

# TFI APPLICATION CHECKLIST



## Dear Applicant

When you are ready to submit your documentation kindly use the checklist below to ensure that you have the correct documents to avoid any delays in renewing the licence.

Please note that you are legally not allowed to fly without a current licence on hand.

## **Tandem Flight Instructor application, please submit the following**

✓

Please note: **NO TIPPEX** allowed on any of the forms submitted.

### **Original CA 62-16 Form**

- Pilot and Instructor signature to be original and form to be completed in full

**\*Note:** Dates on this form may not be older than 60 days.

### **Medical Fitness form**

- Class 4 Medical certificate (Copy of original)

### **Copy of Logbook – (Solo and Tandem)**

- Handwritten copies (signed by Pilot and Instructor)
- Digital copies (signed by Pilot and Instructor)

**\*Note:** Pilots maintaining electronic logbooks are expected to back up their logbook every 90 days for record purposes.

### **Copy of 1<sup>st</sup> aid certificate**

### **TFI application checklist**

### **Letter of recommendation from Club**

### **Compliance agreement**

### **Upgrade fee – Proof of payment attached**

**\*Note:** Not applicable to foreign conversion applications

## **Foreign conversion applications to submit the following additional documentation**

### **CA 62-15 Skill test form**

- May not be older than 60 days from Instructor sign off

### **Copy of current foreign licence**

### **Copy of work permit**

### **ID/ Passport photo - Only applicable for a reissue of licence**

### **Copy of Passport – Only applicable for a reissue of licence**

### **Marked sport exam**

### **Marked Tandem exam**

### **New licence application fee**

*If you have any queries, please contact the SAHPA office. We are looking forward to hearing from you soon.*