

Attachment B to Chapter 2

EXAMPLE OF A STATE'S REGULATORY REQUIREMENTS CONCERNING CREDITING OF FLIGHT TIME

- a) The holder of a current pilot licence, when acting as co-pilot in an aircraft required to be operated with a co-pilot, is entitled to be credited with not more than 50 per cent of the co-pilot flight time towards the total flight time experience required for an airline transport pilot licence.¹
- b) The holder of a commercial pilot licence, when acting as co-pilot on an air transport operation in an aircraft required to be operated with a co-pilot, is entitled to be credited with command practice flight time experience for the flight time during which the co-pilot performs the duties and functions of a pilot-in-command under the supervision of a pilot-in-command designated for the purpose by the operator, but only if:
 - i) the co-pilot is responsible for checking the accuracy of the proposed flight plan and the load manifest for the flight, including the computation of fuel; and
 - ii) the co-pilot ensures that each crew member has carried out all the applicable checks during the following phases of the flight, and in accordance with the check system established by the operator in the operations manual or other relevant documents: before take-off, on take-off, in flight, on landing and in any emergency; and
 - iii) during the flight the co-pilot carries out all the duties and functions of a pilot-in-command so far as is practical from the co-pilot flight station; and
 - iv) in the case of operations conducted by automatic means, the co-pilot makes all the decisions relating to the use of the flight and ground systems involved; and
 - v) the co-pilot ensures that all problems arising from meteorological conditions, communications and air traffic control procedures are resolved; and
 - vi) the pilot-in-command designated to supervise the co-pilot has certified an appropriate entry in the co-pilot's logbook, or a permanent record of the flight has been made by the operator.
- c) A pilot who manipulates the flight controls of an aircraft under actual or simulated instrument flight conditions solely by reference to instruments and without external reference points is entitled to be credited with the instrument flight time acquired in this way towards the total instrument flight time experience required for:
 - i) a higher grade of pilot licence; or
 - ii) an instrument rating; or
 - iii) the recent experience requirement of an instrument rating already held.

1. This example is more restrictive than Annex 1, 2.1.9.2.

- d) A pilot-in-command, when supervising a co-pilot manipulating the flight controls of a multi-pilot aircraft under actual instrument meteorological conditions, is entitled to be credited with the instrument flight time.
- e) A flight instructor, when supervising a pilot manipulating the flight controls of an aircraft under actual instrument meteorological conditions, is entitled to be credited with the instrument flight time.
- f) A flight examiner is entitled to be credited with pilot-in-command flight time while carrying out a flight test.
- g) A flight instructor is entitled to be credited with pilot-in-command flight time while carrying out a commercial pilot licence cross-country flight test.
- h) A pilot may credit flight time recorded as pilot-in-command under supervision (PIC/US) towards the flight time experience requirements for an airline transport pilot licence.
- i) A pilot who is designated as pilot-in-command to supervise a pilot undergoing consolidation of operating experience may not credit the pilot-in-command flight time towards the flight time experience requirements for an airline transport pilot licence if the supervision is carried out in a single-pilot aircraft.

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Attachment C to Chapter 2

EXAMPLE OF CROSS-CREDITING APPLICATIONS TO MEET THE TOTAL AEROPLANE COMMERCIAL PILOT LICENCE EXPERIENCE REQUIREMENTS

Where an applicant produces acceptable evidence of piloting experience in aircraft other than aeroplanes, half the pilot-in-command time experienced within the immediately preceding 12 months, up to the maximums that follow, may be credited towards the total flight experience required, but not to the specific flight experience¹ required:

- i) for helicopters, 60 hours;
- ii) for gliders or powered gliders, 25 hours;
- iii) for three-axis microlights, 20 hours; and
- iv) for all three categories, 60 hours.

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1. Such as night-time, cross-country experience, etc.

Attachment D to Chapter 2

EXAMPLE OF THE ISSUANCE PROCESS

- a) the issue, renewal and reissue of licences, ratings, authorizations, designations and certificates will take place when the applicant meets all the State's documented requirements;
- b) the issue, renewal and reissue of licences, ratings, authorizations, designations and certificates will be performed by the Licensing Authority;
- c) the application for the issue, renewal and reissue of licences, ratings, authorizations, designations or certificates by the Licensing Authority shall be done by submitting to the Licensing Authority a properly filled out form, which can be obtained from the Licensing Authority;
- d) the application form will be reviewed to determine if the skill test has been successfully completed;
- e) the report block of the CAA (Licensing Authority) on the application form should have been completed;
- f) the licence will be prepared;
- g) the licence will be issued to the applicant;
- h) a fee will be collected;
- i) a rating or authorization will be issued as follows:
 - i) the Licensing Authority may issue or reissue a rating or authorization;
 - ii) in cases of renewal, the Licensing Authority can select a system where the designated examiner can renew a rating and/or authorization, after the holder has successfully performed a skill test/proficiency check;
 - iii) if, in accordance with the PEL system procedures, some authorizations are not endorsed on the licence, a separate authorization document shall be issued, such as a student pilot authorization.

This same process also applies to applicants seeking an additional rating, certification or authorization.

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Attachment E to Chapter 2

EXAMPLES OF REGULATIONS/PROCEDURES FOR THE CONVERSION OF FLIGHT CREW LICENCES

EXAMPLE OF A CONTRACTING STATE'S REGULATIONS FOR THE CONVERSION OF FLIGHT CREW LICENCES

- a) *Conversion of a foreign pilot licence for issuance of a PPL by the State.* A person who holds a current and valid pilot licence with at least PPL privileges issued by another Contracting State in accordance with ICAO Annex 1 may apply for a conversion and be issued with a PPL for use on aircraft registered in the State provided the following requirements are met:
- i) the holder shall present to the Licensing Authority the foreign licence, evidence of experience required by presenting the record (e.g. logbook) and current medical certificate;
 - ii) the holder shall present to the Licensing Authority evidence of language proficiency in the language used for radiotelephony communications in the State, or in English, as specified by Annex 1 and the State's regulations, or shall demonstrate to the Licensing Authority the language proficiency skills as specified by the State;
 - iii) the holder shall obtain a Class 2 medical certificate issued under the State requirements;
 - iv) the holder shall demonstrate to the satisfaction of the Licensing Authority knowledge of national air law;
 - v) the holder shall complete a PPL skill test;
 - vi) the Licensing Authority will verify the authenticity of the licence, ratings, authorization and of the medical certificate with the State of licence issue prior to converting the licence.
- b) *Conversion of a PPL/IR, CPL, CPL/IR, MPL, ATPL or flight engineer licence, which has been validated.* The holder of a current and valid foreign PPL/IR, CPL, CPL/IR, MPL, ATPL or flight engineer licence, and corresponding medical certificate, issued by another Contracting State in accordance with Annex 1, may apply for conversion to the appropriate licence and ratings issued by the State provided the following requirements are met:
- i) the applicant is the holder of a current validation certificate issued in accordance with the State's procedures;
 - ii) the applicant has completed 200 flight hours in State-registered aircraft, which are operated by an operator established in the State, exercising the privileges granted by the validation certificate;
 - iii) the applicant for the conversion shall present to the Licensing Authority the foreign licence and evidence (e.g. logbook) of the 200 flight hours; and

- iv) the applicant shall hold or obtain a medical certificate issued in accordance with the State's procedures, appropriate to the level of the licence to be converted.

Ratings listed on a person's licence that have been validated in accordance with the State's procedures may be placed on that person's converted licence.

EXAMPLE OF PROCEDURES FOR THE CONVERSION OF FLIGHT CREW LICENCES ON THE BASIS OF THE LICENSING SYSTEM OF ANOTHER CONTRACTING STATE

- a) The Licensing Authority that issues a converted licence based on a licence from another Contracting State assumes responsibility for the converted licence.
- b) The Licensing Authority should, before making any agreement (between itself and the other Contracting State about recognition of licences), be satisfied that the other Contracting State issues licences in accordance with the Licensing Authority's own regulatory procedures and requirements by conducting a regulatory comparison of the licensing systems and requirements.
- c) An inspector, legal counsel and/or licensing subject matter expert must conduct an evaluation of the other Contracting State's PEL system to be satisfied that the licensing system in the other Contracting State is in accordance with the Licensing Authority's own systems and requirements. A report describing the basis for the decision and the regulatory comparison noted above shall serve as the basis for a government-to-government agreement between the two States regarding use or reliance of the licensing system.
- d) Renewal and reissue of converted licences and ratings:
 - i) when examiners are available in the State to perform proficiency checks for the renewal of rating(s) or skill tests for the reissue of the licence or rating(s), these tests/checks will be performed by the authorized examiners of the State;
 - ii) when examiners are not available in the State to perform proficiency checks for the renewal of the rating(s) or skill tests for the reissue of the licence or rating(s), the availability of examiners for these tests/checks from the other Contracting State may be arranged as agreed by the States.
- e) Application for the conversion of a licence from another Contracting State shall be done by submitting to the Licensing Authority a properly filled out form, which can be obtained from the Licensing Authority.
- f) The conversion of medical certificates, and/or reliance on medical examinations conducted in the other State, may also be addressed in the agreement between the States.

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Attachment F to Chapter 2

EXAMPLES OF RULES/REGULATIONS/PROCEDURES FOR THE VALIDATION OF FLIGHT CREW LICENCES

EXAMPLE OF A CONTRACTING STATE'S CIVIL AVIATION RULE/REGULATION FOR THE VALIDATION OF FLIGHT CREW LICENCES

a) *General requirements for validation:*

- i) a person who holds a current and valid pilot licence issued by another Contracting State in accordance with ICAO Annex 1 may apply for a validation of such licence for use on aircraft registered in the State;
- ii) the applicant for the validation certificate shall present to the Licensing Authority the foreign licence and evidence of the experience required by presenting the record (e.g. logbook);
- iii) the applicant for the validation certificate shall present to the Licensing Authority evidence that he/she holds either a current medical certificate issued in accordance with the State's procedures or a current medical certificate issued by the Contracting State that issued the applicant's licence;

Note.— The Licensing Authority may allow the applicant to use his/her foreign medical certificate with the validation certificate provided that the medical certification requirements on which the foreign medical certificate was issued meet the requirements of the State, relevant to the licence held.

- iv) the applicant for the validation certificate shall present to the Licensing Authority evidence of language proficiency in the language used for radiotelephony communications in the State, and/or in English, as specified in Annex 1 and the State's regulations or shall demonstrate to the Licensing Authority the language proficiency skills as specified. The validation shall be limited for use on State-registered aircraft within the State if the pilot is not proficient in the English language;
 - v) the Licensing Authority will verify the authenticity of the licence, ratings, authorizations and of the medical certificate with the State of licence issue prior to issuing the validation;
 - vi) with the validation of a licence, the Licensing Authority will validate only those ratings or authorizations endorsed on the foreign licence that it considers appropriate; and
 - vii) the Licensing Authority may issue a validation certificate which will be valid for one year, provided the foreign licence, ratings or authorizations and the medical certificate remain valid.
- b) *Validation certificate with PPL privileges:* In addition to the requirements in a) above, the applicant for the validation certificate with PPL privileges shall have a foreign licence with at least PPL privileges.

- c) *Validation certificate with PPL/IR, CPL, CPL/IR, MPL, ATPL or FE privileges.* In addition to the requirements in a) above, the applicant for a validation certificate for these privileges shall have the relevant foreign licence and meet the following requirements:
- i) the applicant for the validation certificate shall demonstrate to the satisfaction of the Licensing Authority knowledge, relevant to the licence to be validated, of:
 - 1) air law;
 - 2) meteorology;
 - 3) operational procedures; and
 - 4) radiotelephony;
 - ii) the applicant for the validation certificate shall complete a skill test for the relevant licence and ratings that he or she wants to be validated relevant to the privileges of the licence held; and
 - iii) the applicant for the validation certificate shall comply with the experience requirements set out in Annex 1 or the State's regulations.

**EXAMPLE OF A SET OF PROCEDURES FOR THE VALIDATION OF FLIGHT CREW LICENCES
BY RELIANCE UPON THE LICENSING SYSTEM OF ANOTHER CONTRACTING STATE**

- a) The Licensing Authority should, before making any agreement (between itself and the other Contracting State about recognition of licences), be convinced that the other Contracting State issues licences in conformity with its own regulatory procedures and requirements by conducting a regulatory comparison of the licensing systems and requirements.
- b) An inspector, legal counsel and/or licensing subject matter experts must visit the other Contracting State to ensure that the licensing system in the other Contracting State is in conformity with the Licensing Authority's own systems and requirements. A report describing the bases for the assessment of conformity shall be made to the Licensing Authority. The report and the regulatory comparison noted in item a) above shall serve as the basis for an agreement between the two States regarding use or reliance of the licensing system.
- c) An air law knowledge demonstration examination must be arranged if the air law system of the State is different from the air law system of the other Contracting State.
- d) Application for the validation certificate shall be done by submitting to the Licensing Authority a properly filled out form, which can be obtained from the Licensing Authority.

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Attachment G to Chapter 2

EXAMPLE PROCEDURES FOR THE RECOGNITION OF MILITARY PILOT QUALIFICATIONS

- a) An applicant for recognition of military qualifications and experience must complete and forward to the Licensing Authority a completed application form, available from the Licensing Authority, stating:
 - i) applicant's name and contact details;
 - ii) current assignment;
 - iii) civil licence and rating(s) sought;
 - iv) military aviation qualifications and courses passed;
 - v) aircraft flown;
 - vi) date of last flight;
 - vii) applicant's aircraft command status;
 - viii) instrument or instructor ratings held;
 - ix) hours flown as pilot-in-command;
 - x) hours flown as co-pilot;
 - xi) hours of dual instruction received; and
 - xii) hours pertinent to national requirements (e.g. cross-country navigation or sling load hours).
- b) In addition to the application form, the applicant must include his or her logbook (or other acceptable military record), acceptable evidence of qualifying as a military pilot, and the prescribed fee.
- c) The PEL staff member assessing the applicant's qualifications and experience should confirm that all information has been supplied. If not, the process should be halted and the missing information sought from the applicant.
- d) The applicant's logbook should be assessed to confirm that the applicant has sufficient experience for the licence or rating(s) sought. When the logbook assessment has been completed, photocopies of relevant pages should be taken for file records.
- e) If there is inadequate information about any qualifications, clarification should be obtained from the applicant or verification sought from the military authority.
- f) Once the assessment has been completed, the PEL staff member should draft a letter for the applicant advising him or her which qualifications have been recognized and what is required for licence issue (theory examinations, skill test, language proficiency assessment, medical assessment