

Chapter 8. Flow Chart for Issue/Conversion of Commercial Pilot License

FLOW CHART OF LICENSING PROCEDURE for guidance

Application submitted at DGCA reception by post or in person:

Examination of papers in

On application date (General Requirement to be fulfilled)

- Age: >18 (As per 10th certificate)
- Medical: class-I (within 12 months validity)
- Qualification: 10+2 Pass with Physics and Math
- Knowledge: pass in DGCA's Air Regulation and Composite paper (within 30 months)
- Others:-
 1. have valid RTR(A) from Ministry of Com.
 2. verification certificates in respect of qualification (10th and 12th) with original and attested certificates
 3. valid foreign license with letter of verification from issuing authority.
 4. Valid class-I medical certificate of state of issue + Indian
 5. certified log book and attested respective flying statements (i.e. within preceding 5yrs, 6months & x-country)
 6. one cloth lined Self addressed stamped envelop for dispatch of license by speed post (stamp shall be according to the weight of documents submitted + 200gm)
 7. two photograph imprinted with name at top
 8. for issue of IR with CPL submit two more photographs and relevant fee

On application date (Flying Requirements)

(Check from certified log book & CA-39 and with flying test performas/ certificates)

➤ Within 5 years

1. total -200Hrs, 2. as PIC-100 Hrs, 3. as PIC cross-country -20Hrs (encl. list of cross-country sorties separately)
4. one 300NM cross-country with 2 full stop landings
5. Instrument time - 10Hrs (atleast 5 hrs on aircraft is must)

➤ Within 6 months

1. as PIC-15Hrs,
2. PIC by Night - 5 Hrs (with atleast 10 take off & 10 landings)
3. General flying test by day with three solo take off and landings each
4. general flying test Night with three solo take off and landings each
5. 250 NM cross-country test by day with one full stop landing at other aerodrome
6. 120 NM X-country test by night (returning to point of dep. without landing)
7. signal reception test report (eight word per minute)

NOTE 1. : For IR issue with CPL, submit following documents:

1. as PIC-100Hr,
 2. as solo cross-country-50 Hr (encl. list of cross-country sorties separately)
 3. Instrument time 40 Hrs (actual on aircraft 20 hrs or more+ simulated 20 hrs or less)
- Within 6 months
1. instrument time on actual aircraft - 5Hr,
 2. IR test report with two approaches on aircraft for which endorsement on license is requested.

NOTE 2: For Multi endorsement on CPL:

1. Record of ground training and pass result of technical exam
 2. Statement indicating at least 10 hrs of training on multi engine aircraft for which endorsement is requested (including test/ check),
- Within 6 months
1. General flying test by day with three solo take off and landings each
 2. General flying test Night with three solo take off and landings each
 3. IR test report with two approaches on aircraft for which multi -endorsement on license is requested. (for Multi -IR onlv)

Above is checked and verified by designated officer

Not satisfactory

Satisfactory

Papers returned to applicant with letter giving reasons for rejection for compliance of complete requirement and re submission (no fee refund)

Note:

1. Applicant has to meet all the requirements on the date of re-submission.
2. The papers will be returned to the individual or the flying club through which they were forwarded as per the request of individual.

License issued/
dispatched by speed
post & number
displayed on
DGCA's website