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HONG KONG INTERNATIONAL AIRPORT

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**FACILITATION TO HONG KONG PROFESSIONAL PILOT'S LICENCE HOLDERS
RENEWAL OF AIRCRAFT RATING AND INSTRUMENT RATING**

1. This circular serves to promulgate the requirements and procedures for Hong Kong professional pilot licence holder to undergo self-sponsored flight tests in flight simulation training device (FSTD) for the purpose of Aircraft Rating (AR) / Instrument Rating (IR) renewal.
2. For the purpose of renewing AR/IR of an aircraft type, the flight tests must be conducted by a type-qualified Civil Aviation Department (CAD) Authorised Examiner (AE) in a CAD approved FSTD qualified for the said purpose. Hong Kong aircraft operator is permitted to deploy its AE to conduct such tests for Hong Kong professional pilot licence holders who are not its employees. There is **no need** for the concerned aircraft operator or AE to request for consent from the CAD. It must be emphasised that the self-sponsored training and tests arrangement is a commercial matter between the aircraft operator and the Hong Kong professional pilot licence holders. CAD will not be involved in, and therefore, shall not be responsible for such commercial arrangement.
3. Prior to such flight tests, the AE and the candidate(s) shall ensure that the candidate's Class One medical certificate is valid and both Certificates of Test (Cs of T) of the concerned AR and IR **have not expired for more than five years**.
4. The items to be tested for the renewal of AR/IR are prescribed in the respective Form DCA 528 (boxed items only) / Form DCA 80 and the flight test conditions are prescribed in Appendix E, Part 3 of CAD 54 Pilot Licences and Associated Ratings Requirements Document. The Standard Operating Procedures (SOPs) and operational policy of the aircraft operator of which the AE belongs to shall be utilised throughout the AR/IR renewal test. The FSTD involved in the AR/IR renewal test must be able to accommodate the use of such SOPs and operational policy.
5. After successful completion of the flight tests, the candidate(s) shall complete the applicable fields of Sections 1 and 2 on Form DCA 528 / Parts A and B on Form DCA 80. The AE shall complete the applicable fields of Sections 4 or 5 on Form DCA 528 / Parts C and D on Form DCA 80 before signing the Cs of T of the candidate(s). The duly completed forms, together with a copy of the Cs of T containing the entry of the concerned test, shall be submitted to

the CAD Personnel Licensing Office (PELO) for record purpose. The aircraft operator delivering the test shall also keep a copy of the aforementioned documents for CAD inspection when necessary.

6. If the candidate fails the test, the AE shall inform the candidate, conduct the debriefing and complete the Form DCA 529 as per normal practice. A copy of the duly completed form shall be forwarded to the PELO without delay and again the aircraft operator shall keep one copy as record. In such case, the candidate **must not** exercise the privilege of the concerned AR/IR until all licensing requirements are fulfilled again.
7. The respective forms (except Form DCA 529 which will be provided by the AE) are available for download from the HK CAD website at <https://www.cad.gov.hk/english/applications.html> and the CAD 54 Requirements Document is available for sight at <https://www.cad.gov.hk/english/pdf/CAD54.pdf>.
8. For enquiry, please contact the HK CAD Flight Standards Office by e-mail at ops@cad.gov.hk.