



SIERRA LEONE CIVIL AVIATION AUTHORITY

# ADVISORY CIRCULAR

SLCAA-AC-PEL021-Rev. 00

EFFECTIVE DATE: 31<sup>st</sup> JULY 2021

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## **Issue, Renewal and Re-issue of a Flight Radiotelephony Operators (RT) Licence**

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**Director General**  
**Sierra Leone Civil Aviation Authority**

## **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 issue or renewal of a flight radiotelephony operator licence (RT) 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 prescribed Application Form
- c) ICAO Annex 1 Personnel Licensing

### **1.4 Cancelled Documents**

Not Applicable

## **2. GUIDANCE AND PROCEDURES**

### **2.1 General Information**

The prescribed application forms for issue or renewal of a Flight Radiotelephony Operator Licence may be obtained from the Authority's Personnel Licensing (PEL) Office.

### **2.2 The Applicant's Identity**

2.2.1 Present a photo identification 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;

2.2.2 If the identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

### **2.3 Eligibility Requirements**

2.3.1 An applicant for issue of a RT licence should have completed the Licence requirements under Part 1A of the Sierra Leone Civil Aviation Regulations.

2.3.2 The applicant must meet the following requirements:

- a. **Age** – be at least 17 years of age.

- b. **Knowledge- Pass the knowledge** test as required under part 2.2 (b) of the Civil Aviation (Personnel Licensing) Regulations.
- c. **Skill** –Pass the practical test as required under Part 1A of the Sierra Leone Civil Aviation Regulations.
- d. **English Language proficiency**–the applicant must have met the English language proficiency requirements under Regulations 2.2 of Part 1A of the Sierra Leone Civil Aviation Regulations.
- e. **Instructors Recommendation** - An applicant should present the Instructor’s recommendation as evidence of having met the practical instruction requirements.
- f. **Graduate of approved course from an ATO** – An applicant should present an appropriate graduation certificate of an approved course from an ATO.

#### **2.4 Requirements for issue of the licence**

- a. Complete the prescribed Application Form;
- b. Have the knowledge test report (if applicable);
- c. Have an ATO graduation certificate (if applicable);
- d. Have a report of the practical test;
- e. Have two (2) current passport size photographs (full face);
- f. Present photo Identification Card or Passport;

and

- g. Pay the prescribed fees.

#### **2.5 Renewal Requirements**

2.5.1 Currency of a flight crew member licence automatically covers the renewal requirements for a Flight Radiotelephony Operators Licence

2.5.2 To renew a Flight Radiotelephony Operators Licence for non-flight crew member, applicant must –

- a. Show prove that he has exercised the privileges of the licence in
- b. The last six months preceding the date of application for renewal.
- c. Complete the renewal prescribed form and
- d. Pay the prescribed fees, after which the licence is renewed.

#### **2.6 Discrepancies or Ineligibility**

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

#### **2.7 Issue or Renewal of the Licence**

When all the conditions listed above have been met, and have been satisfactorily satisfied by the Licensing Officer of the Authority, the applicant will be advised to pay the prescribed fees, , after which the licence is issued or renewed.

**2.8 Validity of the Licence**

The Flight Radiotelephony Operators Licence is valid for twenty four months regardless of the age of the applicant.