



# **CIVIL AVIATION PUBLICATION**

## **CAP 16**

### **PERSONNEL LICENSING**

**CONTENTS**



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## CAP 16

## PERSONNEL LICENSING

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## CHAPTER 1

### GENERAL

#### 1.1 INTRODUCTION

##### 1.1.1 General

This document describes the requirements for the issuance of San Marino licences and the validation of San Marino licences. Medical requirements are described in CAP 19 – Aeromedical and cabin crew member requirements are described in CAP 20 – Cabin Crew.

##### 1.1.2 References

- (a) CAR LIC
- (b) CAR DEF – Definitions

#### 1.2 LICENCES & RATINGS

##### 1.2.1 Available Licences

Licence holders/applicants should also read the appropriate Subpart of CAR LIC for the licence held/sought. The following licences are issued by the San Marino CAA;

- (a) Aeroplane pilot
  - Student Pilot
  - Private Pilot (PPL A)
  - Multi-crew Pilot (MPL A)
  - Commercial Pilot (CPL A)
  - Airline Transport Pilot (ATPL A)
- (b) Helicopter pilot
  - Student Pilot
  - Private Pilot (PPL H)
  - Commercial Pilot (CPL H)
  - Airline Transport Pilot (ATPL H)
- (c) Powered-lift pilot



- Commercial Pilot (CPL PL)
- Airline Transport Pilot (ATPL PL)
- (d) Sailplane pilot
  - Private Pilot (SPL)
- (e) Balloon pilot
  - Private Pilot Balloon (BPL)
- (f) Airship pilot
  - Private Pilot (PPL As)
  - Commercial Pilot (CPL As)
- (g) Remotely Piloted Aircraft (RPA) pilot
- (h) RPA Maintenance Engineer

*Note: Flight Engineer licences and Aircraft Maintenance Engineer (AME) licences are no longer issued and foreign FE/AME licence holders may only apply for a validation of that foreign licence. Refer to Chapter 3.*

### 1.2.2 Legal Requirement

A person shall not act as a pilot or RPA Maintenance Engineer without a valid and appropriate San Marino CAA licence or hold a foreign pilot, Flight Engineer, Aircraft Maintenance Engineer licence rendered valid by the CAA. Flight crew licence holders cannot exercise the privileges of their licence if their applicable Medical Certificate is no longer valid.

### 1.2.3 Carriage of Licence

The holder of a San Marino licence must carry that licence whenever exercising the privileges of that licence. The licence must be presented upon request from an authorised CAA Inspector or representative of a foreign authority. Should a flight crew member lose their licence whilst away from San Marino, the licence holder may continue on the flight(s) provided they are in possession of an Authority to Fly issued by the CAA. Refer to paragraph 1.2.5(b).

### 1.2.4 Lost/Stolen Licence

- (a) Application

Application for the replacement of a lost or damaged licence should be made to the CAA explaining the circumstances. A replacement licence will be issued, which shall appear exactly the same as the original licence. Payment of the appropriate fee is required.





(b) Authority to Fly

As a necessity to enable flight crew members to legally return to their operating base as a valid crew member having misplaced their licence (or if stolen or destroyed) while on duty, a procedure to ensure all training and licensing aspects are current and valid has been established.

Upon notification that a member of the crew has lost their licence, an authority to act as a crew member returning to their operating base may be actioned by the CAA after checking the licence holder's file and this authority will be faxed/emailed to the operator or licence holder.

### 1.2.5 Replacement of Licence

A replacement licence will be issued for the prescribed fee, for lost licences or any change such as the addition of a rating or change to the name of the licence holder (e.g. result of marriage or legal process). A replacement licence may be issued without charge should any existing detail be incorrect. The previous licence does not have to be returned to the CAA. In all cases of licence replacement, the licence will be issued for an indefinite period from the date of processing, provided supporting documentation is in order.

### 1.2.6 Illegal Entries on Licence

Any person found to have made an illegal entry or intentionally defaced a licence may have action taken by the CAA. Action could involve a suspension, where the entry was to alter or add information to the benefit to the licence holder. A holder of a falsified licence is subject to criminal proceedings.

### 1.2.7 Renewal/Revalidation

- (a) A flight crew licence does not need to be renewed and the privileges may continue to be exercised provided the type rating skill test is conducted and the Form 71 submitted to the CAA and the Medical Certificate remains valid.
- (b) A RPA Maintenance Engineer licence is valid for 5 years and may be renewed in accordance with Subpart M of these regulations.

### 1.2.8 Temporary Flight Crew Certificates

A Temporary Flight Crew Certificate, effective for a period of no more than 60 days, may be issued to a flight crew licence holder for training, testing or specific special purpose non-revenue, non-passenger carrying flights operations only, pending a review of his/her qualifications for the issuance of an aircraft type rating. This certificate is only issued for the addition of a rating when the applicant remains overseas after completing the required rating training and checking and is required to fly the (San Marino registered) aircraft type. The Certificate expires at the expiration date, which is limited in validity to the time needed to complete the specific flight or upon addition of the rating on the licence.



An application for a Temporary Flight Crew Certificate must be made to the CAA with a covering letter from the operator and supporting documentation. A Temporary Flight Crew Certificate shall be carried by the holder when exercising the privileges of their licence.

*Note: The issuance of this certificate should be arranged in advance of proposed training.*

### **1.3 STUDENT PILOT LICENCES**

Prior to releasing a student for solo flight, the ATO must submit the training reports and applicant to the CAA.

The CAA will issue a Student Pilot licence. However the ATO is directly responsible for the actions of the student during solo flight and therefore must take proper measures to ensure the student has been briefed on all aspects of the flight and the limits of his authorisation to fly.

### **1.4 VALIDITY OF LICENCES**

- (a) Unless otherwise directed by the CAA, the validity period of the pilot licence is for an indefinite period.
- (b) Privileges granted by a licence, or by related ratings, cannot be exercised unless the holder maintains competency and meets the requirements for recent experience and medical assessment.
- (c) A RPA Maintenance Engineer licence is valid for 5 years and may be renewed in accordance with Subpart M of the these regulations.

### **1.5 LANGUAGE PROFICIENCY**

#### **1.5.1 General Requirements**

Flight crew, who are required to use the radio telephone aboard an aircraft must demonstrate the ability to speak and understand the language used for radiotelephony communications as required by CAR LIC.

All other applicants for a licence, or validation, must demonstrate in a manner acceptable to the CAA, compliance with the holistic descriptors at paragraph 1.6.2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale.

#### **1.5.2 Holistic Descriptors**

Proficient speakers shall;

- (a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- (b) communicate on common, concrete and work-related topics with accuracy and clarity;



- (c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
- (d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and use a dialect or accent which is intelligible to the aeronautical community.

## **1.6 RATINGS**

### **1.6.1 Requirement**

The holder of a flight crew licence and RPA Maintenance Engineer licence must hold appropriate rating(s) endorsed on the licence to exercise respective privileges (Refer to the applicable CAR LIC Subpart).

### **1.6.2 Aircraft Type Rating**

A San Marino licence may extend only to the group and aircraft type ratings that currently appear on the Type Rating & Licence Endorsement List (Flight Crew) as published on the <http://.easa.europa.eu> website and for which a valid proficiency/skill check is submitted. The RPA Maintenance Engineer licence privileges may extend only to the aircraft type rating.

### **1.6.3 Acceptance of Temporary Airman Certificate for Rating Purposes**

Some Regulatory Authorities (e.g. FAA) permit the issuance of a Temporary Airman Certificate by Flying Schools to permit a pilot to exercise the privileges of a licence. These certificates, being temporary and not issued by a Regulatory Authority, shall only be considered for the addition of a type rating to a San Marino licence or to a validation issued by the CAA.

A Temporary Airman Certificate, issued by the US FAA for a rating on a licence, is effective for a period of not more than 120 days. A rating may be issued on a San Marino licence or validation to a qualified applicant pending receipt of the FAA licence with the rating added. Should that licence not be sighted/verified within the expiry period the rating shall be removed from the San Marino licence or validation.

## **1.7 APPEALS**

A licence holder has the right of appeal on any administrative or enforcement action taken by the CAA against a certificate or licence held by that individual. The appeal must be in writing and state the reason. The CAA will acknowledge the appeal and then review the case with the investigating officer and any decision will be notified to the licence holder.

## **1.8 RELEASE OF INFORMATION**

It is the policy of the CAA not to release specific information regarding licence holders to the general public, although the CAA may authorise the release of personal particulars upon written request from appropriate organizations or the licence holder.



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## CHAPTER 2

### SAN MARINO LICENCES

#### 2.1 APPLICABILITY

This Chapter applies to;

- (a) Applicants for a San Marino pilot licence or type rating conducted on the basis of approved training from an organisation approved by the Authority; or
- (b) Applicants for conversion of a foreign pilot licence; or
- (c) Applicants for the addition of a type rating on a San Marino licence; or
- (d) Applicants for a San Marino RPA Maintenance Engineer licence or type rating conducted on the basis of training from an organisation approved by the Authority.

#### 2.2 LICENSING REQUIREMENTS

##### 2.2.1 Issuance Policy

An applicant is required to meet CAR LIC and the following conditions before a licence can be issued:

(a) Eligibility

A San Marino PPL may be issued to a person (national or non-national) upon the successful completion of an approved training course from a San Marino Approved Training Organisation (ATO). Refer to Chapter 2.

A San Marino CPL, MPL or ATPL may be issued by converting a valid foreign licence held by a person (national or non-national) who is employed by a San Marino registered operator of San Marino registered aircraft provided there is a benefit to the CAA. (Refer to paragraph 2.2.2)

A San Marino RPA licence or RPA Maintenance Engineer licence may be issued to persons (national or non-national) who are employed by an operator of San Marino registered aircraft.

*Note: Until further advised, the CAA does not issue Air Traffic Controller, Navigator, Aeronautical Station Flight Dispatcher, Aircraft Maintenance Engineers or Flight Engineer licences.*

(b) Age

The applicant has met the minimum age requirements as follows:



	<b>Licence</b>	<b>Minimum Age</b>
(1)	Student Pilot	16 years (before first solo)
(2)	Private Pilot	17 years
(3)	Multi-crew Pilot	18 years
(4)	Commercial Pilot	18 years
(5)	Airline Transport Pilot	21 years
(6)	Remotely Piloted Aircraft (RPA) Pilot	18 years
(7)	RPA Maintenance Engineer	18 years

*Note: There is no maximum age requirement although CAR LIC has restrictions on the privileges of a CPL/ATPL holder after reaching the age of 60 years and 65 years.*

(c) Medical Assessment

The flight crew applicant (only) has successfully completed the required Medical Assessment by an Aviation Medical Examiner (AME) approved or accepted by the CAA. (Refer to CAR MED and CAP 19)

(d) Knowledge and Skill

The applicant has successfully demonstrated required knowledge and skills for the appropriate licence and rating(s). These requirements are stated in CAR LIC.

(e) Examination

The applicant has successfully passed the applicable examinations conducted by the CAA.

(f) Licence Issuing Authority Signature

The Director General is the issuing authority for licences issued by the San Marino CAA and his signature appears on all licences as the authorised signature. The process for the issuance and release of licences is controlled by the Head of Licencing.

(g) Scanned Signature

The CAA has approved the use of a scanned signature on the licence, which is based on the use of the specimen signature of the licence applicant. A specimen signature of each applicant is required to be submitted on all initial licence applications.



## 2.2.2 Conversion of Foreign Flight Crew Licence

If deemed eligible, flight crew licences, issued by ICAO Contracting States, may be recognised by the CAA and converted to a San Marino licence provided that the following requirements are adhered to:

- (a) A licence is issued by a Contracting State to the Convention on International Civil Aviation, in accordance with ICAO Annex 1, and is valid at the time of application;

*Note: The CAA may not recognise, or recognise with added requirements, any foreign licence which doesn't meet the requirements of ICAO Annex 1 or CAR LIC, as applicable.*

- (b) The applicant successfully passes an examination on aviation law and regulations conducted by the CAA.
- (c) Only one such foreign licence is used as a basis for recognition.

*Note: Only ratings that appear on the licence being converted may be considered. Therefore those that appear on a licence not being converted are not recognised.*

## 2.2.3 Application

### (a) Pilot Licence

An application for the initial issue of a pilot licence is made on Form SM 58 with the following supporting documentation;

- (1) ATO training completion certificate (if applicable);
- (2) Flight test report;
- (3) CAA Air Law examination results (See Chapter 6);
- (4) Aeronautical and/or experience requirements for the category of licence;
- (5) Proof of minimum age requirements (passport copy);
- (6) Medical Assessment (either EASA or from a CAA Designated Medical Examiner);
- (7) Letter of recommendation from the Operator;
- (8) Skill or proficiency check as appropriate;
- (9) Copy of passport;
- (10) One passport size (minimum of 3.0 x 3.5 cm) colour photograph on white background;



- (11) Proof of English Language Proficiency test;
- (12) Criminal Record; and
- (13) Applicable fee.

*Note: For a conversion of a foreign licence, verification must be obtained from the issuing authority of the Foreign Licence/Certificate. To reduce the processing time, applicants are recommended to obtain this verification prior to making application.*

**(b) RPA Pilot Licence**

An application for the initial issue of a pilot licence is made on Form SM 58A with the following supporting documentation;

- (1) ATO training completion certificate (if applicable);
- (2) Type rating training report from approved organisation;
- (3) CAA Air Law examination results (See Chapter 6);
- (4) Aeronautical and/or experience requirements for the category of licence;
- (5) Proof of minimum age requirements (passport copy);
- (6) Medical Assessment Class 2 (either EASA or from a CAA Designated Medical Examiner);
- (7) Letter of recommendation from the Operator;
- (8) Type rating skill check;
- (9) Copy of passport;
- (10) One passport size (minimum of 3.0 x 3.5 cm) colour photograph on white background;
- (11) Proof of English Language Proficiency test;
- (12) Criminal Record; and
- (13) Applicable fee.

**(c) RPA Maintenance Engineer Licence (Initial Issue)**

An application for the initial issue of a RPA Maintenance Engineer licence is made on Form SM 117 with the following supporting documentation;

- (1) Initial training completion certificate;





- (2) CAA Air Law examination results (See Chapter 6);
- (3) Qualifications and/or experience requirements for the category of licence;
- (4) Proof of minimum age requirements (passport copy);
- (5) Letter of recommendation from the Operator;
- (6) Type rating completion certificate;
- (7) Copy of passport;
- (8) One passport size (minimum of 3.0 x 3.5 cm) colour photograph on white background;
- (9) Criminal Record; and
- (10) Applicable fee.

(d) **RPA Maintenance Engineer Licence (Renewal)**

An application for the renewal of a RPA Maintenance Engineer licence is made on Form SM 117 with the following supporting documentation;

- (1) Qualifications and/or experience requirements (CAR LIC.1160(b) refers);
- (2) Letter of recommendation from the Operator;
- (3) Applicable fee.

#### **2.2.4 Flight Crew Licence Validity & Extension**

Unless otherwise directed by the CAA, the validity period of the licence is for an indefinite period. Flight crewmembers must be properly qualified before they are scheduled for flying duties.

They must be properly trained and their proficiency check, instrument rating and medical must be valid. All required training, tests and checks are valid for either six or twelve calendar months including the remainder of the month in which the training or test was taken.

Extensions shall only be granted in exceptional circumstances that are outside the control of either the individual or the air operator. Any request for an extension must be made before the present validity period of the training or test expires. Extensions may be considered for;

- (a) Proficiency checks (OPC/LPC)
- (b) Line checks/area competency
- (c) Recency



- (d) Instrument rating
- (e) Ground training
- (f) Recurrent training; or
- (g) Emergency procedure (SEP) training

When an aircraft operator wishes to request an extension, the application must be made to the CAA allowing sufficient time for the request to be processed. The request should be made by the operator management and may be made by fax, email or letter. It must reach the CAA before the present validity period expires and include the following;

- (a) Type of extension
- (b) Crew members name
- (c) Licence number
- (d) Original expiry date
- (e) Aircraft type
- (f) Reason for extension
- (g) Reschedule date, and
- (h) Requested duration of extension

The CAA will review the application, and if justified, an extension shall be recommended including the duration. When approved, the details of the extension will be communicated to the operator and include name and licence number of crewmember, aircraft type (if applicable), type of extension and duration of the extension.

The operator shall provide one copy of the extension to the crewmember and place one on the individual's training file. The licence holder must carry a copy of the extension when exercising the privileges of the licence. The extension will not affect the expiry date for the next training or checking (i.e. base month), as appropriate.

### **2.2.5 Upgrade of Licence**

An upgrade of a Private Pilot Licence or Multi-crew Pilot Licence to Commercial Pilot Licence and Commercial Pilot Licence to Airline Transport Pilot Licence can be issued when an applicant meets the requirements, described in the applicable CAR LIC Subpart for an appropriate upgrade of a licence.

The upgraded licence will be issued with the same ratings, which appeared on the previous licence (except the instrument rating on an ATPL, which is part of the licence).



## 2.3 RATINGS

### 2.3.1 Available Flight Crew Ratings

Licence holders/applicants should also read the appropriate Subpart of CAR LIC for the rating held/sought.

All group single engine and multi-engine aeroplanes, turbo-jet and aeroplanes above 5700 kg, helicopters, and CAA specified aircraft such as RPA, will be added to a licence in accordance with the EASA Type Rating & Licence Endorsement List (Flight Crew) as published on the <http://.easa.europa.eu> website.

In addition to the aircraft group and type ratings the following ratings are issued by the San Marino CAA;

- (a) Instrument rating
- (b) Instructor rating
- (c) Aerobatic rating
- (d) Sailplane Towing & Banner Towing rating
- (e) Night rating
- (f) Mountain rating
- (g) Flight test rating

### 2.3.2 Addition of Aircraft Type Rating

Only those aircraft types on the San Marino register may be entered on the licence and the application must be accompanied with a valid Pilot or F/E Proficiency Check. Proficiency checks must be conducted by a CAA Inspector or an Examiner approved for the purpose.

For addition of a type rating to a RPA pilot licence, Form SM 58A is used and for addition of a type rating to a RPA Maintenance Engineer licence, Form SM 117 is used.

### 2.3.3 Rating Validity

An aircraft type rating, instrument rating and flight instructor rating will remain valid subject to currency/experience and proficiency requirements as described in CAR LIC.

An Instrument Rating remains valid for a period of 12 calendar months and Instructor Ratings are valid for 36 months.

All other ratings remain valid as described in relevant CAR LIC Subpart unless revoked except RPA Maintenance Engineer ratings which remain on licences without change, regardless of recency until renewed.



Provided proof of recent type experience is provided with the renewal application, the type rating(s) will remain on the licence. If proof of recent type experience is not provided with the renewal application, the licence will not be renewed unless the licence contains others type ratings. In this case the type rating for which there is no proven experience will be removed when the licence is renewed.

#### **2.3.4 Tests**

Any flight test for the addition of a rating will be conducted in accordance with the CAA Flight test standards on the type of aircraft, simulator or equipment normally operated by the candidate.

#### **2.3.5 Authority to Fly Without Type Rating**

An authority to fly from the CAA is required to permit San Marino licence holders to fly, for up to 60 days, as crew member of a San Marino registered aircraft without holding the required type rating. This may be required for the training of pilots on a new aircraft type.

#### **2.3.6 Instrument Rating**

For pilots involved in commercial operations, an Instrument PPC must be conducted on each aircraft type operated, although this requirement may be varied for similar aeroplane types such as A330/A340, A310/A300 or helicopter types Bell 212/412.

For all other operations the instrument PPC should be conducted on the largest aircraft type (by weight) normally operated by the candidate, regardless of whether operating in command or as co-pilot.

#### **2.3.7 Instructor Rating**

All applicants for an Instructor Rating must hold a minimum of a CPL and a current instructor rating on a foreign ICAO Contracting State licence. They will be required to pass a written examination as well as a flight test with a CAA Flight Operations Inspector.

#### **2.3.8 Deletion of a Rating**

Limitations, such as some ratings on the licence, can be deleted once the holder meets a higher qualification, at no charge.

### **2.4 SKILL TEST**

#### **2.4.1 General**

The holder of a flight crew licence is authorised to exercise the privileges of the licence only with a current and appropriate Skill Test. The Form SM 72 includes a section on rating issue or revalidation (see below). The Skill Test required for the initial issue, renewal and revalidation of;

- (a) Aircraft group rating
- (b) Aircraft type rating



- (c) Instructor rating
- (d) Instrument rating

*Note 1: The skill test for aircraft group rating, aircraft type rating and instrument rating are normally conducted during the required periodic OPC/LPC.*

*Note 2: For RPA, the Authority will accept a skill test form provided by the approved training organisation.*

#### **2.4.2 Initial Issue, Renewal and Revalidation**

The Skill Test form shall be completed by the approved Examiner who conducts the test. Alternatively, at the discretion of the Authority, revalidating entries may be made by the Authority. The Examiner, being a person authorised by the CAA to sign this form in respect of issue/revalidation of a rating, to certify that on the date specified, the holder of this certificate passed a test/check/evaluation test as PIC (annotated P1) or SIC (annotated P2) or Flight Engineer, (annotated FE) on the aircraft type or Simulator approved or accepted for this purpose by the CAA.

Instructor ratings and SE piston class ratings may also at the discretion of the Authority be revalidated in the Skill Test by the Examiner who forms a part of the revalidation process.



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## CHAPTER 3

### VALIDATION OF LICENCE

#### 3.1 GENERAL

A flight crew licence or an aircraft maintenance engineer licence granted by a State in accordance with Annex 1 may be validated at the discretion of the CAA to authorise that foreign licence holder to exercise some or all of their foreign licence privileges in respect to San Marino registered aircraft.

Applicants holding more than one foreign licence may apply for a separate validation of each licence. The validation issued by the CAA can only add the type rating(s) that appear on each individual licence. Type ratings on a licence for validation purposes cannot be placed on a validation of another licence which doesn't have type rating. For applicants holding more than one licence it is important that that licence submitted includes the required privileges (e.g. type rating).

When a validation of a foreign licence authorises flight crew involving commercial air transport operations, the Authority must confirm the validity of the other Contracting State's licence before issuing the authorisation.

When a validation of a foreign licence authorises flight crew involving general aviation (private) operations, the Authority may confirm the validity of the other Contracting State's licence before issuing the authorisation.

#### 3.2 REQUIREMENTS

- (a) When the Authority renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it establishes validity by suitable authorisation to be carried with the former licence accepting it as the equivalent of the latter. The validation, which includes this authorisation, must be carried together with the licence when exercising the privileges of the licence.
- (b) The validity of the authorisation cannot extend beyond the period of validity of the licence.
- (c) The holder of a licence accepted by the Authority must exercise their privileges in accordance with the requirements of the State of licence issue and any additional requirements specified in the authorisation by the Authority.
- (d) The holders of a flight crew licence validated by the Authority must hold a medical certificate issued in accordance with the requirements of the State of licence issue.
- (e) The initial period of validation of a licence will not exceed 3 years, provided that the host licence remains valid. This period may be reduced or extended at the discretion of the Authority.
- (f) The authorisation ceases to be valid if the licence upon which it was issued is revoked or suspended.



### 3.3 EXPIRY DATE

The expiry date for a validation would be;

- (a) the expiry date of the validation; or
- (b) the expiry date of the foreign licence.

whichever comes first.

### 3.4 APPLICATION - FLIGHT CREW

Applications must be made on Form SM 15 and the following supporting documentation must be included;

- (a) Current and signed foreign licence including type or class rating; (initial issue and renewal)
- (b) Current radio operator's permit/licence and language proficiency (initial issue and renewal);
- (c) Current medical certificate (initial issue and renewal);
- (d) Aircraft type proficiency and instrument rating proficiency check dated not more than 12 months for initial issue and renewal.
- (e) Passport or Identification Card (initial issue only).

*Note 1: The CAA will verify licences if the validation is to be issued for Commercial Air Transport, so to avoid delays from National Aviation Authorities (NAA), applicants are recommended to include in their application a letter from the NAA that issued the licence, confirming the authenticity of the licence details before making application for a validation.*

*Note 2: The CAA will request a certificate of training completion when, based on the CAR LIC list of type and class rating equivalent standards, a differential training is required for a different type of aircraft under a same class.*

The flight crew member must continue to meet the recency, competency and proficiency requirements of the foreign licence and rating.

*Note: A validation may be requested from a "freelance" pilot.*

### 3.5 ADDITIONAL PROFICIENCY CHECK REQUIREMENTS

#### 3.5.1 [Licenced Pilots Operating Under an AOC

Some NAAs have differing requirements depending on the type of operations being performed (GA or CAT) and depending on the pilot's operating role (PIC or SIC).





For validation purposes, the CAA requires a pilot operating under an AOC issued by San Marino to hold a licence whose privileges will permit CAT operations.

In the event that the licence does not confer CAT privileges to operate commercial air transport operations, the CAA will accept an proficiency/competency check completed provided the training provider, in conjunction with the operator, ensures that the operators proficiency check form states that it "***meets equivalent test/check standards for commercial air transport operations***".

This operator proficiency check document shall be submitted together with the State of Licence issued proficiency/competency check to the CAA.]

### 3.6 APPLICATION - AIRCRAFT MAINTENANCE ENGINEER

#### 3.6.1 General

The certificate of validation will permit/limit the privileges of the AME based on the licence and supporting documentation.

On occasions the CAA may contact the State that issued the licence for confirmation as to the validity of the licence, its endorsements and associated privileges.

An application for a validation can only be made by the engineer requesting their licence to be validated. For example, an operator, maintenance organisation or CAMO cannot themselves seek a validation for someone else.

Maintenance by a CAA validated Licensed Aircraft Maintenance Engineer is limited to Line Maintenance and defect rectification only and restricted to aircraft operated under CAR OPS 2A/H or a Permit to Fly. The scope of the validation shall not extend beyond the privileges of the licence. Line Maintenance is limited to:

- (a) Trouble shooting
- (b) Component replacement including engines and propellers
- (c) Minor Scheduled Maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and powerplant items which are visible through quick opening access panels/doors.
- (d) Minor repairs and minor modifications which do not require extensive disassembly and can be accomplished by simple means, in an uncontrolled open environment on the Line and not requiring specialist equipment or tooling.
- (e) Airworthiness Directives and Service Bulletins that do not require extensive disassembly, specialised techniques, equipment, tooling or facilities and can be accomplished by simple means and in accordance with CAR GEN.103.



Maintenance tasks falling outside the above criteria are considered to be Base Maintenance and required to be performed by an appropriately approved maintenance organisation. Advice should be sought from the San Marino CAA if there is any doubt to whether any proposed maintenance activities falls within a validated engineer's privileges.

An engineer certifying under their validated licence must be familiar with, and comply with, CAR GEN Subparts A, B, C, and F.

### 3.6.2 Issue of a Maintenance Engineer's Validation

An application for the initial validation of a maintenance engineer's licence must include the following:

- (a) A satisfactorily completed and signed Form SM 16
- (b) A written request from the Operator on the operator's letter headed paper stating they wish the engineer to perform and certify maintenance on their particular aircraft.
- (c) A copy of the signed licence to be validated including all pages of the licence.
- (d) A copy of the applicant's passport or an equivalent ID that includes a photograph and signature.

*Note: A temporary maintenance engineer licence does not qualify for the issuance of a San Marino AME licence validation.*

### 3.6.3 Training Requirements

An application for a validation that includes the applicable aircraft type rating endorsed on the licence is not required to include copies of any training certificates.

An application for a validation of a licence or certificate that does not include aircraft type ratings, such as the A&P Certificate or similar, must include copies of training certificates from an approved/recognised training organisation. The training should meet the ATA Specification 104 Level II (Ramp and Transit) as a minimum for a validation. Continuation training on an aircraft type without having received the initial aircraft type training is not acceptable.

### 3.6.4 Renewal of a Maintenance Engineer's Validation

An application for the renewal of a maintenance engineer's licence validation must include the following:

- (a) A satisfactorily completed and signed Form SM 16
- (b) A written request from the Operator, on the operator's letter headed paper, stating they wish the engineer to continue to perform and certify maintenance on their particular aircraft.
- (c) A copy of the signed licence to be validated including all pages of the licence.



## CHAPTER 4

### EXAMINATIONS

#### 4.1 INTRODUCTION

##### 4.1.1 General

All applicants for the initial issue of a San Marino Pilot Licence shall undergo the applicable Air Law written examination, or any other written or oral test required by the CAA, as part of the application process.

##### 4.1.2 Requirements for Air Law Exam

An exam is required for;

- (a) All initial issue of San Marino licences; and
- (b) Addition of Instrument ratings; and
- (c) Addition of Instructor ratings; and
- (d) All initial foreign licence conversions (Air Law); and
- (e) All San Marino licences for which the type rating revalidation has lapsed for more than 2 years.

##### 4.1.3 Examination Validity

Written test results for an examination required for the issuance of a licence shall be valid for 6 months from the date of examination. Pilots undergoing training must be scheduled for the applicable flight test within 6 months of the examination date and extensions will only be permitted for up to 7 days due to circumstances outside the control of the candidate e.g.; weather, aircraft unserviceability, etc.

##### 4.1.4 Failure Policy

Applicants who fail the written examination may sit the examination again after 48 hours provided the applicant has received further instruction. Applicants who fail any written examination more than once must wait a minimum of 30 days after the last failure before becoming eligible to re-sit the exam. Should any candidate fail more than twice, or a trend develops whereby candidates from a particular training organisation or instructor have a poor pass rate, the CAA will assess the suitability of that organisation or instructor.

##### 4.1.5 Cheating

Any candidate found to be talking to other candidates for whatever reason will be removed from the examination room immediately and not permitted to re-sit any exam for a minimum of 30 days.



A candidate found to be cheating will not be permitted to re-sit any exam for a minimum of 1 year.

A candidate who is found to be copying questions and answers for outside use will face a similar penalty.

#### **4.1.6 Complaints**

Complaints on the content of a Question Paper, if any, will be heard sympathetically and honest acknowledgement made of errors, if the complaint is valid. A CAA examiner will be conscientious, re-checking procedures, ensuring that errors in marking are discovered before the results are promulgated.

### **4.2 AVAILABLE EXAMINATIONS.**

#### **4.2.1 Private Pilot Licence - Aeroplane & Helicopter**

The examination is a 180 question multiple choice examinations developed from 9 subject areas listed in the PPL syllabus sections of CAR LIC, the lesson objectives relating to the issuance of a PPL. There are two separate exams, one for aeroplane and one for helicopter. Questions on aircraft are general in nature, whilst the applicable aeroplane and helicopter questions are specific to the kind of aircraft.

#### **4.2.2 Commercial Pilot Licence - Aeroplane**

The examination is a 468 question multiple choice examination developed from 13 subject areas listed in CPL syllabus sections of CAR LIC, the lesson objectives relating to the issuance of a CPL Licence – The minimum pass mark is 75%.

#### **4.2.3 ATPL - Aeroplane & Helicopter**

The examination is a 682 question multiple choice examination developed from 14 subject areas listed in ATPL syllabus sections of CAR LIC, the lesson objectives relating to the issuance of an ATPL License. The minimum pass mark is 75%.

#### **4.2.4 Air Law Examination - Aeroplane & Helicopter**

The examination is a 50 questions multiple choice examination developed from the CARs. The time limit is 2 hours with a minimum pass mark of 75%. All questions from these references are either generic to all aircraft and licence holders, or specific to the licence level and either for aeroplane or helicopter licences.

Separate Air Law examinations have been produced for the following candidates;

- (a) Private Pilot Licence Holders.
- (b) Commercial Pilot Licence Holders.
- (c) Air Transport operators (Aeroplane).



- (d) Air Transport operators (Helicopter).

#### 4.2.5 Instrument Rating

The candidate must hold a valid PPL or CPL in the applicable category and class of aircraft and be undertaking a course of instrument training instruction with an Approved Training Organisation. The examination is a 269 question multiple choice examination, developed from 7 subject areas listed in IR syllabus sections of CAR LIC. The minimum pass mark is 75%.

#### 4.2.6 Flight Instructor Rating (FI)

The candidate for Flight Instructor Knowledge written exam must at least hold a current Commercial Pilot Licence and have successfully completed within the last 24 months an approved Flight Instructor Course, and obtained a Completion Certificate and/or hold a valid foreign flight instructor rating. The examination is a 50 question multiple choice exam, developed from the CARs and the Instructor Handbook on "Principles of Instruction". The time limit is 2 hours with a minimum pass mark of 75%.

### 4.3 APPLICATION

Prerequisites for eligibility to take any examination include;

- (a) a pre-arranged appointment with the CAA made through the CAA office secretary.
- (b) a legal identification card in English with photograph (e.g. passport, driver's licence or company ID).
- (c) a letter from the ATO or aviation organisation on company letterhead and signed by a recognised managerial appointment (e.g. Head of Training or Accountable Manager) stating the candidate has received the required instruction, and is prepared for the examination.
- (d) payment of the appropriate fee (if applicable)

### 4.4 INSTRUCTIONS TO THE CANDIDATE

#### 4.4.1 Format of Exam

- (a) The Air Law examination is not an open book exam and no publications may be referred to.
- (b) Mark your answers in pencil on the answer sheet which has been provided.
- (c) No other material except a pencil with eraser is required for the Air Law exam.
- (d) Mark over your answer by completely blackening the appropriate answer, or putting a cross through it. This may be either A, B, C, or D; (a), (b), (c), (d) or 1, 2, 3, 4, depending on the exam.



*Note: Do not circle your answer it may not be seen when using the marking template. Only one answer should be marked for each question. More than one answer marked per question automatically counts as an incorrect answer.*

- (e) Each question is worth 1 mark and only correct answers are counted. You are not penalised for incorrect answers.
- (f) Choose the most correct answer if in doubt.
- (g) The pass mark is **75%**.
- (h) Do not write in the test booklets.
- (i) No talking during the exam otherwise the exam will be terminated.
- (j) The time allotted for the examination is indicated on the exam sheet.
- (k) Once you have left the exam room after completion of your test, you will not be allowed to return until all the exams have been completed.
- (l) Do your own work. There are many versions of the exam. Yours will be different from those seated near you.
- (m) When you have completed the exam, put your answer sheet inside your exam booklet, close the booklet and it will be collected from you. At that time quietly leave the exam room.
- (n) Note that only the original copy of the written examination results letter will be accepted as evidence of the successful completion of the exam. It must be included with the documentation of the pilot's application for licence or rating.