

# LICENCE REAPPLICATION CHECKLIST



## 1- 5 Years

**Dear SAHPA Member**

Thank you for renewing your membership and licence. 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.

Before commencing with the skill test, please complete the membership form as well as pay the fees to ensure that your membership is current. **Please submit the renewal documentation as soon as the sign off has been done** to ensure that you have the updated licence before the old one expires. **You are legally not allowed to fly without a current licence on hand.**

Currently and until further notice, CAA will only accept renewals by email. A checklist is attached to assist you with the renewal process.

Please note:

1. **All documentation must be completed correctly and signed off by the pilot and an instructor (see attached checklist as a guideline of what you need to submit).**
2. **All documentation is to be uploaded directly to the new database. Please go to [www.sahpa.co.za](http://www.sahpa.co.za)**

<b><u>In order to renew your National pilot's licence the following will need to be submitted</u></b>	✓
<b>Please note: <u>NO TIPPEX</u></b> Allowed on any of the forms submitted.	
<b>CA 62-16 AND CAA Consent form</b> <ul style="list-style-type: none"> <li>- Pilot and Instructor signature and form to be completed in full.</li> </ul> <p><b>*Note:</b> Dates of sign off may not be older than 60 days. Check if the bottom ISO block (CA 62.16, date and page number) is on the form when document has been printed.</p>	
<b>Medical Fitness form- all applications and renewals require a medical.</b> <ul style="list-style-type: none"> <li>- Self-declaration (under 60 years of age and no mentioned medical conditions)</li> <li>- GP Medical (for 60 years of age and older / medical conditions as per form)</li> <li>- <b>STD Tandem/ TF ratings</b> – Class 4 Medical certificate from an Aviation Medical Examiner</li> </ul> <p><b>*Note:</b> Dates may not be older than 3 months</p>	
<b>Copy of Logbook – Only require the last 2 pages of logbook</b> <ul style="list-style-type: none"> <li>- Handwritten copies (certified by commissioner of oaths or signed by pilot and Instructor)</li> <li>- Digital copies (signed by pilot and instructor)</li> </ul> <p><b>*Note:</b> Pilots maintaining electronic logbooks are expected to back up their logbook every 90 days for record purposes.</p>	
<b>CA 62-15 Skill test form</b> <ul style="list-style-type: none"> <li>- May not older than 60 days from instructor sign off</li> <li>- 5 Check flights not older than 60 Days.</li> </ul>	
<b>Copy of 1<sup>st</sup> aid certificate – Only applicable to tandem/ GR A, B, C Instr ratings</b>	
<b>SAHPA Membership application/ Renewal form</b>	
<b>IPPI Card application form – if required (Only required when flying internationally)</b>	
<b>1 x ID/ Passport Photo</b>	
<b>Copy of ID/Passport</b>	
<b>Copy of previous licence held (If available)</b>	
<b>Renewal fees Paid – Proof of payment attached</b>	

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