

REPUBLIC OF SAN MARINO
CIVIL AVIATION AUTHORITY



SAN MARINO CIVIL AVIATION PROCEDURES

PILOT LICENSING - MICRO LIGHT AIRCRAFT

SM-CAP PL 01 (M)

Approval (s)

(Name)
Director of CAA SMR
Date

INTRODUCTION AND NUMBERING

This Volume dedicated to the Licensing Procedures, is developed by the CAA-SMR for the use of both the Civil Aviation Inspectors and the Civil Aviation users in San Marino and contains all the relevant Forms.

Indeed, it gathers all the application forms and licences forms referred to in this volume relating to all the personnel concerned by a San Marino Civil Aviation Licence as the:

- FL 01 for Pilot Licensing,
 - FL 01(A) Aeroplane
 - FL 01(H) Helicopter
 - FL 01(M) MLA
 - FL 01(G) Glider
 - FL 01(FB) Free Balloon
 - FL 01(AS) Airship
- FL 03 for Medical certificate,
- FL 04 for Flight engineer,
- FL 05 for Cabin crew,
- FL 06 for Maintenance personnel,
- FL 07 for Air traffic personnel,
- FL 08 for Dispatch personnel.

The numbering of the forms is built in respect of the following:

Example of: FL 01-05:

FL	:	refers to "Form Licence",
01	:	refers to SM-CAR PL (regulation related to Personnel Licensing),
05	:	refers to the fifth (5 th) Form

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RECORD OF AMENDMENT

Revision	Section Revised	Date of issue	Filled by
0	Issue 1	May 2004	Bureau Veritas
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GENERAL

1. Purpose

- 1.1 This document refers to Licensing Procedures and details the forms associated to the Personnel Licensing Handbook, that an applicant has to fill in regarding the issue, renewal, re-issue of licence for ground acting personnel with the associated rating, licence for flight acting personnel with associated ratings and particular licence and certificate in conformity with the SM-CAR PL.
- 1.2 All persons having to send any official document by any way must follow the procedures according the conformity to the SM-CAR. The objective is to insure the tracks and the proper followed of any requirement.
- 1.3 This procedure, implemented by the CAA-SMR, is used for any transmission by postal way, electronic device (telefax, telex @mail) and direct manual deposit.

2. Field of application

- 2.1 All the documents referred to in the SM-CAR PL must be reported according to the Personnel Licensing procedures,
- 2.2 All the persons wishing to receive a safe, efficient and rapid answer may follow also the Personnel Licensing procedures.

3. References

SM-CAR PL series.
ICAO Recommendations in relative Annexes

4. Applicable rules

- 4.1 CAA-SMR Regulations are basically the documents to follow. The procedures detailed in the SM-CAR PL series consist of the guidance and interpretation means related to the relevant SM-CAR PL series.
- 4.2 Each personal and official of the CAA-SMR must be aware that precise delay is committing the responsibility of the CAA-SMR and must be respected every time. Any non-compliance due to unforeseen reason must be reported without delay and notified to the applicant.

5. Application of the procedures

- 5.1 All the documents must be enclosed with an applicant form (if defined and existing) or a shipping letter annotated with all inside details,
- 5.2 The shipment must be addressed to the Director of the CAA-SMR without specifying particular name,

- 5.3 Whatever means of shipment issued (mail, hand, fax, email, etc.) for a document, it must be taken in charge by the person responsible for the mail register,
- 5.4 In case of direct delivery to any official CAA-SMR person, this person must transmit without delay all documents concerning entering mail to registering person. If he has no possibility to do it without delay he must refuse to take in charge any document,
- 5.5 A register is dedicated to the entering mail. It is an official register, where the date, the applicant's name and subject are written thanks to a registered list of number. The corresponding number is transcribed on the applicant form or shipping letter,
- 5.6 After this registration, all parts of the total document are transmitted internally to the appropriate personal for application,
- 5.7 In this case, the date taken into account in the process of delivery of final document is the entering registration date,
- 5.8 If required, an acknowledgement may be delivered to the applicant, by the person responsible for the mail register, justifying the date and registering number.

6. Replacement of a lost or destroyed pilot license or flight instructor rating or knowledge test report

- 6.1 A request for the replacement of a lost or destroyed Pilot licence or Flight instructor rating issued under this SM-CAP PL 01 must be made by letter to the CAA SMR, and must be accompanied by a check or money order for the appropriate fees as prescribed in San Marino regulations.
- 6.2 A request for the replacement of a lost or destroyed knowledge test report must be made by letter to the CAA SMR, and must be accompanied by a check or money order for the appropriate fees as prescribed in San Marino regulations.
- 6.3 The letter requesting replacement must state:
 - (a) the name of the person;
 - (b) the permanent mailing address (including Postal Code), or if the permanent mailing address includes a post office box number, then the person's current residential address;
 - (c) any Personal Identification Document number;
 - (d) the date and place of birth of the licence or certificate holder; and
 - (e) any available information regarding the:
 - (i) number, and date of issuance of the licence, and
 - (ii) date the knowledge test was taken, if applicable.
- 6.4 A person who has lost a Pilot licence or Flight Instructor rating, or knowledge test report may obtain a facsimile from the San Marino CAA, confirming that it was issued and the:

- (a) facsimile may be carried as a Pilot licence or Flight instructor rating, or knowledge test report, as appropriate, for up to 60 days pending the person's receipt of a duplicate under paragraph (1), or (2), of this section, unless the person has been notified that the licence / certificate has been suspended or revoked.
- (b) Request for such a facsimile must include the date on which a duplicate licence / certificate or knowledge test report was previously requested.

7 Medical certificate and prohibition on operations during medical deficiency

7.1 Validity of medical certificate.

The MLA pilot shall apply the following rules:

- (a) The MLA student or MLA pilot licence owner shall hold at least a Sporting medical certificate issued in compliance with SM-CAR PL 03.
- (b) Validity :
 - (i) MLA student or qualified MLA pilot less than 40 years of age : 60 months
 - (ii) MLA student or qualified MLA pilot 40 years old and less than 50 years of age : 24 months
 - (iii) MLA student or qualified MLA pilot is 50 years of age or more : 12 months

7.2 No person shall act as a pilot or flight instructor, while that person knows or has reason to know or has reason to know of any medical condition that would make the person unable to operate the aircraft in a safe manner.

8 Falsification, reproduction, or alteration of applications, licenses, logbooks, reports, or records

8.1 No person may make or cause to be made:

- (a) Any fraudulent or intentionally false statement on any application for a licence, rating, authorisation, or duplicate thereof, issued under this SM-CAP PL 01;
- (b) Any fraudulent or intentionally false entry in any logbook, record, or report that is required to be kept, made, or used to show compliance with any requirement for the issuance or exercise of the privileges of any licence, rating, or authorisation under this SM-CAP PL 01;
- (c) Any reproduction for fraudulent purpose of any licence, rating, or authorisation, under this SM-CAP PL 01; or
- (d) Any alteration of any licence, rating, or authorisation under this SM-CAP PL 01.

- (2) The commission of an act prohibited under paragraph (a) of this section is a basis for suspending or revoking any airman licence, rating, or authorisation held by that person.

9. Forms

This SM-CAP contains all the necessary forms related to SM-CAR PL 01 concerning Pilot Licensing.

The following forms are applicable to the procedures described in the volume of the Personnel Licensing Inspector Handbook:

FL 01.03 APPLICATION FOR THE ISSUING OF A PILOT LICENCE
FL 01.04 PILOT FLIGHT EXAMINER AUTHORISATION
FL 01.06 LIST OF CLASS OF MICRO LIGHT AIRCRAFT

10. Licences and ratings issued under this SM-CAP PL 01(M)

- (1) The following licences and certificates are issued under this SM-CAP PL 01 (M) to an applicant who satisfactorily accomplishes the training and certification requirements for the licence or certificate sought:
- (a) Pilot licences:
- (i) MLA student pilot;
 - (ii) MLA Pilot.
- (2) The following rating is placed on a MLA pilot licence (other than student pilot) when an applicant satisfactorily accomplishes the training and certification requirements:
- (a) class ratings:
- (i) Class A: a MLA manoeuvred entirely or partly by shift of weight,
 - (ii) Class B: a MLA manoeuvred by means of conventional control surfaces including airships,
 - (iii) Class C: Micro light rotor including Autogyro,
 - (iv) Class D: Balloon.
- (b) Flight instructor rating,
- (c) Instrument ratings: Not applicable

11. Duration of MLA pilot licence and MLA flight instructor rating

- (1) The holder of a licence or certificate with an expiration date may not, after that date, exercise the privileges of that licence or certificate.
- (2) **MLA Student Pilot licence.**
A student pilot licence expires 24 calendar months from the month in which it is issued.
- (3) **MLA Pilot licences.**
A MLA pilot licence (other than a student pilot licence) issued under this SM-CAP PL 01 (M) have an unlimited validity; however, the holder should comply with following requirements concerning the recent flight experience:
 - (a) No person shall exercise the privileges of his MLA pilot licence unless he/she has, within the last 12 months, flown solo 5 hours.
 - (b) If (a) above is not satisfied, has received the recommendation of a qualified instructor who will decide the conduct – or not – of a check flight. This recommendation should be notified on the logbook of the MLA pilot licence holder by the qualified instructor.
 - (c) A MLA pilot license holder should satisfied to associated medical certificates
- (4) **MLA Flight instructor rating.**
A flight instructor rating is effective only while the holder has a current MLA Pilot licence and for a period of three (3) years maximum from the issue.
- (5) **Surrender, suspension, or revocation.**
Any licence issued under this SM-CAP PL 01 (M) ceases to be effective if it is surrendered, suspended, or revoked.
- (6) **Return of licences.**
The holder of any licence issued under this SM-CAP PL 01 (M) that has been suspended or revoked must return that licence to the CAA SMR when requested to do so by the Director of the CAA SMR.

12. Definitions:

Aeronautical experience:

Pilot flight time obtained in a MLA for meeting the appropriate training and flight time requirements for a MLA pilot licence or recency of flight experience requirements of this SM-CAP PL 01 (M).

Authorised instructor:

- (i) A person who holds a current MLA instructor rating issued under this SM-CAP when conducting ground training or flight training in accordance with the privileges and limitations of his or her MLA instructor rating; or
- (ii) A person authorised by the Director of the CAA SMR to provide MLA flight training under this SM-CAP.

Examiner:

any person who is authorised by the Director of the CAA SMR to conduct a MLA pilot skill test or a proficiency check for a pilot licence issued under this SM-CAP

PL 01 (M), or a person who is authorised to conduct a knowledge test under this SM-CAP PL 01 (M).

Flight training:

that training, other than ground training, received from an authorised instructor in flight in a MLA.

Ground training:

that training, other than flight training, received from an authorised instructor.

Knowledge test

a test on the aeronautical knowledge areas required for a MLA pilot licence or rating that can be administered in written form or by a computer.

MLA Pilot time: that time in which a person:

- (a) Serves as a MLA pilot;
- (b) Receives training from an authorised instructor in a MLA; or
- (c) Gives training as an authorised instructor in a MLA.

Proficiency check:

a test on the areas of operations for the purpose of revalidation or the re issuance of a MLA pilot licence.

Skill Test:

a test on the areas of operations for the issuance of a MLA pilot licence, rating, or authorisation that is conducted by having the applicant respond to questions and demonstrate manoeuvres in flight.

Training time: training received:

- (a) In flight from an authorised instructor;
- (b) On the ground from an authorized instructor.

SUBPART 1

MICRO LIGHT AIRCRAFT STUDENT PILOT LICENCE

A theoretical training shall be carried by the applicant to a MLA student pilot license. This training shall ensure that the privileges granted would not permit student pilots to constitute a hazard to air navigation.

In reference to SM-CAR PL 01-03.01, SM-CAR PL 01-03.02 and SM-CAR PL 01-03.03, the instructor in charge of the student shall determine the content and the well understanding of the following subjects:

- ◆ **Rules of the air**
 - general rules
 - visual flight rules
 - signals

- ◆ **Air traffic regulations and air traffic services (notions)**
 - objectives of air traffic services
 - classification of airspace
 - air traffic control services
 - flight information services
 - alerting service
 - visual meteorological conditions
 - Visual aids for navigation
 - indicators and signalling devices
 - markings, lights, signs, markers
 - signal area
 - Aerodrome ground lights and surface marking colours
 - function of aerodrome control towers
 - VFR operations
 - traffic and circuit procedures
 - information to aircraft
 - control of aerodrome traffic

The instructor shall make a written questionnaire related to the above subjects and attest the knowledge of the applicant.

SUBPART 2

MICRO LIGHT AIRCRAFT PRIVATE PILOT LICENCE

In reference to SM-CAR PL.01-04.01, SM-CAR PL.01-04.02, SM-CAR PL.01-04.03, SM-CAR PL.01-04.04 and SM-CAR PL.01-04.05, the applicant to a MLA Private Pilot License shall be trained according the following course. In conclusion of this training, the in charge instructor shall attest the general level of knowledge and ability of the applicant. The applicant shall demonstrate this level by a successful theoretical knowledge examination and skill test defined in this SM-CAP.

The applicant for a MLA Private Pilot Licence has to complete a training including at least:

- (a) six (6) hours of dual instruction and three (3) hours of supervised solo flight time as a MLA Pilot,
- (b) Thirty (30) take off and thirty landings including a minimum of ten (10) in solo.

In case of transportation of passengers, the MLA Pilot must have at least:

- (a) thirty (30) total flight time hours as MLA Pilot,
- (b) A practice training given by an approved instructor covering reinforced training program,
- (c) Succeeded a skill test that has to be attested by the instructor, on the MLA Pilot Licence.

THEORETICAL TRAINING:

The theoretical knowledge syllabus of the MLA pilot course shall cover the following: Air Law, Aircraft General Knowledge, Flight Performance and Planning, Human Performance and Limitations, Meteorology, Navigation, Operational Procedures, Principles of Flight and Communication as detailed:

AIR LAW AND RULES OF THE AIR

- definitions
- applicability
- general rules
- visual flight rules
- signals
- interception of civil aircraft

♦ Air traffic regulations and air traffic services

- definitions
- objectives of air traffic services
- classification of airspace
- flight information regions, control areas and control zones
- air traffic control services
- flight information services
- alerting service
- visual meteorological conditions
- instrument meteorological conditions
- in-flight contingencies

- ◆ **Aerodrome data**
 - definitions
 - conditions of the movement area and related facilities
 - Visual aids for navigation
 - indicators and signalling devices
 - markings, lights, signs, markers, signal area
 - Visual aids for denoting obstacles
 - marking of objects, lighting of objects
 - Visual aids for denoting restricted use of areas
 - Emergency and other services
 - fire and rescue service
 - apron management service
 - Aerodrome ground lights and surface marking colours
 - colours for aeronautical ground lights
 - colours for surface markings
- ◆ **Rules of the air and air traffic services**
 - definitions
 - ATS operating practices
 - flight plan clearance and information
 - control of air traffic flow
 - altimeter setting procedures
 - wake turbulence information
 - meteorological information
 - air reports (AIREP)
- ◆ **Area control service**
 - separation of controlled traffic in the various classes of airspace
 - pilots, responsibility to maintain separation in VMC
 - emergency and communications failure procedures by the pilot
 - interception of civil aircraft
- ◆ **Approach control service**
 - departing and arriving aircraft procedures in VMC
- ◆ **Aerodrome control service**
 - function of aerodrome control towers
 - VFR operations
 - traffic and circuit procedures
 - information to aircraft
 - control of aerodrome traffic
- ◆ **Flight information and alerting service**
 - air traffic advisory service
 - objectives and basic principles

AEROLANE GENERAL KNOWLEDGE

- ◆ **Airframe**
 - Airframe structure
 - Airframe loads
 - Structure stress
- ◆ **Powerplant**
 - Engines

- Engine cooling
- Engine lubrication
- Ignition systems
- Aero engine fuel
- Fuel systems
- Propellers
- Engine handling

◆ **Instruments**

- Pitot/static system
- Airspeed indicator
- Altimeter
- Magnetic compass
- Engine instruments
- Other instruments

◆ **Airworthiness**

FLIGHT PERFORMANCE AND PLANNING

◆ **Mass and balance**

◆ **Performance**

- Take-off
- Landing
- In flight

HUMAN PERFORMANCE AND LIMITATIONS

◆ **Basic physiology**

METEOROLOGY

- The atmosphere
- Pressure, density and temperature
- Humidity and precipitation
- Pressure and wind
- Cloud formation
- Fog, mist and haze
- Airmasses
- Frontology
- Ice accretion
- Thunderstorms
- Flight in mountainous areas
- Aerologic, thermal convection
- instability
- Altimetry
- The meteorological organisation
- Weather analysis and forecasting
- Weather information for flight planning
- Meteorological broadcasts for aviation

NAVIGATION

- Form of the earth
- Mapping
- Conformal orthomorphic projection (ICAO 1.500,000 chart)
- Direction
- MLA magnetism
- Distances

- Charts in practical navigation
- Chart reference material/map reading
- Principles of navigation
- Practical navigation

OPERATIONAL PROCEDURES

- Operation of MLA
- Search and rescue
- Aircraft accident investigation
- Noise abatement
- Contravention of aviation regulations

PRINCIPLES OF FLIGHT

- The atmosphere
- Airflow around a body
- Airflow about a two dimensional aerofoil, pendular
- Three dimensional flow about an aerofoil
- Distribution of the four forces
- Flying controls
- Trimming controls
- Flaps and slats
- The stall
- Avoidance of spins
- Stability
- Load factor and manoeuvres
- Stress loads on the ground

COMMUNICATIONS

- Radio telephony and communications
- Communications failure
- Distress and urgency procedures

GENERAL FLIGHT SAFETY

- Micro light aircraft
- Operational

PRACTICAL TRAINING

The MLA pilot license flight instruction syllabus shall cover the following:

- (a) pre-flight operations, including mass and balance determination, MLA inspection and servicing;
- (b) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- (c) control of the MLA by external visual reference;
- (d) flight at critically slow airspeeds, recognition of, and recovery from, incipient and full stalls;
- (e) flight at critically high airspeeds, recognition of, and recovery from, spiral dives;
- (f) normal and crosswind take-offs and landings;
- (g) maximum performance (short field and obstacle clearance) take-offs, short-field landings;
- (h) cross-country flying using visual reference, dead reckoning and radio navigation aids;
- (j) emergency operations, including simulated MLA equipment malfunctions; and
- (k) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, communication procedures and phraseology.

Exercise 1	Familiarisation with the MLA
Exercise 2	Emergency drills
Exercise 3	Preparation for and action after flight
Exercise 4	Air experience, Effects of controls
Exercise 5	Taxiing, Emergencies
Exercise 6	Straight and level
Exercise 7	Climbing
Exercise 8	Descending
Exercise 9	Turning
Exercise 10	Slow flight, stalling,
Exercise 11	Spin avoidance, Emergencies
Exercise 12	Take-off and climb to downwind position
Exercise 13	Circuit, approach and landing
Exercise 14	First solo
Exercise 15	Advanced turning
Exercise 16	Forced landing without power
Exercise 17	Precautionary landing
Exercise 18	Navigation

THEORETICAL KNOWLEDGE EXAMINATION

The theoretical knowledge examination for a MLA private pilot license shall be in written form and shall cover nine subjects as indicated below. There shall be a total of at least 90 questions equally reparsed and the questions shall be multiple choice.

SKILL TEST

An applicant for a skill test for a MLA Private Pilot License shall have received instruction on the same class of MLA to be used for the skill test.

The administrative arrangements for confirming the applicant's suitability to take the test, including disclosure of the applicant's training record to the examiner will be determined by the Authority.

An applicant shall pass sections 1 through 5 of the skill test. If any item in a section is failed, that section is failed. Complete skill test is failed if failures are in more than one section.

Should the applicant choose to terminate a skill test for reasons considered inadequate by the Examiner, the applicant shall retake the entire skill test. If the test is terminated for reasons considered adequate by the Examiner, only those sections not completed shall be tested in a further flight.

Any manoeuvre or procedure of the test may be repeated once by the applicant. The Examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete retest.

An applicant shall be required to fly the MLA from a position where the pilot-in-command functions can be performed and to carry out the test as if there is no other crew member. Responsibility for the flight shall be allocated in accordance with national regulations.

The route to be flown for the navigation test shall be chosen by the examiner. The duration of the navigation section of the test shall be at least 20 minutes.

The examiner will take no part in the operation of the MLA except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

FLIGHT TEST TOLERANCE

The applicant shall demonstrate the ability to:

- operate the MLA within its limitations;
- complete all manoeuvres with smoothness and accuracy;
- exercise good judgement and airmanship;
- apply aeronautical knowledge; and
- maintain control of the MLA at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

The following limits are for general guidance. The examiner will make allowance for turbulent conditions and the handling qualities and performance of the MLA used and equipped instruments.

Height

- normal flight ± 150 feet

Heading

- normal flight $\pm 10^\circ$

Speed

- take-off and approach +15 / -5 knots (+ 30 / - 10 Km/h)

ITEMS	Examiner
SECTION 1: PRE-FLIGHT OPERATIONS AND DEPARTURE	
a/ Pre-flight documentation and weather brief	
b/ Mass and balance and performance checks	
c/ MLA inspection and servicing	
d/ Engine starting and after starting procedures	
e/ Taxiing and aerodrome procedures, pre take-off procedures	
f/ Take-off	
g/ Aerodrome departure procedures	
h/	
SECTION 2 : GENERAL AIRWORK	
a/ ATC liaison (if applicable)	
b/ Straight and level flight, with speed changes	
c/ Climbing: i. Best rate of climb, ii. Climbing turns, iii. Levelling off	
d/ Medium (30° bank) turns	
e/ Steep (45° bank) turns (if applicable)	
f/ Flight at critically low airspeed with and without flaps	
g/ Stalling (if applicable)	
SECTION 3 : EN-ROUTE PROCEDURES	
a/ map reading	
b/ Maintenance of altitude, heading and speed	
c/ Orientation, timing	
d/ Diversion to alternate aerodrome	
e/	
SECTION 4 : APPROACH AND LANDING PROCEDURES	
a/ Aerodrome arrival procedures	
b/ Precision landing (short field landing), cross wind, if suitable conditions available	
c/ Flapless landing (if applicable)	
d/ Approach to landing with idle power	
e/ Touch and go	
f/ Go-around from low height	
g/ Actions after flight	
h/	
SECTION 5 : ABNORMAL AND EMERGENCY PROCEDURES	
a/ Simulated engine failure after take-off	
b/ Simulated forced landing	
c/ Simulated precautionary landing	
d/ Simulated emergencies	

SUBPART 3

MICRO LIGHT AIRCRAFT INSTRUCTOR RATING

In reference to SM-CAR PL 01-11.01, SM-CAR PL 01-11.02, and SM-CAR PL 01-11.03, the applicant to a Instructor Rating shall be trained according the following course. In conclusion of this training, the in charge instructor shall attest the general level of knowledge and ability of the applicant. The applicant shall demonstrate this level by a successful theoretical knowledge examination and skill test defined in this SM-CAP.

The aim of this course is to give adequate training to the applicant in theoretical knowledge and flight instruction in order to instruct for a single-pilot class rating.

The minimum required acceptable experience in flight time for an instructor training course is:

- the double of the MLA pilot license for a instructor rating, and have completed at least 30 hours as pilot in command on applicable MLA of which at least 10 hours shall be in the last 12 months.

THEORETICAL TRAINING FOR AN INSTRUCTOR RATING

This syllabus is concerned only with the training on teaching techniques. Therefore, other knowledge areas should be revised as necessary to cover the handling and operating of the MLA. Previous to the teaching course, the student shall demonstrate efficiency in basic theoretical knowledge of class rating.

The ground training should include 10 hours of classroom work to develop the applicant's ability to teach a student the knowledge and understanding required for the air exercise section of the training course.

The content of the theoretical training shall cover the following topics:

- a. current rules/regulations, with emphasis on knowledge of San Marino CARs;
- b. international regulations;
- c. instructional techniques;
- d. the role of the instructor;
- e. teaching and learning;
 - learning process;
 - training philosophy;
 - techniques of applied instruction
 - student evaluation and testing
 - training program development;
- f. human factors and limitations relevant to flight instruction;
- g. flight safety, incident and accident prevention;
- h. airmanship;
- i. legal aspects and enforcement procedures and training administration;
- j. navigational skills including new/current radio navigation aids;
- k. teaching instrument flying; and
- l. weather related topics including methods of distribution.
- m. Hazards involved in simulated systems failures and malfunctions during the flight
- n. any additional topic selected by the Authority.

THEORETICAL KNOWLEDGE EXAMINATION FOR AN INSTRUCTOR RATING

The theoretical examination consists in a teaching session on a topic chosen by the examiner. The duration is at least 30 minutes for preparation and 30 minutes for exposition. The topic is chosen on an aeronautical subject related to the class instructor environment.

The applicant is tested orally by an examiner for knowledge of items 'teaching and learning'. These sections comprise exercises to demonstrate the ability to be an instructor.

PRACTICAL TRAINING FOR AN INSTRUCTOR RATING

The purpose of this course is to acquaint the applicant with the teaching aspects of the operational procedures and handling of a MLA in normal and abnormal situations.

An approved instructor course shall comprise not less than 30 hours of flight instruction in MLA or synthetic training device.

In case of training for class rating, a MLA shall be used and the MLA shall be approved by the Authority for the purpose.

The following items should be covered:

- 1 MLA familiarisation
- 2 Pre-flight preparation and MLA inspection
- 3 Engine starting procedures
- 4 Taxiing
- 5 Pre-take-off procedures
- 6 The take-off and initial climb: into wind, crosswind, short field
- 7 Climbing
- 8 Straight and level flight
- 9 Descending (including emergency descent procedures)
- 10 Turning
- 11 Slow flight
- 12 Stalling and recoveries
- 13 Emergency drills (not including engine failure)
- 14 Circuit, approach and landing: into wind, crosswind, short field
- 15 Mislanding and going round again
- 16 Actions after flight

SKILL TEST FOR AN INSTRUCTOR RATING

The skill test for a instructor rating comprises oral theoretical examinations on the ground, pre-flight and post flight briefings and in-flight demonstrations during skill tests in an MLA.

An applicant for the skill test shall have received instruction on the same class of MLA used for the test.

Before taking the skill test an applicant shall have completed the required training.

During the skill test the applicant shall occupy the seat normally occupied by the instructor. The examiner or another instructor shall function as the 'student'. The applicant shall be required to explain the relevant exercises and to demonstrate their conduct to the 'student', where appropriate. Thereafter, the 'student' shall execute the same manoeuvre including typical mistakes of inexperienced students. The applicant is expected to correct mistakes orally and/or, if necessary, by intervening.

The examiner may terminate the test at any stage if it is considered that the applicant's demonstration of flying or instructional skills require a re-test.

The examiner shall be the pilot-in-command, except in circumstances agreed by the examiner when another instructor is designated as pilot-in-command for the flight. Responsibility for the flight shall be allocated in accordance with San Marino national regulations.

INSTRUCTOR SKILL TEST / ORAL EXAMINATION / PROFICIENCY CHECK	
SECTION 1 THEORETICAL KNOWLEDGE ORAL	Exam's sign
a Air law	
b MLA General Knowledge	
c Flight Performance and Planning	
d Human Performance and Limitations	
e Meteorology	
f Navigation	
g Operational Procedures	
h Principles of Flight	
i Training Administration	
SECTION 2 PRE-FLIGHT BRIEFING	
a Visual Presentation	
b Technical Accuracy	
c Clarity of Explanation	
d Clarity of Speech	
e Instructional Technique	
f Use of Models and Aids	
g Student Participation	
SECTION 3 FLIGHT	
a Arrangement of Demo	
b Synchronisation of Speech with Demo	
c Correction of Faults	
d MLA Handling	
e Instructional Technique	
f General Airmanship/Safety	
g Positioning, use of Airspace	
SECTION 4 OTHER EXERCISES	
a	
b	
c	
d	
SECTION 5 MULTI-ENGINE EXERCISES	
a Actions following an Engine failure shortly after take-off	
b A single-engine approach and go around	
c A single-engine approach and landing	
SECTION 6 INSTRUMENT EXERCISES	
a	
b	
c	
d	
SECTION 7 POSTFLIGHT DE-BRIEFING	
a Visual Presentation	
b Technical Accuracy	
c Clarity of Explanation	
d Clarity of Speech	
e Instructional Technique	
f Use of Models and Aids	
g Student Participation	

FL.01.04**SAN MARINO CIVIL AVIATION AUTHORITY****APPLICATION FOR THE ISSUING OF A PILOT LICENCE**

- ☐ MLA student pilot (SM-CAR PL 01.03.01)
- ☐ MLA private pilot

1. PARTICULARS REGARDING THE APPLICANT

1.1 Surname::	
1.2 Forenames:	
1.3 Residential address:	1.4 Postal address:
	Postal code
1.5 Telephone number:.....	1.6 Telefax number:
1.7 Identity number:.....	1.8 Passport number:
1.9 Date of birth:.....	1.10 Nationality:
1.11 Name of present employer:	1.12 Address of present employer::
	Postal code
1.13 Telephone number of present employer:..	1.14 Telefax number of present employer:
1.15 Capacity in which employed:	
1.16 The applicant declares hereby that the particulars provided in this application are true in every respect.	
Signature	Date

2. APPLICATION FOR THE ISSUING OF A STUDENT PILOT LICENCE

2.1 Application made in respect of:

Mark the appropriate block

- ☐ MLA

2.2 Attached documents:

Mark the appropriate block

- ☐ Proof of identity
- ☐ Proof of age
- ☐ A valid Class 1 or 2 medical certificate
- ☐ Photographs of applicant

3. APPLICATION FOR THE ISSUING OF A PRIVATE PILOT LICENCE

3.1 Application made in respect of:

Mark the appropriate block

- ☐ MLA

3.2 Attached documents:

Mark the appropriate block

- ☐ Valid medical certificate
- ☐ Copy of restricted radiotelephony operator's certificate
- ☐ Copy of student pilot licence
- ☐ Copy of summary of logbook
- ☐ Proof of passing the theoretical knowledge examination
- ☐ Skill test report
- ☐ Proof of identity
- ☐ Proof of age
- ☐ Photographs of applicant

4. APPLICATION FOR THE ISSUING OF A DUPLICATE PILOT LICENCE AND RATING

4.1 Application made in respect of:

Mark the appropriate block

- ☐ MLA

4.2 Attached documents:

Mark the appropriate block

- ☐ Statement of reason for application
☐ Valid medical certificate
☐ Photographs of applicant
☐ Declaration of loss or destroy

Notes:

- (i) *An application for the issuing of a pilot licence must comply with the provisions of SM-CAR PL 01, (SM-CAR PL 01.03, SM-CAR PL 01.04. SM-CAR PL 01.05.and SM-CAR PL 01.06) as the case may be.*
- (ii) *An application for the issuing of a duplicate pilot licence and rating, must comply with the provisions of SM-CAR PL 01 (SM-CAR PL 01.02.22).*
- (iii) *Section 1 must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director of CAA SMR.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*

FL 01-07



SAN MARINO CIVIL AVIATION AUTHORITY

PILOT FLIGHT EXAMINER AUTHORISATION
 according to SM-CAR PL 01.02.16

NOMINATION of EXAMINER <input type="checkbox"/>		
1. Surname of holder:		
2. Forenames of holder:		
3. Physical address of holder:	4. Postal address of holder:	
	Postal code	
5. Licence type and number:		
6. Class Rating(s) :		
7. Designation number	Date issued	Expiry date(s):
Examiner N° :		
8. Privileges/limitations:.....		
9. Signature of holder:		
10. I hereby certify that the holder has been duly named as examiner in accordance with SM-CAR PL 01.		
Date	Director General of CAA-SMR	

FL 01-08



SAN MARINO CIVIL AVIATION AUTHORITY

**APPLICATION FOR THE ISSUING OF A INSTRUCTOR RATING
SM-CAR PL 01.11.05**

**APPLICATION FOR THE RENEWAL OF A INSTRUCTOR RATING
SM-CAR PL 01.11.06**

**APPLICATION FOR THE REISSUING OF A INSTRUCTOR RATING
SM-CAR PL 01.11.07**

- ☐ Application for the issuing of a instructor rating
- ☐ Application for the renewal of a instructor rating
- ☐ Application for the reissuing of a instructor rating

2. APPLICATION FOR THE ISSUING OF AN INSTRUCTOR RATING

2.1	Category and class of MLA in respect of which application is made:
2.2	Indication of class rating if applicable:
2.3	<p>Attached documents:</p> <p>Mark the appropriate block</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of licence <input type="checkbox"/> Copy of summary of logbook <input type="checkbox"/> Proof of passing the theoretical knowledge examination <input type="checkbox"/> Certificate of completion of approved training course (if applicable) <input type="checkbox"/> Skill test report

3. APPLICATION FOR THE RENEWAL OF AN INSTRUCTOR RATING

3.1	Category and class of Micro Light Aircraft in respect of which application is made:
3.2	Indication of class rating if applicable:
3.3	<p>Attached documents:</p> <p>Mark the appropriate block</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of class rating <input type="checkbox"/> Copy of summary of logbook <input type="checkbox"/> Certificate of completion of approved training course (if applicable) <input type="checkbox"/> Proficiency check report

4. APPLICATION FOR THE REISSUING OF AN INSTRUCTOR RATING

4.1	Category and class of MLA in respect of which application is made:
4.2	Indication of class rating if applicable:
4.3	<p>Attached documents:</p> <p>Mark the appropriate block</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of expired class rating <input type="checkbox"/> Copy of summary of logbook <input type="checkbox"/> Certificate of completion of approved training course (if applicable) <input type="checkbox"/> Skill test report

Notes:

- (i) An application for the issuing of an instructor rating must comply with the provisions of SM-CAR PL 01.11.05.*
- (ii) An application for the renewal of an instructor rating must comply with the provisions of SM-CAR PL 01.11.06.*
- (iii) An application for the reissuing of an instructor rating must comply with the provisions of SM-CAR PL 01.11.07.*
- (iv) Section 1 must be completed in all cases.*
- (v) All other sections must be completed if applicable to the specific application.*
- (vi) The original application must be submitted to the Director of CAA-SMR.*
- (vii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*

FL 01-13



SAN MARINO CIVIL AVIATION AUTHORITY

LIST OF CLASS OF MICRO LIGHT AIRCRAFT
SM-CAR PL 01.07

Single/multi engine piston airplane (land/sea) - Single-pilot

Manufacturer	Micro light aircraft	Licence Endorsement
All manufacturers	MLA maneuvered entirely or partly by shift of weight	Class A
All Manufacturers	MLA manoeuvred by means of conventional control surfaces including airship	Class B
All Manufacturers	ML Rotor including Autogyro	Class C
All Manufacturers	Micro balloon	Class D

