



KENYA CIVIL AVIATION AUTHORITY

# Advisory Circular

CAA-AC-PEL002B

September 2017

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## VALIDATION AND CONVERSION OF A FOREIGN FLIGHT CREW LICENCE

### 1.0 PURPOSE

The Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for validation and conversion of licences, certificates, ratings and authorizations under the Civil Aviation (Personnel Licensing) Regulations.

### 2.0 REFERENCES

- 2.1 Regulations 16 to 22 of the Civil Aviation (Personnel Licensing) Regulations
- 2.2 The prescribed application forms

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

**3.1.1** Under the Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may validate a foreign licence issued by another Contracting State, by issuing a certificate of validation which will be carried with the foreign licence, with limitations or restrictions imposed as appropriate. This process is referred to as validation.

**3.1.2** Under Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations, the Authority may issue a licence based on the foreign licence, to an applicant who holds a valid licence issued by another Contracting State, with limitations and restrictions imposed as appropriate. This process is referred to as conversion.

#### 3.2 Validation Information

**3.2.1** A certificate of validation is issued to a holder of a foreign licence and NOT to a Kenya Licence holder. The basis for validation of a foreign flight crew licence is Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State.

**3.2.2** The Authority may grant a certificate of validation with PPL, PPL/IR, CPL, CPL/IR, ATPL or Flight Engineer privileges to an individual, based on a foreign licence of an ICAO Contracting State. A certificate of validation is a means of recognising a foreign licence and giving

authority to the holder to use the foreign licence to fly Kenyan registered aircraft, for the following purposes

- a) PPL, CPL, ATPL and Flight Engineer privileges;
- b) To qualify other pilots on a new type of aircraft introduced in the country's register; and
- c) For a ferry flight.

### **3.3 Conversion Information**

The basis for conversion of a foreign flight crew licence is Regulations 21 and 22 of the Civil Aviation (Personnel Licensing) Regulations. The Authority may grant a licence to an applicant based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement.

### **3.4 Verification of the Foreign Licence**

The Authority will seek the authenticity of the foreign licence and certificate presented for validation or conversion to be confirmed by the state of issue

### **3.5 Eligibility for the Certificate of Validation or the Conversion**

**3.5.1** An applicant for a certificate of validation or conversion of a licence is required to meet the specific eligibility, knowledge, competency and experience requirements for the issue of a certificate of validation or Kenya licence based on the foreign licence under Regulations 16, 21 and 22 of the Civil aviation (Personnel Licensing) Regulations.

#### **3.5.2 For a Certificate of Validation**

- a) The foreign licence must be valid;
- b) Any limitations on the foreign licence will apply as appropriate;
- c) The certificate of validation will authorize the applicant to fly only the aircraft types physically endorsed on the foreign licence and which are on the Kenya Aircraft Register, as specified in Regulation 16 of the Civil Aviation (Personnel Licensing) Regulations;
- d) The applicant must be current in flying and meet in full the experience requirements and qualifications for a Kenya licence, for which the privileges are sought;
- e) The applicant for a certificate of validation for PPL privileges must pass a flight check-out conducted by a holder of a CPL or ATPL authorised by the Authority; and
- f) The applicant for a certificate of validation to exercise the privileges of PPL/IR, CPL, CPL/IR, ATPL or FE for commercial operations must pass the examinations as required in Regulation 18.

#### **3.5.3 For Conversion**

- a) The foreign licence must be valid,
- b) The applicant must have a valid medical certificate from a Kenya designated medical examiner

- c) Any limitations on the licence will apply as appropriate.
- d) The applicant must be current in flying and meet in full the experience requirements and qualifications for a Kenya licence, for which the privileges are sought.
- e) The applicant for a conversion must pass the prescribed conversion examination for the licence sought.

#### **3.5.4 Holders of East African Partner States Pilot Licence**

Holders of pilot licences issued by Civil Aviation Authorities of East African Partner States will be required to pass only the Air Law examination. The medical date and the ratings on the licence will be transferred onto the Partner State's Licence provided they are current and the aircraft type is on that Partner States Civil Aircraft Register. The special consideration given for the East African licences is only for the initial issue of the licence. The issued licence will be maintained and renewed as per the Civil Aviation Regulations

#### **3.5.5 The Knowledge Test for the Conversion**

The theoretical knowledge test on technical subjects and air law will be conducted as per Regulations 21 (for pilots) and 22 (for Flight Engineers) of the Civil Aviation (Personnel Licensing) Regulations.

#### **3.5.6 The Practical (skill) tests (if required)**

The skill test for the licence privileges sought will be conducted by an examiner authorized by the Authority.

#### **3.6 Application Requirements:**

The applicant is to submit to the Authority the following documents attached to the application form:

- 3.6.1 A properly completed prescribed application Form;
- 3.6.2 The foreign licence to be validated or converted;
- 3.6.3 The relevant medical certificate;
- 3.6.4 A knowledge test report and/or practical test report;
- 3.6.5 Personal logbooks or other records substantiating the flight experience shown on the Application Form;
- 3.6.6 Two (2) passport size recent photographs (full face) (if applicable); and
- 3.6.7 The prescribed fees.

#### **3.7 The Applicant's Identity**

Present a photo Identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

### **3.8 Discrepancies or Ineligibility**

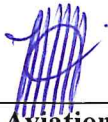
If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified

### **3.9 Validity of the Certificate of Validation and the Converted Licence**

The validity of the certificate of validation shall be for the same period as the foreign licence being validated for PPL privileges, or for a maximum period of twelve months for the operations conducted under an Air Operator Certificate (AOC) holder. The converted licence will be valid as per the requirements of Regulations 9 and 11 of the Civil Aviation (Personnel Licensing) Regulations.

### **3.10 Issue, of a Certificate of Validation or a Converted Licence**

When an applicant has satisfactorily met all requirements for the Validation or Conversion, and the prescribed application form has been completed and presented to the PEL Office, the applicant is advised to pay the prescribed fees, after which the certificate of validation or a licence is issued.



**Civil Aviation Authority**