC and will grow professionally as he or she develops a new attitude and skills.

Even if applicants have a university degree in the areas covered by their future Inspectors profiles, it is up to CAC to decide on a case-by-case basis whether the educational background of an applicant is adequate for a given position or not. In addition this profiles require the applicant to have a background as pilot and AE inspectors must hold or have hold a pilot licence, an additional requirement in these cases is to have previous experience as flight instructor. CAC must ensure that its inspectors do not participate in cases that exceed their professional level, i.e. an inspector whose background is a PPL should never be involved in discussions that involve ATP licences.

1.6.2.3. The inspectors' Professional level must cover all types of aircraft managed by the authority, this does not necessarily means that CAC should have pilots with experience in the operation of every category of aircraft, even if a pilot has not operated a given type of aircraft, let us say a helicopter, if he or she has enough experience operating other type and has a good professional qualification he or she will be able to understand the operations of helicopters with proper training. This training could be provided based on a syllabus adapted from the theoretical requirements to obtain a licence of the type published in Part-FCL and interactions with pilots who operate that type.

1.6.2.4. Additionally CAC must ensure that the professional levels of its inspectors are adequate to ensure that any technically complex issue may be discussed and solved by its

inspectors. In especially complex cases CAC may seek external help, in these cases CAC must guarantee that confidentiality is maintained and that the external consultant has no interest in the subject discussed.

- 1.6.2.5. CAC is responsible for providing new inspectors with adequate training for the tasks they will carry out and ensuring that during their performance their knowledge is maintained and updated whenever necessary. To comply with this requirement initial and recurrent training is provided. To ensure that the resources allocated to training are used properly, evidence-based training will prevail over generalist training. For this reason the syllabi included below may be modified to adapt them to specific cases, eliminating or adding modules depending on the profiles of the trainees. This applies specially to recurrent training.
- 1.6.2.6. CAC must be aware that their inspectors are the image of CAC seen by inspected personnel and stakeholders. Inspectors must be able to gain the respect of the inspected by demonstrating a high professional level and making fair decisions based on solid knowledge of industry standards and procedures. Maintaining authority through respect that knowledge imposes and not through the application of hierarchical principles is a very important element to maintain the safety of the system.

## **1.7. TASKS ASSOCIATED TO INSPECTOR'S PROFILES**

The performance of each of the profiles included in Table 1 is limited to a specific area and each requires different knowledge as described below:

- (a) TO inspector – Task related with the full oversight of TO, including initial approval. The activities cover:
  - (i) Training Manual
  - (ii) Operations Manual
  - (iii) SMS manual
  - (iv) TO nominated responsible persons
  - (v) Instructors
  - (vi) Facilities
  - (vii) Spot check in real training
- (b) SMS TO inspector – Task related with the oversight of TO in SMS-related tasks. The activities cover:
  - (i) Training Manual
  - (ii) SMS manual
  - (iii) TO nominated responsible persons
  - (iv) Spot check in real training (only theoretical training)
- (c) CC training organisation inspector – Task related with the full oversight of CC training organisations. The activities cover:

- (i) Training programme for CC
  - (ii) Procedures
  - (iii) Quality system
  - (iv) Instructors (v) Facilities
- (d) Language Proficiency inspector - Task related with the full oversight of Language Proficiency organisations. The activities cover:
- (i) Language Proficiency test
  - (ii) Language Evaluators
  - (iii) Procedures
  - (iv) Quality system
  - (v) Facilities
- (e) Examiners inspector - Task related with the full oversight of examiners. The activities cover:
- (i) Skill test/proficiency check
  - (ii) Oversight TRE/FE
  - (iii) Evaluate senior examiners
  - (iv) Examiner standardisation course
- (f) FCL inspector - Task related with the documents required for the issuing of licenses. The activities cover:
- (i) Issue of ATPL/CPL/MPL/PPL
  - (ii) Issue/revalidation/renewal of Type/Class Rating
  - (iii) Issue/revalidation/renewal of Instructor Certificate
  - (iv) Issue/revalidation/renewal of Examiner Certificate
- (g) MED inspector – Task related with the full oversight of AeMC and AME. The activities cover:
- (i) Procedures for AMEs
  - (ii) SMS manual
  - (iii) Issuance of medical certificates
  - (iv) Oversight the AME medical certificates
- (h) SMS MED inspector – Task related with the oversight of AeMC and AME in SMS-related aspects. The activities cover:
- (i) Procedures for AMEs
  - (ii) SMS manual
- (i) FSTD Technical inspector – Task related with the oversight of FSTD. The activities cover:
- (i) SMS manual
  - (ii) MQTG approval



- (iii) Organisation approval
- (j) FSTD Flight inspector – Task related with the oversight of FSTD.

The activities cover:

- (i) SMS manual
- (ii) Flight check- FSTD
- (iii) Organisation approval

## **1.8. THEORETICAL KNOWLEDGE REQUIREMENTS**

1.8.1. To be able to perform the tasks described in point 6.3 CAC inspectors should receive theoretical training courses that are arranged in two groups:

- (a) General Courses: Includes courses which contents are applicable to every inspector, independently of the tasks performed, they are:
  - (i) Human factors
  - (ii) Armenian national legislation
  - (iii) Armenian State Safety Programme
  - (iv) Performance of technical audits
  - (v) Quality Systems
  - (vi) Safety management systems
  - (vii) Management of risks
  - (viii) Aeronautical regulatory bodies (ICAO, EASA and FAA)
  - (ix) Organisation of air transport
  
- (b) Specific Courses for PEL and MED inspectors: Includes courses focused on the tasks carried out by these inspectors, they are:
  - (i) Parts FCL, ORA and ARA
  - (ii) Aero-medical examiners – Basic
  - (iii) Aero-medical examiners – Advanced
  - (iv) Standardization of examiners
  - (v) Certification of synthetic trainers (FSTD)

1.8.2. These knowledge areas are covered by the following courses:

- (a) TT-0: Initial training of PEL inspectors – This is a comprehensive course intended to provide any newly recruited inspector with the basic knowledge needed to be introduced to more complex courses. The course is divided into 15 modules (PEL.Appendix 1), each module being a course in itself so that for recurrent

training or when the entry level of the trainees would allow some modules to be omitted the course may be shortened.

- (b) TT-1: Initial training of aero-medical examiners – This course is intended for aero-medical inspectors and examiners, provides the basic knowledge needed by aeromedical-examiners.
- (c) TT-2: Advanced training of aero-medical examiners – This course is a complement to course TT-1.
- (d) TT-3: FCL/ORR/ARA regulations – This course familiarizes PEL Department inspectors with the regulations they need to perform their tasks.
- (e) TT-4: Certification of FSTDs – This course is required for any activity related to certification of synthetic trainers.
- (f) TT-5: Flight examiner standardization – Explains the standardisation of examiners required by AMC1 FCL.1015
- (g) TT-6: Quality systems – Explains the requirements of EU-OPS 1.035 regarding quality systems and quality assurance programmes

1.8.3. The knowledges inspectors must acquire depending on their profiles are shown in table 2, in the table *M* indicates that acquiring that knowledge is *mandatory* whereas *R* marks the knowledges that are *recommended*.

## 1.9. QUALIFICATION AS INSPECTOR

### 1.9.1. Initial qualification

The profiles shown in table 1 have different levels of complexity. As shown in figure 1 the professional life of the inspector is a process in which he or she matures over time, for this reason, immature inspectors, such as those normally hired, should be assigned to the profiles of less complexity.

After being hired, the applicants begin a training process in whose first phase they acquire the theoretical knowledges necessary to perform in their future work. After passing that first phase applicants make contact with the environment in which they will work through an on-the-job (OTJ) training programme in which they learn to apply in practice the knowledges acquired in the first phase and at the same time their tutors will detect any formative deficiency that should be corrected.

The duration of the OJT phase depends on the profile and on the trainee and should ideally be determined on a case-by-case basis. As a thumb-of-rule it can be considered that the duration of the OJT in the adaptation to complex tasks (those that imply approvals) can reach 80 hours in some authorities.

The authorizations to inspectors to exercise their functions independently will be issued following the procedures that CAC determines in each case.

*\*Table 2*

REQUIREMENTS																		
PROFILE	FCL	BAME	AAME	EXA	FSTD	LA	HA	H	B	SP	CRM	OPS	ADM	OS	QA	SSP	SMS	EDR
TO Inspector	M										M	M	M	M	M	M	M	M
SMS TO Inspector	M					R	R	R	R	R	M	M	M	M	M	M	M	M
CCTC Inspector	M										R		M	M	M	M	M	M
LPC Inspector	M										R		M	M	M	M	M	M
AE Inspector	M			M							M	M	M	M	M	M	M	M
FCL Inspector	M												R	R	R	R	R	R
MED Inspector	R	M	M								M	M	M	M	M	M	M	M
SMS MED Inspector	R										M	M	M	M	M	M	M	M
FSTD-F Inspector	M				M						M	M	R	R	R	R	R	R
TRAINING ELEMENTS																		
ELEMENT				COVERED BY				ELEMENT				COVERED BY						
FCL – Part-FCL				TT-3				SP – Familiarisation with sailplanes				TT-0, mod. 9						
BAME – Basic Aero-medical examiners				TT-1				CRM – Crew resource management				TT-0, mod. 4						
AAME – Advanced Aero-medical examiners				TT-2				OPS – OPS elements for PEL and MED inspectors				TT-0, mods. 10-15						
EXA – Standardisation of examiners				TT-3				ADM – Armenian National law				TT-0, mod. 2						
FSTD – FSTD certification				TT-4				QS – Quality System				TT-6, TT-0, mods. 2-3						
LA – Familiarisation with light aeroplanes (< 5 700 kg)				TT-0, mod. 6				QA – Quality Assurance				TT-6, TT-0, mods. 2-3						
HA – Familiarisation with light aeroplanes (>,5 700 kg)				TT-0, mod. 5				SSP – State Safety Programme				TT-0, mod. 3, unit 2						
H – Familiarisation with helicopters				TT-0, mod. 7				SMS – Safety Management Systems				TT-0, mod. 3, unit 1						
B – Familiarisation with balloons				TT-0, mod. 8				EDR – Risk Management				TT-0, mod. 3						

## 1.10 ON-THE-JOB TRAINING

(Progression to more complex profiles)

- 1.10.1 To further ensure a structured training environment CAC shall consider an On-the Job (OJT) training program to its PEL Inspectors. This will ensure new PEL Inspectors are mentored by experienced PEL Inspectors in all tasks the PEL inspector is required to perform on behalf of the CAC prior to performing the tasks individually on their own.
- 1.10.2 The OJT training should be comprehensive and shall cover the CAC regulations, requirements, policies, procedures and current practices.
- 1.10.3 OJT is structured employee training conducted at a work site by the supervisor or another employee as identified by the supervisor. This type of training provides direct experience in the work environment in which the employee is performing or will be performing on the job.
- 1.10.4 General Requirements
  - 1.10.4.1 OJT is structured employee training conducted at a work site by the supervisor or another employee as identified by the supervisor. This type of training provides direct experience in the work environment in which the employee is performing or will be performing on the job.
  - 1.10.4.2 OJT can be trained by a specialist who has passed theoretical training and has more than 5 years of experience as an instructor (for pilots as TRI more than 2000 hours). Admission to OJT is approved by the Chair of the CAC RA.
  - 1.10.4.3 The PEL Inspector OJT training records should be updated in the PEL Inspector Personal/Training file upon successful completion of each OJT task.

## 1.11 LEVELS OF OJT

- 1.11.1 OJT is presented in three stages or Levels of learning. Level I OJT is the basic background and knowledge of a task, Level II is a further understanding of the function and conduct of the task, including observation or assistance of the task being performed, and Level III is where trainees actually perform the task themselves. These three levels provide for a progressive and structured field training experience for anyone who has a need to learn a new job task.

Levels of OJT

Level I:	Level II:	Level III:
Knowledge →	Understanding →	Performance

1.11.1.1 A formal Training Guidance Document (TGD) should be used by OJT Trainers to conduct OJT in a consistent manner from task to task, and from trainee to trainee. The TGD should provide guidance on the delivery of the training for all three levels and presents a standardized way to validate learning and competency at all three levels so that the task can be signed off by the front line manager as completed.

1.11.1.2 The following are some tips in planning for training of any given task:

- a. OJT training levels I and II may be covered in the same session.
- b. OJT Trainers should allow sufficient time between Levels II and III for the trainee(s) to practice the task, since they will be required to perform it on their own for Level III.
- c. Prior experience and completion of CAA approved training may be credited for the first two levels of OJT, with the consent of the office manager and the trainee's front-line manager.

1.11.1.3. Conducting and Evaluating OJT Levels see appendix X

## **1.12 MAINTENANCE OF INSPECTOR QUALIFICATION OVER TIME**

1.12.1 CAC must ensure that at every moment their inspectors maintain the professional level with which they were authorized to perform their duties. To meet this objective, CAC will maintain a continuous monitoring of the performance of each inspector, obliging each inspector to perform a certain number of inspections and be supervised by a senior inspector every year. In addition, every three years each inspector will pass a recurrent training course whose objective is to refresh the theoretical knowledge and make the inspector aware of regulations or procedures that have been modified or implemented after they were certified.

1.12.2 Table 3 lists the recency requirements for each inspector's profile. If an inspector does not comply with the recency requirements for his or her profile given in table 3 he or she will have to take a recurrent training.

## **1.13 INSPECTOR RECURRENT TRAINING**

1.13.1 Refresher training is an aspect of recurrent training taken by a person already qualified or previously assessed as competent in a field with the intention of updating skills and/or knowledge to a changed standard or providing the opportunity to ensure that no important skills or knowledge have been lost due to lack of usage.

1.13.2 Each recurrent course will typically consist of three modules:

- (a) Module A: This module will introduce trainees to new procedures that have been implemented (if any) or modified (if any); also attention should be paid to newly introduced technologies, i.e. new aircraft types that may have been registered in Armenia

\* Table 3

REGENCY REQUIREMENTS							
PROFILE	INITIAL OJT			MAINTENANCE		RE-QUALIFICATION	
	Period (y)	Observer	Supervised	Period (y)	Inspector	Period (y)	Supervised
ATO Inspector	1	3	—	1	3	1	1
SMS ATO Inspector	1	3	—	1	3	1	1
CCTC Inspector	1	3	—	1	3	1	1
LPC Inspector	1	3	—	1	3	1	1
AE Inspector	1	3	—	1	3	1	1
FCL Inspector	1	3	—	1	3	1	1
MED Inspector	1	3	—	1	3	1	1
SMS MED Inspector	1	3	—	1	3	1	1
FSTD-F Inspector	1	5	2	1	2	1	2

(b) Module B: This module will:

- (i) analyse case studies that deserve to be discussed and known by all inspectors
- (ii) include information about CAC and the industry that will aid in the integration of inspectors and will increase their knowledge of CAC and the industry they serve
- (iii) foster the participation of inspectors initiating discussions that move them to give their opinions on CAC and on aspects that they consider should be changed or improved

(c) Module C: This module will be devoted to review parts of the theoretical contents that were given to the inspectors during their initial training. Ideally CAC should organise different training curricula for different inspector's profiles and they should ensure that after a certain number of years (i.e. every three years) the whole initial knowledge curricula has been reviewed.

#### 1.14 PERIODICAL ASSESSMENT OF INSPECTORS

An assessment of an inspector's competency should take place at regular intervals not exceeding three years.

To meet this objective, CAC will appoint senior inspectors who will be responsible for periodic evaluations of the other inspectors.

When making an evaluation senior inspectors will focus on:

- (i) Individual skills
- (ii) Practical and theoretical knowledge

- (iii) Attitude
- (iv) Inspectors's performance since the last assessment

### **1.15 TRAINING PLAN FOR PEL DIVISION**

- 1.15.1 The training plan is the forecast of the Annual Training Needs of the PEL Division for the upcoming year.
- 1.15.2 PEL will prepare a "Training Plan for PEL Inspectors" for the upcoming year starting from January. Training Plan shall be approved by the Chair of CAC and comes into effect as soon as approval is received.
- 1.15.3 The plan for the current year is prepared based on a "Yearly review of training provided to the PEL Inspectors" for the previous year, which is also prepared annually to facilitate the preparation of a "Training Plan for PEL Inspectors" for the present year.
- 1.15.4 The "Training Plan for PEL Inspectors" and "Yearly review of training provided to PEL Inspectors" will be carried out by the Head of Licensing Division.
- 1.15.5 The approved "Training Plan for PEL Inspectors" for each year shall be included in the PEL Inspector Personal/Training File.
- 1.15.6 The Head of the Personnel Licensing Division will monitor the progress of the "Training Plan for PEL Inspectors" regularly every quarter to ensure that all the training as required by "Training Plan for PEL Inspectors" is being conducted in a timely manner to ensure that the competency of PEL Inspectors is being maintained.

### **1.16 Management of personnel and training records**

- 1.16.1 Contents of Personnel Folder
- 1.16.2 To ensure systematic and comprehensive training of PEL Inspectors, it is necessary to maintain the Personal/ Training Files of each PEL Inspector.
- 1.16.3 The PEL Inspector Personal/Training File records must be updated regularly.
- 1.16.4 Record of all 'On-the-Job Training' undergone by PEL Inspector must be maintained in the respective inspector's Personal/Training File. The Personal/Training files should include the following details:
  - Copy of Job Description
  - Copy of the Latest CV
  - Copy of applicable License (if any)
  - Copy of Training Certificates including On-the-Job Training Records
  - Copy of Academic Certificates
  - Copy of Passport
  - Training plan for PEL Inspector

- Yearly review of training provided to PEL Inspector

### **1.17 Organisation of Records:**

1.17.1 **Paper-based records** - The record held by PEL include a written record of licenses, certificates and authorizations complemented by individual files which contain a summary of all licensing action taken and all the personal records of the applicant, such as surveillance or enforcement action, medical assessment, flight and written test results or correspondence in chronological order.

#### **1.17.2 Electronic Records**

All documents placed in a client paper file are usually scanned and included in the client's electronic file. Electronic files are backed up with copies being made to a secure offsite server to ensure continuity in case of a major disaster. Any material that becomes corrupted lost or inadvertently deleted can be retrieved by IT staff on request. Staff experiencing difficulty with such data should report it to IT promptly. Electronic client records are held indefinitely

The retention period of the paper-based records will be for a period of five (5) years after the licence has become inactive, except when otherwise specified.

#### **1.17.3 General Correspondence**

If discussions of significance are held, whether face-to-face or by telephone, the substance must be recorded as a note in the relevant file, along with the names of the other persons involved, time, and date.

#### **1.17.4 Training Records**

It is mandatory that accurate and complete training records are maintained for each employee of the Division to ensure each employee is suitably qualified, appropriately trained, and maintains currency throughout the tenure of his/her employment.

#### **1.17.5 Personal Highly Sensitive Documents**

Personal and highly sensitive documents such as medical reports are handled differently than general routine office correspondence. The following procedures shall apply when the staff of PEL encounters any such documentation:

- All mail From Medical Examiners must be delivered to the Department in



sealed envelopes

- Such emails will only be opened by the Licensing Officer
- Files containing such documents are placed in a lockable Filing cabinet with restricted access.

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## CHAPTER 2 FLIGHT CREW PROCEDURES

### 2 General

Article 32 a) of the Chicago Convention requires flight crew members of every aircraft engaged in international civil aviation operations to be provided with a licence issued or rendered valid by the State of Registry. As a result, States are required to issue flight crew licences as soon as they have aircraft on their registry. That is not to say that States have to implement all the classes of licences provided for in Annex 1; they need implement only the licences that are required to support their own national aviation activities.

#### 2.1 Types and requirements of flight crew licenses in RA

2.1.1 Air Crew Regulation No 3-N of the Minister of Territorial Administration and Infrastructure dated 11.02.2022, provides requirements of the following types of flight crew licenses:

- a. LAPL
  - i. LAPL (A) [ *SUBPART B, SECTION 2* ]
  - ii. LAPL (H) [ *SUBPART B, SECTION 3* ]
- b. BPL [ *SUBPART B.1* ]
- c. PPL [ *SUBPART C* ]
  - i. PPL (A) [ *SUBPART C, SECTION 2* ]
  - ii. PPL (H) [ *SUBPART C, SECTION 3* ]
  - iii. PPL (As) [ *SUBPART C, SECTION 4* ]
- d. CPL [ *SUBPART D* ]
  - i. CPL (A) [ *SUBPART D, SECTION 2* ]
  - ii. CPL (H)
- e. MPL [ *SUBPART E* ]
- f. ATPL [ *SUBPART F* ]

- i. ATPL (A) [ *SUBPART F, SECTION 2* ]
- ii. ATPL (H) [ *SUBPART F, SECTION 3* ]
- g. F/FN [ *SUBPART F.1, SECTION 2* ]
- h. F/FE [ *SUBPART F.1, SECTION 3* ]
- i. F/FRO [ *SUBPART F.1, SECTION 4* ]

2.1.2 Examples of licences are to be found in Appendix I to Air Crew Regulation Annex VI (Part – ARA) – Flight crew licence.

## 2.2 Types and requirements of ratings

2.2.1 Each licence should be endorsed with ratings that specify or extend the privileges of the licence. A rating is defined as an authorization entered on, or associated with, a licence and forming part of it, stating special conditions, privileges or limitations pertaining to such a licence.

2.2.2 Air Crew Regulation provides the types and requirements of ratings of flight crew licenceces:

- a. IR [ *SUBPART G* ]
  - i. IR (A) [ *SUBPART G, SECTION 2* ]
  - ii. IR (H) [ *SUBPART G, SECTION 3* ]
  - iii. IR (As) [ *SUBPART G, SECTION 4* ]
- b. Class and Type Rating [ *SUBPART H* ]
- c. Aerobatic rating [ *SUPBART I* ]
- d. Night rating [ *SUPBART I* ]
- e. Mountain rating [ *SUPBART I* ]
- f. Flight test rating [ *SUPBART I* ]

Basic instrument rating (BIR) [ *SUPBART I* ]

## 2.3 Issuance of licences

2.3.1 The issuance of a licence requires the CAC RA to ensure that the applicant meets all the requirements contained in its national regulations and in the relevant provisions of Annex 1 (such as age, knowledge, experience, skill, training and medical fitness). The two options for the issuance of a licence are direct issuance of a licence or conversion of a foreign licence.

2.3.2 Procedure of issuance shall be as follows:

a. the issue, renewal and revalidate of licences, ratings, authorizations, designations and certificates will take place when the applicant meets all the CAC RA documented requirements;

b. the issue, renewal and revalidate of licences, ratings, authorizations, designations and certificates will be performed by the PEL Division of the CAC RA;

c. the application for the issue, renewal and revalidate of licences, ratings, authorizations, designations or certificates by the CAC RA shall be done by submitting to the Licensing Authority a properly filled out form with documents, which can be obtained from the CAC RA [*No 06-N by 14. 06. 2023 approved by the Chair of CAC, RA*];

d. the documents will be reviewed to determine if the skill test has been successfully completed [*No 06-N by 14. 06. 2023 approved by the Chair of CAC, RA*];

e. the report block of the CAC RA on the application form should have been completed;

f. the licence will be prepared;

g. the licence will be issued to the applicant;

h. a rating or authorization will be issued as follows:

i. the CAC RA may issue or reissue a rating or authorization;

ii. in cases of renewal, the CAC RA allows a system where the designated examiner can renew a rating and/or authorization, after the holder has successfully performed a skill test/proficiency check;

2.3.3 This same process also applies to applicants seeking an additional rating, certification or authorization.

2.3.4 Air Crew Regulation Annex VI (Part – ARA) SUBPART FCL SECTION II covers procedures of issue of licences, ratings and certificates.

2.3.5 Refer to Air Crew Regulation Annex VI (Part – ARA) SUBPART FCL SECTION II Procedure for the re-issue of a pilot licence.

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## CHAPTER 3

### THEORETICAL KNOWLEDGE TESTING FOR A LICENCE OR RATING

#### 3. General

This chapter provides policy and procedure for the testing of knowledge and skill for the issuance of a Personnel License and continued proficiency and competency.

The examinations section of the CAC PEL Division is responsible for administering aviation knowledge exams. The PEL Test Examiners must use the Checklist when conducting surveillance of the testing procedures. The administers aviation knowledge tests in an examination room that is comfortable and quiet for the applicants, and that provides a testing environment free from distraction. A CCTV will be used to record the examination to ensure the candidates' and CAC PEL Officer's safety and monitor the behavior of candidates.

#### 3.1. Procedures

In addition to the written examination, for the Knowledge Examination of the Flight Crew Licence (FCL/ ATPL and CPL), Flight Dispatcher Licence, Aircraft Maintenance Engineer Licence (AMEL) and Air Traffic Controller Licence (ATCL) candidates, a Computer Based Exam (CBE) has been developed.

#### 3.2. Preamble

The Civil Aviation Committee of RA operates a strict code of conduct in the administration and delivery of all examinations. E-Examination is a regulated service that must comply with local Regulations and ICAO requirements. The process of E-Examination is delegated to the Aviation Exam company based on a contractual agreement to provide these services. CAC relies on the expertise and quality assurance demonstrated by Aviation Exam and strict adherence to the terms and condition outlined in the contractual agreement for reliability of the service provided. The educational tool gives an opportunity for the largest and most up-to-date database to study for EASA-FCL exams.

**3.2.1.** PPL theoretical knowledge test is conducted in the written format.

**3.2.2.** The knowledge test question bank receives a question refresh at least once in three years or whatever other period is considered necessary based on usage.

#### 3.3. Quality Control

**3.3.1.** The system is accessible by password; only PEL staff have access. Information Technology (IT) Personnel is given access to the system for maintenance purposes.

**3.3.2.** Results and Knowledge Deficiency Reporting Results of examinations are available once



the examination is terminated. The CAC PEL Officer shall print out the examination results as soon as the examination is finished. Examination validity periods and pass rules are published in the Air Crew Regulation, Part FCL, FCL.025 Theoretical knowledge examinations for the issue of licences and ratings.

### **3.4. Practical skill examination**

**3.4.1.** Because flight tests and other practical examinations are generally assessed by a single examiner, it is important that the test is designed and specified to ensure fairness and consistency: all tests of the same type should be assessed according to standardized criteria, regardless of where they are conducted, by whom, and what equipment (or aircraft) is used.

3.4.1.1. Before a skill test for the issue of a licence, rating or certificate is taken, the applicant shall have passed the required theoretical knowledge examination, except in the case of applicants undergoing a course of integrated flying training. In any case, the theoretical knowledge instruction shall always have been completed before the skill tests are taken.

3.4.1.2. for the issue of pilot licence, the applicant for a skill test shall be recommended for the test by the organisation/person responsible for the training, once the training is completed. The training records shall be made available to the examiner.

3.4.1.3. Examiners designated by the CAC RA are to provide practical skill examinations.

3.4.1.4. Examiners are obliged to report about all practical skill examinations provided by them, filling a special form and sending it to PEL division. –PEL. Appendix 2

**3.5.** Requirements of practical skill examinations are fully described in Air Crew Regulation Annex I (Part – FCL) as follows:

- a. Appendix 4 – Skill test for the issue of a CPL
- b. Appendix 7 – IR Skill test
- c. Appendix 9 Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs
- d. Appendix 9.1 Specific requirements for Flight Navigator, Flight Engineer and Radio Operator

e. Appendix 10 – Revalidation and renewal of type ratings, and revalidation and renewal of IRs when combined with the revalidation or renewal of type ratings – EBT practical assessment. / Reserved/

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## CHAPTER 4

### CONDUCT ISSUE /REVALIDATION/RENEWAL OF A PRIVATE PILOT LICENCE INCLUDING ADDITIONAL CATEGORY/TYPE/CLASS RATING

#### 4. Objective

The objective of this chapter 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 the AIR CREW REGULATION, (part FCL, Subpart C). Successful completion of this task results in the issuance of a Private Pilot Licence (PPL), an additional rating, a Notice of Disapproval or a Letter of Discontinuance.

#### 4.1. General

4.1.1. Applicants for a PPL shall complete a training course at an ATO or a DTO.

(i) The course shall include theoretical knowledge and flight instruction appropriate to the privileges of the PPL applied for.

(ii) Theoretical knowledge instruction and flight instruction may be completed at a DTO or at an ATO different from the one where applicants have commenced their training.

4.1.2. 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 licence. (*ref. Order No 19-N, dated 2022*)

4.1.3. Theoretical knowledge. An applicant must present the knowledge test report as evidence of meeting the theoretical knowledge requirements.

4.1.4. An applicant must present the Instructor's recommendation as evidence of meeting the requirements for flight instruction and being prepared for the skill test. For providing the Instructor's recommendation can be provided in the record (e.g. logbook or training record).

4.1.5. 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 (*Appendix 7, Air Crew Regulation, PART -FCL*)

#### 4.2. Categories, Types and Classes

(a) Category ratings. A category rating must be placed on the private pilot licence

(b) Class ratings.

The following class ratings are originally issued or added to private pilot licences:

1. Single-engine land.
2. Single-engine sea.
3. Multi-engine land.
4. Multi-engine sea.

#### **4.3. Application Procedures**

Advise the applicant to bring the following documents to the appointment:

1. A properly completed application (PEL.Appendix 2)
2. A private pilot licence (for an additional category or class rating or for a proficiency check);
3. A class 2 medical certificate;
4. A knowledge test report (if applicable);
5. Personal logbooks or other records substantiating the flight experience or training
6. Passport

#### **4.4. Establish Eligibility**

Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as a private pilot. The following list expands on the basic requirements.

1. Age: Ensure that the applicant is at least seventeen (17) years of age.
2. Knowledge: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.
3. Experience: Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook or other reliable record.
4. Flight Instruction: Check whether the applicant has obtained the necessary flight instruction.

5. Instructor's Endorsement: Check whether the instructor has provided the endorsement.
  6. Check with the single-pilot type rating that the applicant has obtained the necessary instruction in a DTO/ATO.
  7. Skill: Check the Skill Test for Licence, Rating, or Validation Certificate Form, to determine if the applicant has failed the private pilot skill test
  8. Medical Fitness: Ensure that the medical certificate is current (class 2).
- 4.4.1.** Requirements for the additional category, single-pilot type rating, and class rating. Additional category rating. The requirements are the same as in the paragraph above of this section
- 4.4.2.** Additional class or single-pilot type rating in the same category. These requirements are the same as in paragraph 4.4 (Establish Eligibility) above this section; however, Familiarization training and flight training are required.
- 4.5. Requirements for revalidation of the rating(s):**
- Check whether the applicant complies with the following:
- (i)* For the revalidation of a single-engine class rating: within the preceding twenty-four (24) calendar months a proficiency check needs to be completed, or twelve (12) hours of flight time within the twelve (12) months preceding the expiry date
  - (ii)* For the revalidation of a single-engine class rating: within the preceding twenty-four (24) calendar months a proficiency check needs to be completed.
  - (iii)* For the revalidation of a multi-engine class rating: within the preceding twelve (12) calendar months a proficiency check and ten (10) route sectors need to be completed.
  - (iv)* For a single-pilot type rating: within the preceding twelve (12) calendar months a proficiency check and ten (10) route sectors need to be completed.
  - (v)* The applicant must present at least a class 2 medical certificate
  - (vi)* Applicant must present the logbook or other record for the flight time or route sectors required.
- 4.6. Requirements for the renewal of the rating(s).**
- For the renewal of a rating the applicant shall:

- (i) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the skill test; and
- (ii) Pass the required skill test.
- (iii) The applicant must present proof of the refresher training.

*Note: RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING AT AN ATO, A DTO OR WITH AN INSTRUCTOR (Ref: AMC1 FCL.740(b) Validity and renewal of class and type ratings)*

The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, the DTO or the CAC RA (PEL division), as applicable, taking into account the following factors:

- (1) the experience of the applicant;
- (2) the amount of time elapsed since the privileges of the rating were last used;
- (3) the complexity of the aircraft;
- (4) whether the applicant has a current rating on another aircraft type or class; and
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.

It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.

#### **4.7. Issue, revalidation or renew of the licence or additional rating**

When applicant has satisfactorily met all requirements for the licence and/or rating sought, and the Application Form for Licence, Rating or Validation Certificate, the licence and/or rating will be issued.

- 1. Prepare a new licence for applicant.
- 2. Complete all blocks including a licence number.
- 3. When a rating needs to be added, enter additional rating on a new licence.
- 4. Provide applicant with completed licence.
- 5. Payment of the required fees for licence.

#### **4.8. Task Outcomes**

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

- (a) A Private Pilot Licence (PPL).
- (b) An additional rating added to the PPL.
- (c) Notice of Disapproval.
- (d) Letter of Discontinuance

#### 4.9. Summary of Requirements for PPL

<b>AEROPLANE</b>	
<b>AGE</b>	17 years
<b>KNOWLEDGE</b>	<p>Knowledge Training and Test on:</p> <ul style="list-style-type: none"> <li>- Air Law,</li> <li>- Aircraft General Knowledge,</li> <li>- Flight Performance and Planning,</li> <li>- Human Performance,</li> <li>- Meteorology,</li> <li>- Navigation,</li> <li>- Operational Procedures,</li> <li>- Principles of Flight</li> <li>- Communications,</li> </ul>
<b>EXPERIENCE</b>	<p>Applicants for a PPL(A) shall have completed at least 45 hours of flight instruction in aeroplanes or TMGs, 5 of which may have been completed in an FSTD, including at least:</p>
<b>FLIGHT INSTRUCTION</b>	<ul style="list-style-type: none"> <li>-ten (10) hours dual instruction including five (5) hrs solo cross-country with one (1) cross-country flight of 270 km (150 NM) including two (2) landings at two (2) different aerodromes</li> <li>- if privileges are exercised at night four (4) hours dual instruction in night flying and one (1) hour of navigation</li> </ul>
<b>SKILL</b>	Skill test as PIC
<b>MEDICAL FITNESS</b>	Class 2 Medical certificate
<b>LANGUAGE PROFICIENCY</b>	Minimum English level IV



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## CHAPTER 5

### CONDUCT ISSUE /REVALIDATION/RENEWAL OF A COMMERCIAL PILOT LICENCE INCLUDING ADDITIONAL CATEGORY/TYPE/CLASS RATING

#### 5. Objective

The objective of this chapter is to determine if the applicant meets the requirements for the issue, renewal or revalidation of a commercial pilot licence (CPL) including the class and/or type rating(s) or an additional rating to the CPL under AIR CREW REGULATION, Annex I Part FCL, Subpart D. Successful completion of this task results in the issuance/renewal/revalidation of a Commercial Pilot Licence (CPL).

#### 5.1. General

##### 5.1.1. Pilot Logbooks/Records

*[ AMC 1 FCL.050 ]*

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 CPL.

##### 5.1.2. Medical Certificates

The applicant must have a current first-class medical certificate to be eligible for original issuance and for renewal and revalidation of a commercial pilot licence.

##### 5.1.3. Theoretical knowledge

Applicants for the issue of a CPL shall demonstrate a level of knowledge appropriate to the privileges granted in the following subjects:

- (a) air law;
- (b) aircraft general knowledge — airframe/systems/power plant;
- (c) aircraft general knowledge — instrumentation;
- (d) mass and balance;
- (e) performance;
- (f) flight planning and monitoring;
- (g) human performance;
- (h) meteorology;
- (i) general navigation;
- (j) radio navigation;

- (k) operational procedures;
- (l) principles of flight; and
- (m) communications

#### 5.1.4. **Instructors 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.

#### 5.1.5. **Practical skill test (a conduct of skill tests and proficiency checks)**

[ FCL.320 CPL]

- (i) An applicant for a CPL shall pass a skill test in accordance with Appendix 4 to this Manual to demonstrate the ability to perform, as PIC of the appropriate aircraft category, the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.
- (ii) The skill tests and proficiency checks will be conducted by either an Inspector of the Authority or an examiner authorized and designated by the Authority.

### 5.2. **Establishing Eligibility**

To establish eligibility the following should be checked:

1. For the issue of a licence: Age, Knowledge, Experience, Flight Instruction, Skill, Language Proficiency and Medical fitness.
2. For the issue of an additional category rating: Knowledge, Experience, Flight Instruction, Skill and Medical fitness.
3. For the issue of an additional class or single-pilot type rating: Experience, Flight Instruction and Skill.
4. For the revalidation of a licence: Ratings and Medical fitness must be valid.
5. For the revalidation of a rating: Proficiency and/or Flight time/Route sectors and Medical fitness.
6. For the renewal of a licence including ratings: Extra training, Skill and Medical fitness.

### 5.3. **Categories, Types and Classes**

#### (a) Category ratings

1. A category rating must be placed on the commercial pilot licence.

#### (b) Class ratings

The following class ratings are originally issued or added to commercial pilot licences:

1. Single-engine land;

2. Single-engine sea;
3. Multi-engine land;
4. Multi-engine sea;
5. A class rating may be issued for those helicopters certificated for single-pilot operations and which have comparable handling, performance, and other characteristics.

(c) Type ratings

The following division of type ratings exist:

1. Each type of aircraft certificated for operation with a minimum crew of at least two (2) pilots;
2. Each type of helicopter is certificated for single-pilot except where a class rating has been established under (b)(5);
3. Any aircraft considered necessary by the Authority.

**5.4. When an applicant is seeking a multi-pilot type rating on the CPL, the applicant needs to:**

1. have at least 70 hours as pilot-in-command applicable to the category of aircraft;
2. hold or have held a multi-engine IR(A)
3. hold a certificate of satisfactory completion of an MCC course in aeroplanes
4. have passed the ATPL(A) theoretical knowledge examinations in accordance with this Annex (Part-FCL).

**5.4.1. Pre-Requisites Requirements**

**5.4.1.1. Application Procedures**

a) Advise the applicant to bring the following documents to the appointment:

1. A properly completed application –PEL.Appendix.2;
2. A commercial pilot licence (if for an additional category, class or type rating or for a proficiency check);
3. A class 1 medical certificate;
4. A knowledge test report (if applicable);
5. An ATO graduation certificate (if applicable);
6. Personal logbooks or other records substantiating the flight; and
7. An acceptable form of photo identification (Passport)

b) Review Application

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

c) Discrepancies or Ineligibility

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.

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.

#### 5.5. Establish eligibility for the original issuance of a licence

[ *Part FCL, Subpart D, Section I* ]

Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as a commercial pilot. The following list expands on the basic requirements.

1. **Age:** Ensure that the applicant is at least eighteen (18) years of age.
2. **Knowledge:** Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test. (*FCL.310 CPL*)
3. **Experience:** Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook that meets FCL.050 requirements. (*Part FCL, Subpart A, FCL.050 Recording of flight time*)
4. **Flight Instruction:** Check whether the applicant has obtained the necessary flight instruction.
5. **Instructor's endorsement:** Check whether the instructor has provided the endorsement.
6. Check with a type rating that the applicant has obtained the necessary instruction in an ATO.
7. **Skill:** Determine if the applicant has failed the commercial pilot skill test.
8. **Language proficiency:** minimum English Level IV Certificate.
9. **Medical fitness:** Ensure that the medical certificate is current.

#### 5.6. Requirements for the additional category, single-pilot type rating and class rating

1. Additional category rating

The requirements are the same as in paragraph (c) above of this section.

2. Additional class or type rating in the same category

These requirements are the same as in paragraph (c) above of this section; with the exception that a knowledge test is not required for an additional class or single-pilot type rating in the same category.

3. The applicant must present a class 1 medical certificate for an additional category, class or single-pilot type rating.

### 5.7. Requirements for revalidation of the class and/or type rating(s)

1. *For the revalidation of a single-engine class rating:*

Within the preceding twenty-four (24) calendar months a proficiency check needs to be completed, or twelve (12) hours of flight time within the twelve (12) months preceding the expiry date if the pilot is also holder of a valid multi-engine or type rating.

2. *For the revalidation of a multi-engine class rating:*

Within the preceding twelve (12) calendar months a proficiency check and ten (10) route sectors need to be completed.

3. *For the revalidation of a multi-pilot type rating:*

Within the preceding twelve (12) calendar months, complete a proficiency check and have completed ten (10) route sectors within the three (3) months preceding the expiry date.

### 5.8. Requirements for the revalidation of a licence:

The revalidation of a licence: will take place within the five (5) years period.

(i) After initial issue of license; if

(ii) For any administrative reason provided the ratings related to the licence and the medical certificate is valid.

*The applicant must present*

*(a) Language proficiency:*

*[ FCL.055 ]*

The minimum acceptable proficiency level is the operational level (Level 4).

*Note;* Except for pilots who have demonstrated language proficiency at an expert level (level 6), the language proficiency endorsement shall be re-evaluated every:

(1) 3 years, if the level demonstrated is operational level (level 4); or

(2) 6 years, if the level demonstrated is extended level (level 5).

2. The last LPC/ skill test on appropriate type

3. A valid class 1 medical certificate.

### 5.9. Requirements for the renewal of the rating(s):

For the renewal of a rating the applicant shall:

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

2. Pass the required skill test.
3. The applicant must present proof of the refresher training.

**Note: RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING AT AN ATO, A DTO OR WITH AN INSTRUCTOR (Ref. AMC1 FCL.740(b) Validity and renewal of class and type ratings)**

*The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, the DTO or the CAC RA (PEL division), as applicable, taking into account the following factors:*

- (1) the experience of the applicant;*
  - (2) the amount of time elapsed since the privileges of the rating were last used;*
  - (3) the complexity of the aircraft;*
  - (4) whether the applicant has a current rating on another aircraft type or class; and*
  - (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.*
- It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.*

#### **5.10. Conduct the skill test or proficiency check**

*[FCL.320 CPL – Skill test]*

An applicant for a CPL shall pass a skill test in accordance with Appendix 4 (***Skill test for the issue of a CPL, B***) to demonstrate the ability to perform, as PIC of the appropriate aircraft category, the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.

#### **5.11. Issue, renew or revalidate of the licence or additional rating**

When applicant has satisfactorily met all requirements for the licence and/or rating sought, the licence and/or rating will be issued.

- Prepare a new licence for applicant.
- Complete all blocks including a licence number.
- When a rating needs to be added, enter additional rating on a new licence.
- Provide applicant with completed licence.
- Make sure that fee for the licence has been paid.

#### **5.12. Task Outcomes**

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

- A Commercial Pilot Licence.
- An additional rating to the CPL.
- Notice of Denial.
- Letter of Discontinuance.

#### **5.13. Summary of Requirements for CPL**

	<b>Aeroplane</b>	<b>Helicopter</b>
<b>Age</b>	18 years	18 years
<b>Knowledge</b>	Knowledge Training and Test	Knowledge Training and Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>- 200 hours or 150 hours during the integrated approved course at an approved ATO (10 hours may be in FS or FPT)</li> <li>- 70 hours PIC</li> <li>- 20 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes</li> <li>- 10 hours as PICUS</li> <li>- If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings</li> </ul>	<ul style="list-style-type: none"> <li>- 150 hours or 100 hours during the integrated approved course at approved ATO (10 hours may be in FS or FPT)</li> <li>- 35 hours as PIC</li> <li>- 10 hours cross-country as PIC including cross-country flight at 2 different landing points</li> <li>- 10 hours instrument instruction (5 hours may be ground time)</li> <li>- If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings</li> <li>- The holder of a pilot licence in another category may be credited towards the 150 hours of flight time as follows: <ul style="list-style-type: none"> <li>(i) 20 hours as PIC holding a PPL(A) in aeroplanes; or</li> <li>(ii) 50 hours as PIC holding a CPL (A) in aeroplanes.</li> </ul> </li> </ul>
<b>Flight instruction</b>	<ul style="list-style-type: none"> <li>- 25 hours dual instruction (5 hours in FS or FPT)</li> <li>- If privileges are exercised at night 4 hrs dual instruction in night flying and 1 hr at navigation</li> </ul>	<ul style="list-style-type: none"> <li>- 30 hours dual instruction</li> <li>- If privileges are exercised at night dual instruction in night-flying, including take-off landing</li> </ul>
<b>Skill</b>	Skill test as PIC	Skill test as PIC
<b>Medical fitness</b>	Class 1 Medical certificate	Class 1 Medical certificate
<b>Language proficiency</b>	Minimum English level IV Certificate	Minimum English level IV Certificate

*Note: This is only a summary. For further details see AIR CREW REGULATION, PART FCL, SUBPART-D (Order No 3-N of the Minister of Territorial Administration and Infrastructure of RA, dated 11.02.2022).*



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**CHAPTER 6**  
**CONDUCT ISSUE /REVALIDATION/RENEWAL OF AN AIRLINE TRANSPORT PILOT**  
**LICENCE INCLUDING ADDITIONAL CATEGORY/TYPE RATING**

**6. Objective**

The objective of this task is to determine if the applicant meets the requirements for the issue, renewal or revalidation of an Airline transport pilot licence (ATPL) including type rating(s) under requirements of Air Crew Regulation, Part FCL, Subpart F. Successful completion of this task results in the issuance of an ATPL, a Notice of Denial or a Letter of Discontinuance.

**6.1. General**

- (a) 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 ATPL.
- (b) Medical Certificates; The applicant must have a current first-class medical certificate
- (c) Flight Instruction;

An applicant for:

- 1. An ATPL(A) must be the holder of a CPL(A) and multi-engine instrument rating (A).
- 2. An ATPL(H) must be the holder of a CPL(H).

(d) ***Theoretical Knowledge***

An applicant must present the knowledge test report as evidence of meeting the theoretical knowledge requirements.

(e) **Conduct of Skill Tests and Proficiency Checks.**

*[FCL.520.A ATPL(A) – Skill test]*

- (i) Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Air Crew Regulation, Annex I, to demonstrate the ability to perform, as PIC of a multi-pilot aeroplane under IFR, the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.
- (ii) The skill test shall be taken in the aeroplane or an adequately qualified FFS representing the same type. The skill tests and the proficiency check will be conducted by either an Inspector of the Authority or an examiner authorized and designated by the Authority.

## **6.2. Establishing Eligibility**

6.2.1. *To establish eligibility the following should be checked:*

1. For the issue of a licence: Age, Knowledge, Experience, Flight Instruction, Skill, Language Proficiency and Medical fitness.
2. For the issue of an additional category rating: Knowledge, Experience, Flight Instruction, Skill and Medical fitness.
3. For the issue of an additional type rating: Experience, Flight Instruction and Skill.
4. For the renewal of a licence: Ratings and Medical fitness must be valid.
5. For the renewal of a rating: Proficiency and Route sectors and Medical fitness.
6. For the re-issue of a licence including ratings: Extra training, Skill and Medical fitness.

## **6.3. Categories and Type Ratings**

### 6.3.1. Category ratings

A category rating must be placed on the Airline Transport Pilot Licence.

### 6.3.2. Type Ratings

Applicants for the issue of an ATPL shall have fulfilled the requirements for the type rating of the aircraft used in the skill test.

## **6.4. Pre-requisites Requirements**

### 6.4.1. Application Procedures

(a) Advise the applicant to bring the following documents to the appointment:

1. A properly completed Application Form – PEL.Appendix.2;
2. An Airline Transport Pilot Licence (if for an additional category or typerating for a proficiency check);
3. A class 1 medical certificate;
4. A knowledge test report (if applicable);
5. Personal logbook
6. An acceptable form of photo identification, passport.

(b) Review Application

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

(c) Discrepancies or Ineligibility

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.
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.

## 6.5. Establish eligibility for original issuance of a licence

6.5.1. Determine if the applicant meets the specific eligibility, theoretical knowledge, competency and experience requirements for licensing as an airline transport pilot. The following list expands on the basic requirements.

- (i) **Age:** Ensure that the applicant is at least twenty-one (21) years of age.
- (ii) **Knowledge:** An ATO graduation certificate (if applicable); **and** Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.
- (iii) **Experience:** Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook.
- (iv) **Flight Instruction:** Check whether the applicant has the CPL (A) and the multi-engine instrument rating (A) for the ATPL (A) or the CPL (H) for the ATPL (H).
- (v) **Skill:** determine if the applicant has passed the airline transport pilot skill test.
- (vi) **Language proficiency:** Minimum current English level IV certificate
- (vii) **Medical certificate:** Ensure that the medical certificate is current.

## 6.6. Requirements for additional category and type rating

*[FCL.060 Recent experience ]*

- 6.6.1. Additional category rating. The requirements are the same as in paragraph (e) above of this section.
- 6.6.2. Additional type rating in the same category. These requirements are the same as in paragraph (e) above of this section; however, an ATO graduation certificate for the additional type is required;
  - (i) Skill test on that type
  - (ii) The applicant must present a class 1 medical certificate for an additional category and type rating.

## 6.7. Requirements for revalidation of the type rating(s)

1. The knowledge test report as acceptable evidence of having passed the knowledge test.

2. Pass the required skill test.
3. Applicant must present the logbook or other record for the flight time or route sectors required.

## 6.8. Requirements for the revalidation of a licence

1. The revalidation of a licence: will take place within the five (5) years period.
  - After initial issue of a licence; if
  - For any administrative reason provided the ratings related to the licence and the medical certificates are valid.
2. The applicant must present
  - (a) *Language proficiency:*  
[ FCL.055 ]  
The minimum acceptable proficiency level is the operational level (Level 4).  
*Note;* Except for pilots who have demonstrated language proficiency at an expert level (level 6), the language proficiency endorsement shall be re-evaluated every:
    - (1) 3 years, if the level demonstrated is operational level (level 4); or
    - (2) 6 years, if the level demonstrated is extended level (level 5).
  - (b) The last LPC/ skill test on appropriate type
  - (c) A valid class 1 medical certificate.

## 6.9. Requirements for the renewal of the rating(s)

6.9.1. For the renewal of a rating the applicant shall:

- (i) Have received refresher training from an authorised instructor with an endorsement that the person is prepared for the skill test; and
- (ii) The knowledge test report as acceptable evidence of having passed the knowledge test.
- (iii) Pass the required skill test.
- (iv) The applicant must present proof of the refresher training.

***Note: RENEWAL OF CLASS AND TYPE RATINGS: REFRESHER TRAINING AT ANATO, A DTO OR WITH AN INSTRUCTOR (Ref. AMC1 FCL.740(b) Validity and renewal of class and type ratings)***

*The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a*

*case-by-case basis by the ATO, the DTO or the CAC RA (PEL division), as applicable, taking into account the following factors:*

- (1) the experience of the applicant;*
- (2) the amount of time elapsed since the privileges of the rating were last used;*
- (3) the complexity of the aircraft;*
- (4) whether the applicant has a current rating on another aircraft type or class; and*
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.*

*It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.*

## **6.10. Conduct the skill test or proficiency check**

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to this Part to demonstrate the ability to perform, as PIC of a multi-pilot aeroplane under IFR, the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.

The skill test shall be taken in the aeroplane or an adequately qualified FFS representing the same type.

### **6.10.1. Aircraft Requirements and/or Simulator Requirements**

The Inspector should determine that the simulator has been approved by the CAC RA and is appropriate for the skill test or proficiency check.

## **6.11. Issue, renew or revalidation of the licence or additional rating**

When applicant has satisfactorily met all requirements for the licence and/or rating sought, the licence and/or rating will be issued.

- Prepare a new licence for applicant.
- Complete all blocks including a licence number.
- When a rating needs to be added, enter additional rating on a new licence.
- Provide applicant with completed licence.
- Make sure that fee for the licence has been paid.

## **6.12. Task Outcomes**

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

- An Airline Transport Pilot Licence.
- An additional rating to the ATPL.
- Notice of Denial.
- Letter of Discontinuance.

### 6.13. Summary of Requirements for ATPL

	<b>Aeroplane</b>	<b>Helicopter</b>
	21 years	21 years
<b>Knowledge</b>	Knowledge Training and Test	Knowledge Training and Test
<b>Experience</b>	1500 hours in aeroplanes (100 hours may be in FFS) including at least: <ul style="list-style-type: none"> <li>- 500 hours in multi-pilot operations on aeroplanes</li> <li>- 250 hours PIC or 70 hrs as PIC and rest as PICUS</li> <li>- 200 hrs cross-country of which 100 hours as PIC or PICUS</li> <li>- 75 hrs instrument time (30 hours may instrument ground time)</li> <li>- 100 hours of night flight as PIC or C/P</li> </ul>	1000 hours in helicopters (100 hours may be in FFS) including at least: <ul style="list-style-type: none"> <li>- 350 hours in multi-pilot helicopters</li> <li>250 hours PIC or 100 hrs as PIC and 150 hrs as PICUS in multi-pilot helicopters</li> <li>-200 hrs cross-country of which 100 hours as PIC or PICUS</li> <li>-30 hrs instrument time (10 hours may be instrument ground time)</li> <li>-100 hours of night flight as PIC or C/P</li> </ul>
<b>Flight instruction</b>	Applicant shall be the holder of CPL(A)	Applicant shall be holder of CPL(H)
<b>Skill</b>	shall pass a skill test in accordance with Appendix 9 (The skill test shall be taken in the helicopter or an adequately qualified FFS representing the same type.)	shall pass a skill test in accordance with Appendix 9 (The skill test shall be taken in the helicopter or an adequately qualified FFS representing the same type.)
<b>Medical fitness</b>	Class 1 Medical certificate	Class 1 Medical certificate
<b>Language proficiency</b>	Minimum English Level IV	

*Note: This is only a summary. For further details see AIR CREW REGULATION, PART FCL, SUBPART-F (Order No 3-N of the Minister of Territorial Administration and Infrastructure of RA, dated 11.02.2022)*

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## CHAPTER 7 CONDUCT INITIAL ISSUE/RENEWAL OF AN INSTRUMENT RATING

### 7.1. Objective

The objective of this task is to determine if the applicant meets the requirements for the issue of an instrument rating under Air Crew Regulation, Part FCL, Subpart G Section I . 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.

### 7.2. General Requirements

#### (a) Applicants for an IR shall:

hold:

at least a PPL in the appropriate aircraft category, and:

(b) **Medical fitness.** The applicant for an IR shall hold either a Class 1 or 2 medical certificates issued under this Part as appropriate to the level of licence held.

#### (c) Conduct of skill test and proficiency checks

*[FCL.620 IR – Skill test]*

- (i) Applicants for an IR shall pass a skill test in accordance with Appendix 7 Annex I to Air Crew Regulation, to demonstrate the ability to perform the relevant procedures and manoeuvres with a degree of competency appropriate to the privileges granted.
- (ii) The skill test and proficiency checks will be conducted by either an Inspector of the Authority or an examiner authorised and designated by the Authority.

### 7.3. Establishing Eligibility

7.3.1. To establish the eligibility the following should be checked:

1. For the issue of an instrument rating: Knowledge, Experience, Flight Instruction and Skill.
2. For the renewal of an instrument rating: Proficiency check.
3. For the revalidation of an instrument rating: Extra training and Skill.

### 7.4. Theoretical Knowledge

*[FCL.615 IR (a) (b)]*

7.4.1. Course

Applicants for an IR shall have completed a course of theoretical knowledge and flight instruction at an ATO. The course shall be:

- (1) an integrated training course which includes training for the IR, in accordance with Appendix 3 to Annex 1 (Part-FCL, Air Crew Regulation)
- or;
- (2) a modular course in accordance with Appendix 6 to Annex 1 (Part-FCL, Air Crew Regulation)

#### 7.4.2. Examination

Applicants shall demonstrate a level of theoretical knowledge appropriate to the privileges granted in the following subjects:

- (1) air law;
- (2) aircraft general knowledge — instrumentation;
- (3) flight planning and monitoring;
- (4) human performance;
- (5) meteorology;
- (6) radio navigation; and
- (7) communications.

#### 7.5. Types of Instrument Ratings

##### *(a) Instrument rating (A) and (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/proficiency check.

##### *(b) 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.

## 7.6. PREREQUISITE PROCEDURES

### Pre-requisites Requirements

#### 7.6.1. Eligibility for Original Issuance

Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the instrument rating. The following list expands on the basic requirements.

**(i) Knowledge:** Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.

**(ii) Flight Instruction:** Check whether the applicant has obtained the necessary flight instruction, either for single-engine or for multi-engine aircraft, as applicable.

**(iii) Skill:** determine if the applicant has passed the pilot license skill test.

**(iv) Medical fitness:** Ensure that the medical fitness requirement is current.

#### 7.6.2. *Requirements for Revalidation revalidation*

1. An IR shall be valid for 1 year.

2. An IR shall be revalidated within the 3 months immediately preceding its expiry date by complying with the revalidation criteria for the relevant aircraft category.

#### 7.6.3. *Requirements for Renewal*

If an IR has expired, in order to renew their privileges, applicants shall comply with all of the following:

1. in order to determine whether refresher training is necessary for the applicant to reach the level of proficiency needed to pass the instrument element of the skill test in accordance with *Appendix 9* Annex I to Air Crew Regulation,, they shall undergo an assessment at either of the following organisations;

- (i) at an ATO
- (ii) or CAC RA

2. after complying with point (1) they shall pass a proficiency check in accordance with *Appendix 9*.

7.6.3.1. The applicant must present proof of the refresher training and the skill test.

7.6.3.2. If the IR has not been revalidated or renewed in the preceding 7 years, applicants for the IR shall pass again the IR theoretical knowledge examination and skill test.

#### **7.7. *Discrepancies or Ineligibility***

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.

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.

#### **7.8. Experience, Flight Instruction, Skill Test and Proficiency Check for the IR;**

##### **(a) Experience.**

- (1) The applicant for an IR shall hold a pilot licence with an aircraft category, and class rating if applicable, for the instrument rating sought.
- (2) The applicant shall have completed not less than:
  - (i) 50 hours of cross-country flight time as PIC of in aeroplanes, TMGs, helicopters or airships of which at least 10 or, in the case of airships, 20 hours shall be in the relevant aircraft category.

##### **(b) Flight instruction.**

- (1) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an instrument rating:
  - (i) Pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan.
  - (ii) Pre-flight inspection, use of checklists, taxiing and pre-take-off checks.
  - (iii) Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:

- (A) Transition to instrument flight on take-off;
  - (B) Standard instrument departures and arrivals;
  - (C) En-route IFR procedures and navigation;
  - (D) Holding procedures;
  - (E) Instrument approaches to specified minima;
  - (F) Missed approach procedures; and
  - (G) Landings from instrument approaches;
- (iv) In-flight manoeuvres and particular flight characteristics.

**(c) Skill.** The applicant for an IR shall:

- (1) Have received an endorsement from an authorized instructor who certifies that the applicant is prepared for the required skill test.
- (2) Have demonstrated, by passing a skill test, the ability to perform the areas of operation with a degree of competency appropriate to the privileges granted to the holder of an IR, and to:
  - (i) Recognize and manage threats and errors;
  - (ii) Operate the aircraft within its limitations;
  - (iii) Complete all manoeuvres with smoothness and accuracy;
  - (iv) Exercise good judgment and airmanship;
  - (v) Apply aeronautical knowledge;
  - (vi) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or maneuver is assured;
  - (vii) Understand and apply crew coordination and incapacitation procedures; and
  - (viii) Communicate effectively with the other flight crewmembers.
- (3) The skill test and proficiency check for the instrument rating shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:

### 7.9. Validity of Instrument Rating

The validity of Instrument rating is 12 calendar months both for Issue/Renewal from the following month of the skill test (licence remains valid subject to age limit, medical certificate and any other restrictions).

### 7.10. Summary of Requirements for Instrument Rating

	<b>Aeroplane</b>	<b>Helicopter</b>
<b>Age</b>	17 years	17 years
<b>Knowledge</b>	Knowledge Training and Test	Knowledge Training and Test
<b>Experience</b>	- 50 hours of cross-country flight as PIC of which 10 hours shall be in aeroplanes; and	- 50 hours of cross-country flight as PIC of which 10 hours shall be in helicopters; and
<b>Flight instruction</b>	- 10 hours of the 40 hours instrument time dual instruction in appropriate category	- 10 hours of the 40 hours instrument time dual instruction in helicopters
<b>Skill</b>	- Skill test/proficiency check in aeroplane - For multi-engine instrument rating: skill test/proficiency check in multi-aeroplane	- Skill test/proficiency check in helicopter - For multi-engine instrument rating: skill test/proficiency check in multi-
<b>Medical fitness</b>	- Class 1 Medical certificate - 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.	- Class 1 Medical certificate - 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.
<b>Language proficiency</b>	Minimum English level IV Certificate	Minimum English level IV Certificate

*Note: This is only a summary. For further details see AIR CREW REGULATION, PART FCL, SUBPART-G (Order No 3-N of the Minister of Territorial Administration and Infrastructure of RA, dated 11.02.2022)*

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## CHAPTER 8

### CONDUCT INITIAL ISSUE/RENEWAL/REVALIDATION OF A FLIGHT INSTRUCTOR RATING

#### 8.1. Objective

The objective of this task is to determine if the applicant meets the requirements under Air Crew Regulation, Part FCL, Subpart J, Section I. for:

1. The issue, renewal or revalidation of an initial Flight Instructor rating, to add an additional category, class, type, or instrument rating for flight instruction,
2. The issue, renewal, or revalidation of an instructor rating for additional type ratings; and
3. The issue, renewal, or revalidation of an instructor authorization for synthetic flight training

8.1.1. 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.

#### 8.2. General

##### 8.2.1 Inspector Qualifications

- (i) The Inspector performing a skill test or proficiency check for instructor ratings or authorisations must possess a pilot licence and instructor rating in the same category and class as the test being conducted.
- (ii) 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.

#### 8.3. Establishing Eligibility

8.3.1. To establish eligibility the following should be checked:

1. For the issue of a Flight Instructor's rating: Age, Knowledge, Experience, Flight instruction, Skill and Medical fitness.
2. For the issue of an instructors rating for additional type rating: Knowledge, Experience, Flight instruction, Skill and Medical fitness.
3. For the issue of an instructor's authorisation for synthetic flight trainers: Skill.
4. For the renewal of a Flight Instructor's rating: Specified hours or proficiency check.
5. For the renewal of an instructors rating for additional type rating: Specified hours and a proficiency check.
6. For the renewal of an instructor's authorisation for synthetic flight trainers: the Simulator session.
7. For the re-issue of an instructor's rating: Extra training and Skill.



### 8.3.2. Theoretical Knowledge

- (i) An applicant for a flight instructor rating must present the knowledge test report as evidence of meeting the theoretical knowledge requirements for a PPL/CPL/ATPL from the TO
- (ii) An applicant for a flight instructor rating or instructor for additional class or type ratings must present evidence of meeting the ground training

### 8.3.3. 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.

## 8.4. Types of Instructor Ratings and Authorization

8.4.1. Flight Instructor rating types are divided by the privileges:

1. Flight Instructor for a CPL/ATPL: additional requirements are: completed five hundred (500) hrs of flight time
2. Flight Instructor for a PPL: additional requirements are: completed five hundred (500) hrs of flight time
3. Flight Instructor for single-engine class rating: addition requirement: fifteen (15) hrs on the applicable type in the preceding twelve (12) months.
4. Flight Instructor for multi-engine class rating: additional requirements: five hundred (500) hrs flight time and fifteen (15) hours on the applicable type in the preceding twelve (12) months.
5. Flight Instructor for instructor rating: additional requirement: five hundred (500) hrs of instruction in the appropriate category.
6. Flight Instructor Instrument Rating: additional requirements: two hundred (200) hours flight in accordance with instrument flight rules and passed a skill test.

## 8.5. Application Procedures

### 8.5.1. Schedule Appointment

Advise the applicant to bring the following documents to the appointment:

1. A properly completed Application Form- PEL.Appendix.2;
2. The licence and rating for which the instructor rating or authorization issought;

3. The applicable medical certificate;
4. A knowledge test report, if applicable; certificate of course completion by the ATO
5. Personal logbooks or other records substantiating the flight experience shown
6. An acceptable form of photo identification (passport).

#### 8.5.2. Requirements for Original Issuance of a Flight Instructor Rating

1. Determine if the applicant meets the specific eligibility, knowledge, skill and experience requirements for a flight instructor rating. The following list expands on the basic requirements.
2. 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.

8.5.2.1. **Age:** Ensure that the applicant is at least eighteen (18) years of age.

***Knowledge:***

(A) passed an assessment of competence for the relevant category of instructor on that class or type of aircraft; and

(B) Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test from the ATO.

***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

***Flight Instruction:*** Check whether the applicant has completed the required flight instruction for the Flight Instructor rating sought.

***Skill:*** determine if the applicant has passed the skill test.

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

#### 8.5.3. Validity of FIR

The validity of Flight Instructor Rating is — 03 (three) year both for Issue/Renewal.

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## CHAPTER 9

### AUTHORISE, DESIGNATE, OR RENEW A PILOT EXAMINER AUTHORISATION

#### 9.1. Objective

The objective of this task is to determine if an individual meets the qualifications for authorization/designation as an examiner or renewal of the authorization/designation under Air Crew Regulation, Part FCL, Subpart K. Completion of this task results in authorization/designation as an examiner, denial or renewal of the authorization/designation.

9.2. For further details see the Flight Examiner Manual (FEM) (Order No 187-L dated 25.04.2022). The purpose of is to provide standardization directives and guidance in various aspects concerning the conduct of skill tests, proficiency checks and assessments of competence to holders of PART-FCL licence issued by the Civil Aviation Committee of the Republic of Armenia.

## CHAPTER 10

### ISSUE A PILOT LICENCE AND/OR RATING BASED ON MILITARY COMPETENCE

Reserved.

## CHAPTER 11

### VALIDATE OR CONVERT A FOREIGN LICENCE

#### 11.1. Objectives:

The objective of this task is to determine if the applicant meets the requirements for the issue of a validation certificate or a converted licence based on a foreign licence. Completion of this task results in either the issuance of a validation certificate, a converted licence, a Letter of Discontinuance or a Notice of Denial.

#### 11.2. General provisions for validation of licences

The CAC RA may validate a pilot licence issued by a third country in compliance with the requirements of Annex 1 to the Chicago Convention.

11.2.1. The validation of a foreign licence is defined in Annex III Section 1.

11.2.2. Validation cannot be used without the existing current licence. The privileges of the validation are always conditional on the continuing validity of the current licence and may not exceed the privileges of the licence. Annex 1 requires that the CAC RA confirm the validity of the foreign licence prior to issuing a validation for use in commercial air transport operations. The Licensing Authority should ensure that all applicable national and ICAO requirements have been met.

11.2.3. Validation of a licence from another Contracting State can be done on an individual basis. Each foreign licence must be checked to assess whether a validation certificate can be issued. As with licence conversion, validation may also be accomplished by arrangement with another Contracting State where the validating State relies upon the licensing system of the other Contracting State.

#### 11.3. Purposes to render valid a Foreign Flight Crew Licence & Ratings:

11.3.1. A foreign Flight Crew licence shall be render valid Armenian Licence for any of the purposes listed below:

- a) For Commercial and non-Commercial Air Transportations
- b) For conduct of flying training and checking
- c) To receive flying training to undergo flight test
- d) To ferry an aircraft for registration in Armenia from a foreign country; and vice versa

#### **11.4. Validity Period**

The validation of a licence shall have a validity period, which does not exceed one year, and its privileges shall only be exercised as long as the licence remains valid.

**11.4.1.** The CAC RA may extend the validity only once and only by a maximum of one year, unless the committee decides otherwise.

#### **11.5. Validation of pilot licences for specific tasks of limited duration**

CAC RA may validate a licence which is equivalent to one of those referred to in paragraph 2 and issued in compliance with the requirements of Annex 1 to the Chicago Convention by a third country for a maximum of 28 days per calendar year for specific non-commercial tasks, provided that the applicant complies with all of the following requirements:

- (a) holds an appropriate licence and medical certificate and associated ratings or qualifications issued in accordance with Annex 1 to the Chicago Convention;
- (b) has completed at least one acclimatisation flight with a qualified instructor prior to carrying out the specific tasks of limited duration.

#### **11.6. Procedures for the issue of a validation certificate for commercial air transport and other commercial activities based on a foreign licence**

For the validation of pilot licences for commercial air transport and other commercial activities, the holders shall comply with the following requirements, as applicable, for the privileges sought:

**11.6.1.** Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the validation certificate. The following list expands on the basic requirements. Advise the applicant to bring the following documents to the appointment:

- (1) the current foreign licence;
- (2) the medical certificate
- (3) documents certifying relevant professional education, training, qualification, and practical training,
- (4) the record of flight time to determine if the applicant has the experience required for the validation certificate sought. Use an acceptable logbook. (1<sup>st</sup> and the last three pages)

- (5) a properly completed Application Form
- (6) an acceptable form of issued photo identification (passport)
- (7) Fulfil the requirements for the issue of the relevant class or type rating,
- (8) The latest LPC (on Type).
- (9) Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL)
- (10) have completed at least 500 hours of flight time as a pilot.(On type)

**11.6.2.** After receiving the above documents CAC shall authenticate the license. The CAC sends email with/without Authentication form (PEL.Appendix.6) to the foreign CAA, requesting to return the form, when verified. (*Note\** PEL.Appendix.6 should be used when the CAC gets the Authentication form from the other CAA as well).

**11.6.3.** As soon as the Authentication form has been received from the foreign CAA and the foreign licence has been verified by the foreign CAA, further for issuance of certificate includes the following steps:

- (i) Composite examination of the knowledge test on will be conducted by the PEL office staff.
- (ii) The skill tests will be conducted by an examiner authorized and designated by the Authority.

**11.7. Issue of the Validation Certificate:**

After verifying that all requirements are met, the PEL office staff issues Validation Certificate with PPL/IR, CPL, CPL/IR or ATPL privileges, as relevant. - (PEL.Appendix 7).

**11.8. Conditions for conversion of licences**

1. The CAC RA may convert a licence for the relevant aircraft category into a PPL with a single-pilot class or type rating and a BPL in accordance with Annex I (Part-FCL) to this regulation, where the original licence is issued in compliance with the requirements of Annex 1 to the Chicago Convention by a third country and the licence is, alternatively:

- (a) an equivalent licence to the licences referred to in paragraph 1;



(b) a CPL or an ATPL.

### **11.9. Purposes to render convert a Flight Crew Licence & Ratings**

This section of chapter explains the procedure to convert the following category of Flight Crew Licences and Ratings;

(i) Licences

- a) Private Pilot - aeroplane, airship, helicopter
- b) Commercial Pilot - aeroplane, airship, helicopter
- c) Airline Transport - aeroplane, helicopter

(ii) Ratings

- a) Aircraft type rating
- b) Instrument rating
- c) Flight Instructor rating

### **11.10. Procedure**

The CAC shall convert a foreign Flight Crew Licence into a Armenian Flight Crew Licence for the following Air Transport Operations;

- a) Private Operations.
- b) Charter Operations.
- c) Aerial Work Operations.
- d) Regular Public Transport Operations.

### **11.11. Requirements and Procedures to convert a foreign Flight Crew Licence**

11.11.1 CAC RA can also issue a national licence based on a foreign licence, thus accepting the fact that holding a licence issued by another Contracting State is a way to demonstrate compliance with its own national licensing regulations. The process is referred to as a “conversion of licence”.

11.11.2 Conversion of a licence from another Contracting State can be done on an individual basis by checking each foreign licence to determine if a converted licence can be issued. Another method is to make an arrangement with another Contracting State where the State converting a licence relies upon the licensing system of the other Contracting State.

11.11.3 The CAC RA shall confirm that the licence is valid in the case of a licence with commercial air transport operations privileges, by contacting the foreign CAA

that issued the licence. The CAC RA should ensure that all applicable national and ICAO requirements have been met.

11.11.4 The holder of the licence to be converted shall comply with the following minimum requirements for the relevant aircraft category:

- (i) An applicant seeking conversion on a foreign Flight Crew Licence shall submit the following documents with the Appointment Letter;
1. Application form – PEL.Appendix.3
  2. Foreign licence which is currently valid for the privileges sought under the laws of the state issued the licence.
  3. The applicant shall pass the appropriate class of medical examination as required by an approved medical examiner of CAC.
  4. Duly certified log book (1<sup>st</sup> and the last three pages)
  5. Fulfil the requirements for the issue of the relevant class or type rating,
  6. The latest LPC (on Type).
  7. Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL)
  8. have completed at least 200 hours of flight time as a pilot. (with FSTD)

11.11.5. After receiving the above documents CAC shall authenticate the license from issuing authority. The CAC sends Authentication form (PEL.Appendix 3) to the foreign CAA, requesting to return the form, when verified.

#### 11.11.6. **Knowledge Test**

An applicant seeking conversion for private operations or Commercial Air Transport Operations shall pass the theoretical examination on “Air Law and Human Performance” by the PEL section of this Authority.

#### 11.11.7. **Skill Test**

An applicant seeking conversion for private operations or non-Commercial Air Transport Operations shall pass a Flight Test conducted by a Flight Test Examiner appointed by CAC RA.

11.12. **Training by the Operator’s Own Training & Checking Organization** (Conversion training)

- (i) The Operator (airline/ ATO) shall have established and implemented a training and checking organization approved by CAC and incorporated into the Company Training Manual (OM D) in order to train and check it's crew members including those crew who are employed to operate with Conversion Licences. This Programme is intended to ensure the operating competency of crew members. Such training and checking, which should be conducted by CAC approved Instructors would basically be as follows;
  - a) Company Indoctrination Programme.
  - b) Ground School Technical Training Programme.
  - c) Simulator Training Programme conducted at an appropriate Simulator approved by the CAC and/or Flying Training Programme conducted in the actual aircraft, whichever is applicable.
  - d) Ground School tests.
  
- (ii) At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the operator shall be submitted to the CAC for further licensing action. The original records of entire training programme and results of the theory/practical tests shall be maintained in the training file of the individual crew member (not in CAC).

#### 11.13. **Certificate from the ATO**

The applicants who had their flying training in a foreign country & seeking conversion shall submit a certificate from the foreign training organization approved by the CAC to prove the successful completion of a training course. The applicant shall also submit the course details together with the course completion certificate.

#### 11.14. **Tasks Outcomes**

Completion of this task results in the issuance of one (1) of the following:

1. Validation certificate;
2. Converted Licence;

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## CHAPTER 12

### ISSUE A FLIGHT DISPATCHER AUTHORISATION

#### 12.1. Objective

This section prescribes the requirements for the issue, renewal and re-issue of a flight operations dispatcher license, instructors for flight operations dispatcher licenses and designation of flight operations dispatcher examiner.

All matters pertaining to Flight dispatcher duties, responsibilities and procedures have been covered to the extent possible in the FLIGHT DISPATCHER MANUAL of the Republic of Armenia (order No. 537-L dated 23.10.2023)

**CHAPTER 13**  
**CABIN CREW ATTESTATION**

**13.1. GENERAL**

This Chapter establishes the requirements for the issue of cabin crew attestations and the conditions for their validity and use by their holders;

- (a) Cabin crew attestations shall only be issued to applicants who have passed the examination following completion of the initial training course under this Part.
- (b) Cabin crew attestations shall be issued: using the format and specifications established in Checklist 4 (PEL.CL.007) in this Manual
  - (1) by the CAC RA; and/or
  - (2) by an organisation approved to do so by the CAC RA.
- (c) The applicant for a cabin crew attestation shall be at least 18 years of age.
- (d) The applicant should bring s properly completed application with the other documents. –.Appendix 4

**13.2. Validity of the cabin crew attestation**

13.2.1. The cabin crew attestation shall be issued with unlimited duration and shall remain valid unless:

- (a) it is suspended or revoked by the CAC RA; or
- (b) its holder has not exercised the associated privileges during the preceding 60 months on at least one aircraft type.

13.2.2. Cabin crew members may exercise the privileges specified in (a) only if they:

- 1) hold a valid cabin crew attestation as specified in 13.2
- 2) and the applicable requirements of Part-MED

**13.3. Training of Cabin Crew**

- (a) provided by training organisations or commercial air transport operators approved to do so by the CAC RA;
- (b) performed by personnel suitably experienced and qualified for the training elements to be covered; and

(c) conducted according to a training programme and syllabus documented in the organisation's approval.

#### **13.3.1. Initial training course and examination**

Applicants for a cabin crew attestation shall complete an initial training course to familiarise themselves with the aviation environment and to acquire sufficient general knowledge and basic proficiency required to perform the duties and discharge the responsibilities related to the safety of passengers and flight during normal, abnormal and emergency operations.

#### **13.4. Aircraft type or variant qualification(s)**

*[CC.TRA.225]*

(a) Holders of a valid cabin crew attestation shall only operate on an aircraft if they are qualified in accordance with the applicable requirements of Part-ORO.

(b) To be qualified for an aircraft type or a variant, the holder:

(1) shall comply with the applicable training, checking and validity requirements, covering as relevant to the aircraft to be operated:

(i) aircraft-type specific training, operator conversion training and familiarization;

(ii) differences training;

(iii) recurrent training; and

(2) shall have operated within the preceding 6 months on the aircraft type, or shall have completed the relevant refresher training and checking before operating again on that aircraft type.

#### **13.5. Medical Requirements of Cabin Crew**

Cabin crew medical standards are contained in order No 65-N of the Director General of the GDCA RA, which is in compliance with ICAO Annex 1 SARPS, ICAO Doc. 8984 and EASA requirements.

CAC RA may delegate a functions of CC attestation to a training organization or to an operator who meets requirements set in Air Crew Regulation Annex VI (Part – ARA) SUBPART CC SECTION II.

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## CHAPTER 14

### APPROVED TRAINING ORGANIZATION

#### 14.1. Objective

All matters pertaining to training organization responsibilities and procedures have been covered to the extent possible in the APPROVED TRAINING ORGANIZATION CERTIFICATION MANUAL of the Republic of Armenia (order No. 524-L dated 24.10.2023).

**14.1.1** The purpose of this ATOCM is to explain the administrative and operational procedures involved, for the issue and changes in the scope of an ATO Certificate and to indicate the requirements to be met by an applicant for such a Certificate. Every application is considered on its merits. It is expected that the applicant of an ATO Certificate will be benefited by this ATOCM as it explains the procedures involved so that the process would be independent and transparent.

## APPENDICES TO THIS MANUAL

### *PEL Appendix 1 – Course TT-0 – Initial training for PEL inspectors*

This course should be taken upon recruitment and previous to any other training. Includes training in Armenian National Legislation (Module 2); State Safety Programme (Module 3 - Unit 2); Risk Management (Module 3 - Unit 1); Safety Management System (Module 3 - Unit 1)

TT-0: INITIAL TRAINING OF PEL INSPECTORS	
Duration	127 hours; 26 days
Aimed at	Newly-recruited inspectors in the PEL Department
Objectives	Provide an overview of the tasks in the PEL Department and prepare the student to receive additional training
Contents	<p>(a) Module 1: Regulations – 2.0 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1: Aviation legislation, organisation and structure;</li> <li>(ii) Unit 2: The Chicago Convention, relevant ICAO annexes and documents;</li> <li>(iii) Unit 3: Overview of EASA’s Basic Regulation (EU) 2018/1139,</li> <li>(iv) Unit 4: Use of AMCs, CSs, and GMs in the domains of <ul style="list-style-type: none"> <li>(A) Aircrew</li> <li>(B) Air OPS</li> </ul> </li> </ul> <p>(b) Module 2: CAC internal procedures – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Unit 1: CAC procedures relevant to the inspectors’ tasks;</li> <li>(ii) Unit 2: Obligations of inspecting personnel of CAC;</li> <li>(iii) Unit 3: Auditing techniques;</li> <li>(iv) Unit 4: Preparation and development of actions. Writing and monitoring of findings. (c)</li> </ul> <p>Module 3: Safety – 18 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1: Management systems, including the assessment of the effectiveness of a management system, in particular hazard identification and risk assessment, and non-punitive reporting techniques in the context of the implementation of a ‘just culture’: <ul style="list-style-type: none"> <li>(A) Policy and objectives.</li> <li>(B) Risk management.</li> <li>(C) Safety assurance.</li> <li>(D) Safety promotion.</li> <li>(E) EASA SMS assessment tool (ii) Unit 2: State Safety Programme: <ul style="list-style-type: none"> <li>(A) Introduction - Objective and course outline.</li> <li>(B) Deficiencies, hazards, consequences and risks.</li> <li>(C) Programme components.</li> <li>(D) Armenian Safety reporting programme.</li> <li>(E) Operational safety reporting programme of service providers. (F) EASA guidance material.</li> </ul> </li> </ul> </li> <li>(iii) Unit 3: Regulation (EU) No 376/2014 (Occurrences in civil aviation)</li> </ul> <p>(d) Module 4: CRM, human performance limitations and crew resource management – 18 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1. Human Performance Limitation, Crew Resource Management basics and history of human factors in aviation.</li> <li>(ii) Unit 2. Introduction and study of CRM training elements and skills.</li> <li>(iii) Unit 3. Assessment of CRM or non-technical skills and introduction to the training requirements for authority personnel in charge of the CRM evaluation.</li> <li>(iv) Unit 4. In-depth review of the following elements and their integration into training and competence assessment.</li> <li>(v) Unit 5. Development of CRM training taking into account the SMS system. (vi) Unit 6. Training in skills and CRM assessment.</li> <li>(vii) Unit 7. Practical use of CRM training supervision checklist.</li> </ul>

*Continued on next page*

Contents	<p>(e) Module 5: Aircraft familiarisation (Aeroplane &gt; 5 700 kg) – 30 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1: General description <ul style="list-style-type: none"> <li>(A) Aeroplane (including design philosophy).</li> <li>(B) Systems (interrelationships between the systems). (C) Equipment.</li> </ul> </li> <li>(ii) Unit 2: Documentation applicable to the aeroplane: <ul style="list-style-type: none"> <li>(A) Engineering.</li> <li>(B) Maintenance. (C) Operation.</li> </ul> </li> <li>(iii) Unit 3: Maintenance actions: <ul style="list-style-type: none"> <li>(A) General philosophy of aircraft maintenance / repairs.</li> <li>(B) How to make a maintenance program and how it runs.</li> <li>(C) General philosophy of aircraft maintenance / component, engine and propeller repairs.</li> </ul> </li> </ul> <p>(f) <ul style="list-style-type: none"> <li>(iv) Unit 4: Aircraft operation: <ul style="list-style-type: none"> <li>(A) Flight preparation.</li> <li>(B) Flight operational procedures.</li> </ul> </li> </ul> <p>Module 6: Aircraft familiarisation (Aeroplane &lt; 5 700 kg) – 15 hours</p> <p>(g) <ul style="list-style-type: none"> <li>(i) Unit 1. Introduction.</li> <li>(ii) Unit 2. Airframe structure.</li> <li>(iii) Unit 3. Airframe system.</li> <li>(iv) Unit 4. Piston engine.</li> </ul> <p>(h) <ul style="list-style-type: none"> <li>(v) Unit 5. Propeller.</li> <li>(vi) Unit 6. Technical documentation.</li> <li>(vii) Unit 7. Standard practices / special tools.</li> </ul> <p>Module 7: Aircraft familiarisation (Helicopter) – 25 hours</p> <p>The familiarisation course consists of the physical and functional description of each and every one of the general systems of large and small helicopters (CS-27 and CS-29) according to the ATA structure and the associated basic maintenance and operation manuals. Depending on availability it could include visits to the aircraft and / or associated maintenance center.</p> <p>Module 8: Aircraft familiarisation (Balloon) – 6 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1. Historical development of the hot-air balloon. (ii) Unit 2. The flight.</li> <li>(iii) Unit 3. Manufacturers, types and documentation.</li> <li>(iv) Unit 4. Balloon components and systems.</li> <li>(v) Unit 5. Balloons in Ukraine.</li> <li>(vi) Unit 6. Maintenance program.</li> <li>(vii) Unit 7. Airworthiness review.</li> <li>(viii) Unit 8: Flight qualifications and maintenance.</li> <li>(ix) Unit 9. Applicable regulations.</li> </ul> <p>(i) Module 9: Aircraft familiarisation (Sailplane) – 6 hours</p> <ul style="list-style-type: none"> <li>(i) Unit 1. Historical development of sailplanes.</li> <li>(ii) Unit 2. Manufacturers and current types.</li> <li>(iii) Unit 3. Sailplane components.</li> <li>(iv) Unit 4. Sailplane towing.</li> <li>(v) Unit 5. Flight qualifications and maintenance.</li> <li>(vi) Unit 6. Maintenance program. (vii) Unit 7. Airworthiness review.</li> <li>(viii) Unit 8. Applicable regulations.</li> </ul> <p>(j) Module 10: Air Operations – Regulation 965/2012 – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Structure of the Regulation. Reference to the means of compliance. Special attention to: <ul style="list-style-type: none"> <li>(A) Article 5.5 a) and b). Application to training organisations (B) Article 6. 4 bis c) and 9. Exceptions</li> <li>(C) SOP: <ul style="list-style-type: none"> <li>(<math>\alpha</math>) Concept</li> <li>(<math>\beta</math>) Setting-up</li> <li>(<math>\gamma</math>) Application to flight instruction</li> </ul> </li> <li>(D) Explanation of the contents of Annexes II (Part ARA), III (Part ORO), IV (Part CAT)</li> <li>(E) The concept of introductory flights (ARO.OPS.300)</li> <li>(F) AOC format (Appendix I to Part-ARA)</li> <li>(G) Declaration by operators (ORO.DEC.100) (H) Operations Manual – General (ORO.MLR.100): <ul style="list-style-type: none"> <li>(<math>\alpha</math>) ORO.FC.A.245 Alternative training and qualification program</li> <li>(<math>\beta</math>) ORO.CC.115 Completion of training courses and related verifications</li> </ul> </li> </ul> </li> </ul> </p></p></p>
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	<p>(k) Module 11: Definitions – 0.5 hour</p> <ul style="list-style-type: none"> <li>(i) adequate aerodrome</li> <li>(ii) dry lease agreement</li> <li>(iii) elevated final approach and take-off area (elevated FATO)</li> <li>(iv) en-route alternate (ERA) aerodrome</li> <li>(v) HEMS flight</li> <li>(vi) low visibility procedures (LVP)</li> <li>(vii) low visibility take-off (LVTO)</li> <li>(viii) operating site</li> <li>(ix) pilot in command</li> <li>(x) required navigation performance (RNP) specification (xi) special VFR flight</li> </ul>
	<p>(i) Module 9: Aircraft familiarisation (Sailplane) – 6 hours</p> <ul style="list-style-type: none"> <li>(vii) Unit 1. Historical development of sailplanes.</li> <li>(viii) Unit 2. Manufacturers and current types.</li> <li>(ix) Unit 3. Sailplane components.</li> <li>(x) Unit 4. Sailplane towing.</li> <li>(xi) Unit 5. Flight qualifications and maintenance.</li> <li>(xii) Unit 6. Maintenance program. (vii) Unit 7. Airworthiness review.</li> <li>(viii) Unit 8. Applicable regulations.</li> </ul> <p>(i) Module 10: Air Operations – Regulation 965/2012 – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Structure of the Regulation. Reference to the means of compliance. Special attention to: <ul style="list-style-type: none"> <li>(A) Article 5.5 a) and b). Application to training organisations (B) Article 6. 4 bis c) and 9. Exceptions</li> <li>(C) SOP: <ul style="list-style-type: none"> <li>(<math>\alpha</math>) Concept</li> <li>(<math>\beta</math>) Setting-up</li> <li>(<math>\gamma</math>) Application to flight instruction</li> </ul> </li> <li>(H) Explanation of the contents of Annexes II (Part ARA), III (Part ORO), IV (Part CAT)</li> <li>(I) The concept of introductory flights (ARO.OPS.300)</li> <li>(J) AOC format (Appendix I to Part-ARA)</li> <li>(K) Declaration by operators (ORO.DEC.100) (H) Operations Manual – General (ORO.MLR.100): <ul style="list-style-type: none"> <li>(<math>\alpha</math>) ORO.FC.A.245 Alternative training and qualification program</li> <li>(<math>\beta</math>) ORO.CC.115 Completion of training courses and related verifications</li> </ul> </li> </ul> </li> </ul> <p>(k) Module 11: Definitions – 0.5 hour</p> <ul style="list-style-type: none"> <li>(xi) adequate aerodrome</li> <li>(xii) dry lease agreement</li> <li>(xiii) elevated final approach and take-off area (elevated FATO)</li> <li>(xiv) en-route alternate (ERA) aerodrome</li> <li>(xv) HEMS flight</li> <li>(xvi) low visibility procedures (LVP)</li> <li>(xvii) low visibility take-off (LVTO)</li> <li>(xviii) operating site</li> <li>(xix) pilot in command</li> <li>(xx) required navigation performance (RNP) specification (xi) special VFR flight</li> </ul>

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Contents	<p>(l) Module 12: PART-SPA – 0.5 hour</p> <ul style="list-style-type: none"> <li>(i) Performance-based navigation (PBN) operations (Part-SPA - Subpart B)</li> </ul> <p>(m) Module 13: Part-NCC – 1.5 hours (i) Subpart A:</p> <ul style="list-style-type: none"> <li>(A) Crew responsibilities (NCC.GEN.105)</li> <li>(B) Pilot-in-command responsibilities and authority (NCC.GEN.106)</li> <li>(C) Documents, manuals and information to be carried (NCC.GEN.140) (ii)</li> </ul> <p>Subpart B:</p> <ul style="list-style-type: none"> <li>(A) Use of aerodromes and operating sites (NCC.OP.100)</li> <li>(B) Aerodrome operating minima — general (NCC.OP.110)</li> <li>(C) Aerodrome operating minima — NPA, APV, CAT I operations (NCC.OP.111)</li> <li>(D) Aerodrome operating minima — circling operations with aeroplanes (NCC.OP.112)</li> </ul>
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	<ul style="list-style-type: none"> <li>(E) Performance-based navigation — aeroplanes and helicopters (NCC.OP.116 ) (F) Flight preparation (NCC.OP.145) <ul style="list-style-type: none"> <li>(G) Take-off alternate aerodromes — aeroplanes (NCC.OP.150)</li> <li>(H) Destination alternate aerodromes — helicopters (NCC.OP.152 )</li> <li>(I) Destination aerodromes — instrument approach operations (NCC.OP.153)</li> <li>(J) Ground proximity detection (NCC.OP.215)</li> <li>(K) Airborne collision avoidance system (ACAS) (NCC.OP.220) (iii) Subpart C – Aircraft performance and operating limitations <ul style="list-style-type: none"> <li>(A) Mass and balance, loading (NCC.POL.105)</li> </ul> </li> </ul> </li> <li>(iv) Subpart D – Instruments, data and equipment</li> <li>(n) Module 14: Part-NCO – 1.5 hours <ul style="list-style-type: none"> <li>(i) Explain the entire Annex, with special emphasis on: <ul style="list-style-type: none"> <li>(A) NCO.GEN.103 Introductory flights</li> </ul> </li> </ul> </li> <li>(o) Module 15: Balloon and sailplane operations – 1.0 hours <ul style="list-style-type: none"> <li>(i) Commission Regulation (EU) 2018/395 of 13 March 2018 laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council. <ul style="list-style-type: none"> <li>(A) Its relationship with Regulation 965/2012</li> <li>(B) Essential aspects (C) Its means of compliance.</li> </ul> </li> <li>(ii) Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council. <ul style="list-style-type: none"> <li>(A) Its relationship with Regulation 965/2012 (B) Essential aspects</li> </ul> </li> </ul> </li> </ul>
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## PEL Appendix 1 – Course TT-1– Initial training of aero-medical examiners

This is the first part of the initial training of MED inspectors, it also supports the training of aero-medical examiners approved by CAC.

TT-1: INITIAL TRAINING OF AERO-MEDICAL EXAMINERS	
Duration	60 hours; 10 days
Aimed at	CAC MED inspectors
Objectives	<p>(a) Explain the requirements set in Regulation 1178/2011, paragraph MED.D.020 and its means of compliance for the initial aero-medical examiners who must issue class 2, class LAPL and CC medical certificates Upon completion of the training the trainee should have a thorough understanding of: the aero-medical examination and assessment</p> <ul style="list-style-type: none"> <li>(i) principles, requirements and methods;</li> <li>(ii) ability to investigate all clinical aspects that present aero-medical risks, the reasonable use of additional investigations;</li> <li>(iii) the role in the assessment of the ability of the pilot or cabin crew member to safely perform their duties in special cases, such as the medical flight test;</li> <li>(iv) aero-medical decision-making based on risk management;</li> <li>(v) medical confidentiality; and</li> <li>(vi) correct use of appropriate forms, and the reporting and storing of information;</li> </ul> <p>(b) the conditions under which the pilots and cabin crew carry out their duties; and</p> <p>(c) principles of preventive medicine, including aero-medical advice in order to help prevent future limitations.</p>

Contents	<p>(a) Module 1: Introduction to aviation medicine – 2 hours</p> <ul style="list-style-type: none"> <li>(i) History of aviation medicine</li> <li>(ii) Specific aspects of civil aviation medicine</li> <li>(iii) Different types of recreational flying</li> <li>(iv) AME and pilots relationship</li> <li>(v) Responsibility of the AME in aviation safety</li> <li>(vi) Communication and interview techniques</li> </ul> <p>(b) Module 2: Basic aeronautical knowledge – 2 hours</p> <ul style="list-style-type: none"> <li>(i) Flight mechanisms</li> <li>(ii) Man-machine interface, processing of information</li> <li>(iii) Propulsion</li> <li>(iv) Conventional instruments, 'glass cockpit'</li> <li>(v) Recreational flying</li> </ul> <p>(c) Module 3: Aviation physiology – 9 hours (i)</p> <p style="padding-left: 20px;">Atmosphere</p> <ul style="list-style-type: none"> <li>(A) Functional limits for humans in flight</li> <li>(B) Divisions of the atmosphere</li> <li>(C) Gas laws — physiological significance</li> <li>(D) Physiological effects of decompression (ii) Respiration</li> </ul> <ul style="list-style-type: none"> <li>(A) Blood gas exchange</li> <li>(B) Oxygen saturation</li> </ul> <p>(iii) Hypoxia signs and symptoms</p> <ul style="list-style-type: none"> <li>(A) Average time of useful consciousness (TUC)</li> <li>(B) Hyperventilation signs and symptoms</li> <li>(C) Barotrauma</li> <li>(D) Decompression sickness</li> </ul> <p>(iv) Acceleration</p> <ul style="list-style-type: none"> <li>(A) G-Vector orientation</li> <li>(B) Effects and limits of G-load</li> <li>(C) Methods to increase G<sub>x</sub>-tolerance</li> <li>(D) Positive/negative acceleration</li> <li>(E) Acceleration and the vestibular system (v) Visual disorientation</li> </ul> <ul style="list-style-type: none"> <li>(A) Sloping cloud deck</li> <li>(B) Ground lights and stars confusion</li> <li>(C) Visual autokinisis</li> </ul> <p>(vi) Vestibular disorientation</p> <ul style="list-style-type: none"> <li>(A) Anatomy of the inner ear</li> <li>(B) Function of the semi-circular canals</li> <li>(C) Function of the otolith organs</li> <li>(D) The oculogyric and coriolis illusion</li> <li>(E) 'Leans'</li> <li>(F) Forward acceleration illusion of 'nose up'</li> <li>(G) Deceleration illusion of 'nose down'</li> <li>(H) Motion sickness — causes and management (vii) Noise and vibration</li> </ul> <p>(A) Preventive measures</p>
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<p>Contents (ctd)</p>	<p>(e) Module 4: Cardiovascular system – 3 hours</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation; risk of incapacitation</li> <li>(ii) Examination procedures: ECG, laboratory testing and other special examinations (iii) Cardiovascular diseases: <ul style="list-style-type: none"> <li>(A) Hypertension, treatment and assessment</li> <li>(B) Ischemic heart disease (C) ECG findings <ul style="list-style-type: none"> <li>(D) Assessment of satisfactory recovery from myocardial infarction, interventional procedures and surgery</li> <li>(E) Cardiomyopathies; pericarditis; rheumatic heart disease; valvular diseases</li> <li>(F) Rhythm and conduction disturbances, treatment and assessment</li> <li>(G) Congenital heart disease: surgical treatment, assessment</li> <li>(H) Cardiovascular syncope: single and repeated episodes</li> </ul> </li> </ul> </li> </ul> <p>(f) <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Examination procedures: spirometry, peak flow, x-ray, other examinations</li> <li>(iii) Pulmonary diseases: asthma, chronic obstructive pulmonary diseases</li> <li>(iv) Infections, tuberculosis</li> <li>(v) Bullae, pneumothorax</li> <li>(vi) Obstructive sleep apnoea</li> <li>(vii) Treatment and assessment</li> </ul> <p>Module 6: Digestive system – 2 hours</p> <p>(g) <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Examination of the system</li> <li>(iii) Gastro-intestinal disorders: gastritis, ulcer disease</li> <li>(iv) Biliary tract disorders</li> <li>(v) Hepatitis and pancreatitis</li> <li>(vi) Inflammatory bowel disease, irritable colon/irritable bowel disease (vii) Hernia</li> <li>(viii) Treatment and assessment including post-abdominal surgery</li> </ul> <p>Module 7: Metabolic and endocrine systems – 2 hours</p> <p>(h) <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Endocrine disorders</li> <li>(iii) Diabetes mellitus Type 1 and 2 <ul style="list-style-type: none"> <li>(A) Diagnostic tests and criteria</li> <li>(B) Anti-diabetic therapy</li> <li>(C) Operational aspects in aviation</li> <li>(D) Satisfactory control criteria for aviation</li> </ul> </li> <li>(iv) Hyper/hypothyroidism</li> <li>(v) Pituitary and adrenal glands disorders (vi) Treatment and assessment</li> </ul> <p>(i) Module 8: Haematology – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Blood donation aspects</li> <li>(iii) Erythrocytosis; anaemia; leukaemia; lymphoma</li> <li>(iv) Sickle cell disorders</li> <li>(v) Platelet disorders</li> <li>(vi) Haemoglobinopathies; geographical distribution; classification (vii) Treatment and assessment</li> </ul> <p>(j) Module 9: Genitourinary system – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Action to be taken after discovery of abnormalities in routine dipstick urinalysis, e.g. haematuria; albuminuria (iii) Urinary system disorders: <ul style="list-style-type: none"> <li>(A) Nephritis; pyelonephritis; obstructive uropathies</li> <li>(B) Tuberculosis</li> <li>(C) Lithiasis; single episode; recurrence</li> <li>(D) Nephrectomy, transplantation, other treatment and assessment</li> </ul> </li> </ul> </p></p></p>
	<p>(k) Module 10: Obstetrics and gynaecology – 0.5 hours</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Pregnancy and aviation</li> <li>(iii) Disorders, treatment and assessment</li> </ul> <p>(l) Module 11: Musculoskeletal system – 0.5 hours</p> <ul style="list-style-type: none"> <li>(i) Vertebral column diseases</li> <li>(ii) Arthropathies and arthroprosthesis</li> <li>(iii) Pilots with a physical impairment</li> <li>(iv) Treatment of musculoskeletal system, assessment for flying</li> </ul> <p>(m) Module 12: Psychiatry – 2 hours</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Psychiatric examination</li> <li>(iii) Psychiatric disorders: neurosis; personality disorders; psychosis; organic mental illness (iv) Alcohol and other psychoactive substance(s) use (v) Treatment, rehabilitation and assessment</li> </ul>

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Contents (ctd)	<p>(m) Module 13 Psychology – 2 hours</p> <ul style="list-style-type: none"> <li>(i) Introduction to psychology in aviation as a supplement to psychiatric assessment</li> <li>(ii) Methods of psychological examination</li> <li>(iii) Behaviour and personality</li> <li>(iv) Workload management and situational awareness</li> <li>(v) Flight motivation and suitability</li> <li>(vi) Group social factors</li> <li>(vii) Psychological stress, stress coping, fatigue</li> <li>(viii) Psychomotor functions and age</li> <li>(ix) Mental fitness and training</li> </ul> <p>(n) Module 14: Neurology – 3 hours</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of incapacitation</li> <li>(ii) Examination procedures</li> <li>(iii) Neurological disorders <ul style="list-style-type: none"> <li>(A) Seizures — assessment of single episode</li> <li>(B) Epilepsy</li> <li>(C) Multiple sclerosis</li> <li>(D) Head trauma</li> <li>(E) Post-traumatic states</li> <li>(F) Vascular diseases</li> <li>(G) Tumours</li> <li>(H) Disturbance of consciousness — assessment of single and repeated episodes</li> </ul> </li> <li>(iv) Degenerative diseases</li> <li>(v) Sleep disorders</li> <li>(vi) Treatment and assessment</li> </ul> <p>(o) Module 15: Visual system and colour vision – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Anatomy of the eye</li> <li>(ii) Relation to aviation duties</li> <li>(iii) Examination techniques <ul style="list-style-type: none"> <li>(A) Visual acuity assessment</li> <li>(B) Visual aids</li> <li>(C) Visual fields — acceptable limits for certification</li> <li>(D) Ocular muscle balance</li> <li>(E) Assessment of pathological eye conditions</li> <li>(F) Glaucoma</li> </ul> </li> <li>(iv) Monocular and medical flight tests</li> <li>(v) Colour vision</li> <li>(vi) Methods of testing: pseudoisochromatic plates, lantern tests, anomaloscope</li> <li>(vii) Importance of standardisation of tests and of test protocols</li> <li>(viii) Assessment after eye surgery</li> </ul> <p>(p) Module 16: Otorhinolaryngology – 3 hours</p> <ul style="list-style-type: none"> <li>(i) Anatomy of the systems</li> <li>(ii) Clinical examination in ORL</li> <li>(iii) Functional hearing tests</li> <li>(iv) Vestibular system; vertigo, examination techniques</li> <li>(v) Assessment after ENT surgery</li> <li>(vi) Barotrauma ears and sinuses</li> <li>(vii) Aeronautical ENT pathology</li> <li>(viii) ENT requirements</li> </ul> <p>(q) Module 17: Oncology – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Relation to aviation, risk of metastasis and incapacitation</li> <li>(ii) Risk management</li> <li>(iii) Different methods of treatment and assessment</li> </ul> <p>(r) Module 18: Incidents and accidents, escape and survival – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Accident statistics</li> <li>(ii) Injuries</li> <li>(iii) Aviation pathology, post-mortem examination, identification</li> <li>(iv) Aircraft evacuation <ul style="list-style-type: none"> <li>(A) Fire</li> <li>(B) Ditching</li> <li>(C) By parachute</li> </ul> </li> </ul> <p>(s) Module 19: Medication and flying – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Hazards of medications</li> <li>(ii) Common side effects; prescription medications; over-the-counter medications; herbal medications; 'alternative' therapies</li> <li>(iii) Medication for sleep disturbance</li> </ul>
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<p>Contents (ctd)</p>	<p>(u) Module 21: Cabin crew working environment – 1 hour</p> <ul style="list-style-type: none"> <li>(i) Cabin environment, workload, duty and rest time, fatigue risk management</li> <li>(ii) Cabin crew safety duties and associated training</li> <li>(iii) Types of aircraft and types of operations</li> <li>(iv) Single-cabin crew and multi-cabin crew operations</li> </ul> <p>(v) Module 22: In-flight environment – 1 hours</p> <ul style="list-style-type: none"> <li>(i) Hygiene aboard aircraft: water supply, oxygen supply, disposal of waste, cleaning, disinfection and disinfection</li> <li>(ii) Catering</li> <li>(iii) Crew nutrition</li> <li>(iv) Aircraft and transmission of diseases</li> </ul> <p>(w) Module 23: Space medicine – 1 hours</p> <ul style="list-style-type: none"> <li>(i) Microgravity and metabolism, life sciences</li> </ul> <p>(x) Module 24: Practical demonstrations of basic aeronautical knowledge – 8 hours</p> <p>(y) Module 25: Closing – 2 hours</p> <ul style="list-style-type: none"> <li>(i) De-briefing and critique</li> </ul>
<p>Notes</p>	<p>The programme covers 56 hours, the remaining hours will be dedicated to prevent deviations in the planned hours and to practical experience demonstrations.</p>
	<p>(t) Module 20: Legislation, rules and regulations – 4 hours</p> <ul style="list-style-type: none"> <li>(i) ICAO Standards and Recommended Practices, European provisions (e.g. Implementing Rules, AMC and GM)</li> <li>(ii) Incapacitation: acceptable aero-medical risk of incapacitation; types of incapacitation; operational aspects</li> <li>(iii) Basic principles in assessment of fitness for aviation</li> <li>(iv) Operational and environmental conditions</li> <li>(v) Use of medical literature in assessing medical fitness; differences between scientific study populations and licensed populations</li> <li>(vi) Flexibility</li> <li>(vii) Annex 1 to the Chicago Convention, paragraph 1.2.4.9</li> <li>(viii) Accredited Medical Conclusion; consideration of knowledge, skill and experience</li> <li>(ix) Trained versus untrained crews; incapacitation training</li> <li>(x) Medical flight tests</li> </ul>

## *PEL Appendix 1- Course TT-2 – Advanced Training of aero-medical examiners*

This is the second part of the initial training of MED inspectors, it also supports the training of aero-medical examiners approved by CAC.

TT-2: ADVANCED TRAINING OF AERO-MEDICAL EXAMINERS	
Duration	66 hours; 10 days
Aimed at	CAC MED inspectors
Objectives	<p>(a) requirements set in Regulation 1178/2011, paragraph MED.D.020 and its means of compliance for the advanced aero-medical examiners who must issue class 2, class LAPL and CC medical certificates Upon completion of the trainee should have a thorough understanding of: the aero-medical examination and assessment</p> <ul style="list-style-type: none"> <li>(i) principles, requirements and methods;</li> <li>(ii) ability to investigate all clinical aspects that present aero-medical risks, the reasonable use of additional investigations;</li> <li>(iii) the role in the assessment of the ability of the pilot or cabin crew member to safely perform their duties in special cases, such as the medical flight test;</li> <li>(iv) aero-medical decision-making based on risk management;</li> <li>(v) medical confidentiality; and</li> <li>(vi) correct use of appropriate forms, and the reporting and storing of information;</li> </ul> <p>(b) the conditions under which the pilots and cabin crew carry out their duties; and</p> <p>(c) principles of preventive medicine, including aero-medical advice in order to help prevent future limitations.</p>
Contents	<p>(a) Module 1: Pilot working environment – 6 hours</p> <ul style="list-style-type: none"> <li>(i) Commercial aircraft flight crew compartment</li> <li>(ii) Business jets, commuter flights, cargo flights</li> <li>(iii) Professional airline operations</li> <li>(iv) Fixed wing and helicopter, specialised operations including aerial work (v) Air traffic control</li> <li>(vi) Single pilot/multi-pilot</li> <li>(vii) Exposure to radiation and other harmful agents</li> </ul> <p>Module 2: Aerospace physiology – 4 hours</p> <ul style="list-style-type: none"> <li>(i) Brief review of basics in physiology (hypoxia, rapid/slow decompression, hyperventilation, acceleration, ejection, spatial disorientation)</li> <li>(ii) Simulator sickness</li> </ul> <p>Module 3: Clinical medicine – 5 hours</p> <ul style="list-style-type: none"> <li>(i) Complete physical examination</li> <li>(ii) Review of basics with relationship to commercial flight operations</li> <li>(iii) Class 1 requirements</li> <li>(iv) Clinical cases</li> <li>(v) Communication and interview techniques</li> </ul> <p>(d) Module 4: Cardiovascular system – 4 hours</p> <ul style="list-style-type: none"> <li>(i) Cardiovascular examination and review of basics</li> <li>(ii) Class 1 requirements</li> <li>(iii) Diagnostic steps in cardiovascular system (iv) Clinical cases</li> </ul> <p>(e) Module 5: Neurology – 3 hours</p> <ul style="list-style-type: none"> <li>(i) Brief review of basics (neurological and psychiatric examination)</li> <li>(ii) Alcohol and other psychoactive substance(s) use</li> <li>(iii) Class 1 requirements (iv) Clinical cases</li> </ul> <p>(f) Module 6: Psychiatry/psychology – 5 hours</p> <ul style="list-style-type: none"> <li>(i) Brief review of basics (psychiatric/psychological evaluation techniques)</li> <li>(ii) Alcohol and other psychoactive substance(s) use</li> <li>(iii) Class 1 requirements (iv) Clinical cases</li> </ul>

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Contents	<ul style="list-style-type: none"> <li>(a) Licensing System: PART-FCL, Chicago Convention and relevant ICAO Annexes – 0.75 hour</li> <li>(b) Changes in PART - FCL with respect to the previous regulations – 1 hour</li> <li>(c) Part-FCL: General Criteria and structure of the rule – 1 hour</li> <li>(d) Issuance, renewal and revalidation of licenses and ratings – 3.5 hours</li> <li>(e) Validation, conversion and transformation of licenses – 1 hour</li> <li>(f) Training courses: <ul style="list-style-type: none"> <li>(i) General courses: PPL, IR, CPL, ATPL ... – 2 hours</li> <li>(ii) Specific courses: LAPL, PBN, EIR ... – 0.5 hour</li> </ul> </li> <li>(g) Flight tests and proficiency checks – 0.75 hour</li> <li>(h) Examiners: <ul style="list-style-type: none"> <li>(i) Flight examiner requirements – 2 hours</li> <li>(ii) Standardisation procedure for flight examiners – 1 hour</li> </ul> </li> <li>(i) Requirements of the Teaching Organisations (Part ORA) – 3 hours</li> <li>(j) Part-DTO – 1 hour</li> <li>(k) Part-ARA: Procedures for oversight of ATOs – 0.5 hour</li> <li>(l) Standard licence format – 0.25 hour</li> <li>(m) Implementation of new technologies in the computerised licensing management system: Revalidation of ratings through the Internet, access to personal data – 0.5 hour</li> </ul>
Notes	<p>The last day of the programme will be dedicated to a meeting between the experts and CAC personnel to informally discuss the contents of the course</p>
Contents	<ul style="list-style-type: none"> <li>(e) Licensing System: PART-FCL, Chicago Convention and relevant ICAO Annexes – 0.75 hour</li> <li>(f) Changes in PART - FCL with respect to the previous regulations – 1 hour</li> <li>(g) Part-FCL: General Criteria and structure of the rule – 1 hour</li> <li>(h) Issuance, renewal and revalidation of licenses and ratings – 3.5 hours</li> <li>(e) Validation, conversion and transformation of licenses – 1 hour</li> <li>(f) Training courses: <ul style="list-style-type: none"> <li>(i) General courses: PPL, IR, CPL, ATPL ... – 2 hours</li> <li>(ii) Specific courses: LAPL, PBN, EIR ... – 0.5 hour</li> </ul> </li> <li>(g) Flight tests and proficiency checks – 0.75 hour</li> <li>(h) Examiners: <ul style="list-style-type: none"> <li>(iii) Flight examiner requirements – 2 hours</li> <li>(iv) Standardisation procedure for flight examiners – 1 hour</li> </ul> </li> <li>(i) Requirements of the Teaching Organisations (Part ORA) – 3 hours</li> <li>(j) Part-DTO – 1 hour</li> <li>(n) Part-ARA: Procedures for oversight of ATOs – 0.5 hour</li> <li>(o) Standard licence format – 0.25 hour</li> <li>(p) Implementation of new technologies in the computerised licensing management system: Revalidation of ratings through the Internet, access to personal data – 0.5 hour</li> </ul>

***PEL Appendix 1-Course TT-3 – FCL/OR A/ARA regulations***

<b>TT-3: FCL/OR A/ARA REGULATIONS</b>	
Duration	18 hours; 4 days
Aimed at	CAC PEL inspectors
Objectives	<p>Explain the following parts of EU regulation Regulation 1178/2011:</p> <ul style="list-style-type: none"> <li>(a) Part FCL: Issuance, revalidation, renewal of licences, ratings and certificates;</li> <li>(b) Parts OR A and ARA on the requirements of the training organisations and their inspection procedure by the Authority.</li> </ul> <p>Upon completion of the training the trainee should have a thorough understanding of:</p> <ul style="list-style-type: none"> <li>(a) the technical requirements applicable to ATOs</li> <li>(b) requirements to issue, renew and validate licences, ratings and certificates</li> <li>(c) principles to perform flight tests and proficiency checks;</li> <li>(d) privileges associated to each licence</li> <li>(e) current best practices in licensing;</li> </ul>

***PEL Appendix 1 - Course TT-4 – Certification of FSTDs***

<b>TT-4: CERTIFICATION OF FSTDs</b>	
Duration	18 hours; 4 days
Aimed at	CAC PEL inspectors
Objectives	Introduce the CAC inspectors and stakeholders into the concept of synthetic training devices, together with the requirements established by the regulations for their qualification and their operation at ATOs. The course covers both aeroplane and helicopter devices, and helps the trainees to understand all the factors involved in the qualification of an FSTD and the monitoring activities required to maintain its continued validity. The course also includes practical training and scenarios to apply during the inspection activities.
Contents	<ul style="list-style-type: none"> <li>(a) Module 1: FSTD basic characteristics – 2.0 hours               <ul style="list-style-type: none"> <li>(i) FSTD classification</li> <li>(ii) FSTD components</li> </ul> </li> <li>(b) Module 2: applicable regulations – 2 hours               <ul style="list-style-type: none"> <li>(i) EU regulations</li> <li>(ii) ICAO regulations</li> <li>(iii) FAA regulations</li> </ul> </li> <li>(c) Module 3: Certification procedures – 10 hours               <ul style="list-style-type: none"> <li>(i) Bases for FSTD qualification (A / H)</li> <li>(ii) FSTD (A) factual tests &amp; standards</li> <li>(iii) FSTD (H) factual tests &amp; standards</li> <li>(iv) FSTD (A) subjective tests</li> <li>(v) FSTD (H) subjective tests</li> </ul> </li> <li>(d) Module 4: Applicable requirements for FSTD operators – 3 hours               <ul style="list-style-type: none"> <li>(i) Staff requirements</li> <li>(ii) FSTD operator CMS</li> <li>(iii) FSTD operator SMS</li> </ul> </li> <li>(e) Module 5: Introduction to supervision – 0.75 hour               <ul style="list-style-type: none"> <li>(i) Initial issuance FSTD</li> <li>(ii) Continued FSTD surveillance</li> <li>(iii) FSTD modifications</li> <li>(iv) FSTD special audits</li> </ul> </li> <li>(f) Module 6: Survey and evaluation test – 0.25 hour</li> </ul>
Notes	The last day of the programme will be dedicated to a meeting between the experts and CAC personnel to informally discuss the contents of the course

**PEL Appendix 1 - Course TT-5 – Flight examiner standardization**

<b>TT-5: FLIGHT EXAMINER STANDARTIZATION</b>	
Duration	26 hours; 4 days
Aimed at	CAC PEL inspectors
Objectives	This course complies with the requirements of AMC1 FCL.1015 Examiners Standardisation (Regulation UE 1178/2011)
Contents	<p>(a) Module 1: Regulations/1 – 6.0 hours</p> <ul style="list-style-type: none"> <li>(i) Part-FCL of Regulation (EU) 1178/2011, including all relevant AMCs and GMs: <ul style="list-style-type: none"> <li>(A) Licensing and IR rating courses.</li> <li>(B) Type/class and additional ratings courses and instructor certificates: <ul style="list-style-type: none"> <li>(α) Validity, revalidation and renewal of IR rating, class and type ratings, additional ratings and instructor certificates.</li> <li>(β) Flight Examiner’s certificate: common requirements, privileges, standardisation process, evaluation of competence, validity, revalidation and renovation. (γ) Privileges and prerequisites: FE, IRE, and FIE.</li> </ul> </li> </ul> </li> <li>(ii) Part-ARA of Regulation (EU) 1178/2011, including all relevant AMCs and GMs: <ul style="list-style-type: none"> <li>(A) Procedure to issue, revalidate or renew a license, rating or certificate: validity, reissuance, limitation, suspension or revocation.</li> </ul> </li> </ul> <p>(b) (B) Procedures for examiners: general and practical elements (standardization and revalidation). (C) License format.</p> <p>Module 2: Regulations/2 – 4.0 hours</p> <ul style="list-style-type: none"> <li>(i) Part-FCL of Regulation (EU) 1178/2011, including all relevant AMCs and GMs: <ul style="list-style-type: none"> <li>(A) Flight Examiner Certificate: <ul style="list-style-type: none"> <li>(α) Common Requirements</li> <li>(β) Privileges</li> <li>(γ) Standardisation.</li> <li>(δ) Evaluation of competence.</li> <li>(ε) Validity, revalidation and renewal.</li> </ul> </li> <li>(B) Privileges and prerequisites: FE, IRE, and FIE.</li> </ul> </li> <li>(ii) Armenian requirements necessary for duties: <ul style="list-style-type: none"> <li>(A) Differences document from other states. ARA. FCL.210.</li> <li>(B) Information contained in CAC Authority and EASA Webs</li> </ul> </li> </ul> <p>(c) Module 3: Regulations/3 – 8.0 hours</p> <ul style="list-style-type: none"> <li>(i) Part-FCL of Regulation (EU) 1178/2011, including all relevant AMCs and GMs – Technical procedures for flight tests and use of forms: criteria and development</li> <li>(ii) AMC2 FCL 1015, GM1 FCL 1015 and the FEM content.</li> <li>(iii) Operational requirements: AMCs and GMs relevant to their duties (general). (iv) Armenian requirements for flight examiners: <ul style="list-style-type: none"> <li>(A) Differences document from other states. ARA. FCL.210 (B) Information contained in CAC and EASA Webs.</li> </ul> </li> <li>(v) Fundamentals of human factors and limitations, relevant to the flight test.</li> <li>(vi) Fundamentals of evaluation relevant to the role of the applicant - See “fail” evaluation detail in AMC2 FCL1.015</li> <li>(vii) ATO management system: <ul style="list-style-type: none"> <li>(A) Part ORA, relevant AMCs and GMs. (B) Part ARA, relevant AMCs and GMs.</li> </ul> </li> <li>(viii) Estructura organizativa de las DTOs: Parte DTO, AMCs y GMs relevantes (ix) MCC, human performance and limitations, if applicable.</li> </ul> <p>(d) Module 4: Practical – 8.0 hours</p> <p><i>Note</i> – For this phase an examiner of the appropriate category on the applicable type is needed</p> <ul style="list-style-type: none"> <li>(i) Conduct of at least two test or check profiles in the role of examiner (these two tests or checks profiles can be performed in the same simulator session), including: <ul style="list-style-type: none"> <li>(A) briefing,</li> <li>(B) conduct of the skill test and proficiency check,</li> <li>(C) assessment of the applicant,</li> <li>(D) debriefing</li> <li>(E) recording or documentation</li> </ul> </li> </ul>

*PEL.Appendix 1 - Course TT-6- Quality systems*

TT-6: QUALITY SYSTEMS	
Duration	20 hours; 4 days
Aimed at	CAC PEL and MED inspectors
Objectives	This course describes the requirements of EU-OPS 1.035 and associated material (AMC OPS 1.035 and IEM OPS 1.035) regarding the implementation of quality criteria in aviation processes
Contents	<ul style="list-style-type: none"> <li>(a) Module 1 – Quality systems and and Quality assurance criteria – 0.5 hours</li> <li>(b) Module 2 – ISO 9001 standards – 0.5 hours</li> <li>(c) Module 3 – The IATA IOSA programme – 0.5 hours</li> <li>(d) Module 4 – Explanation of EU-OPS 1.035, AMC OPS 1.035 and IEM OPS 1.035 – 11 hours               <ul style="list-style-type: none"> <li>(i) Quality policy:</li> <li>(ii) Nominated persons and quality manager</li> <li>(iii) Quality system</li> <li>(iv) Quality assurance programme</li> <li>(v) Audits and auditors as support of a quality system</li> <li>(vi) Treatment of corrective actions</li> <li>(vii) Archiving</li> <li>(viii) Ensuring that quality standards are maintained in subcontracted activities (e) Module 5 – Quality System – 2.5 hours                   <ul style="list-style-type: none"> <li>(i) Organisation examples</li> <li>(ii) Examples of management evaluations (f) Module 6 – Auditing techniques – 5.0 hours                       <ul style="list-style-type: none"> <li>(i) ICAO UOSAP/CMA programme</li> <li>(ii) EASA standardisation inspections programme</li> <li>(iii) Development of an auditing programme                           <ul style="list-style-type: none"> <li>(A) Methodology</li> <li>(B) Types of audits/inspections</li> <li>(C) Planning and execution</li> <li>(D) Interactions with the auditee</li> <li>(E) Standardisation of the auditing programme</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>(iv) Policy for writing findings, action plan and follow-up of actions (v) Analyses of case studies</li> </ul>

**ՀԱՅՏ**

**ԹՈՒՂՔԱՅԻՆ ԱՆՁՆԱԿԱԶՄԻ ԵՎ ՎԵՐԳԵՏՆՅԱ ԹՈՒՂՔԱՅԻՆ ԿԱՐԳԱՎԱՐԻ ՎԿԱՑԱԿԱՆԻ  
ՏՐԱՄԱԴՐՄԱՆ/ԵՐԿԱՐԱԶԳՄԱՆ/ՎԵՐԱԿԱՆԳԼՄԱՆ/ ՈՐԱԿԱՎՈՐՄԱՆ ԹՈՒՅԼՏՎՈՒԹՅԱՆ/  
ԿՐԿԼՕՐԻՆԱԿԻ ՏՐԱՄԱԴՐՄԱՆ ՀԱՄԱՐ**

**APPLICATION**

**FOR FLIGHT CREW LICENCE - INITIAL ISSUE/REVALIDATION/RENEWAL/RATING/DUPLICATE**

(Յուրաքանչյուր վկայականի կամ որակավորման թույլտվության համար լրացվում է առանձին հայտ)  
(For each licence, rating or approval, a separate form is used)

<b>1</b>	<b>Ազգանուն</b> <i>Last name:</i> .....	<b>Անուն</b> <i>First name:</i> .....
<b>Բնակության վայր:</b> <i>Permanent Address:</i> .....		<b>Փոստային դասիչ:</b> <i>Postal index:</i> .....
<b>Հեռախոս</b> <i>Telephone:</i> .....		<b>Էլեկտրոնային հասցեն</b> <i>E-mail address:</i> .....
<b>Մեռնյան թիվ</b> <i>Date of Birth:</i> .....	<b>Մեծնալայր</b> <i>Place of Birth:</i> .....	<b>Քաղաքացիություն</b> <i>Citizenship:</i> .....
		<b>Աշխատատեղ</b> <i>Company:</i> .....
<b>2</b>	<b>Տրամադրում</b> <i>Initial issue</i> <input type="checkbox"/>	<b>Երկարակազմ</b> <i>Revalidation</i> <input type="checkbox"/>
	<b>Որակավորման թույլտվություն</b> <i>Rating</i> <input type="checkbox"/>	<b>Վերականգնում</b> <i>Renewal</i> <input type="checkbox"/>
	<b>Դրական</b> <i>Duplicate</i> <input type="checkbox"/>	
<b>Ունեցած վկայականի տվյալները/Particulars of Licence already held</b>		
<b>Տրամադրող պետություն</b> <i>State of issue</i>	<b>Տրման ժամկետ</b> <i>Date of issue</i>	<b>Վկայականի տեսակ</b> <i>Type of Licence</i>
	...../...../.....	
		<b>Վկայականի №</b> <i>Licence Number</i>
		<b>Վկայականի գործադրության ժամկետ</b> <i>Expiry Date</i>
		...../...../.....
<b>Կատեգորիա, դաս ե/կամ ինքնաթիռի տիպը (եթե պահանջվում է), որը պետք է ստվա լինի վկայականում</b> <i>Category, Class and/or Aircraft Type (if required) for which the Licence is required</i>		
<b>Կատեգորիա/Category</b>	<b>Դաս/Class</b>	<b>Տիպը/Type</b>
<b>Վերջին 90 օրվա ընթացքում թռիչքատևողը</b> <i>Recency Experience (Flying hours for the last 90 days)</i> .....		
<b>Վերջին թռիչքի ամսաթիվը</b> <i>Date of last flight</i> .....		
<b>Տիպը տիպի վրա թռիչքատևողը</b> <i>Flying hours on type</i> .....		
<b>3.</b>	<b>Բժշկական Վիստանկություն/Medical Fitness</b>	

<b>Բժշկական սերտիֆիկատի դասը</b> <i>Class of Medical Certificate held</i>	<b>Վերջին բժշկական ստուգման ամսաթիվը</b> <i>Date of last Medical Examination</i>	<b>Բժշկական վկայականի գործունեության ավարտի ժամկետը</b> <i>Medical Certificate Expiry Date</i>
	...../...../.....	...../...../.....

**4** Մուխով հաստատում եմ, որ տվյալ հայտում նշված տեղեկությունները ճիշտ են :  
*I hereby declare that the information provided on this form is correct.*

<b>Հայտատուի ստորագրությունը/</b> <i>Applicant signature</i>	.....	<b>Ամսաթիվ/</b> <i>Date</i>	...../...../.....
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Ըմ կազմից կատարված են վերահիշյալ վկայականի/դրտիտվորման թույլտվության ստուգման բոլոր մնացած պահանջները և խնդրում եմ թույլ տալ ինձ անցնել մասնագիտական ստուգման թեստ օդանավի վրա:

*I have completed all additional requirements for Initial issue/Renewal/Rating work and request approval for proceed Aircraft/Simulator/Skil Test/Rating Check*

.....  
( նշել տեսակը/type ) (նշել տեղը/place )

<b>Վարժապետության կենտրոնի կամ շահագրգռողի անվանումը/</b> <i>ATO/FTO/Operator name</i>	.....
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<b>5</b> <b>Վից աներթմնյա է ներկայացնել հետևյալ փաստաթղթերը.</b> <i>Attachments must Include all of the following:</i>	<b>Վկայականի պատճենը</b> <i>Copy of Licence</i>	<input type="checkbox"/>
	<b>Վերջին հմտության ստուգման պատճենը</b> <i>Copy of Last Proficiency Check</i>	<input type="checkbox"/>
	<b>Վերջին վթարափրկարարական վարժանքների վերապատրաստման վկայականի պատճենը</b> <i>Copy of Last Safety Emergency Procedure Training Certificate</i>	<input type="checkbox"/>

<b>Փաշտոնական գրասում</b> <i>For official use only</i>	.....
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**6** Լրացվում է Ֆաղաբացիական ալիաբիայի կոմիտեի կողմից/ *For official use only*

<b>Վկայականի կամ որակավորման թույլտվության</b> <i>Licence or Rating Approval</i>	<b>Տրամադրման ամսաթիվը</b> <i>Date of Issue</i>	<b>Ուժի մեջ է/ Valid</b>		<b>Նշումներ/Notices</b>
		<b>Սկսած/From</b>	<b>Մինչև/Till</b>	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	

**Հաստատված է/ Approved** .....  
(Անուն, ազգանուն )/(name surname )  
.....  
(Պաշտոնը/ Position)  
.....  
(ստորագրություն)/( signature )

**Ամսաթիվը/Date** ..... / ..... / .....



PEL Appendix 3 – Application Form for Verification of a Flight Crew Licence

**ՕՏԱՐԵՐԿՐՑԱ ԹՈՒՂՔԱՑԻՆ ԱՂՂԱԿԱԶՄԻ ԱՂՂԱՄԻ ՎԿԱՑԱԿԱՆԻ ԸՆԴԱՉՄԱՆ ՀԱՑՏ**  
*Application for Verification of a Flight Crew Licence*

(Յուրաքանչյուր վկայականի վավերացման համար օգտագործեք առանձին հայտ)  
 For each licence a separate application is used

<b>1</b>	<b>Ազգանուն</b> <i>Last name :</i>		<b>Անուն</b> <i>First name :</i>	
<b>Բնակության վայր:</b> <i>Permanent Address :</i> .....				
<b>Հեռախոս (բնակարան)</b> <i>Telephone :</i> .....			<b>Բջջային հեռախոս:</b> <i>Mobile telephone</i> .....	
<b>Մեղքան փյվ</b> <i>Date of Birth :</i>		<b>Մեղքավայրը</b> <i>Place of Birth :</i>		<b>Քաղաքացիությունը</b> <i>Citizenship</i>
<b>2</b> <b>Վավերացման ենթակայացրած վկայականի տվյալները</b> <i>Particulars of Licence Presented for Validation</i>				
<b>Տրամադրող պետությունը</b> <i>State of issue</i>	<b>Տրման ժամկետը</b> <i>Date of issue</i>	<b>Վկայականի տեսակը</b> <i>Type of Licence</i>	<b>Վկայականի №</b> <i>Licence N°</i>	<b>Վկայականի գործունեության ժամկետը</b> <i>Expiry Date</i>
<b>Կարգ, դաս, տիպի որակավորումը ( որը անհրաժեշտ է ճանաչել)</b> <i>Category, Class, Type rating (to be validated)</i>				
<b>Կարգ / Category</b>	<b>Դաս / Class</b>	<b>Տիպի որակավորումը/ Type rating</b>		
<b>Ընդհանուր թռիչքատմամ (տվյալ տիպի օդանավի վրա)</b> <i>Total flight hours (current A/C type)</i> .....				
<b>Վերջին 90 օրվա ընթացքում թռիչքատմամերը</b> <i>Flying hours for the last 90 days</i> .....				
<b>Վերջին թռիչքի ամսաթիվը</b> <i>Date of last flight</i> ..... / ..... / .....				
<b>3.</b>	<b>Բժշկական Պիտանելիություն</b> <i>Medical Fitness</i>			
<b>Բժշկական վկայականի դասը</b> <i>Class of Medical Certificate held</i>	<b>Վերջին բժշկական ստուգման ամսաթիվը/</b> <i>Date of last Medical Examination</i>	<b>Բժշկական վկայականի գործունեության ավարտի ժամկետը/</b> <i>Medical Certificate Expiry Date</i>		

4 ՍՈՒՅՆՈՎ ՀԱՎԱՍՏՈՒՄ ԵՄ, որ տվյալ հայտում եղված տեղեկությունները ճշգրիտ են : /  
I hereby declare that the information provided on this form is correct

Դիմողի ստորագրությունը Applicant signature	...../...../.....	Ամսաթիվ Date	...../...../.....
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<p>5</p> <p>Կից անհրաժեշտ է ներկայացնել հետևյալ փաստաթղթերը. Attachments must include all of the following:</p>	Օտարերկրյա վկայականի պատճեն / Copy of Foreign Licence	<input type="checkbox"/>
	Բժշկական վկայականի պատճեն / Copy of Medical Licence	<input type="checkbox"/>
	Վերջին հմտության ստուգման պատճեն / Copy of Last Proficiency Check	<input type="checkbox"/>
	Վերջին վթարա փրկարարական վարժանքների վերապատրաստման վկայականի պատճեն / Copy of Last Safety Emergency Procedure training Certificate	<input type="checkbox"/>
	Վերջին վտանգավոր ուղերևոյի տեղափոխման վկայականի պատճեն / Copy of Last Dangerous Goods Certificate	<input type="checkbox"/>

Պաշտոնական գրառում / For official use only	..... ..... ..... .....
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6 Լրացվում է բաժնի աշխատակցի կողմից / For official use only

Տրված վավերագրի համարը / Verification number	Տրամադրման ամսաթիվը Date of Issue	Ուժի մեջ է / Valid		Նշումներ / Notices
		Մկսած / From	Մինչև / Till	
	...../...../.....	...../...../.....	...../...../.....	

Հաստատված է՝ / Approved .....  
name

ՀՀ ԿԱ ՔԱԳՎ աշխատակազմի թռիչքային գործունեության վարչության պետ  
Director of Flight Operations Department of the GDCA at the Government of RA

.....  
ստորագրություն /signature

Ամսաթիվ ..... / ..... / .....  
Date

**ՀԱՅՏ**  
**ՄՐԱՀԻ ԱՆՁՆԱԿԱԶՄԻ ԿԿՍՑԱԿԱՆԻ (ԱՏԵՍԱԿՈՐՄԱՆ)/ ԵՐԿԱՐԱԶԳՄԱՆ/ԿԵՐԱԿԱՆԳՆՄԱՆ/ ՈՐԱԿԱՎՈՐՄԱՆ/ՄԵՐՏԻՖԻԿԱՏԻ ԹՈՒՑԼՏՎՈՒԹՅԱՆ/ԿՐԿՆՈՐԻՆԱԿԻ/ՏՐԱՄԱԴՐՄԱՆ**  
**APPLICATION**  
**FOR CABIN CREW LICENCE ( ATTESTATION) - INITIAL ISSUE/ REVALIDATION/RENEWAL/QUALIFICATION /DUPLICATE**

*(Յուրաքանչյուր վկայականի կամ որակավորման թույլտվության համար լրացվում է առանձին հայտ )*  
*(For each license, rating or approval, a separate form is used)*

<b>1</b>	<b>Ազգանուն</b> <i>Last name :</i> .....	<b>Անուն</b> <i>First name :</i> .....							
<b>Բնակության վայր:</b> <i>Permanent Address:</i> .....		<b>Փոստային դասիչ:</b> <i>Postal index:</i> .....							
<b>Հեռախոս</b> <i>Telephone:</i> .....		<b>Էլեկտրոնային հասցեն</b> <i>E-mail address:</i> .....							
<b>Սննդան փոխ</b> <i>Date of Birth :</i> ..... / ..... / .....	<b>Ծննդավայրը</b> <i>Place of Birth :</i> .....	<b>Քաղաքացիությունը</b> <i>Citizenship :</i> .....	<b>Աշխատակազմ:</b> <i>Company :</i> .....						
<b>2</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Տրամադրում</b> <i>Initial issue</i> <input type="checkbox"/></td> <td style="width: 33%;"><b>Նրկարանգում</b> <i>Revalidation Renewal</i> <input type="checkbox"/></td> <td style="width: 33%;"><b>Վերականգնում</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Որակավորման թույլտվություն</b> <i>Qualification</i> <input type="checkbox"/></td> <td><b>Կրկնօրինակ</b> <i>Duplicate</i> <input type="checkbox"/></td> <td><b>Սերտիֆիկատի թույլտվություն</b> <i>Certificate (include SEP)</i> <input type="checkbox"/></td> </tr> </table>				<b>Տրամադրում</b> <i>Initial issue</i> <input type="checkbox"/>	<b>Նրկարանգում</b> <i>Revalidation Renewal</i> <input type="checkbox"/>	<b>Վերականգնում</b> <input type="checkbox"/>	<b>Որակավորման թույլտվություն</b> <i>Qualification</i> <input type="checkbox"/>	<b>Կրկնօրինակ</b> <i>Duplicate</i> <input type="checkbox"/>	<b>Սերտիֆիկատի թույլտվություն</b> <i>Certificate (include SEP)</i> <input type="checkbox"/>
<b>Տրամադրում</b> <i>Initial issue</i> <input type="checkbox"/>	<b>Նրկարանգում</b> <i>Revalidation Renewal</i> <input type="checkbox"/>	<b>Վերականգնում</b> <input type="checkbox"/>							
<b>Որակավորման թույլտվություն</b> <i>Qualification</i> <input type="checkbox"/>	<b>Կրկնօրինակ</b> <i>Duplicate</i> <input type="checkbox"/>	<b>Սերտիֆիկատի թույլտվություն</b> <i>Certificate (include SEP)</i> <input type="checkbox"/>							
<b>Ունեցած վկայականի տվյալները/Particulars of Licence already held</b>									
<b>Տրամադրող պետությունը</b> <i>State of issue</i>	<b>Տրման ժամկետը</b> <i>Date of issue</i>	<b>Վկայականի տեսակը</b> <i>Type of Licence</i>	<b>Վկայականի №</b> <i>Licence Number</i>	<b>Վկայականի գործունեության ժամկետը</b> <i>Expiry Date</i>					
	..... / ..... / .....			..... / ..... / .....					
<b>Ռեքուզիտի տիպը/Aircraft Type</b>									
<b>ՎՓՊ/SEP</b>	<b>Տիպը/Type</b>	<b>Այլ նշումներ/Notices</b>							
<b>Վերջին թռիչքի ամսաթիվը:</b> <i>Date of last flight:</i> ..... / ..... / .....									
<b>3.</b>	<b>Բժշկական Պատանդություն/Medical Fitness</b>								

<b>Բժշկական սերտիֆիկատի դասը</b> <i>Class of Medical Certificate held</i>	<b>Վերջին բժշկական ստուգման ամսաթիվը</b> <i>Date of last Medical Examination</i>	<b>Բժշկական վկայականի գործունեության ավարտի ժամկետը</b> <i>Medical Certificate Date of Expiry</i>
	..... / ..... / .....	..... / ..... / .....

**4** Մույնով հաստատում եմ, որ տվյալ հայտում եղած տեղեկությունները ճիշտ են :  
*I hereby declare that the information provided on this form is correct*

<b>Դիմողի ստորագրությունը</b> <i>Applicant signature</i>	.....	<b>Ամսաթիվ</b> <i>Date</i>	..... / ..... / .....
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**5** **Կից տեղադրե՞լու է ներկայացնել հետևյալ փաստաթղթերը.**  
*Attachments must include all of the following:*

<b>Վկայականի պատճենը</b> <i>Copy of Licence</i>	<input type="checkbox"/>
<b>Վերջին ստուգման պատճենը</b> <i>Copy of Last Check</i>	<input type="checkbox"/>
<b>Վերջին վթարափրկարարական վարժանքների վերապատրաստման վկայականի պատճենը/</b> <i>Copy of Last Safety Emergency Procedure Training Certificate</i>	<input type="checkbox"/>

**Պաշտոնական գրատու**  
*For official use only*

.....

.....

**6** Լրացվում է Քաղաքացիական ավիացիայի կամիսի կողմից *For official use only*

<b>Վկայականի կամ սերտիֆիկատի որակավորման թույլտվության</b> <i>Licence/Certificate Qualification Approval</i>	<b>Տրամադրման ամսաթիվը</b> <i>Date of Issue</i>	<b>Ուժի մեջ է/ Valid</b>		<b>Լշտաներ</b> <i>Notices</i>
		<b>Սկսած/From</b>	<b>Մինչև/Till</b>	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	
	...../...../.....	...../...../.....	...../...../.....	

**Հաստատված է' / Approved** .....

( name surname )

**ՔԱԳՎ Թռիչքային Չորհունեության Վարչության Սեռ**  
*GDCA Flight Operations Department Chairman* .....

( signature )

**Ամսաթիվ** ..... / ..... / .....

*Date*

**PEL Appendix 5- APPLICATION AND REPORT FORM**

<b>APPLICATION AND REPORT FORM</b> <b>ATPL, MPL, TYPE RATING, TRAINING, SKILL TEST AND PROFICIENCY CHECK AEROPLANES (A) AND HELICOPTERS (H)</b>				
Applicant's last name(s):	Aircraft:	SE-MP: A <input type="checkbox"/> H <input type="checkbox"/>	SE-MP: A <input type="checkbox"/> H <input type="checkbox"/>	
Applicant's first name(s):		SE-MP: A <input type="checkbox"/> H <input type="checkbox"/>	SE-MP: A <input type="checkbox"/> H <input type="checkbox"/>	
Signature of applicant:	Operations:	SP <input type="checkbox"/> MP <input type="checkbox"/>		
Type of licence held:	Checklist:	Training record: <input type="checkbox"/>	Type rating: <input type="checkbox"/>	
Licence number:		Skill test: <input type="checkbox"/>	Class rating: <input type="checkbox"/>	
		IR: <input type="checkbox"/>		
State of licence issue:		Proficiency check: <input type="checkbox"/>	ATPL: <input type="checkbox"/>	MPL: <input type="checkbox"/>

1	Theoretical training for the issue of a type or class rating performed during period			
From:	To:	At:		
Mark obtained:	% (Pass mark 75%):	Type and number of licence:		
Signature of HT:		Name(s) in capital letters:		
2	FSTD			
FSTD (aircraft type):	Three or more axes: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Ready for service and used:		
FSTD manufacturer:	Motion or system:	Visual aid: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
FSTD operator:		FSTD ID code:		
Total training time at the controls:		Instrument approaches at aerodromes to a decision altitude or height of:		
Location, date and time:		Type and number of licence:		
Type rating instructor: <input type="checkbox"/> Class rating instructor: <input type="checkbox"/> ..... instructor: <input type="checkbox"/>				

Signature of instructor:	Name(s) in capital letters:

3	Flight training: in the aircraft: <input type="checkbox"/>	in the FSTD (for ZFTT): <input type="checkbox"/>
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Type of aircraft:	Registration:	Flight time at the controls:
Take-offs:	Landings:	Training aerodromes or sites (take-offs, approaches and landings):
Take-off time:	Landing time:	
Location and date:	Type and number of licence held:	
Type rating instructor: <input type="checkbox"/> Class rating instructor: <input type="checkbox"/>		
Signature of instructor:	Name(s) in capital letters:	
4	Skill test: <input type="checkbox"/> Proficiency check: <input type="checkbox"/>	
Skill test and proficiency check details:		
Aerodrome or site:	Total flight time:	
Take-off time:	Landing time:	
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>	Reason(s) why, if failed:	
Location and date:	SIM or aircraft registration:	
Examiner's certificate number (if applicable):	Type and number of licence:	
Signature of examiner:	Name(s) in capital letters:	



CIVIL AVIATION COMMITTEE OF THE REPUBLIC OF ARMENIA

LICENCE AUTHENTICATION FORM

ISSUING AUTHORITY DETAILS			
State of licence issue			
Issuing authority			
Authorized Person's name			
Title of authorized person			
<i>We hereby certify the authenticity of the following Licence</i>			
ITEM	Licence Details		
1	Licence type & number		
2	Full name of licence holder		
3	Date of birth ( dd/mm/yyyy )		
4	Address of holder (as on licence)		
5	Citizenship		
6	Licence issue and validity date		
7	Type rating endorsed		
8	Type rating endorsed ( as Co-Pilot )		
9	Type rating valid until		
10	SEP valid until		
11			
12	Last Profeciency check date		<i>Aircraft Type:</i>
13	Last IR check date		
14	Instructor rating endorsement date		
15	Remarks, limitations, endorsement ( English language proficiency level )	English language proficiency: Valid until:	
16	Other details : place of birth		
17	Past or pending enforcement action	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18	<b>Medical details, Class</b>	LIMITATIONS Nil	<b>Valid Until :</b>
Did the applicant have any accident/incident		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed by:		----- <i>signature</i>	<i>Date:</i>
Contact person name and position		Tel. No E-mail	<i>seal</i>

ATTACHMENT TO VALIDATED LICENCE № 000/00		<p>ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅՈՒՆ REPUBLIC OF ARMENIA</p> <p>CIVIL AVIATION COMMITTEE ՔԱՂԱՔԱՑԻԱԿԱՆ ԱՎԻԱՑԻԱՅԻ ԿՈՄԻՏԵ</p>  <p>ԱՎԻԱՑԻՈՆ ՄԱՍՆԱԳԵՏԻ ՎԿԱՅԱԿԱՆԻ ՃԱՆԱՉՄԱՆ ՎԱԿԵՐԱԳԻՐ</p> <p>AVIATION PERSONNEL ATTACHMENT TO VALIDATED LICENCE</p>
I.Last & First Name:		
II.Original licence type:		
III.Original Licence number:		
IV.State of issue:		
V.Date of issue:		
VI.Ratings:		
VII.Holder's signature:		
VIII.Has the right to work for:		
IX.validity: Attachment is valid with original Licence, valid medical & English level examinations		
X.Valid till:		
XI.Signature of issuing Officer and date.		
XII.Contact details mail: <a href="mailto:gdca@gdca.am">gdca@gdca.am</a>		<p>CAC RA Stamp</p> <p>Page 2</p> <p>Page 1</p>



*PEL Appendix 8 - Conducting and Evaluating OJT Levels*

**Validating Level I**

To validate Level I OJT, the trainee must have an acceptable response to the following measurements (unless any item is not applicable to the task [n/a]):

<b>Task</b>	<b>n/a</b>	<b>Unacceptable</b>	<b>Unacceptable</b>	<b>Acceptable</b>	<b>Acceptable</b>
Trainee can identify appropriate materials associated with the task (rules, orders, forms, equipment, etc.)		Cannot identify materials	Identifies some materials	Identifies most materials	Identifies all materials
Trainee can define key terms and definitions associated with the task		Cannot define terms	Defines some terms	Defines most terms	Defines all terms
Trainee can describe how the task is documented (in CAC forms, reports, computer systems, etc.)		Cannot explain task documentation	Explains some task documentation	Describes most methods or forms for documentation	Describes all methods and forms for documentation
Trainee can explain how the task is initiated		Cannot explain sources for initiating the task	Explains some sources for initiating the task	Explains most sources for initiating the task	Explains all sources for initiating the task
Trainee can explain the task outcome(s); (E.g.; certificate and/or operations specifications issuance, approval/disapproval		Cannot explain task outcomes	Explains some possible task outcomes	Explains most possible task outcomes	Explains all possible task outcomes

### ***Validating Level II***

To validate Level II OJT, the trainee must have an acceptable response to the following measurements (unless any item is not applicable to the task [n/a]):

<b>Task</b>	<b>n/a</b>	<b>Unacceptable</b>	<b>Unacceptable</b>	<b>Acceptable</b>	<b>Acceptable</b>
Trainee can describe the sequence of steps to accomplish the task (as applicable)		Cannot describe the sequence of steps	Describes some step sequence	Describes most step sequence	Describes all step sequence accurately
Trainee can describe how appropriate materials (e.g.; forms, equipment) are used to accomplish the task		Cannot describe use of materials	Describes some use of materials	Describes most use of materials	Describes all proper material use accurately
Trainee can describe interactions among other CAC personnel required to accomplish the tasks		Cannot describe interactions among CAC personnel	Describes some interactions accurately	Describes most interactions accurately	Describes all interactions accurately
Trainee can describe coordination with operator required to accomplish the task		Cannot describe operator coordination	Describes some operator coordination	Describes most operator coordination	Describes all operator coordination accurately

### ***Validating Level III***

To validate Level III OJT, the trainer must be able to answer “Yes” to all of the following (unless any item is not applicable to the task [n/a]):

<b>Task</b>	<b>n/a</b>	<b>Yes</b>	<b>No</b>
Did the trainee demonstrate sufficient knowledge to complete the task proficiently?			
Did the trainee complete all steps necessary to (accurately) complete the task?			
Were the steps completed in the proper order (as applicable)?			
Did the trainee perform the task without assistance?			
Did the trainee perform the task in a timely manner without undue hesitation?			

## CHECK LISTS TO THIS MANUAL

**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

### PEL.CL.001. CHECKLIST OF REQUIREMENTS FOR PRIVATE PILOT LICENCE ISSUE

Date			
Name			
Licence Number			
	N/A	YES	NO
At least 17 years of age			
Passed all knowledge tests - <ol style="list-style-type: none"> <li>1. Meteorology</li> <li>2. Flight Performance, planning and loading</li> <li>3. Airlaw</li> <li>4. Aircraft General knowledge</li> <li>5. Human Performance</li> <li>6. Operational Procedures</li> <li>7. Principles of Flight</li> <li>8. Navigation</li> <li>9. Radio Telephony</li> </ol>			
Holds valid and certified copy of Armenian Class 2 Medical Certificate			
Satisfies the English Language proficiency test. Minimum English Level IV			
Passed all Type Technical Examinations applied for			
Passed Radiotelephony Course (procedures and phraseology as applied to VFR operations)			
DTO/ATO Recommendation to issue PPL			
Passed a theoretical knowledge and skill test with an DTO/ATO approved by the CAC of RA			
Check validity of Examiner (Approves by the CAC RA) certificate at time of testing:- Examiner Exp: _____ Licence Exp: ____ Medical Exp: _____ Rating Exp: _____			
Application form completed			
Certified summary of the logbook (1 <sup>st</sup> and the last 3 pages)			
Meets Aeronautical Experience requirements <b>for Aeroplane</b> (In an DTO/ATO) <ol style="list-style-type: none"> <li>1. 40 Hrs. total flight time</li> <li>2. 20 Hrs. of dual instruction                             <ol style="list-style-type: none"> <li>(i) 5 Hrs. in simulation training device</li> <li>(ii) 5 Hrs. solo cross country (totaling not less than 270km (150nm) of which 2 full stop landings at 2 different aerodromes shall be made)</li> </ol> </li> <li>3. 10Hrs. under supervision of an authorised flight instructor</li> </ol>			

Meets Aeronautical Experience requirements <b>for Helicopters</b> (In an DTO/ATO) 40 Hrs. total flight time 20Hrs. under supervision of an authorised flight instructor 5Hrs. solo cross country (totaling not less than 180km of which 2 full stoplandings at 2 different aerodromes shall be made)						
Meets Aeronautical Experience requirements <b>for Balloons</b> (In an DTO/ATO) 6 Hrs. total flight time including at least two hours of performing sololaunches and landings.						
Obtain passport						
Paid Fee						
Meet all the requirements if no – inform applicant						
If yes – Issue PPL valid for 5 years						
License Prepared						
	<b>Name</b>		<b>Signature</b>		<b>Date</b>	
Prepared by IPEL						
Checked and Recommended by IPEL						
Approved by Head of PEL						
					<b>YES</b>	<b>NO</b>
All pages of the licence signed, stamped and copies made						
Save Soft Copy of Personal Folder						
File returned to Records Room by		<b>Name</b>		<b>Signature</b>		<b>Date</b>

**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**PEL.CL.002.CHECKLIST OF REQUIREMENTS FOR COMMERCIAL PILOT LICENCE ISSUE**

Date			
Name			
Licence Number			
	N/A	YES	NO
At least 18 years of age			
Passed all knowledge tests - 1. air law; 2. aircraft general knowledge — airframe/systems/power plant; 3. aircraft general knowledge — instrumentation; 4. mass and balance; 5. performance; 6. flight planning and monitoring; 7. human performance; 8. meteorology; 9. general navigation; 10. radio navigation; 11. operational procedures; 12. principles of flight; and 13. communications			
Holds valid and certified copy of Class 1 Medical Certificate (RA)			
Satisfies the English Language proficiency test. Minimum English Level IV			
Passed all Type Technical Examinations applied for			
ATO Recommendation to issue CPL ; ATO approved by the CAC RA			
Passed a skill test with Examiner approved by the CAC RA			
Check validity of Examiner (Approves by the CAC RA) certificate at time of testing:- Examiner Exp:_____Licence Exp:___      Medical Exp:_____Rating Exp: _____			
Application form completed			
Certified summary of the logbook (1 <sup>st</sup> and the last 3 pages)			

<b>Meets Aeronautical Experience requirements for Aeroplane</b> <ol style="list-style-type: none"> <li>1. 200 hours or 150 hours during the integrated approved course at an approved ATO (10 hours may be in FS or FPT)</li> <li>2. 70 hours PIC</li> <li>3. 20 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes</li> <li>4. 10 hours as PICUS</li> <li>5. If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings</li> </ol>			
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<b>Meets Aeronautical Experience requirements for Helicopters</b> <ol style="list-style-type: none"> <li>1. 150 hours or 100 hours during the integrated approved course at an approved ATO (10 hours may be in FS or FPT)</li> <li>2. 35 hours PIC</li> <li>3. 10 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes</li> <li>4. 10 hours instrument instruction (5 hours may be ground time)</li> <li>5. If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings</li> </ol>			
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Obtain passport			
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Paid Fee			
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Meet all the requirements if no – inform applicant			
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If yes – Issue CPL valid for 5 years			
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License Prepared			
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	Name	Signature	Date
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Prepared by IPEL			
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Checked and Recommended by IPEL			
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Approved by Head of PEL			
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			YES	NO
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All pages of the licence signed, stamped and copies made			
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Save Soft Copy of Personal Folder			
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	Name	Signature	Date
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**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**PEL.CL.003.CHECKLIST OF REQUIREMENTS FOR AIRLINE TRANSPORT PILOT LICENCE ISSUE**

Date				
Name				
Licence Number				
		N/A	YES	NO
At least 21 years of age				
Passed all knowledge tests - 1. air law; 2. aircraft general knowledge — airframe/systems/power plant; 3. aircraft general knowledge — instrumentation; 4. mass and balance; 5. performance; 6. flight planning and monitoring; 7. human performance; 8. meteorology; 9. general navigation; 10. radio navigation; 11. operational procedures; 12. principles of flight; and 13. communications				
Holds valid and certified copy of Class 1 Medical Certificate				
Satisfies the English Language proficiency test. Minimum English Level IV				
Passed all Type Technical Examinations applied for				
ATO Recommendation to issue ATPL				
Passed a theoretical knowledge in ATO approved by the CAC RA				
Passed a skill test with an Examiner approved by CAC RA				
Check validity of Examiner (Approves by the CAC RA) certificate at time of testing:- Examiner Exp:_____Licence Exp:___ Medical Exp:_____Rating Exp:_____				
Application form completed				
Certified summary of the logbook (1 <sup>st</sup> and the last 3 pages)				

<b>Meets Aeronautical Experience requirements for Aeroplane</b> 1500 hours in aeroplanes (100 hours may be in FFS) including at least: <ul style="list-style-type: none"> <li>• 500 hours in multi-pilot operations on aeroplanes</li> <li>• 250 hours PIC or 70 hrs as PIC and rest as PICUS</li> <li>• 200 hrs cross-country of which 100hours as PIC or PICUS</li> <li>• 75 hrs instrument time (30 hours may instrument ground time)</li> <li>• 100 hours of night flight as PIC or C/P</li> </ul>			
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<b>Meets Aeronautical Experience requirements for Helicopters</b> 1000 hours in helicopters (100 hours may be in FFS) including at least: <ul style="list-style-type: none"> <li>• 350 hours in multi-pilot helicopters</li> <li>• 250 hours PIC or 100 hrs as PIC and 150 hrs as PICUS in multi-pilot helicopters</li> <li>• 200 hrs cross-country of which 100 hours as PIC or PICUS</li> <li>• 30 hrs instrument time (10 hours may be instrument ground time)</li> </ul>			
6. 100 hours of night flight as PIC or C/P			

Obtain passport			
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Paid Fee			
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Meet all the requirements if no – inform applicant			
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If yes – Issue CPL valid for 5 years			
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License Prepared			
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	Name	Signature	Date
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Prepared by IPEL			
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Checked and Recommended by IPEL			
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Approved by Head of PEL			
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			YES	NO
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All pages of the licence signed, stamped and copies made			
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Save Soft Copy of Personal Folder			
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**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**PEL.CL.004.CHECKLIST OF REQUIREMENTS FOR COMMERCIAL PILOT LICENCE ISSUE**

Date			
Name			
Licence Number			
	N/A	YES	NO
At least 18 years of age			
Passed all knowledge tests - 1. air law; 2. aircraft general knowledge — airframe/systems/power plant; 3. aircraft general knowledge — instrumentation; 4. mass and balance; 5. performance; 6. flight planning and monitoring; 7. human performance; 8. meteorology; 9. general navigation; 10. radio navigation; 11. operational procedures; 12. principles of flight; and 13. communications			
Holds valid and certified copy of Class 1 Medical Certificate			
Satisfies the English Language proficiency test. Minimum English Level IV			
Passed all Type Technical Examinations applied for			
Passed Radiotelephony Course (procedures and phraseology as applied to VFR operations)			
ATO Recommendation to issue CPL			
Passed a theoretical knowledge in an ATO approved by the CAC RA			
Passed a skill test with an Examiner approved by CAC RA			
Check validity of Examiner (Approves by the CAC RA) certificate at time of testing:- Examiner Exp: _____ Licence Exp: __      Medical Exp: _____ Rating Exp: _____			
Application form completed			
Certified summary of the logbook (1 <sup>st</sup> and the last 3 pages)			

Meets Aeronautical Experience requirements <b>for Aeroplane</b> (ATO)			
6. 200 hours or 150 hours during the integrated approved course at an approved ATO (10 hours may be in FS or FPT)			
7. 70 hours PIC			
8. 20 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes			
9. 10 hours as PICUS			
10. If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings			

Meets Aeronautical Experience requirements <b>for Helicopters</b> (In an ATO)			
7. 150 hours or 100 hours during the integrated approved course at an approved ATO (10 hours may be in FS or FPT)			
8. 35 hours PIC			
9. 10 hrs cross-country as PIC including flight of 540 km (300 NM) incl. 2 landings at 2 different aerodromes			
10. 10 hours instrument instruction (5 hours may be ground time)			
11. If privileges are exercised at night, 5 hrs night flight including 5 take-offs and 5 landings			

Obtain passport			
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Paid Fee			
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Meet all the requirements if no – inform applicant			
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If yes – Issue CPL valid for 5 years			
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License Prepared			
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	Name	Signature	Date
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Prepared by IPEL			
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Checked and Recommended by IPEL			
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Approved by Head of PEL			
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		YES	NO
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All pages of the licence signed, stamped and copies made			
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Save Soft Copy of Personal Folder			
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	Name	Signature	Date
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File returned to Records Room by			
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**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**PEL.CL.005.CHECKLIST OF REQUIREMENTS FOR CONVERSION OF FOREIGN PILOT LICENCE**

Date			
Name			
Licence Number			
	N/A	YES	NO
Passed Air law and Human Performance Examination			
Holds a valid current licence			
Completed 200 flight hours ( with FSTD)			
Presented evidence of 200 flight hours			
Certified copies of 1 <sup>st</sup> and the last three pages of the logbook			
Certifying relevant professional education (with marks, if acceptable)			
Check validity of Armenian Medical (Check authenticity of the medical, check name, signature of AME, no. and stamp)			
Check validity of Foreign Licence			
Confirm whether the issuing Authority is a Contracting State			
Satisfies the English Language proficiency test. Minimum English Level IV (RA)			
Present evidence of the last LPC (on type)			
Certified copies of the foreign licence			
Received Foreign Licence Verification from the CAA			
Completed skill test with approved Examiner			
Check validity of Examiner Cert. at time of testing:-  DPE Exp:            Licence Exp:            Medical Exp:            Rating Exp:			
Obtain passport and passport size photographs (Colour)			
Paid Fee			
Issue Licence			
	Name	Signature	Date
Prepared by IPEL			
Checked and Recommended by IPEL			
Approved by Head of PEL			
			Y    N
All pages of the licence signed, stamped and copies stored in the file			
Save Soft Copy of Personal Folder			

**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**CHECKLIST OF REQUIREMENTS FOR VALIDATION OF FOREIGN PILOT LICENCE**

Date			
Name			
Licence Number			
	N/A	Y	N
Passed composite examination of the knowledge test on will be conducted by the PEL office staff.			
Check validity of Foreign Licence			
Confirm whether the issuing Authority is a contracting state			
Received Foreign Licence Verification from the CAA			
Have completed at least 500 hours of flight time as a pilot.(On type)			
Present evidence of the last LPC (on type)			
Certified copies of the 1 <sup>st</sup> and the last three pages of the logbook			
Certified copies of the foreign licence and medical			
Present evidence or demonstrate English Level			
Completed skill test with Examiner CAC RA			
Check validity of Examiner certificate at time of testing:- DE Exp:_____Licence Exp:_____Medical Exp:_____Rating Exp:_____			
Completed Application Form			
Validation Certificate Issued			
	Name	Signature	Date
Prepared by IPEL			
Checked and Recommended by IPEL			
Signed by Head of PEL			
Approved by CAC RA			
			Y N
All pages of the licence signed, stamped and copies stored in the file			
Save Soft Copy of Personal Folder			

**Civil Aviation Committee of the Republic of Armenia  
Personnel Licensing Division**

**PEL.CL.007. APPROVAL CHECKLIST: PROVISION OF CC TRAINING / ISSUANCE OF CC  
ATTESTATION**

Operator <sup>(1)</sup>	Date	Inspector (Name/signature) <sup>(2)</sup>	Ref.
<b>Purpose:</b>			

*(\*) By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator.*

No	Ref Non-compliance	Non-compliances

List of remarks	
Ref remarks	Remarks

<b>Additional notes/comments:</b>
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**NA = Not Applicable; C = Compliant; NC = Not Compliant; R = Remark; N/R = Not Reviewed**

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
<b>Management of changes/ safety risk management</b>					
ORO.GEN.200 (a)(3)	Management of changes / safety risk management	<p>Check that the hazard identification process of the operator captured the risks associated with the provision of CC training and/or the issuance of the CC attestation.</p> <p>Check the adequate subsequent risk analysis and definition of mitigations.</p> <p>In case of an application after the operator was certified, check that this was completed in the frame of the operator's management of change process.</p>		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
<b>Approval for the provision of cabin crew training</b>					
ORO.AOC.120 (a)	<u>Content of the application package:</u>	<p>- Check that the application package submitted by the operator contains at least the following:</p> <ul style="list-style-type: none"> <li>o the date of intended commencement of activity;</li> <li>o the personal details and qualifications of the instructors as relevant to the training elements to be covered;</li> <li>o the name(s) and address(es) of the training site(s) at which the training is to be conducted;</li> <li>o a description of the facilities, training methods, manuals and representative devices to be used; and</li> <li>o the syllabi and associated programmes for the training course.</li> </ul>		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
CC.TRA.215(b)	<u>Personnel providing the training:</u> Training to be performed by <u>personnel suitably experienced and qualified</u> for the training elements to be covered.	<p>- Check that the operator has defined the qualifications required to provide CC training.</p> <p>- Check the adequate qualification of the instructors listed in the application.</p>		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
ORO.AOC.120 (c) CC.TRA.220(b)	<u>Training programme:</u> The programme of the initial training course shall cover at least the elements specified in Appendix 1 to this Part. It shall include theoretical and practical training.	<p>- Check the training programme against appendix 1 to Part-CC.</p> <p>- Check that the training programme includes theoretical and practical training.</p> <p>For CRM training, check that the specific content of AMC1 to Appendix 1 to Part-CC is included in the initial training programme (check in particular the presence of the 'in-depth' topics)</p>		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
CC.TRA.220(c)	<u>Examinations:</u> Applicants for a cabin crew attestation shall undergo an examination covering all elements of the initial training programme except CRM training	- Check that an examination is foreseen for all topics of the initial training programme, except CRM.		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
ORO.GEN.215	<u>Facilities:</u>	- Check the adequacy of the declared facilities, manuals, methods and devices in relation to the content of the training programme.		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
<b>Approval to issue cabin crew attestation</b>					
ORO.AOC.120 (b)	<u>Provision of CC training:</u>	- The criteria related to the provision of training (above) shall be met to be approved to issue CC attestations.		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
ORO.AOC.120	<u>Capability and accountability of the</u>			<input type="checkbox"/> N/A	

(b)	<u>organisation to perform this task.</u>			<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
ORO.AOC.120 (b)	<u>Personnel conducting examinations to be appropriately qualified and free from conflict of interest</u>	- Check the policy of the operator regarding the qualification of personnel conducting examinations - Check how the operator is ensuring that the personnel conducting examinations is free from conflict of interest (procedure and evidence of implementation)		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	
ORO.AOC.120 (b)	<u>Operator's procedures</u>	- Check that the operator has established procedures related to: <ul style="list-style-type: none"> <li>o The conduct of the examination;</li> <li>o The issuance of CC attestation;</li> <li>o The supply of the competent authority with all relevant information and documentation related to the attestations it will issue and their holders.</li> </ul>		<input type="checkbox"/> N/A <input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> R <input type="checkbox"/> N/R	