



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

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Validation and Conversion of a Foreign Flight Crew Licence

Director General
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1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 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 Part 1A of the Sierra Leone Civil Aviation Regulations.

1.2 Description of Changes

This AC is the first to be issued on this subject

1.3 References

- a) SLCAR Part 1A- Personnel Licensing
- b) The Prescribe Application Form
- c) ICAO Annex 1-Personnel Licensing

1.4 Cancelled Documents

Not Applicable

2. GUIDANCE AND PROCEDURES

2.1 General Information

- 2.1.1 Under the Regulation 2.4.1 of Part 1A of the Sierra Leone Civil Aviation 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.
- 2.1.2 Under Regulations 2.4.2 and 2.4.3 of Part 1A of the Sierra Leone Civil Aviation 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

2.2 Validation Information

- 2.2.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Sierra Leone Licence holder. The basis for validation of a foreign flight crew licence is Regulation 2.4.1 of Part 1A of the Sierra Leone Civil Aviation 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.
- 2.2.2 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 recognizing a foreign licence and giving authority to the holder to use the foreign licence to fly Sierra Leone registered aircraft, for the following purposes

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

2.3 Conversion Information

The basis for conversion of a foreign flight crew licence is Regulations 2.4.2 and 2.4.3 of Part 1A of the Sierra Leone Civil Aviation 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.

2.4 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

2.5 Eligibility for the Certificate of Validation or the Conversion

2.5.1 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 Sierra Leone licence based on the foreign licence under Regulations 2.4.1, 2.4.2 and 2.4.3 of Part 1A of the Sierra Leone Civil Aviation Regulations.

2.5.2 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 Sierra Leone Aircraft Register;
- d) The applicant must be current in flying and meet in full the experience requirements and qualifications for a Sierra Leone 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 Commercial pilot for commercial operations must pass the Sierra Leone Air law examination.

2.5.3 For Conversion

- a) The foreign licence must be valid,
- b) The applicant must have a valid medical certificate from a Sierra Leone 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 Sierra Leone licence, for which the privileges are sought
- e) The applicant for a conversion must pass the prescribed conversion examination for the licence sought

2.5.4 The Knowledge Test for the Validation or Conversion

The theoretical knowledge test on technical subjects and air law will be conducted as per Regulations 2.4.1 of Part 1A of the Sierra Leone Civil Aviation Regulations.

2.5.5 The Practical (skill) tests (if required)

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

2.6 Application Requirements

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

- 2.6.1 A properly completed prescribed application Form;
- 2.6.2 The foreign licence to be validated or converted;
- 2.6.3 The relevant medical certificate;
- 2.6.4 A knowledge test report and/or practical test report;
- 2.6.5 Personal logbooks or other records substantiating the flight experience shown on the Application Form;
- 2.6.6 Two (2) passport size recent photographs (full face) (if applicable); and
- 2.6.7 The prescribed fees

2.7 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

2.8 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

2.9 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 three months for the operations conducted under an Air Operator Certificate (AOC) holder. The converted licence will be valid as per the requirements of Regulation 2.4.1 (a) (7) of Part 1A of the Sierra Leone Civil Aviation Regulations

2.10 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.