



**AFI / FI RATING (AEROPLANE) – INITIAL ISSUE / RENEWAL (FORM DCA270)**

Grant of an Assistant Flying/Flying Instructor's Rating

Renewal/Variation of AFI/FI's Rating Privileges

**Instruction**

Please indicate your selection by a check mark in the boxes on this form.

**Part 1 PERSONAL PARTICULARS**

Surname ..... Given Names .....

Address for Correspondence .....

..... Tel. No. (Residence) ..... (Office) .....

Date of Birth (DD/MM/YYYY) ..... Email : .....

**Part 2 LICENCE DETAILS**

Licence Type (PPL/CPL/ATPL)..... Number ..... Expiry Date (DD/MM/YYYY) (if applicable) .....

Type Included in PPL or Professional Licence Part 1 .....

.....

Details of Existing \*Assistant Flying Instructor's / Flying Instructor's Rating:

Date of Last Test (DD/MM/YYYY)..... Aircraft Type(s)/Group(s): .....

*\*Delete as applicable.*

**Part 3 FLYING EXPERIENCE**

\*Instructors applying for a Renewal/Variation should only enter the instructional hours flown since their last test. In all other cases, put total instructional hours.

**PILOT IN COMMAND (AEROPLANE)**

| A/C Type | Group (A) |       | Group (B) |       | Total | Hours on Aircraft Used for Test |
|----------|-----------|-------|-----------|-------|-------|---------------------------------|
|          | Day       | Night | Day       | Night |       |                                 |
|          |           |       |           |       |       |                                 |
|          |           |       |           |       |       |                                 |
|          |           |       |           |       |       |                                 |
|          |           |       |           |       |       |                                 |

**\*INSTRUCTIONAL HOURS (AEROPLANE) - Total Hours or Hours Since Last Test**

| A/C Type | Group (A) |       | Group (B) |       | Total | Instrument |
|----------|-----------|-------|-----------|-------|-------|------------|
|          | Day       | Night | Day       | Night |       |            |
|          |           |       |           |       |       |            |
|          |           |       |           |       |       |            |
|          |           |       |           |       |       |            |
|          |           |       |           |       |       |            |

**Part 4 DECLARATION OF APPLICANT**

I apply to have the \*Assistant Flying Instructor's / Flying Instructor's Rating included in my Pilot's Licence. I certify that all particulars given on this form and documents provided in support of this application are true to the best of my knowledge and belief. I understand that it is an offence to make with intent to deceive any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificates, licences, approvals, permissions, exemptions or other documents and if doing so render myself liable on summary conviction to a fine and on conviction on indictment to a fine or imprisonment as specified in Article 91 of the Air Navigation (Hong Kong) Order 1995 (CAP. 448C), as amended.

I understand that the personal data provided by means of this form, including all the supporting documents included in the application, will be used by the Hong Kong Civil Aviation Department for the purposes mentioned in the Personal Data Collection Statement at the back of this form and any information as contained therein this form and my Pilot's licence(s) and certificates may be disclosed to Government bureaux and departments, aviation authorities of other Contracting States of the International Civil Aviation Organization and other organizations or agencies for the said purposes.

I hereby authorise the Operator and/or Training Organization to submit to / collect from the Hong Kong Civil Aviation Department any licences, certificates, forms and supporting documents in relation to my licence application(s). I understand that in order for the Operator and/or Training Organization to properly discharge their safety oversight responsibility under CAP. 448C, the Operator and/or Training Organization may in the process collect any information, including test and examination results, expiry dates, etc., as contained therein my Pilot's licence(s), certificates and the related documents.

Signature .....

Date (DD/MM/YYYY).....

*\*Delete whichever is inapplicable*

**Part 5 ASSISTANT FLYING INSTRUCTOR COURSE DECLARATION – AB-INITIO ISSUE ONLY**

(to be completed by Nominated AFIC Instructor)

- (a) The applicant above has satisfactorily completed a course of training in accordance with a syllabus published by CAD.

This candidate has completed ..... hours ..... minutes

Flying on.....A/C type and.....hours ground training for AFI rating.

- (b) The licence details as in Part 2 "Licence Details" are correct.
- (c) I have confirmed that the applicant's flying experience as declared in Part 3 "Flying Experience" is genuine and correct by verification of the applicant's logbook.
- (d) I consider the candidate suitable for test.

Signature .....

Date (DD/MM/YYYY).....

Name of AFIC Instructor (BLOCK CAPITALS).....

AFIC Organisation..... Official Stamp:

This application must be submitted along with your licence; a current medical certificate; certified logbook and the appropriate fee (as laid down in the H.K. Air Navigation (Fees) Regulation) to:-

Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong.

| <b>Part 6 TEST REPORT</b>   |   |                        |                          |   |
|---|---|------------------------|--------------------------|---|
| (to be completed only by an Examiner of Flying)                               |   |                        |                          |   |
| (i) Aircraft Type(s)  | (ii) Registration(s)  | (iii) Place of Test(s) | (iv) Duration of Test(s) | (v) Date(s)-(DD/MM/YYYY)                |
| <b>SECTION 1: Theoretical Knowledge</b>                                       |   | <b>Pass</b>            | <b>Fail</b>              | <b>Observations/Reasons for Failure</b> |
|   | Long Briefing Title   |                        |                          |   |
| A   | Aviation Law, Flight Rules & Procedures ( <i>Aeroplanes</i> ) |                        |                          |   |
| B   | Navigation  |                        |                          |   |
| C   | Meteorology   |                        |                          |   |
| D   | Aircraft (General)  |                        |                          |   |
| E   | Aircraft (Type)   |                        |                          |   |
| F   | Radio Telephony   |                        |                          |   |
| G   | Human Performance   |                        |                          |   |
| <b>SECTION 2: Briefing</b>  |   | <b>Pass</b>            | <b>Fail</b>              | <b>Observations/Reasons for Failure</b> |
| <b>2.1 Mass Briefing</b> Exercise as required by examiner (see note 2):       |   |                        |                          |   |
| Exercise No: _____ Exercise Name: _____                                       |   |                        |                          |   |
| A   | Visual Presentation and Content                               |                        |                          |   |
| B   | Technical Accuracy  |                        |                          |   |
| C   | Clarity of Explanation  |                        |                          |   |
| D   | Clarity of Speech   |                        |                          |   |
| E   | Instructional Technique incl. TEM/CRM                         |                        |                          |   |
| F   | Use of Model and Aids   |                        |                          |   |
| G   | Student Participation   |                        |                          |   |
| <b>2.2 Pre-flight Briefing</b> Exercise as required by examiner (see note 2): |   |                        |                          |   |
| Exercise No: _____ Exercise Name: _____                                       |   |                        |                          |   |
| A   | Visual Presentation and Content                               |                        |                          |   |
| B   | Technical Accuracy  |                        |                          |   |
| C   | Clarity of Explanation  |                        |                          |   |
| D   | Clarity of Speech   |                        |                          |   |
| E   | Instructional Technique incl. TEM/CRM                         |                        |                          |   |
| F   | Use of Model and Aids   |                        |                          |   |
| G   | Student Participation   |                        |                          |   |
| <b>SECTION 3: Flight</b> Exercise as required by examiner (see note 2):       |   | <b>Pass</b>            | <b>Fail</b>              | <b>Observations/Reasons for Failure</b> |
| Exercise No: _____ Exercise Name: _____                                       |   |                        |                          |   |
| A   | Arrangement of Demonstration                                  |                        |                          |   |
| B   | Synchronisation of Speech/Demo                                |                        |                          |   |
| C   | Assessment and Correction of Student Faults                   |                        |                          |   |
| D   | Aeroplane Handling  |                        |                          |   |
| E   | Instructional Technique                                       |                        |                          |   |
| F   | General Airmanship/Safety                                     |                        |                          |   |
| G   | Position and Use of Airspace                                  |                        |                          |   |
| H   | Risk Assessment including TEM/CRM                             |                        |                          |   |

| SECTION 4 : Mandatory Exercises at Examiner's Discretion  |  | Pass | Fail | Observations/Reasons for Failure |
|---|--|------|------|----------------------------------|
| A   | Stall                                    |      |      |                                  |
| B   | Spin Avoidance (see note 8)              |      |      |                                  |
| C   | Emergency Drills and Emergency Descent   |      |      |                                  |
| D   | Engine Failure After Take-Off            |      |      |                                  |
| E   | Missed Approach                          |      |      |                                  |
| F   | Forced Landing Without Power             |      |      |                                  |
| One additional Item as required by Examiner – Exercise Number and Name as in the CAD published AFIC(A) syllabus |  |      |      |                                  |
| Ex no:  |  |      |      |                                  |
| SECTION 5: Instrument Exercises   |  | Pass | Fail | Observations/Reasons for Failure |
| A   | Basic Instrument Flight                  |      |      |                                  |
| B   | Limited panel and unusual attitudes      |      |      |                                  |
| SECTION 6: Post Flight Debriefing   |  | Pass | Fail | Observations/Reasons for Failure |
| Exercise as required by examiner (see note 2):  |  |      |      |                                  |
| Exercise No: _____ Exercise Name: _____   |  |      |      |                                  |
| A   | Visual Presentation and Content          |      |      |                                  |
| B   | Technical Accuracy                       |      |      |                                  |
| C   | Clarity of Explanation                   |      |      |                                  |
| D   | Clarity of Speech                        |      |      |                                  |
| E   | Instructional Technique and Facilitation |      |      |                                  |
| F   | Use of Model and Aids                    |      |      |                                  |
| G   | Student Participation                    |      |      |                                  |

#### Guidance Notes

- All test items in Section 1 to Section 6 under Part 6 – “Test Report” must form part of any Assistant Flying Instructor’s or Flying Instructor’s rating test.
- Enter the exercise number and name, as in the current Assistant Flying Instructor Course (Aeroplanes) [AFIC(A)] syllabus as published by the CAD (refer to CAD 54 Part 2 Appendix F), in the space provided under Section 2 (2.1 and 2.2), 3, 4 and 6.
- For details on Section 4 – “Mandatory Exercises” and Section 5 – “Instrument Exercises”, please refer to the current AFIC(A) syllabus as published by the CAD (refer to CAD 54 Part 2 Appendix F).
- The candidate must demonstrate and p~~atter~~ all items in Section 4 and 5 under Part 6 “Test Report”.
- Part 5 – “Assistant Flying Instructor Course Declaration” is only required for the initial grant of the AFI rating.
- To obtain a “Pass” as in (a) Examiner’s assessment under Part 7 “Examiner’s Certificate”. The candidate must achieve a “Pass” on all test items/exercises from Section 1 to 6 under Part 6 “Test Report”, including one additional item as required by the examiner under Section 4.
- Fill in the reason(s) for failure in (c) under Part 7 “Examiner’s Certificate” only if the candidate has failed the assessment.
- “Spin avoidance” means stall with a wing drop and recovery action to be taken immediately with the start of the wing drop to straight and level after recovery from the stall, which shall only be carried out on single-engine spin capable aircraft. Wing drop at the stall for the purposes of spin avoidance training must not be induced by application of pro-spin rudder and the induction of a spin.

**Part 7 EXAMINER'S CERTIFICATE (Please read the Guidance Notes on Page 4 before completing this part.)**

(a) Examiner's Assessment      PASS       FAIL

(b) I have tested the candidate according to the schedule as in Part 6 "Test Report" - Section 1 to 6.

\*(c) The candidate has failed the test and a form DCA 529/PPL has been issued.  
Reason(s) for failure :

.....

I recommend further \* flight / ground training with an FIC instructor before re-test.

\*(d) The candidate has passed the test.

I recommend that the candidate be issued with:

Assistant Flying Instructor's Rating       Flying Instructor's Rating

on the following aircraft type(s) or group

.....

*\*Delete whichever is inapplicable.*

**Signature, Name and Date are required regardless of the assessment result**

Signature .....      Name (Block Letters) .....

Date (DD/MM/YYYY).....

**FOR OFFICIAL USE ONLY**

**\*Assistant Flying Instructor's Rating / Flying Instructor's Rating**

Flying Test report checked: .....      Date: .....

FI's written examination checked: .....      Date: .....  
(initial issue only)

Examiner authority checked: .....      Date: .....

Licence details checked: .....      Date: .....

Flying experience checked: .....      Date: .....

Ground Training record checked: .....      Date: .....  
(for ab-initio issue only)

Minimum type experience checked: .....      Date: .....

Type(s)/Group(s) to be Endorsed on Rating: .....      Date: .....

Rating Recommended by: ..... PLO      Date: .....

Approved by: .....      Date: .....

Fees Paid: .....      Receipt Number: .....

*\*Delete whichever is inapplicable.*

This form is:  
Completed

Not complete

## Personal Data Collection Statement

### 1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by the Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between the Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

### 2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by the Civil Aviation Department.

### 3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### 4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Personnel Licensing Office  
Flight Standards and Airworthiness Division  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport  
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

### Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

### Application Channel

Completed application should be sent by email (plo@cad.gov.hk), by post or submitted in person to Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order 1995 in respect of documents, records and personal flying log book.