



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

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Application for Pilot Licences and Ratings

Director General
Sierra Leone Civil Aviation Authority

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1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in Applying for Issue, Renewal, Re-issue of licences, and Authorisations for Pilots; under Part 1A of the Sierra Leone Civil Aviation Regulations.

1.2 Description of Changes

This AC is the first to be issued on this subject

1.3 References

- (a) SLCAR Part 1A-Personnel Licensing
- (b) The Prescribe application Forms
- (c) ICAO Annex 1-Personnel Licensing

1.4 Cancelled Documents

Not Applicable

2. GUIDANCE AND PROCEDURES

2.1 General Information

- 2.1.1 In reference to various Sierra Leone Civil Aviation Regulations, no person may act as a crew member of an aircraft registered in Sierra Leone, unless he is a holder of a valid prescribed licence and rating issued in accordance with Part 1A of the Sierra Leone Civil Aviation Regulations.
- 2.1.2 The types of Licences issued are detailed in Regulation .2.1.1 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 2.1.3 The Ratings, Category ratings, Class ratings and aircraft type ratings are issued as prescribed in Regulation 2.1.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 2.1.4 Nothing in this AC is intended to conflict with the Sierra Leone Civil Aviation Regulations or other legislation, which in case of doubt, must be regarded as over-riding
- 2.1.5 The prescribed application forms, Forms for assessment of the qualifying flying experience for a licence, or rating may be obtained from the Authority's Personnel Licensing (PEL) Office.
- 2.1.6 The requirements for grant of a licence or rating are to be fulfilled before the application is made, and the prospective applicant should ensure that the results of an examination

or test will be valid by the date all the other requirements are met before the application for the licence or rating is made. The knowledge test should be passed before the practical (skill) test is conducted as provided in Part 1A of the Sierra Leone Civil Aviation Regulations.

- 2.1.7 When all the requirements have been met, the applicant should complete the appropriate prescribed application form and submit it to the Personnel Licensing (PEL) Office with the required supporting documents.
- 2.1.8 Licenses are issued after an applicant has undertaken the relevant training, and passed the required knowledge examinations and practical (skill) tests.
- 2.1.9 All the knowledge examinations and the practical (skill) tests are booked with the PEL Office, the Office which will allocate the practical (skill) test flight examiner.
- 2.1.10 All applications for issue of licences must be accompanied by two copies of recent full face photographs. These should be size 25mm by 30mm from the same negative.
- 2.1.11 Where an applicant has failed a knowledge test, he may appeal the to the Authority, if he wishes to contest the fail result, by presenting the appeal case in writing to the Authority within 14 days from the date of the test result.

2.2 Medical Requirements

- 2.2.1 Pilot licences and ratings will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority designated Medical Examiner. Prospective applicants for pilot licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.
- 2.2.2 Arrangements for the medical examination are made by the applicant direct to any Authority's authorized Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the PEL office. The aviation medical examiner will advise the applicant on the medical examination charges.
- 2.2.3 On satisfactory completion of the medical examination and on payment of the appropriate doctor's fee, the applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence or rating sought.
- 2.2.4 An applicant for renewal of a pilot licence whose medical examination is conducted within 45 days before the licence current expiry date will use the licence expiry date as the start date of the new validity period. Applicants whose medical examinations are not conducted within 45 days of the licence expiry date will use the date of the medical examination as the start date of the new validity period.

2.3 Submission of the Application Form

- 2.3.1 Before Submitting the Application Form the applicant should ensure that;
 - (a) He is medically fit for the licence or rating sought,
 - (b) He meets eligibility requirements of the licence or rating applied for concerning:
 - i. Age;
 - ii. The English language in accordance with the language proficiency requirements prescribed in Regulation 2.2 of Part 1A of the Sierra Leone Civil Aviation Regulations;
 - iii. The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
 - iv. The (approved or required) flight training;

- v. Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence or rating is sought;
- vi. Pass in the required practical test on the areas of operation listed in the relevant Sierra Leone Civil Aviation Regulation for which a licence or rating is sought;
- vii. The prescribed knowledge and practical tests are completed and passed within the prescribed period;
- viii. The prescribed application form is duly completed, signed and dated; and
- ix. All the required certifications have been acquired and the supporting documents are all attached.

2.4 Evaluation of the Application Form

- 2.4.1 This is done to ensure that the correct prescribed forms for applying for the licence, certificate or rating are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting it to the PEL Office. For all licences and for all aircraft type rating endorsements a certified personal logbook or an acceptable flying record **MUST** be availed to the licensing officer on the submission of the application form.
- 2.4.2 Licence or Rating application fees will not be paid until the applicant has met all the prescribed requirements.

2.5 Validity of the Examinations Results

All the knowledge and the practical test results have expiry dates endorsed on the test result slip.

2.6 Collection of the completed Licence

Unless otherwise requested by the applicant, completed licences are not released by mail, but are collected from the PEL Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the PEL office, whether it is the applicant or an authorized agent, **MUST** sign for the collection by giving their full names, date, and append their official signature on documents- release- register in the PEL Office

3. APPLICATION FOR ISSUE, RENEWAL OR RE-ISSUE OF A STUDENT PILOT LICENCE (SPL)

3.1 An SPL is issued in compliance with Part 1A of the Sierra Leone Civil Aviation Regulations

3.2 References

- 3.2.1 SLCAR Part 1A
- 3.2.2 The Prescribe Application form

3.2 The Applicant's Identity

Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form. If the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

3.3 Eligibility Requirements

The applicant must meet the SPL specific eligibility requirements of Regulation 3.3 of Part 1A of the Sierra Leone Civil Aviation Regulations.

3.4 The applicant must

- 3.4.1 Be not less than 17 years old, and
- 3.4.2 Be holder of a Class 2 Medical Certificate from a Sierra Leone authorized medical examiner,

3.5 Application Requirements.

The applicant should:-

- 3.5.1 Complete the SPL prescribed application form;
- 3.5.2 Submit two photographs, full face;
- 3.5.3 Present a photo Identification Card or Passport, and
- 3.5.4 Pay the prescribed fees.
- 3.5.5 Renewal Requirements.

To renew an SPL an applicant is required to:

- (a) Have a medical certificate Class 2;
- (b) Complete the prescribed application form for renewal;
- (c) Present the original licence already held; and
- (d) Pay the prescribed fees.
- (e) The renewal is affected by endorsing the medical date and the new validity dates on the already existing licence.

3.6 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

3.7 Issue or Renewal of the licence

When all the conditions listed above have been met, and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

4. APPLICATION FOR ISSUE RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENCE (PPL)

4.1 An applicant for issue of a PPL must have completed all the licence requirements under Regulations 3.4 of Part 1A of the Sierra Leone Civil Aviation Regulations. He must have passed both the knowledge and practical tests or if the licence is to be issued on strength of a foreign licence he must have met all the requirements for conversion prescribed under Regulations 2.4.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.

4.2 References

- 4.2.1 SLCAR Part 1A
- 4.2.2 The prescribed application form.

4.3 The Applicant's Identity

Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

4.4 Eligibility Requirements

The applicant must meet the PPL specific eligibility requirements of Regulation 2.3.2.6 of Part 2 of the Sierra Leone Civil Aviation Regulations for a specific class rating.

4.5 The applicant should

- 4.5.1 Be not be less than 17 years for aeroplanes and helicopters or 16 years for a glider/balloon;
- 4.5.2 Have passed the knowledge test;
- 4.5.3 Have passed the practical (skill) test in the class rating sought; either single-engine (a Group A or B). The practical test is conducted by an examiner authorized by the Authority;
- 4.5.4 Have met the minimum experience required for the Licence and rating sought in compliance with the requirements of Regulation 3.4 of Part 1A of the Sierra Leone Civil Aviation Regulations;
- 4.5.5 Be a holder of a Class 2 Medical Certificate from a designated medical examiner;
- 4.5.6 Have met the requirements of the English language proficiency under Regulations 2.2 of Part 1A of the Sierra Leone Civil Aviation Regulations; and
- 4.5.7 Have met the requirements of Regulation 3.4.1 (c) of Part 1A of the Sierra Leone Civil Aviation Regulations (Class Rating) and should have demonstrated the PPL knowledge on the basis of the requirements listed for a PPL practical test, when an applicant is seeking a multi-engine rating.

4.6 Application Requirements

- 4.6.1 The applicant should –
 - (a) Complete the PPL prescribed application form;
 - (b) Complete the flying experience summary form;
 - (c) Submit a current Class 2 Medical Certificate;
 - (d) Submit two current photographs, full face;
 - (e) Submit the original log book or an acceptable record of flying experience duly certified by the instructor and examiner that the student is qualified and competent to hold a PPL either in single or multi-engine.

4.7 The Practical (Skill) Test

- (a) The applicant is required to pass a practical (skill) test as outlined in Regulations 3.4.1 (f) of Part 1A of the Sierra Leone Civil Aviation Regulations for the category, class or aircraft type rating for which a licence or rating is sought.
- (b) An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant will be tested in all areas in compliance with the requirements of Regulation 3.4.1 of Part 1A of the Sierra Leone Civil Aviation Regulations.

- (c) During the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in IS 2.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.

4.8 Requirements for Renewal

- 4.8.1 The applicant for renewal of a PPL must meet the specific requirements of [Part 1A](#) of the Sierra Leone Civil Aviation Regulations.

An applicant for renewal shall be required to:

- (a) Complete the renewal prescribed application form;
- (b) Submit Class 2 Medical Certificate;
- (c) Complete the flying experience summary form;
- (d) Have five hours pilot in command within the last twelve months preceding the date of application for renewal; and
- (e) Present a certified logbook or other acceptable record to substantiate the five PIC hours required for renewal. The log book is to be certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number, indicating what he is certifying.

4.9. Renewal of a PPL with the following ratings will be as per the following:

- (a) *For the single-engine class rating*

The applicant has to complete 5 hours as pilot in command within the preceding 12 months in a single-engine type of aeroplane/rotorcraft.

- (b) *For glider or lighter than air aircraft.*

The applicant has to complete 3 hours as pilot in command within the preceding 12 months in a glide or lighter than air aircraft.

- (c) *For multi-engine class rating*

The applicant has to complete 5 hours as pilot in command within the preceding 12 months in a multi-engine type of aeroplane.

- (d) *For renewal of a licence with an aircraft type rating*

The applicant has to complete 5 hours as pilot in command or a PPL practical (Skill) test within the preceding 12 months in the aircraft type.

- (e) *In all cases the applicant should present*

- (i) At least a Class 2 medical certificate
- (ii) A logbook or other record for the flight time required

4.10 Renewal Requirements for a PPL that has lapsed

- 4.10.1 To renew a licence that has expired for –

- (a) **SIX MONTHS OR LESS:**

For an applicant who does not have any flying experience during that period; he will be required to fly 5 hours as pilot in command and pass a PPL practical (skill) test on the relevant category and class rating sought using the privileges of A Student Pilot Licence.;

- (b) **MORE THAN SIX MONTHS BUT LESS THAN TWO YEARS:**

For an applicant who does not have any flying experience during that period; he will be required to, in addition to meeting the requirements of paragraph 5.9.1(a) passes the knowledge test in PPL Air law.

(c) MORE THAN TWO YEARS BUT NOT MORE THAN 10 YEARS:

For an applicant who does not have any flying experience during that period; he will be required to undergo flight training with an Authorized Instructor of at least 10 hours out of which 5 hours must be pilot in command on the category and class rating sought; and in addition, pass a composite PPL knowledge and a practical test.

(d) ABOVE TEN YEARS

For an applicant who does not have any flying experience during that period; he will be required to undergo a competency evaluation by an Approved Training Organization based on the applicant's experience. The ATO will then recommend his ground and flight training program acceptable to the Authority.

(e) The training instructor will certify in the applicant's logbook that the required training has been satisfactorily completed before the applicant is allowed to take the knowledge and practical tests. The practical tests will be conducted by an examiner authorized by the Authority.

(d) The applicant shall have valid Class 2 medical certificate.

4.11 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected

4.12 Issue or Renewal of the Licence

When all the conditions listed above have been met, and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

5. APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A COMMERCIAL (CPL) AND AN AIRLINE TRANSPORT PILOTS (ATPL) - PROFESSIONAL LICENCES.

5.1 An applicant for issue of a professional pilot licence must have completed all the Licence requirements under Regulations 3.5.1 of Part 1A of the Sierra Leone Civil Aviation Regulations for (CPL) and (ATPL) respectively and must have passed both the knowledge and the practical test as applicable, or if the licence is to be issued on the strength of a foreign licence must have passed the conversion examination under Regulations 2.4.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.

5.2 References

5.2.1 SLCAR Part 1A 3.5.1

5.2.2 The prescribed application forms

5.3 The Applicant's Identity

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed

application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

5.4 Eligibility Requirements

- 5.4.1 The applicant for issue of a CPL or ATPL must meet the specific eligibility requirements of Regulations 3.5.1 or 3.7.1 respectively of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 5.4.2 The applicant should:
- (a) Be 18 years old for CPL and 21 years for ATPL;
 - (b) Have passed the knowledge test for the licence sought;
 - (c) Have passed the practical (skill) test in the category, class and type rating sought .
The practical test is conducted by an examiner authorized by the Authority for the task;
 - (d) have the minimum experience required for the Licence and rating sought in compliance with the requirements of Regulations 3.5.1 and 2.3.7.1 of Part 1A of the Sierra Leone Civil Aviation Regulations for CPL and ATPL respectively;
 - (e) Be the holder of a Class 1 Medical Certificate from a designated medical examiner,
 - (f) Have been checked on English language proficiency under Regulations 2.2.2 of Part 2 of the Sierra Leone Civil Aviation Regulations;
 - (g) Pass the Technical Type Rating (T.T.R) examination on a specific type of aircraft;
 - (h) Pass a flight check-out (Practical) on the same type of aircraft the T.T.R has been done; and
 - (i) For ATPL, hold a valid instrument rating.

5.5 Application Requirements

- 5.5.1 The applicant should –
- (a) Complete the CPL or ATPL prescribed application form,
 - (b) Complete the flying experience summary form,
 - (c) Submit Class 1 Medical Certificate
 - (d) Submit two current photographs, full face
 - (e) Submit the original log book or an acceptable record of flying experience dully certified by the instructor and examiner that the student *is qualified and competent to hold the licence sought.*

5.6 The Practical (Skill) Test

- 5.6.1 The applicant is required to pass a practical (skill) test as outlined in Regulations 3.5.1, IS 3.5.2 and IS 3.7.3 of Part 2 of the Sierra Leone Civil Aviation Regulations for the category, class or aircraft type rating for which a licence or rating is sought.
- 5.6.2 An applicant who is retesting may be given credit for those areas of operation successfully completed on the previous skill test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant will be tested in all areas in compliance with the requirements of Regulation 3.7.1(as appropriate) of Part 1A of the Sierra Leone Civil Aviation Regulations.

- 5.6.3 During the practical test, an applicant will be evaluated in the English language proficiency in accordance with the English language proficiency requirements contained in IS 2.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.

5.7 Renewal Requirements

- 5.7.1 The applicant for renewal of a Sierra Leone CPL or ATPL must meet the specific requirements of Regulations 3.5.1(i) and 3.7.1 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 5.7.2 An applicant for renewal shall be required to –
- (a) Complete the renewal prescribed application form;
 - (b) Submit Class 1 Medical Certificate;
 - (c) Complete the flying experience summary form;
 - (d) Have six hours pilot in command within the last six months preceding the date of application for renewal, including six take-offs and landings;
 - (e) Have the log book pages showing the last six months flying experience certified by the instructor or the chief pilot, who will certify the relevant log book entries by endorsing his signature and licence number, indicating what he is certifying; and

5.8 Renewal Requirements for a CPL or ATPL that has lapsed

- 5.8.1 To renew a CPL or ATPL that has expired for;
- (a) **SIX MONTHS OR LESS:**
For an applicant who does not have any flying experience during that period; he will be required to fly 6 hours including six take offs and landings as pilot in command and pass a proficiency flight check out on the aircraft rated on, using the privileges of Private Pilot Licence.;
 - (b) **MORE THAN SIX MONTHS BUT NOT MORE THAN TWO YEARS:**
For an applicant who does not have any flying experience during that period; he will be required to; in addition to meeting the requirements of paragraph 6.8.1(a) passes the knowledge test in CPL/ATPL Air law.
 - (c) **MORE THAN TWO YEARS BUT NOT MORE THAN TEN YEARS:**
For an applicant who does not have any flying experience during that period; he will be required to undergo flight training with an Authorised Instructor of at least 30 hours out of which 20 hours must be pilot in command on the aircraft rated on; and in addition, pass a composite CPL/ATPL knowledge and a practical test.
 - (d) **ABOVE TEN YEARS**

For an applicant who does not have any flying experience during that period; he will be required to undergo a competency evaluation by an Approved Training Organization based on the applicant's experience. The ATO will then recommend his ground and flight training program acceptable to the Authority.
 - (f) The training instructor will certify in the applicant's logbook that the required training has been satisfactorily completed before the applicant is allowed to take the knowledge and practical tests. The practical tests will be conducted by an examiner authorized by the Authority.

- (g) An applicant for renewal of ATPL will be required, in addition to all other relevant requirements of this paragraph meet the requirements for issuance of Instrument Rating as prescribed in the CAA-AC-PEL005.
- (i) The applicant shall have valid Class 1 medical certificate.

5.9 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/corrected.

5.10 Issue or Renewal of the Licence

When all the conditions listed above have been met, and have been satisfactorily certified by the Authority's Licensing Office, the applicant will be advised to pay the prescribed fees after which the licence is issued or renewed.

6. INCLUSION OF AN AIRCRAFT TYPE RATING ON A PRIVATE AND ON A PROFESSIONAL PILOT LICENCE.

6.1 General Information

- 6.1.1 A holder of a PPL, CPL or ATPL issued by the Authority may be issued an aircraft type rating in accordance with Regulation 2.4 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- 6.1.2 A CPL or ATPL is not issued unless it is endorsed with an aircraft type rating either as pilot in command or co-pilot of the aircraft ratings as applicable.
- 6.1.3 For CPL – an applicant will have endorsements as pilot in command (PIC) in his licence only the aeroplane types with a maximum certificated take-off mass of 5,700 kg or less. Any aeroplane type over 5700 Kg will be endorsed as co-pilot
- 6.1.4 For ATPL – an applicant will have endorsements as pilot in command or co-pilot on any aircraft type he qualifies to operate as either PIC or Co-pilot despite its weight.
- 6.1.5 A licence will only be endorsed with a rating of the type of aircraft that is on the Civil Aircraft Register.
- 6.1.6 An applicant is required to fly each type of aircraft endorsed on the Licence as pilot in command or co-pilot within a period of twelve months to maintain the rating currency, outside of which the pilot is considered not current on type.
- 6.1.7 To regain the currency of a type rating a pilot is required to complete a full type rating flight check- out with a CAA authorised check-out pilot, covering both day and night sections, after a recurrency training on type. No type Rating (T.T.R) knowledge test is required for recurrency on the type.
- 6.1.8 On renewal or re-issue of a licence, a type rating that an applicant is not current on, shall be removed from the licence until recurrency on type is established.

NOTE: There is no co-pilot endorsement on a PPL.

6.2 Requirement for Type Endorsement

- 6.2.1 Pass the Technical Type Rating (T.T.R). examination on the specific type of aircraft;
- 6.2.2 Complete flight training on the same type of aircraft in preparation for the type rating flight check- out;

- 6.2.3 The type rating instructor must endorse the log book of the applicant by endorsing his name and licence number ,indicating that the applicant has been instructed and is competent to operate the aircraft commercially;
- 6.2.4 Pass a flight check-out on the same aircraft type with the CAA authorised check-out pilot, who will certify completion of the check-out in the applicants log book, by signing and endorsing his name and licence number;
- 6.2.5 The T.T.R knowledge test and the flight check-out (practical) must be passed within the six months preceding the date of endorsement of the aircraft type on the licence; The T.T.R tests results are valid for a period of six months. If an applicant did not endorse his licence within this period, then he shall have to re- sit the T.T.R. examination again prior to endorsement
- 6.2.6 Submit the valid original licence to be endorsed with the aircraft type rating.

6.3 Endorsement of Type Rating on Licence

- 6.3.1 When all the conditions listed above have been met, the applicant will be advised to pay the prescribed fees after which the aircraft type rating will be endorsed on the applicants licence.