

Doc 9379
AN/916



Manual of Procedures for Establishment and Management of a State's Personnel Licensing System

Approved by the Secretary General
and published under his authority

Second Edition — 2012

International Civil Aviation Organization

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AMENDMENTS

Amendments are announced in the supplements to the *Catalogue of ICAO Publications*; the Catalogue and its supplements are available on the ICAO website at www.icao.int. The space below is provided to keep a record of such amendments.

RECORD OF AMENDMENTS AND CORRIGENDA

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FOREWORD

As long as air travel depends on qualified pilots or other air and ground personnel, their competence, skills and training will remain the essential guarantee of efficient and safe operations. Adequate personnel training and licensing also instil confidence among States, leading to international recognition and acceptance of personnel qualifications and licences and greater trust in aviation on the part of the traveller.

Consequently, personnel licensing is an important element of an ICAO member State's safety oversight system. It is a complex endeavour which encompasses technical, economical and industrial issues. Most ICAO member States control only a limited number of licence holders and may not consider it feasible or economical to set up a fully staffed licensing section. Many of the licensing functions and duties mentioned in this manual can be and often are considerably reduced and compressed in those States with limited aviation activities. It is one of the aims of this manual to provide such States with the necessary tools to develop a personnel licensing system to suit their needs while fulfilling their obligations under the Convention on International Civil Aviation.

ICAO Standards and Recommended Practices for the licensing of flight crew members (pilots, flight engineers and flight navigators), air traffic controllers, aeronautical station operators, aircraft maintenance personnel and flight operations officers/flight dispatchers are provided in Annex 1 (*Personnel Licensing*) to the Convention on International Civil Aviation.

This manual contains further guidance for States on establishing and operating a personnel licensing system that meets the requirements of Annex 1. It is divided into two parts: Part I deals with the general principles of personnel licensing, the regulatory structure and the organization of a State's personnel licensing system; Part II contains procedures on the issuance of various licences and ratings and on the approval and surveillance of a training organization or programme.

The material in this manual is based on procedures used in many States and includes extracts of regulations and other licensing provisions. These extracts may assist a State in developing national regulations to ensure compliance with the minimum requirements laid down in Annex 1. However, the extracts are illustrative only and are not intended to be comprehensive or to reflect "best practice", and alternative procedures may be equally acceptable. It should also be noted that, because the samples quoted are from various sources, there may be differences in the use of terminology and titles.

This manual should be used in conjunction with the following Annexes to the *Convention on International Civil Aviation* (Doc 7300): Annex 1 — *Personnel Licensing* and Annex 6 — *Operation of Aircraft* (Part I — *International Commercial Air Transport — Aeroplanes*, Part II — *International General Aviation — Aeroplanes* and Part III — *International Operations — Helicopters*).

Comments on this edition of the manual would be appreciated. They will be taken into account in the preparation of subsequent editions. Comments concerning the manual should be addressed to:

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