



REPUBLIC OF CYPRUS

INFORMATION NOTICE
Number: LIC 2020/03



DEPARTMENT OF CIVIL
AVIATION

Issued: 21 December 2020

**Implementation of Commission Regulation
(EU) 1178/2011**

“FCL. 740.A - Revalidation of single-pilot single-engine class ratings”

This information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any ‘in-house’ or contracted organisations and relevant outside contractors).

Applicability:	
Licensing:	All Approved & Declared Training Organisations (ATO/DTO)
Licensed/Unlicensed Personnel:	Flight Examiners (FEs & CREs)
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected

1. INTRODUCTION

Regulation FCL. 740.A(b)(1) states that: *“Revalidation of single-pilot single-engine class ratings.*

(1) Single-engine piston aeroplane class ratings and TMG ratings. For revalidation of single-pilot single-engine piston aeroplane class ratings or TMG class ratings the applicant shall:

(i) within the 3 months preceding the expiry date of the rating, pass a proficiency check in the relevant class in accordance with Appendix 9 to this Part with an examiner; or

(ii) within the 12 months preceding the expiry date of the rating, complete 12 hours of flight time in the relevant class, including:

— 6 hours as PIC,

— 12 take-offs and 12 landings, and

— refresher training of at least 1 hour of total flight time with a flight instructor (FI) or a class rating instructor (CRI). Applicants shall be exempted from this refresher training if they have passed a class or type rating proficiency check, skill test or assessment of competence in any other class or type of aeroplane.

Until today, applications for revalidation of single-pilot single-engine class ratings as per item (ii) above (i.e. by experience), had to be submitted to the Department for review and the endorsement of revalidated rating.

As per this Instruction, this privilege will be also granted to ATO's and DTO's Heads of Training as well to authorised Examiners, following the procedure described below.

2. INSTRUCTIONS TO INSTRUCTORS/EXAMINERS

- a. Only Heads of Training of a Cyprus DCA approved ATO or DTO may exercise the above privilege provided he/she is a holder of a valid FI or CRI certificate. This privilege cannot be transferred to persons acting as Deputies of Heads of Training.
- b. Only Cyprus DCA authorised Examiners may exercise the above privilege provided they are holders of a valid FE or CRE Certificate.
- c. Examiners and Instructors should strictly follow FCL. 740.A(b)(1) (ii) before endorsing applicant's licence the revalidated rating.
- d. Examiner or Instructor should enter and countersign on license holder's flight log book "Remarks" column the following statement:

"Revalidation of SEP/SP* or TMG* (* delete as appropriate), License or Examiner number_____, date_____"
- e. Complete and sign, Form LIC-11a, Section 3, and return to License Holder.
- f. Examiner's obligations as per FCL.1005 & FCL.1030, as applicable, should be followed.

3. LICENSE HOLDER'S OBLIGATIONS

- a. License holder should present to the Examiner/Instructor the original pilot's log book.
- b. The refresher training of at least 1 hour of total flight time with a flight instructor (FI) or a class rating instructor (CRI), should be clearly indicated with Instructor's credentials (License number and Signature).
- c. Complete and sign form "*LIC-11a _Notification of Revalidation of SEP and/ or TMG*"
- d. Applicant should submit to the Department within 10 working days after rating endorsement the following documents:
 - i. Form LIC-11a _Notification of Revalidation of SEP and/ or TMG
 - ii. a certified true copy of the license (both pages) with the endorsed revalidated rating
 - iii. a certified true copy of logbook page where the refresher training flight was entered, or
 - iv. a certified true copy of logbook page where a class or type rating proficiency check, skill test or assessment of competence in any other class or type of aeroplane was passed.
- e. Submission instructions as detailed on form LIC-11a should be strictly followed.

4. DOCUMENTATION REVIEW

The Department, as per Part-ARA.GEN.300 shall verify continued compliance with the requirements applicable to the persons holding licences, ratings and certificates by performing a review of license holder's submitted documents.

If during this review evidences are found that shows a non-compliance with the applicable requirements, then as per ARA.GEN.355, a finding will be raised and DCA will carry out an investigation. The license holder will be notified, the license will be put on hold until findings are clarified.

If the finding is confirmed, the Department may:

(a) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and

(b) take any further enforcement measures necessary to prevent the continuation of the non-compliance.

5. INSTRUCTIONS FOR THE “CERTIFIED TRUE COPY”

The following people can act as 'certifiers for True Copies':

- Head of Training or
- Compliance Monitoring Manager of Approved Training Organisation.
- Examiner conducting the Revalidation

Instructions for the certifier of your original documents are as follows:

- a. Insert on the copy to be enclosed with the application: *'I have seen the original document and I certify that this is a complete and accurate copy of the original'*.
- b. Insert signature and date.
- c. Certifier's name must be printed in block capitals.
- d. Must include position or capacity, e.g. Head of Training

6. EFFECTIVE DATE: 02 January 2021