



SIERRA LEONE CIVIL AVIATION AUTHORITY

# ADVISORY CIRCULAR

SLCAA-AC-PEL005-Rev. 00

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## Issue and Renewal of an Instrument Rating

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**Director General**  
Sierra Leone Civil Aviation Authority

## **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 and renewal of an Instrument Rating (IR) 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 Form

### **1.4 Cancelled Documents**

Not Applicable

## **2. GUIDANCE AND PROCEDURES**

### **2.1 General Information**

The prescribed Application Form and Forms for assessment of the qualifying experience for the Instrument Rating may be obtained from the Authority's Personnel Licensing (PEL) Office.

### **2.2 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; 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

### **2.3 Types of Instrument Ratings**

#### **2.3.1 for Aeroplane (A) and Helicopter (H)**

- a) An instrument rating (A) is issued to an applicant who qualifies for an instrument rating in an aeroplane.
- b) An instrument rating (H) is issued to an applicant who qualifies for an instrument rating in a helicopter.

- c) 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 for the particular category.

### **2.3.2 Instrument Rating in a Multi-Engine Aircraft**

If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor.

## **2.4 Eligibility Requirements**

- a) The applicant for issue of an IR should meet the specific eligibility, knowledge, skill and experience requirements for An Instrument Rating under Regulations 3.8.1 and 3.8.2 of Part 1A of the Sierra Leone Civil Aviation Regulations and must be a holder of a current PPL, CPL or ATPL
- b) The applicant for an Instrument Rating (IR) should –
  - i) have passed the aircraft Technical Type Rating (T.T.R) knowledge test and the Flight Check-out (practical) on the type to be used for the instrument rating flight;
  - ii) For the *ab-initio* rating the training is to be done at an ATO by a holder of an Instructor rating who is rated to give instructions on instruments and must be rated on the aircraft type;
  - iii) After training the applicant must book for the initial flight test in the PEL office, the office which will allocate the Instrument Rating examiner to conduct the test;
  - iv) For a conversion of Instrument Rating the applicant is required to practice the IR routes with a Sierra Leone Licensed instrument rated pilot, who is current on the type to be used for the IR test, after which the applicant is to pass an initial IR flight test;
  - v) The instructor shall endorse the applicants log book certifying that the applicant is competent and ready for the IR test;
  - vi) The examiner shall endorse the applicants log book, certifying a pass or fail of the IR test;
  - vii) Submit the licence to be endorsed and if a PPL must have Class I medical certificate and complete the prescribed application form;
  - viii) Submit the original log book or an acceptable record of flying experience duly certified by the instructor and examiner that the applicant is qualified and competent to exercise the privileges of an instrument rating.

## **2.5 Documents to be submitted by the Applicant**

- a) A properly completed prescribed application Form;
- b) A Private, Commercial or Airline Transport Pilot Licence, on which to endorse the rating;
- c) A Class 1 medical certificate;
- d) Personal logbooks or other acceptable flight records substantiating the flight experience shown on the prescribed application form.

## **2.6 The Practical (Skill) Test**

- a) After the applicant is eligible and meets all prerequisites for the instrument rating, the Authorised IR examiner conducts the skill test.
- b) The applicant shall be tested on the requirements outlined in Regulations 3.8.1(i) of Part 1A of the Sierra Leone Civil Aviation Regulations for the

type of aircraft for which the instrument rating is sought. 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 Authorised IR or examiner must test the applicant in all areas.

- c) If the skill test is not completed for reasons other than proficiency, the examiner shall –
  - i) Issue the applicant a Letter of Discontinuance,
  - ii) Return all submitted documents to the applicant.
  - iii) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office

## **2.7 Unsatisfactory Performance**

If an applicant's skill test performance is not satisfactory, the examiner shall:

- a) Terminate the skill test and inform the applicant of the reasons;
- b) Prepare the Notice of Denial;
- c) List the areas of operation that were unsatisfactory or not completed. If specific procedures and maneuvers need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;
- d) Indicate the number of skill test failures by the applicant for this rating on the form; and
- e) Give the applicant a copy of the Notice of Denial and retain the original for the Licensing file

## **2.8 Satisfactory Performance**

When the applicant has satisfactorily met all requirements for the instrument rating sought, the examiner shall:

- a) Prepare a report for the PEL Office and advice on the limitations as appropriate;
- b) An Authorised IR or examiner shall remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements; and
- c) If an instrument rating skill test is done using a single-engine aircraft, the instrument rating shall be limited to single-engine operations only

## **2.9 Renewal Requirements and the Renewal Process**

- a) The applicant for renewal of an IR rating should meet the specific requirements of Regulation 3.8.1 (h) and 3.8.1 (i) of Part 1A of the Sierra Leone Civil Aviation Regulations.
- b) The IR skill test is to be booked with the PEL Office which will allocate the flight test examiner to the applicant.
- c) The applicant for renewal of IR rating should complete the prescribed renewal application form.
- d) The applicant for renewal of IR rating should be a holder a valid licence and aircraft rating as appropriate.

## **2.10 Requirements for renewal of an instrument rating that has lapsed**

- a) **From Two to Five years:**

The applicant shall have received refresher training from a person authorised by the Authority. The applicant shall have an endorsement on his personal log book that he has satisfactorily completed refresher training.

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b) **Above five years**

The applicant shall have received refresher training and pass an initial instrument rating practical test. The refresher training shall be conducted by a holder of Instructor rating who is rated to give instructions on instruments and must be rated on the aircraft type. The applicant shall have an endorsement on his personal log book that he has satisfactorily completed refresher training.

c) The applicant shall have a valid Class 1 medical certificate.

### **2.11 Discrepancies or Ineligibility**

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

### **2.12 Issue or Renew of the Instrument Rating**

When an applicant has satisfactorily met the requirements for the issue of the rating, and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the rating is issued or renewed.