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**Directorate General for Civil Aviation Regulation (DGCAR)
Public Authority for Civil Aviation**

**APPROVAL OF CIVIL AVIATION NOTICES CAN 4-04
Personnel Licensing**

Civil Aviation Notices is applicable to the Civil Aviation Regulations issued by the Public Authority for Civil Aviation. It provides guidance to permission holders and aviation users of changes to current regulations.

CAN 4-04 is issued in reference to CAR-FCL.

This CAN will be effective from the Date of issue.



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Acting Director General of Civil Aviation Regulation**



CIVIL AVIATION NOTICES

CAN 4-04

Personnel Licensing

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Glossary of Terms

CQB	Central Question Bank
DEI	Designated Examination Invigilator
EC	Examination Centre
FI	Flight Instructor
GI	Ground Instructor
MCQ	Multiple Choice Questions
QMP	Qualified Military Pilot
TKE	Theoretical Knowledge Examiner
TRI	Type Rating Instructor
TRE	Type Rating Examiner

Personnel Licensing

4.1 General

This Notice applies to all persons authorised to conduct licensed aviation operations in Oman and all persons operating an Omani registered aircraft.

4.2 Purpose

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Public Authority for Civil Aviation (PACA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of PACA licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

4.3 Applicability

4.3.1 Issuing of Licenses by PACA

CAR FCL prescribes the requirements for obtaining and maintaining Flight Crew licenses and ratings.

At present PACA issues Air Traffic Controller licenses for training conducted within Oman. In addition, PACA issues initial MPL licenses based upon the evidence of successful completion of training from a Foreign Training organisation, which has been approved or accepted by PACA.

All other PACA licenses (CPL, ATPL, FE etc.) are restricted to validation or conversion of Foreign Flight Crew licenses and ratings based on licenses issued by other ICAO Contracting States, subject to compliance with the requirements in CAR FCL-1 (Aeroplanes), CAR FCL-2 (Helicopter), CAR FCL-3 (Medical), CAR FCL-4 (Flight Engineer).

Furthermore, upon completion of an approved training program, Omani licenses can be upgraded. (ATPL, Command Upgrade) and additional ratings can be issued.

4.3.2 Selection of Terminology

The expression "license" used throughout this Notice has the same meaning as the expressions "certificate of competency", "license or certificate" and "license" used within the Civil Aviation Legislation and Civil Aviation Regulations of the Sultanate of Oman and Other States.

Similarly, the expression "flight crew member" has the same meaning as the expressions "member of the operating crew of an aircraft" and "operating personnel" used in Legislation or Regulations, while the expression "personnel other than flight crew members" includes the expression "mechanical personnel" used in the Chicago Convention and includes Air Traffic Controllers, Maintenance Engineers and other certified personnel not part of the flight crew.

4.4 Cancellation

Not applicable.

4.5 Effective Date

This CAN is effective from the date of issue and replaces CAN 4-04, issued 1st December 2011.

4.6 Requirements

4.6.1 Validation Requirements

- (a) A license issued by an ICAO Contracting State may be rendered valid at the discretion of PACA subject to the conditions of CAR FCL-1.015 (a) (Aeroplane), CAR FCL-2.015 (a) (Helicopter) or CAR FCL-4 (Flight Engineer) and compliance with Appendix 1 to CAR FCL-1.015 (Aeroplane) or Appendix 1 to CAR FCL-2.015 (Helicopter) as applicable.
- (b) Applicants for a validation of a license/rating must have a valid foreign license with a current rating(s) and have completed a PACA approved operators' conversion course in accordance with CAR-OPS 1.945 (Aeroplane), CAR FCL-2.945 (Helicopter) or CAR FCL-4 (Flight Engineer) as applicable.

Note: In general Validations are issued for a short period (maximum 1 year) for special circumstances. (such as operation of Omani registered aircraft leased to Operators outside the Sultanate of Oman, Ferry Flights, awaiting final licensing)

4.6.2 Conversion Requirements

- (a) A license issued by an ICAO Contracting State may be converted at the discretion of PACA subject to the conditions of CAR FCL-1.015 (a) (Aeroplane), CAR FCL-2.015 (a) (Helicopter) or CAR FCL-4 (Flight Engineer) and compliance with Appendix 1 to CAR FCL-1.015 (Aeroplane) or Appendix 1 to CAR FCL-2.015 (Helicopter) as applicable.
- (b) Applicants for a conversion of a license/rating must have a valid license with current rating and have completed a PACA approved operator's conversion course in accordance with CAR OPS-1.945 (Aeroplane), CAR FCL-2.945 (Helicopter) or CAR FCL-4 (Flight Engineer) as applicable.

4.6.3 Ratings

Instrument Class Ratings and Aircraft Type Ratings are only issued for use on aircraft types certificated and registered in the Sultanate of Oman, subject to the applicant's compliance with CAR FCL-1.240 (Aeroplane), CAR FCL-2.240 (Helicopter) as applicable.

4.6.4 ATPL Upgrade

An applicant for an ATPL must hold a CPL issued by the PACA and must comply with requirements of CAR FCL-1 or CAR FCL-2, Subpart G.

4.6.5 Command Upgrade

An applicant for command upgrade must hold a valid license issued by the PACA and must comply with the requirements of CAR OPS-1.955 (Aeroplane) or CAR OPS-2.955 (Helicopter) as applicable.

4.7 Issuance of Multi-Crew Pilot License (MPL)

Reference: CAR FCL-1.055(d)

MPL(A) training course. FTO's wishing to offer training for a MPL(A) shall demonstrate to the satisfaction of the AUTHORITY that the MPL(A) training course provides a level of competency in multi-crew operations at least equivalent to what is currently expected from graduates of the ATP(A) integrated course who have completed type rating training for a multi-crew pilot aeroplane.

- (a) An applicant for an MPL shall be at least 18 years of age.
- (b) have a Class 1 Medical Certificate.
- (c) have undergone and successfully passed an approved EASA and ICAO Annex 1.
- (d) have acquired minimum an English Language Proficiency Level 4 as defined in ICAO Annex 1.

MPL - Privileges

- (a) The privileges of the holder of an MPL are to act as co-pilot in an aeroplane required to be operated with a co-pilot.
- (b) The holder of an MPL may obtain the extra privileges of:
 - (1) the holder of a PPL(A), provided that the requirements for the PPL(A) specified in CAR FCL are met;
 - (2) a CPL(A), provided that the requirements specified in CAR FCL are met.
- (c) The holder of an MPL shall have the privileges of his/her IR(A) limited to aeroplanes required to be operated with a co-pilot. The privileges of the IR(A) may be extended to single-pilot operations in aeroplanes, provided that the license holder has completed the training necessary to act as PIC in single-pilot operations exercised solely by reference to instruments and passed the skill test of the IR(A) as a single-pilot.

MPL - Training course and theoretical knowledge examinations**(a) Course.**

An applicant for an MPL shall have completed a training course of theoretical knowledge and flight instruction at an ATO as approved or accepted by PACA. Theoretical knowledge and flight instruction for the issue of an MPL shall include upset prevention and recovery training.

(b) Examination.

An applicant for an MPL shall have demonstrated a level of knowledge appropriate to the holder of an ATPL(A), in accordance with CAR FCL. and of a multi-pilot type rating.

MPL - Practical skill

- (a) An applicant for an MPL shall have demonstrated through continuous assessment the skills required for fulfilling all the competency units specified in Appendix 5, as pilot flying and pilot not flying, in a multi-engine turbine-powered multi-pilot aeroplane, under VFR and IFR.
- (b) On completion of the training course, the applicant shall pass a skill test to demonstrate the ability to perform the relevant procedures and manoeuvres with the competency appropriate to the privileges granted. The skill test shall be taken in the type of aeroplane used on the advanced phase of the MPL integrated training course or in a STD representing the same type.

4.8 Military/Police Pilot Recognition**4.8.1 Conversion Requirements**

- (a) Oman Military and police pilots, who have attained and satisfied the criteria for Qualified Military Pilots (QMP), are eligible to apply for the conversion for the following licenses and ratings:
- (1) A Commercial Pilot License (CPL-A/H).
 - (2) An aircraft rating in the category and class of aircraft for which he is qualified.
 - (3) An instrument rating with the appropriate aircraft rating for which he is qualified; or
 - (4) A type rating, if appropriate.
- (b) Eligible Omani QMPs should apply for an assessment of flying experience to the Flight Safety Licensing Department.
- (c) All applications should be accompanied by:
- (1) Original Oman military/police flying qualification certificates or equivalent documents.
 - (2) Flying logbooks.

Note: A rated military pilot, who has been removed from flying status for lack of proficiency, or because of disciplinary action involving aircraft operations, is not eligible for this conversion.

4.8.2 Criteria for Benefit under the Qualified Military Pilot Program.

- (a) A rated Omani military pilot, who has been on active or non-active flying status within the past twelve (12) months before applying must:
- (1) Have successfully completed a course of military ground training and flight training; and
 - (2) Possess a minimum of 500 total flying hours, of which the flying experience recorded during military/police flying training must fulfil the following;
 - i. 100 flying hours must be pilot in command hours
 - ii. 20 flying hours must be cross-country under instruction
 - iii. 10 flying hours must be instrument under instruction or for Instrument rating, 40 flying hours of instrument under instruction.
 - iv. 5 flying hours at night.
 - v. A military/police pilot will only be eligible for license if he has more than 500 flight hours on multi-crew transport aircraft.
 - vi. A military pilot shall be required to meet the aeronautical experience requirements of the license for which they are applying. The experience shall meet the specific hours required by category (e.g. instrument, night, cross country etc.).
- Note: In the event of any deficiency or shortage in meeting the above flying experience requirements, the applicant is required to gain the additional flying experience at any of the PACA approved flying clubs or schools before attempting the abridged course.*
- (3) Hold a PACA Class One medical certificate.

4.8.3 Abridged Course

- (a) All Omani QMPs are required to undergo an abridged flight training assessment when active flying has not been conducted greater than one (1) but not less than two (2) years at a PACA approved flying training school.
- (b) When flying status has not been practiced for a period greater than two (2) years, an abridged course consisting of ground and flying training shall be conducted on the following approved PACA syllabi:
 - (1) Minimum 100 hours ground training; and
 - (2) Minimum 20 hours training flights in an aircraft.
 - (3) PACA approved MCC course for ATPL applicants.
 - (4) CPL/IR Ground Examination and Flight Tests.

4.8.4 Ground examination

QMPs are required to successfully pass the following ground and flying examinations:

- (a) CPL or ATPL ground examinations as applicable; and
- (b) Instrument ground examinations; and
- (c) Air Law examination.
- (d) English Language Proficiency (ELP) course and qualification

4.8.5 Flight test.

- (a) Proficiency check to the standard of the license conducted by an approved PACA Flight Examiner or a PACA Inspector; and
- (b) Instrument rating flight test conducted an approved PACA Flight Examiner or a PACA Inspector.

4.8.6 Crediting of Flight Time

The crediting of flight time for Omani QMP when applying for ATPL is as follows;

- (a) Entitled to be credited in full with all solo, dual instruction and pilot in command flight time towards the total flight time required for ATPL and;
- (b) When acting as a co-pilot of an aircraft required to be operated with a co-pilot, shall be entitled to be credited with not more than fifty (50%) per cent of the co-pilot flight time towards the total flight time for the ATPL and;
- (c) When acting as a co-pilot performing under the supervision of the pilot in command shall be entitled to be credited in full with this flight time towards the total flight time required for the ATPL.

Note: There is no exemption or partial exemption for QMP on ATPL ground and flight tests. A QMP must pass the required knowledge and practical tests on ATPL, or obtain a foreign ATPL, prior to the issuance of the license.

4.9 Validity and Revalidation

4.9.1 Licenses

- (a) Licenses are issued for a maximum of five years from the date of issue.

- (h) The validity is determined by the validity of the ratings and the medical certificate
- (c) Within the period of 5 years the license will be re-issued by the PACA in accordance with CAR FCL-1.025(Aeroplane), CAR FCL-2.025 (Helicopter) or CAR FCL-4. (Flight Engineer), as applicable.

4.9.2 Ratings

- (a) Instrument ratings are valid for one year from the date of issue, or the expiry date if revalidated within the validity period.
- (b) Single pilot and single engine class ratings are valid for two years from the date of issue, or the date of expiry if revalidated within the validity period.
- (c) Class and Type Ratings must be revalidated within the three months immediately preceding the expiry date of the rating as per CAR FCL-1.245 (Aeroplane), CAR FCL-2.245 (Helicopter) or CAR FCL-4 requirements as applicable.
- (d) Instrument rating revalidation shall be combined with type/class rating revalidation.

4.10 Examiners

Persons delivering instructions to, or examining flight crew and personnel other than flight crew members for the Issuance of a License or Rating or to conduct Assessment of Competence (AoC) are required to be authorised by the Authority. This notice is issued in addition to the regulations published in CAR-FCL1 (aeroplanes), CAR FCL2 (Helicopters) and CAN 4-01 (Policies and Procedures for Crew Examiners) and is complementary to these regulations. This CAN Introduces standardised requirements for Examiners certified personnel (i.e. ATC, AME) other than those defined in CAN 4-01.

4.10.1 Pre-requisites

- (a) Examiners shall hold (or in the case of an Approved Training Organisation-ATO, may have held) a licence and rating at least equal to the licence or rating for which they are authorised to conduct knowledge, skills or proficiency checks and, unless specified otherwise, the privilege to instruct for this licence or rating.
- (b) An applicant for an examiner authorisation shall have conducted at least one skill test in the role of an examiner for which authorisation is sought, including briefing, conduct of the skill test, assessment of the applicant to whom the skill test is given, de-briefing and recording/documentation. This 'Examiner Authorisation Acceptance Test' will be supervised by an inspector of the AUTHORITY or by a senior examiner specifically authorised by the AUTHORITY for this purpose.
- (c) An applicant for an examiner authorisation shall demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examiner;
- (d) An applicant for an examiner authorisation shall not been subject to any enforcement or sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the regulations, for noncompliance with the Regulation during the previous 3 years.

4.10.2 Examiner Nomination Requirements

- (a) An organisation that is approved / certified in accordance with the CARs, may nominate proposed examiners to the Authority for authorisation. In addition to the above prerequisites, to be eligible for nomination an applicant shall:
- (1) Have completed a theoretical training course approved by the Authority, conducted either by an ATO or through the Approved/ Certified Organisation which shall consist of at least
 - i. the conduct of a skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
 - ii. instruction on the applicable requirements in this regulation and the applicable operational or simulated requirements for the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;
 - iii. administrative procedures, requirements for protection of personal data, confidentiality of records, liability, accountability and reporting to the Authority
 - iv. procedures for developing, conducting, moderating, correcting an updating of examinations and tests.
 - v. Conducting of briefings, debriefings and corrective or remedial actions
 - vi. Measures to deal with declining performance of candidates.
 - (2) Be familiar with the organisations exposition, operations, safety, quality and other approved manual and procedures.

4.10.3 Assessment of Examiners competence

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the Authority or a senior examiner specifically authorized, by the Authority, through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, debriefing and recording documentation.

4.10.4 Validity

An Examiner Authorisation shall be valid for a period not exceeding three years.

4.10.5 Examiner Privileges

An Examiner authorised by the Authority is permitted to conduct skill tests, proficiency checks and assessments of competence evaluations of personnel as per the scope of the Examiner's approval.

4.10.6 Retention of Examiner's Records

- (a) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.
- (b) Upon request by the Authority, examiners shall submit the records and reports listed above and any other information, as required for oversight activities.

4.11 Examinations

4.11.1 Written Examinations Administered by the Authority

PACA uses a Central Question Bank (CQB) of multiple choice questions for all theoretical examinations. This is an important safety tool, ensuring that all Pilots, Engineers, ATCO's, have the appropriate knowledge and necessary competencies. The approval of these CQB's is the responsibility of PACA including the granting of approvals to authorized organizations to conduct such examinations.

For conversion of licenses the Oman Civil Aviation Legislation and pertinent technical knowledge will be conducted at the PACA Flight Safety Department office. Theoretical Examinations are conducted through hard copy format provided by PACA to the candidate for Civil Aviation Legislation plus any additional subject matter required for the examination.

4.11.2 Failure in Examination

- (a) A candidate must successfully pass Omani Civil Aviation Legislation and Basic Technical Knowledge examinations as required within a stipulated time period.
- (b) If a candidate fails to pass examination within three (3) attempts, before re-taking the examinations, the applicant can apply for another examination not before seven (7) days from his/her last attempt.

4.11.3 Examination Personnel Qualifications

- (a) The approved person/organization responsible for the examination processes and activities at the EC is the Theoretical Knowledge Examiner (TKE), approved by PACA. The TKE is directly responsible to PACA for the examination process.
- (b) TKE/DEI is required to hold or have held at least one of the following qualification:
 - (1) ATPL
 - (2) TRI/TRE
 - (3) CPL/IR
 - (4) ATC (Examiner)
 - (5) AME
 - (6) FI/GI

4.11.4 TKE Authority to conduct Examinations

When so authorised by the Authority, an Examiner may be appointed to develop, conduct, moderate, correct and/or update written examinations required for the issuance of a License or Rating and administered by an Approved Training Organisation.

4.11.5 Written Examinations Administered by an Approved Training Organisation

When so authorised by the Authority, Approved Training Organisations shall develop examination procedures applied by the TKE for inclusion in their exposition manual to detail the following:

- (a) The development of examinations.
- (b) The conduct of examinations.
- (c) The moderation procedures for examinations.
- (d) The procedures to correct examinations.
- (e) The updating of examinations or question banks.
- (f) The procedures to maintain examination consistency, confidentiality and reliability.
- (g) The procedures for controlling access to examinations and question banks.

- (h) The procedures to handle an appeal of an examination

4.11.6 Reporting of Examination Results

The Examiner authorised to conduct examinations administered by an Approved Training Organisations shall, within 30 days of administering examinations for the issuance of a license or rating, report to the Authority:

- (a) The name (and if applicable the license number) of the applicant
- (b) The subjects tested by examinations
- (c) The results of the candidate's test
- (d) An overall assessment of the candidate's ability to perform the functions and duties of the tested license or rating
- (e) If the candidate has been failed, the examiner shall record the reasons for this assessment

4.12 Skill Tests and License Proficiency Checks

- (a) Skill Tests and License Proficiency Checks must be performed by a PACA (Designated) Examiner.
- (b) A PACA certificated operator may nominate a suitable person for an approval as Senior Examiner to conduct and manage Skill Tests and License Proficiency Checks as per the approved training and checking program.
- (c) A PACA certificated operator that has a PACA approved training and checking program may develop its own Skill Test and Proficiency Check contents and report forms, otherwise form PELO 406 (Pilot Check Report form) must be used.
- (d) PACA approval must be obtained for use of other Skill Test and Proficiency Checks and report forms.
 - (1) Skill Test and License Proficiency Check contents and report forms used by an operator must, as a minimum, comply with the standards as per the relevant (PPL, CPL, ATPL, IR, FE etc.) CAR FCL Subparts and must be approved by PACA before use.

4.13 Arrangements for testing

On application to PACA approval may be granted to designated and authorized Examiners to conduct on their behalf, skill tests and proficiency checks.

Note: See CAR FCL-1 Subpart I and CAN 4-01 for qualification requirements and conduct for Examiners.

4.14 Operation on more than one type or variant

There is no CAR FCL limit to the number of ratings that may be held at one time. However, for operations under CAR OPS a flight crew member operating more than one class, type or variant must comply with the requirements of Appendix 1 to CAR OPS-1.980 for Aeroplanes or Appendix 1 to CAR OPS-2.980 for Helicopters as applicable.

Specific licensing requirements for flight crewmembers operating more than one type or variant, not within a single license endorsement.

- (a) The flight crewmember may not operate more than two types or variants.

- (h) Both ratings as endorsed on the license must be kept valid and the period for revalidation or renewal of each type rating shall not exceed that prescribed in CAR FCL for each type.

4.15 Licensing Procedures.

4.15.1 License Application

- (a) Licensing Application Form (Aircraft) PELO 204 must be submitted to the PACA by applicants who wish to apply for

- Validation/Conversion of a foreign license:
 - CPL -A (Aeroplane) or -H (Helicopter)
 - ATPL -A (Aeroplane) or -H (Helicopter)
- FE Flight Engineer
- (Additional) Rating
- ATPL Upgrade
- Renewal of Rating

- (b) The following items must be attached to the application:

- A duly certified Skill Test Report Form (PELO 406)
- Two (2) color photos (3x3 cm, in uniform, no headdress, blue background)
- Photocopy of original foreign license and rating if applicable
- Photocopy of a valid PACA medical certificate (Class 1)
- Photocopy of the last page of logbook
- Photocopy of passport
- Proof of License authentication by the State that issued the foreign license
- Summary of received training for the applied category

All applications must be complete and legible.

(c) Preparation of PELO 204

The Operator must have filled in the check-boxes applicable to the license and or type rating applied for.

This form must be accompanied by "Record of training" information certifying successful completion of ground and STD flight training (AMC FCL 1.261 (c)(2)), when submitted to PACA.

Enter a cross in the appropriate box at the top of the form to indicate the purpose of the application, as follows:

- (1) 'ATPL' or 'CPL' box for an initial (Omani) license application
- (2) 'ATPL' box for an ATPL upgrade on an Omani license.
- (3) 'PIC TYPE RATING' box for command upgrade (P2 to P1).
- (4) 'RENEWAL' box for expired rating;
- (5) 'ADDITIONAL TYPE RATING' box for addition of a new type rating to existing (Omani) license.

- (6) 'FIRST TYPE RATING' box for first type rating on a multi-pilot aircraft type to a new or existing (Omani) license.
- (7) 'FE' application for Flight Engineer.
- (8) 'VALIDATION' of a foreign license.

Applicant's identification

This section on the applicant's identity is self-explanatory.

Type of License Held

Must be completed accurately by the applicant and must reflect the applicant's former ratings.

Holder of Omani License

This section applies to applicants who are holding an Omani License.

Holder of foreign License

This section applies to applicants who are holding an ICAO contracting state License where validation or conversion may be granted

Applicant Certification

The application must be signed and dated by the applicant, in the allocated box.

Instructor Recommendation and Operator Certification

Instructors recommending a flight crew member applicant for their practical test after completing a PACA approved training program, or recommending an applicant for re-test after failure of the initial test, must sign the Instructor's Recommendation section on the application form.

The instructor must hold a current License, the appropriate type rating and either a valid certificate of designation or have been specifically authorized to conduct the training.

Designated examiners shall not recommend and check the same applicant unless specifically approved by the PACA.

Note: The DGCAR allows for the same TRI/TRE to conduct training and checking to proficiency for at least the minimum required TOs and landings. He then shall also sign off the relevant part of PELO 406.

The concerned Fleet Training Manager must also sign this section of the form, in order to certify that the applicant has completed all necessary training for the license and/or rating, and that all other associated requirements have also been checked and verified as being satisfied.

If aeroplane training has been conducted in order to satisfy the training requirements for the license and/or rating, then the instructor conducting the training shall enter the relevant details, and then sign and date the applicable section of the application form.

Examiner's Report

Examiners shall record the result of all flight crewmembers' Oral, Simulator and Flight Tests (as applicable) in the Examiner's Report section of the application form. This section is to be completed, dated and signed in the appropriate spaces by the Examiner administering each test, even if all required tests for the License were completed on the same day by the same Examiner. A different Examiner may conduct each test, if required, and successful completion of each one shall be duly certified by the conducting Examiner signing and dating the appropriate section of the application form. The applicant shall retain possession of the form until such time as all test requirements have been successfully completed and duly certified.

Designated Examiners must hold a current license type rating and a valid certificate of designation.

(e) Preparation of PELO 406

GENERAL

- Candidate's training file must be made available to the TRE prior to the Skill Test.
- In the candidate's training file there must be available an Operator pre-prepared PELO 204 and PELO 406 form.
- The Head of Training or nominated representative, is required to certify that all training has been carried out before the candidate undertakes the Type Rating Skill Test.
- The TRE must confirm that this certification has been issued prior to conducting the Skill Test.

PELO 406 PILOT CHECK REPORT

Section 'Candidate Details and Test Type (cross X the applicable boxes)'

- These details must have been filled in by The Operator prior to the Skill Test.

Section 'Examiner Report of Completion'

- The applicable SKILL TEST box for SIMULATOR and/or AEROPLANE must have been ticked by the Operator. In case the candidate does not qualify for ZFTT both boxes must be ticked.
- The TRE's involved shall fill in the rest of the information required.

Section 'MANEUVERES/PROCEDURES'

- For sub-sections 1 to 5 all 'Mandatory SKT' and 'Mandatory in the A/C' items must be evaluated by the TRE.
- For Oman Air pilots 'Circling Approaches' are exempted from the Skill Test.
- Sub-section 6 needs no evaluation.

Section 'COMMENTS'

- The TRE is required to give comments for all items graded 1 or 2.
- After completion of the Skill Test and subsequent de-briefing the TRE shall ensure the candidate signs at the back for acknowledgement (not agreement!).
- Space must be left for the second TRE (where base training and checking is required) to give comments if necessary.
- In case the Skill Test is to be completed on the Aircraft, and depending on previous experience of the candidate, the TRI/TRE is to evaluate and make a comment in this section either:
 - "Trained and checked to proficiency within two (2) hrs." where at least six (6) TO's and Landings are required (candidate has less than 500hrs on similar type or less than 1500hrs total flight time), or
 - "Trained and checked to proficiency within 1.5 hrs." where at least four (4) TO's and Landings are required (candidate has more than 500hrs on similar type and in excess of 1500hrs total flight time).

4.15.2 Verification and license authentication

- (a) The PACA Licensing Section (PELO section) will check and verify the data of the application form and the attachments.
- (b) For authentication of the original license, the Authority responsible for the issue of such license will be contacted.
- (c) Any discrepancy or incorrect information will cause the application process to be cancelled.

4.15.3 Issue of the license / rating

- (a) After satisfactory verification, the PACA will issue:
 - (1) A license/rating validation on the basis of the foreign license (form PELO/202) or:
 - (2) A permanent license.

Note: Validations will be valid for maximum twelve (12) months

- (b) The license, issued together with an Aircraft Rating Certificate of Test, (PELO 300/3) will be in the format as specified in CAR FCL- 1.075.
 - (1) Validations and licenses shall not be altered or amended. If discrepancies are noted they should be reported to the PACA PELO section as soon as possible.
- (c) Additional Ratings and Upgrades:
 - (1) After satisfactory verification, the PACA will re-issue the license with the additional rating or upgrade (P1, ATPL).

4.15.4 Notice of Disapproval of Application

- (a) If the applicant fails to satisfactorily complete any portion of a Skill Test, the examiner will issue the applicant the original of the PELO 201, Notice of Disapproval of Application. The Examiner will forward the duplicate of the PELO 201, and the appropriate flight crew member's application, to the PACA PELO section.
- (b) When an applicant is issued a PELO 201, the examiner will specify on the form the item(s) of the test that were assessed as "fail". For example, if the "Engine-out ILS Approach" was graded unsatisfactory on the applicable flight crew member's Pilot Check Report Form, the examiner shall indicate on PELO 201 "*ITEM x.x.x.x Engine-out ILS Approach*".
- (c) In the event of failure of any licensing check (Skill Test), the examiner must inform the flight crew member that he may not exercise the privileges of the affected License or rating until satisfactory completion of the required check. If the candidate has a valid SIC Proficiency Check, in the case of an upgrade check, a failed test will result in his certificate of test becoming invalid. In this case, the candidate must successfully pass a Proficiency Check to re-validate the certificate of test.
- (d) Applicants are required to present the original of PELO 201, Notice of Disapproval of Application, to the examiner conducting the re-test.
- (e) The PACA must be informed of all re-tests and re-checks.

4.15.5 License Revalidation

- (a) Revalidation is the administrative action taken by an examiner within the period of validity of a rating that allows the holder to continue to exercise the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified revalidation requirements. (See CAR FCL-1.245)
- (b) Revalidation of ratings will be entered by the examiner on the Aircraft Rating Certificate of Test, (PELO 300/3)

4.15.6 License Renewal

- (a) Renewal is the administrative action taken by the PACA after a rating has expired, whereby the PACA renews the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified renewal requirements. (See CAR FCL-1.245)
- (b) Renewal of ratings will be entered by the PACA on the Aircraft Rating Certificate of Test, (PELO 300/3)

4.15.7 License Re-issue

- (a) The license will be issued for a maximum period of five (5) years. Within this period of five (5) years the license will be re-issued by the PACA:
 - (1) after initial issue of a rating;
 - (2) when paragraph XII in the license is completed and no further spaces remain;
 - (3) for any administrative reason;
 - (4) at the discretion of the PACA when a rating is revalidated;
 - (5) after upgrade (P1, ATPL).
- (b) Valid ratings will be transferred to the new license document by PACA.
- (c) The license holder shall apply to PACA for the re-issue of the license. The application shall include the necessary documentation.

4.16 Lapsed License

- (a) A license, which has expired for less than sixty (60) days, may be renewed for five (5) years as above. The validity commences from the day following the expiry date. For licenses, which have expired for more than sixty (60) days, validity commences from the date of processing.
- (b) The PACA may require additional information from the individual and the operator for whom they work when applying for the renewal of a lapsed license.

4.17 Expired License

Oman license, which has expired for more than two (2) years, may be re-issued for five (5) years with the validity commencing from the date the license is processed. To be reissued, the applicant must meet the requirements and when determined necessary by PACA, shall pass the PACA oral test, Air Law written examination and practical test.

A 18 Licence Forms

All related forms for the issuance of a license can be found at the following PACA website using:
<https://www.paca.gov.om/>

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|----------------|---------------------------------------|
| (a) PELO 202 | License validation form |
| (b) PELO 204 | Licensing Application form (Aircraft) |
| (c) PELO 300/3 | Aircraft Rating Certificate of Test |
| (d) PELO 406 | Pilot Check Report form |

Mr. Mubarak Saleh Al Ghelani
Acting Director General of Civil Aviation Regulation