

ROYAL GOVERNMENT OF BHUTAN

Bhutan Civil Aviation Authority

Paro, Bhutan



BHUTAN CIVIL AVIATION PUBLICATION (BCAP) 3010

PERSONNEL LICENCING PROCEDURES MANUAL

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List of Abbreviations

(A)	-	Aeroplane
(H)	-	Helicopter
AML	-	Aircraft Maintenance Licence
ANR	-	Air Navigation Regulations
ASN	-	Aviation Safety Notice
ATC	-	Air Traffic Controller
ATPL	-	Airline Transport Pilot Licence
ATS	-	Air Traffic Services
BCAA	-	Bhutan Civil Aviation Authority
CPL	-	Commercial Pilot Licence
DG	-	Director General of Civil Aviation
F/T	-	Flight Test
FLVC	-	Foreign Licence Validation Certificate
FOO	-	Flight Operations Officer
FTO	-	Flying Training Organization
ICAO	-	International Civil Aviation Organization
IR	-	Instructor Rating
JAA	-	Joint Aviation Authorities
JAR	-	Joint Aviation Regulation
NOTAM	-	Notice to Airman
OPM	-	Office Procedures Manual
PEL Section	-	Personnel Licencing Section
PIC	-	Pilot-in-Command
PLPM	-	Personnel Licencing Procedures manual
SARPS	-	standards and recommended practices

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Definitions

When the following terms are used in the Standards and Recommended Practices for Personnel Licencing, they have the following meanings:

Accredited medical conclusion

The conclusion reached by one or more medical experts acceptable to the Licencing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Aeroplane

A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Aircraft

Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Aircraft avionics

A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft — category

Classification of aircraft according to specified basic characteristics, e.g. Aeroplane, helicopter, glider, free balloon.

Aircraft certificated for single-pilot operation

A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft — type of

All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Approved maintenance organization


An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Approved training

Training carried out under special curricula and supervision approved by a Contracting State.

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Certify as airworthy (to)

To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

Co-pilot

A Licenced pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Dual instruction time

Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

Flight crew member

A Licenced crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight plan

Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight Procedures trainer

See Synthetic flight trainer.

Flight simulator

See Synthetic flight trainer.

Flight time — Aeroplanes

The total time from the moment an Aeroplane first move for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note. — Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in General usage which is measured from the time an Aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight time — helicopters


The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

Helicopter

A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

Human performance

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Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

Instrument flight time

Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

Instrument ground time

Time during which a pilot is practicing, on the ground, simulated instrument flight in a synthetic flight trainer approved by the Licencing Authority.

Instrument time.

Instrument flight time or instrument ground time.

Licencing Authority

The Authority designated by a Contracting State as Responsible for the Licencing of personnel.

Maintenance

The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Medical Assessment

The evidence issued by a Contracting State that the Licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licencing Authority of the report submitted by the designated medical examiner who conducted the examination of the applicant for the Licence.

Night

The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

Note.— Civil twilight ends in the evening when the center of the sun’s disc is 6 degrees below the horizon and begins in the morning when the centre of the sun’s disc is 6 degrees below the horizon.

Pilot (to)

To manipulate the flight controls of an aircraft during flight time.


Pilot-in-command

The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Problematic use of substances

The use of one or more psychoactive substances by aviation personnel in a way that:
Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or

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Causes or worsens an occupational, social, mental or physical problem or disorder.

Psychoactive substances

Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Rated air traffic controller

An air traffic controller holding a Licence and valid ratings appropriate to the privileges to be exercised.

Rating

An authorization entered on or associated with a Licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such Licence.

Rendering (a Licence) valid

The action taken by a Contracting State, as an alternative to issuing its own Licence, in accepting a Licence issued by any other Contracting State as the equivalent of its own Licence.

Sign a maintenance release (to).

To certify that maintenance work has been completed satisfactorily in accordance standards of airworthiness, by issuing the maintenance release referred to in Annex 06


Solo flight time

Flight time during which a student pilot is the sole occupant of an aircraft.

Synthetic flight trainer.

Any one of the following three types of apparatus in which flight conditions are simulated on the ground ; A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class; A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

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Foreword

As a signatory to the 1948 Chicago Convention on International Civil Aviation Bhutan is obliged to comply with the Standards and Recommended Practices (SARPs) contained in the eighteen Annexes to the Convention. Implementation of the SARPs by Contracting States ensures uniformity in the conduct of international civil aviation business. It further provides suitable grounds to Contracting States to understand appreciate and honor each other's standards and requirements, which also enables harmonization of systems.

Annex 1, which specifies the SARPs on Personnel Licencing has been implemented in Bhutan in terms of the Bhutan Air navigation Regulation. The associated requirements and procedures necessary for the purpose of implementing the International Civil Aviation Organization (ICAO) Annexes and Air Navigation Regulations (ANRs) are published by the Director General of Bhutan Civil Aviation Authority, as implementing requirements and procedures of Personnel Licencing and also by the issue of Aviation Safety Notices for those Requirements introduced a new.

The above legal framework provides the necessary authority and basis to conduct civil aviation regulatory functions and industry affairs. The Personnel Licencing system, which is one of the regulatory functions too functions under the above legal framework.

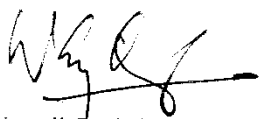
The purpose of the Personnel Licencing Procedures Manual (PLPM) is to provide necessary administrative guidelines based on the legal provisions, to personnel involved in issuance, renewal and revalidation of Bhutanese Personnel Licences and certificates. It further addresses important routine Licencing matters.

In cases where the Implementation Procedures of the Regulations or the contents herein are not clear, require interpretation or the case in hand is not covered, please seek clarification from the BCAA.

Therefore this Manual is considered to be the official document of procedures those shall be adopted necessarily by the personnel Licencing staff which clearly guides to queries such as Why, When, Where and What Licence would be issued or renewed, revoked or cancelled or withdrawn completely.

This is a living document providing freedom for change, in the form of amendments corresponding with the introduction of new regulations by the BCAA.

Right to change any part of this manual or portion of a procedure is reserved.



(Wangdi Gyaltshen)


Director General

Bhutan Civil Aviation Authority

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Chapter 1- Legal And Administrative Provisions

1.1. Table of Legal and Administrative Provisions

PROVISION (L- Legal) (A- Administrative)	EFFECTIV E DATE	FURTHER AMENDED BY	EFFECTIVE DATE	REMA RKS
Civil Aviation Act of Bhutan 2016	2016			
Bhutan Air Navigation Rules (BARNs)	2017			
BCAR Personnel Licencing	2017			

1.2. List of Applications and Forms

SL No.	Name of the Application	Form Number
1.	Issuance of Commercial Pilot Licence (A/H)	BCAA /PEL/I/01
2.	Issuance of Airline Transport Pilot Licence	BCAA /PEL/I/02
3.	Issuance of Foreign Licence Validation Certificate	BCAA /PEL/I/03
4.	Issuance of Aircraft Maintenance Licence	BCAA /PEL/I/04
5.	Issuance of Air Traffic Controller Licence	BCAA /PEL/I/05
6.	Issuance of Air Traffic Controller Rating	BCAA /PEL/I/06
7.	Issuance of Additional Class / Type Rating	BCAA /PEL/I/07
8.	Issuance of Airline Transport Pilot Licence (H)	BCAA /PEL/I/08
9.	Issuance of Foreign Licence Validation Certificate (AME)	BCAA /PEL/I/09
10.	Issuance of Flight Test Examiner Authorization	BCAA /PEL/I/10

Applications for Renewal

SL No.	Name of the Application	Form Number
1.	Renewal of Professional Pilot Licence – ATPL and CPL	BCAA /PEL/R/01
2.	Renewal of IR	BCAA /PEL/R/02
3.	Renewal of Aircraft Maintenance Licence	BCAA /PEL/R/03
4.	Renewal of Air Traffic Controller Licence	BCAA /PEL/R/04
5.	Renewal of Air Traffic Controller Rating	BCAA /PEL/R/05
6.	Renewal of ATC Re-activation	BCAA /PEL/R/06

Applications for Examination

SL No.	Name of the Application	Form Number
1.	Air Law Examination	BCAA/PEL/Exam_App/01
2.	AML Technical Examination	BCAA/PEL/Exam_App/02

All forms related to the Personnel Licencing can be downloaded from BCAA web: www.bcaa.gov.bt

CHAPTER 2 - INTRODUCTION

2.1. Bhutan Civil Aviation Authority

In Bhutan, Civil Aviation is regulated and administered by the Bhutan Civil Aviation Authority (BCAA), which came into affect from March 23, 2015 to replace the Department of Civil Aviation, Furthermore BCAA comes under the purview of the Civil Aviation Act of Bhutan 2016 which came into affect from January 9, 2017 up on the Royal Accent from His Majesty the King.

2.2. Personnel Licencing Section

2.2.1. Responsibilities

A Licencing Office is an essential arm of a civil aviation regulatory body. It is established to carry out the functions and administrative processes leading up to the issuance of a Licence, rating or other certificates to those personnel (s) who are required to be in possession of such documents by law, in order to carry out their respective job functions.

The Organizational Structure and detailed functions of the Section including the job description and responsibility of each staff member of the PEL Section and training requirements are contained in the Organization Manual published by the BCAA.

The PEL Section of the BCAA undertakes Licencing of Flight Crew, Aircraft Maintenance (Engineers/Technician/Mechanic) and Air Traffic Controllers so far.

2.2.2. Essential Functions of the PEL Section;

1. The assessment and approval of applications for Licences and ratings
2. The assessment of medical fitness relating to Licence requirements
3. The issue of Licences and ratings.
4. Validation of foreign Licences.
5. Conducting knowledge examinations.
6. Updating of activities according to ICAO SARPs & promulgation of the same in the industry after ratification.

2.2.3. Routine tasks

1. Arranging and conducting written knowledge examinations required for Licences
2. Conduct of knowledge examinations
3. Processing of Licencing applications
4. The promulgation of examination schedules, dates, times and locations

2.2.4. Other Regulatory and Administrative functions

1. The production, updating and amendment, under applicable legal provisions, of personnel Licencing regulations, implementing procedures and standards, Aviation Safety information circulars, explanatory brochures of Licencing
2. The enforcement of Licencing laws and regulations.

2.3. Staffing of the PEL Section and Working Arrangement

2.3.1. BCAA Staff

The BCAA PEL Section is suitably organized and staffed with one PEL Officer/Inspector to undertake the activities handled by the office. The size of the office and the staff is commensurate with the aviation Industry of the country.

2.3.2. Working Arrangement

The volume of work and the Licencing activities generated in the country do not warrant as of today to employ staff on to permanent pay-roll of the PEL Section of the BCAA to subject expert. Therefore, administrative arrangements have been made with other organizations, both foreign and local and also chosen individuals to assist and provide necessary inputs and services to accomplish the work functions and tasks detailed in the above paragraphs. It, therefore, is an arrangement for borrowing or hiring or sometimes voluntarily service contributors by State organizations, or outside resources, shared with clear demarcation of responsibility.

2.4. Roles and Responsibilities in Brief

2.4.1. Director General of Bhutan Civil Aviation Authority

Subject to the direction of the Board, DG is charged with the final authority of the functioning and activities of the Personnel Licencing according to the Civil Aviation Act of Bhutan 2016.

2.4.2. Personnel Licencing Officer/Inspector

On behalf of the Director General, BCAA and as directed by him/her the incumbent (Personnel Licencing officer/inspector) shall attend to all administrative, regulatory and operational functions in the Personnel Licencing Section of BCAA and oversee/monitor all functions performed at the Section with the objective of ensuring that the processing of Licencing applications and the issue of Licences, ratings and certificates are carried out in conformity with ICAO and BCAA stipulated regulatory requirements.

2.4.3 Qualification and experience requirement of Personnel Licencing Officer/Inspector

The Personnel Licencing Officer/Inspector will be placed by the Royal Civil Service Commission (RCSC) with the qualification of Post Graduate Diploma in Public Administration (PGDPA) for initial appointment. The vacant post will be also filled from the in service experienced within the same super structure group with the PGDPA background. **OR** can be proposed by the DG from the BCAA with the experience in aviation to fill up the position to the RCSC.

2.4.4 Responsibility of issuing Licences

The responsibility of issuing any personnel Licence, as indicated in the section 2.4.1, 2.4.2 lies with the Director General of BCAA and when properly delegated this responsibility shall be vested upon with the PEL Section.

CHAPTER 3 – APPLICANT IDENTIFICATION & PERSONNEL DETAILS

3.1 Name

The full name of an applicant for a personnel Licence, a certificate or any other written document, which is to be issued by the BCAA, shall be determined and used on all documents and correspondence.

3.1.1. Determination of Full Name

The original document of any one of the following, which contains the full name, may be accepted as proof of the full name of an applicant.

1. Birth certificate issued by a Registrar of Birth/ Duly competent Person or Authority empowered by law for the purpose of such law could be referred to by the PEL staff.
2. A Certificate of Registration of Birth abroad issued by a Registrar of Births or Department of Immigration.
3. A valid Passport issued by a duly competent Authority of any State.
4. A valid Personnel Licence issued by the State of which the applicant is a citizen with photo identity.
5. National Identification Card issued by a duly competent authority a photo identity.

3.1.2. Assumed Name

Usage of an Assumed name instead of the legal name will not be accepted for Licencing purposes.

3.1.3. Change of Name

A personnel Licence holder is required to notify the PEL Section, a change of name. If this has not been done and is detected by the PEL staff, steps need to be taken to correct the name by informing the person and obtaining valid documentary evidence to that effect by means of a Marriage Certificate, Affidavit or any other valid proof. The Licencing records thereafter should be maintained in that name. The Licence the person holds may be re-issued.

If there exists any doubt about the accuracy of the documents submitted by the applicant under the above sections, 3.1.1 or 3.1.3 to prove the full name, issuance of any Licence, rating, certificate or document may be withheld with the approval of the Head of Authority, until such time action is taken and the accuracy of the name is verified by contacting the originator of the document submitted by the applicant or by means of requesting the applicant to submit another document.


3.2 Age

3.2.1. Proof of Age

The minimum age for issue of respective personnel Licences are given in the relevant sections of the BCAR Personnel Licencing and Aviation Safety Notices. The documents listed out in the section 3.1.1 should be used as proof of age.

3.2.2. Underage Applicants

A medical certificate may be issued to an applicant who is not yet old enough to hold a personnel Licence in that respective discipline. It serves as an early notification to the applicant of the medical assessment. The applicant may also be allowed to undergo any classroom training in the

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respective ground school training course. But issue of a Licence will strictly be subject to the minimum age requirement for that Licence.

If there exists any doubt about the accuracy of the documents submitted by the applicant to prove the age, issue of any Licence, rating or certificate may be withheld with the approval of BCAA, until such time action is taken and the accuracy of the age is verified by contacting the originator of the document submitted by the applicant or by means of requesting the applicant to submit another document.

As a Personnel Licence should show the date of birth, the document should also indicate clearly, the applicant's date of birth.

3.3 Citizenship

3.3.1. Proof of Citizenship

The documents listed out in the section 3.1.1 should be used as proof of citizenship.

3.3.2. Change of Citizenship of an Existing Licence

A personnel Licence holder is required to notify the PEL Section, a change of citizenship in writing. If this has not been done and is detected by the BCAA staff, action should be taken to obtain the correct citizenship by means of submission of valid documentary evidence as described in the section 3.1.1.

The Licencing records should be updated accordingly to include this data. The Licence, the person holds, may be re-issued.

3.4 Postal Address

3.4.1. Correct & Complete Address

An applicant for a personnel Licence should provide the correct and complete Permanent postal address and current mailing address as well if it differs from the permanent postal address.

Also a current Email address could enable early correspondence.

3.4.2. Change of Address

An applicant for a Licence or a holder of a Licence may notify the PEL Section of any change to permanent and current addresses declared to the PEL Section. The Licencing records will be updated accordingly. In the case of an already existing Licence, an updated Licence will be issued.


A personnel Licence contains the address of the Licence holder. Maintaining the most updated address in the Licence and other office records is very important and safety related as it enables lost Licences to be sent to the owner and dispatch of urgent important literatures.

3.5 Other important points

An applicant for a Licence or a holder of a Licence may notify the PEL Section of any change to personnel details declared to the PEL Section, such as change of contact telephone numbers or any other pertinent information in order to update Licencing records for accuracy.


Fee for Re-issuance of a Licence under this Chapter should be according to the latest Fee Schedule of the BARNs.

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PEL staff should always keep the Licences, office copies of Licences, registers, personnel files, electronic data bases and all other documents as applicable, most current and updated on the information discussed as above foregoing paragraph of this chapter.

Samples of application forms relevant to this Chapter and information for attention of the public are contained in the website www.bcaa.gov.bt.

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Chapter 4 - An Insight to Personnel Licencing Activities

4.1. General

The Standards & Recommended Practices contained in ICAO Annex 1 on Personnel Licencing requires certain identified categories of aviation personnel to hold a Licence and appropriate competencies known as Ratings (in aviation terminology), plus where applicable, a certificate of medical fitness to perform their respective job functions. Furthermore, the Licence holders are required to have recent experience in their respective disciplines of Licences issued by the BCAA. The expiry type Licences issued in Bhutan, hence, are required to renew their Licences after producing evidence of the Currency, and Recency to the PEL Section in order to continue to perform the job. When Licences, ratings or medical certificates are expired, there are methods of revalidating or reactivating those, generally by either undergoing training and a test or a test alone or by any other means.

The requirements, which should be met by an applicant to obtain a personnel Licence is specified in BCAR Personnel Licencing. The procedures developed based on the BCAR Personnel Licencing are described in this manual in the subsequent chapters accordingly.

4.2. Disciplines which require a Licence

4.2.1. The following personnel Licences and ratings shall be issued by the DG.

- a) Commercial pilot Licence — Aeroplane
- b) Airline transport pilot Licence — Aeroplane
- c) Instrument rating — Aeroplane
- d) Commercial pilot Licence — Helicopter
- e) Airline transport pilot Licence — Helicopter
- f) Instrument rating — Helicopter
- g) Flight instructor rating appropriate to aeroplanes and helicopters
- h) Aircraft Maintenance Licence
- i) Student air traffic controller
- j) Air traffic controller Licence
- k) Air traffic controller ratings

In addition to issue of the above Licences, the PEL Section also issues certificates termed “Validation Certificates” to pilots who hold Licences issued by foreign Licencing authorities, enabling them to perform either on board Bhutan registered aircraft engaged in commercial air transportation or private flying activities. Similar Certificates are issued to aircraft maintenance engineers enabling them to perform with either approved Aircraft Maintenance Organizations or private maintenance activities.

4.2.2. Categories and ratings issued under pilot Licences


The following Aircraft Categories may be issued

- a) Aeroplane
- b) Airship of a volume of more than 4600 cubic meters
- c) Helicopter

The following Class Ratings may be issued for aeroplanes certified for single pilot operation.

- a) Single engine, land
- b) Multi engine, land

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4.3. Fees

Fees levied in providing services related to personnel Licencing process can be found in BARNs “Fees and Charges levied by the BCAA” and circulars if any issued by Bhutan Civil Aviation Authority which is available in BCAA Web site www.bcaa.gov.bt.

CHAPTER 5 - STANDARDS & REQUIREMENTS FOR ISSUE OF PERSONNEL LICENCES

5.1. General

The Standards contained in the ICAO Annex 1 has been adopted and used as the Standards to be met by an applicant for the issuance of the personnel Licences and ratings mentioned under sections 4.2 and 4.3 requirements are ratified.

For the convenience of applicants for Licences and ratings, information are available at the PEL section and website, which contain important technical and administrative details for obtaining a particular Licence and a rating. PEL staff is encouraged to disseminate these technical and administrative details to the public as it helps to clear many a doubts, which may arise at latter stages as a result of an applicant's unawareness of exact requirements.

The regulatory requirements for issue of a personnel Licence in general are,

- a) Minimum age
- b) Knowledge
- c) Experience
- d) Skill
- e) Medical Certification
- f) Flight Instructions

Additionally, the other administrative requirements that the applicants should comply are described in the subsequent Chapters accordingly.

5.2. Minimum Age

The minimum age for the issue of any Licence is as per the Standards laid down in ICAO Annex 1 for different types and categories of Licences. For more details, it is spelled out in BCAR Personnel Licencing.


A prospective applicant is allowed to undertake any training course before reaching the minimum age for issuance of the Licence subject to the applicant reaching/passing the minimum age at the completion of the knowledge, experience and skill test requirements during the stipulated time period for each type of Licence.

5.3. Knowledge

An applicant's knowledge is tested at ground examinations conducted by the BCAA for various types of Licences and where applicable for different types of Ratings. The Chapter 6 of this manual provides the details, on the subjects covered in each such examination, procedures and format of various examinations.

5.4. Experience

The experience requirements, which should be satisfied as per the Standards in Annex 1 is spelled in BCAR Personnel Licencing. Furthermore, the experience required for the issuance of the ratings such as Instrument, Flight Instructor, air traffic control ratings and aircraft maintenance engineer Category ratings are also included in BCAR Personnel Licencing.

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5.5. Skill Testing

An applicant for a Licence and where applicable a rating must demonstrate his ability to exercise the privileges granted by a Licence and or a rating. These tests are conducted by Examiners appointed by the DG. A detailed overview on this is provided in the Chapter 6.

5.6. Medical Certification

Some of the Licences require having a certificate of medical fitness issued by a Designated Civil Aviation Medical Examiner. These certificates have to be renewed at the end of the validity period for the continuing validity of the Licence. These administrative provisions are set forth in accordance with the ICAO Annex 1. Furthermore, the Chapter 6 of this Manual and Medical Procedure Manual (*BCAP 3020*) issued by the DG illustrate on these provisions.

CHAPTER 6 - DESCRIPTIONS OF LICENCES

6.1. Requirements for issue of Commercial Pilot Licence (Aeroplane)

6.1.1. Age

The applicant shall be not less than 18 years of age.

6.1.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a commercial pilot Licence - Aeroplane, in at least the following theory subjects acceptable to BCAA as per the requirement of ICAO.

Air law & Operational Procedures

1. Aircraft General Knowledge, Principle of Flight
 - a) Part 01 - Airframe/Systems/Power plant
 - b) Part 02 - Instrument/electronics
 - c) Part 03 - Principles of Flight
2. Flight Performance & Planning
 - a) Part 01 - Mass and balance
 - b) Part 02 - Performance
 - c) Part 03 - Flight planning and monitoring
3. Human Performance & Limitations
4. Meteorology
5. Navigation
 - a) Part 02 - Radio Navigation
6. Communications (VFR)

6.1.3. Experience

The applicant shall have completed not less than 200 hours of flight time, or 150 hours if completed during a course of approved training, as a pilot of aeroplanes. DG shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 200 hours or 150 hours, as the case may be. Credit for such experience shall be limited to a maximum of 10 hours.

The applicant shall have completed in aeroplanes not less than:

- a) 100 hours as pilot-in-command or, in the case of a course of approved training, 70 hours as pilot-in-command;
- b) 20 hours of cross-country flight time as pilot-in-command including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made;
- c) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time; and
- d) if the privileges of the Licence are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as pilot-in-command.

6.1.4. Flight Instruction

The applicant shall have received dual instruction in aeroplanes appropriate to the class and/or type rating, sought from an authorized flight instructor.

6.1.5. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, the procedures and maneuvers described in *skill test form no. BCAA/PEL/SKT/01* with a degree of competency appropriate to the privileges granted to the holder of a commercial pilot Licence.

The applicant shall have demonstrated an appropriate level of English Language Proficiency Check (ELPC Level 4 or above) and Radio Telephony Practical Test.

6.1.6. Medical fitness

The applicant shall hold a current Class 1 Medical Assessment.

6.2. Requirements for issue of Commercial Pilot Licence (Helicopter)

6.2.1. Age

The applicant shall be not less than 18 years of age.

6.2.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a commercial pilot Licence — Helicopter, in at least the following theory subjects acceptable to BCAA as per the requirement of ICAO.

1. Air law & Operational Procedures
2. Aircraft General Knowledge, Principle of Flight
 - d) Part 01 - Airframe/Systems/Power plant
 - e) Part 02 - Instrument/electronics
 - f) Part 03 - Principles of Flight
3. Flight Performance & Planning
 - d) Part 01 - Mass and balance
 - e) Part 02 - Performance
 - f) Part 03 - Flight planning and monitoring
4. Human Performance & Limitations
5. Meteorology
6. Navigation
 - b) Part 02 - Radio Navigation
7. Communications (VFR)

6.2.3. Experience

The applicant shall have completed not less than 150 hours of flight time, or 100 hours if completed during a course of approved training, as a pilot of helicopters. DG shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 150 hours or 100 hours, as the case may be. Credit for such experience shall be limited to a maximum of 10 hours.

The applicant shall have completed in helicopters not less than;

- a) 35 hours as pilot-in-command;
- b) 10 hours of cross-country flight time as pilot-in-command including a cross-country flight in the course of which landings at two different points shall be made;

- c) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time; and
- d) if the privileges of the Licence are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landing patterns as pilot-in-command.
- e) When the applicant has flight time as a pilot of aircraft in other categories, DG shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.2.4. Flight instruction

The applicant shall have received dual instruction in helicopters from an authorized flight instructor.

6.2.5. Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, the procedures and maneuvers described in *skill test form no. BCAA/PEL/SKT/01* with a degree of competency appropriate to the privileges granted to the holder of a commercial pilot Licence (Helicopter)

The applicant shall have demonstrated an appropriate level of English Language Proficiency Check. (ELPC Level 4 or above) Radio Telephony Practical Test.

6.2.6. Medical fitness

The applicant shall hold a current Class 1 Medical Assessment.

6.3. Requirements for issue of Airline Transport Pilot Licence (Aeroplane)

6.3.1. Age

The applicant shall be not less than 21 years of age.

6.3.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Airline Transport pilot Licence — Aeroplane, in at least the following subjects acceptable to BCAA as per the requirement of ICAO.

1. Air law & Operational Procedures
2. Aircraft General Knowledge, Principle of Flight
 - g) Part 01 - Airframe/Systems/Power plant
 - h) Part 02 - Instrument/electronics
 - i) Part 03 - Principles of Flight
3. Flight Performance & Planning
 - g) Part 01 - Mass and balance
 - h) Part 02 - Performance
 - i) Part 03 - Flight planning and monitoring
4. Human Performance & Limitations
5. Meteorology
6. Navigation
 - c) Part 02 - Radio Navigation
7. Communications
 - a) Part 01 - VFR
 - b) Part 02 - IFR

6.3.3. Experience

The applicant shall have completed not less than 1500 hours of flight time as a pilot of aeroplanes. The BCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 1500 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

The applicant shall have completed in aero planes not less than;

500 hours as pilot-in-command under supervision or 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;

200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;

75 hours of instrument time, of which not more than 30 hours may be instrument ground time; and 100 hours of night flight as pilot-in-command or as co-pilot.

When the applicant has flight time as a pilot of aircraft in other categories, DG shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.3.4. Flight instruction:

The applicant shall have received the dual flight instruction required for the issue of the commercial pilot Licence and for the issue of the instrument rating or at for the issue of the multi-crew pilot Licence.

6.3.5. Skill

The applicant shall have demonstrated the ability to perform, as a pilot-in-command of an aircraft within the appropriate category required to be operated with a Co-pilot as per the *skill test form no. BCAA/PEL/SKT/01*.

In the case of an aeroplane, the applicant shall have demonstrated the ability to perform the procedures and maneuvers as pilot-in-command of a multi-engine aeroplane.

The applicant shall have demonstrated an appropriate level of English Language Proficiency Check. (ELPC Level 4 or above) and Radio Telephony Practical Test.

6.3.6. Medical fitness

The applicant shall hold a current Class 1 Medical Assessment.

6.4. Requirements for issue of Airline Transport Pilot Licence without Instrument Rating (Helicopter)

6.4.1. Age

The applicant shall be not less than 21 years of age.

6.4.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Airline Transport pilot Licence — Helicopter, in at least the following subjects acceptable to BCAA as per the requirement of ICAO.

1. Air law & Operational Procedures
2. Aircraft General Knowledge, Principle of Flight
 - a) Part 01 - Airframe/Systems/Power plant
 - b) Part 02 - Instrument/electronics
 - c) Part 03 - Principles of Flight
3. Flight Performance & Planning
 - a) Part 01 - Mass and balance
 - b) Part 02 – Performance
 - c) Part 03 - Flight planning and monitoring
4. Human Performance & Limitations
5. Meteorology
6. Navigation
 - a) Part 02 - Radio Navigation
 - b) Part 02 - Radio Navigation
7. Communications
 - a) Part 01 - VFR

6.4.3. Experience

The applicant shall have completed not less than 1000 hours of flight time as a pilot of helicopters. DG shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 1000 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

The applicant shall have completed in helicopters not less than:

- a) 250 hours, either as pilot-in-command, or made up of not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
- c) 30 hours of instrument time, of which not more than 10 hours may be instrument ground time; and
- d) 50 hours of night flight as pilot-in-command or as co-pilot.

When the applicant has flight time as a pilot of aircraft in other categories, the DG shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.4.4. Flight instruction

The applicant shall have received the dual flight instruction required for the issue of the commercial pilot Licence.

6.4.5. Skill

The applicant shall have demonstrated the ability to perform, as pilot-in-command of an aircraft within the appropriate category required to be operated with a co-pilot *as per the form no. BCAA/PEL/SKT/02*.

The applicant shall have demonstrated an appropriate level of English Language Proficiency Check. (ELPC Level 4 or above) and Radio Telephony Practical Test.

6.4.6. Medical fitness

The applicant shall hold a current Class 1 Medical Assessment.

6.5. Requirements for issue of Instrument Rating for aeroplane

6.5.1. Knowledge

The applicant for an IR (A) shall have a theoretical knowledge appropriate to the privileges granted to the holder for Commercial Pilot Licence of an Instrument Rating (Aeroplane) on the following composite subjects acceptable to BCAA as per the requirement of ICAO.

1. Air law
2. Flight planning and Monitoring
3. Radio Navigation
4. Communications – IFR

6.5.2. Experience

The applicant shall hold a pilot Licence for the aircraft category being sought. The applicant shall have completed not less than:

- a) a). 50 hours of cross-country flight time as pilot-in-command of aircraft in categories acceptable to the BCAA, of which not less than 10 hours shall be in the aircraft category being sought; and
- b) b). 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.

6.5.3. Flight instruction

The applicant shall have gained not less than 10 hours of the instrument flight time required while receiving dual instrument flight instruction in the aircraft category being sought, from an authorized flight instructor.

6.5.4. Skill

The applicant shall have demonstrated in an aircraft of the category for which the instrument rating is being sought the ability to perform the procedures and maneuvers described in the *skill test form no. BCAA/PEL/SKT/10* with a degree of competency appropriate to the privileges granted to the holder of an instrument rating.

If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in a multi-engine aircraft within the appropriate category, from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft within the appropriate category by reference solely to instruments with one engine inoperative or simulated inoperative. For more details please refer *BCAR Personnel Licencing*.

6.6. Requirements for issue of Instrument Rating for helicopter

6.6.1. Knowledge:

The applicant for an IR (A) shall have a theoretical knowledge appropriate to the privileges granted to the holder for Commercial Pilot Licence of an Instrument Rating (Helicopter) on the following composite subjects acceptable to BCAA as per the requirement of ICAO.

1. Air law
2. Flight planning and Monitoring
3. Radio Navigation
4. Communications – IFR

6.6.2. Experience

The applicant shall hold a pilot Licence for the aircraft category being sought. The applicant shall have completed not less than;

- a) 50 hours of cross-country flight time as pilot-in-command of aircraft in categories acceptable to the BCAA, of which not less than 10 hours shall be in the aircraft category being sought; and
- b) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.

6.6.3. Flight instruction:

The applicant shall have gained not less than 10 hours of the instrument flight time required while receiving dual instrument flight instruction in the aircraft category being sought, from an authorized flight instructor

6.6.4. Skill

The applicant shall have demonstrated in an aircraft of the category for which the instrument rating is being sought the ability to perform the procedures and maneuvers described in the *skill test form no. BCAA/PEL/SKT/10* with a degree of competency appropriate to the privileges granted to the holder of an instrument rating.

If the privileges of the instrument rating are to be exercised on multi-engined aircraft, the applicant shall have received dual instrument flight instruction in a multi-engined aircraft within the appropriate category from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft within the appropriate category by reference solely to instruments with one engine inoperative or simulated inoperative. For more details please refer *BCAR Personnel Licencing*.

6.7. Requirements for issue of Flight Instructor Rating (Aeroplane/ Helicopter)

6.7.1. Age

The applicant shall be not less than 21 years of age

6.7.2. Knowledge

The applicant shall have met the knowledge requirements for the issue of a commercial pilot Licence (CPL) as appropriate to the category of aircraft Included in the Licence. In addition, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight instructor rating, in at least the following areas:

- a) Techniques of applied instruction;
- b) Assessment of student performance in those subjects in which ground instruction is given;
- c) The learning process;
- d) Elements of effective teaching;
- e) Student evaluation and testing, training philosophies;
- f) Training programme development;
- g) Lesson planning;

- h) Classroom instructional techniques;
- i) Use of training aids, including flight simulation training devices as appropriate;
- j) Analysis and correction of student errors;
- k) Human performance relevant to flight instruction including principles of threat and error management;
- l) Hazards involved in simulating system failures and malfunctions in the aircraft.

6.7.3. Experience

The applicant shall have met the experience requirements for the issue of a commercial pilot Licence (CPL) for each aircraft category, as appropriate

6.7.4. Flight instruction

The applicant shall, under the supervision of a flight instructor accepted by BCAA for that purpose:

- a) Have received instruction in flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- b) Have practiced instructional techniques in those flight maneuvers and procedures in which it is intended to provide flight instruction.

6.7.5. Skill

The applicant shall have demonstrated, in the category and class of aircraft for which flight instructor privileges are sought, the ability to instruct in those areas in which flight instruction is to be given, including pre-flight, post-flight and ground instruction as appropriate.

6.8. Requirements for issue of Aircraft Maintenance (technician/engineer/mechanic) Licence.

6.8.1. Age

The applicant shall be not less than 18 years of age.

6.8.2. Knowledge

An applicant for an aircraft maintenance Licence or addition of a category or subcategory to such aircraft maintenance Licence shall demonstrate, at an examination to be conducted by the BCAA, a level of knowledge in the appropriate subjects acceptable to BCAA as per the requirement of ICAO:

- 1. Air law and airworthiness requirements
- 2. Natural science and aircraft general knowledge
- 3. Aircraft maintenance
- 4. Human performance

Full or partial credit against the basic knowledge requirements and associated examination shall be given for any other technical qualification considered by the BCAA to be equivalent to the knowledge standard of this Part. For more details, refer BCAR AML.

6.8.3. Experience

The applicant shall have had the following experience in the inspection, servicing and maintenance of aircraft or its components:

- a) for the issue of a Licence with privileges for he the aircraft in this entirely, atleast
 - I. four years or
 - II. two years if the applicant has satisfactorily completed as approved training course and

b) for the issue of a Licence with privileges restricted, a period of time that will enable a level of competency equivalent to that will enable a level of competency equivalent to that required in a) to be attained, provided that this is not less than:

- I. two years or
- II. such a period as the State considers necessary to provide an equivalent level of practical experience to applicants who have satisfactorily completed an approved training course.

6.8.4. Training

The applicant should have completed a course of training appropriate to the privileges to be granted.

6.8.5. Skill

The applicant shall have demonstrated the ability to perform those functions applicable to the privileges to be granted. For more details refer *BCAR Personnel Licencing*.

6.9. Requirements for issue of Air Traffic Controller

6.9.1. Age

The applicant shall be not less than 21 years of age.

6.9.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller Licence, in at least the following subjects acceptable to BCAA as per the requirement of ICAO:

1. Air law
2. Air traffic control equipment
3. General knowledge
4. Human performance
5. Meteorology
6. Navigation
7. Operational procedures

6.9.3. Experience

The applicant shall have completed an approved training course and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. The experience requirements specified for air traffic controller ratings may be credited as part of the experience specified in this paragraph.

6.9.4. Medical fitness

The applicant shall hold a current Class 3 Medical Assessment. For more details refer *BCAR Personnel Licencing*.

6.10. Requirements for issue of Air Traffic Controller Ratings

6.10.1. Categories of air traffic controller ratings:

- a) Aerodrome control rating
- b) Approach control procedural rating
- c) Approach control surveillance rating

- d) Approach precision radar control rating
- e) Area control procedural rating
- f) Area control surveillance rating

6.10.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

a) Aerodrome control rating:

- a) Aerodrome layout; physical characteristics and visual aids;
- b) Airspace structure;
- c) Applicable rules, procedures and source of information;
- d) Air navigation facilities;
- e) Air traffic control equipment and its use;
- f) Terrain and prominent landmarks;
- g) Characteristics of air traffic;
- h) Weather phenomena; and
- i) Emergency and search and rescue plans

b) Approach control procedural and area control procedural ratings:

- a) Airspace structure;
- b) Applicable rules, procedures and source of information;
- c) Air navigation facilities;
- d) Air traffic control equipment and its use;
- e) Terrain and prominent landmarks;
- f) Characteristics of air traffic and traffic flow;
- g) Weather phenomena; and
- h) Emergency and search and rescue plans; and

c) Approach control surveillance, approach precision radar control and area control surveillance ratings:

The applicant shall meet the requirements specified in “Approach control procedural and area control procedural ratings”

in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

- a) Principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- b) Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

6.10.3. Experience

The applicant shall have:

1. Satisfactorily completed an approved training course;
2. Provided, satisfactorily, under the supervision of an appropriately rated air traffic controller:
 - I. Aerodrome control rating: an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;

- II. Approach control procedural, approach control surveillance, area control surveillance rating; the control service for which the rating is sought, for a period of not less than 180 hours or three month, whichever is greater, at the unit for which the rating is sought and
- III. Approach precision radar control rating: Not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the Licencing Authority. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which rating is sought.

6.10.4. Skill

The applicant shall have demonstrated the ability to at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly and expeditious control service.

Chapter 07 - Procedure for English Language Proficiency Check

7.1. Introduction

A personnel who seek issuance of Aero plane and helicopter pilots, air traffic controllers and aeronautical station operators and flight navigators who are required to use the radio telephone aboard an aircraft are required to be evaluated for their English Language Proficiency level for Radio Telephony Communication in order to comply with the standard as per Para 1.2.9 of the ICAO Annex 01 and the requirements published in *BCAR Personnel Licencing Chapter 1*.

All the Licence holders should be evaluated to determine the level of their English Language Proficiency. The issuance of Licence is subject to demonstration of level 4 or above.

- a) Evaluation levels as per the ICAO Annex 01

ICAO has introduced 06 levels.

1. Level 01 - Pre-elementary level
2. Level 02 - Elementary level
3. Level 03 - Pre-operational level
4. Level 04 - Operational level
5. Level 05 - Extended level
6. Level 06 - Expert level

- b) Evaluation intervals (As per ICAO Annex 01)

Every Licence holder mentioned above shall attain at least level 04 (Operational level) in English Language Proficiency Check (ELPC) for Radio Telephony Communication to be eligible to exercise the privileges of Licence.

The holders of above Licences who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

1. Operational Level (Level 4) should be evaluated at least once every three years.
2. Extended Level (Level 5) should be evaluated at least once every six years.
3. Level 6 is expert level. No further evaluation on those who achieved this level.

Chapter 8 - Designated Persons/Organizations

8.1. General

The following persons and organizations are designated for specific job functions by the DG and delegated with necessary legal authority, valid for a maximum period of two or three years appropriately.

a) Designated Civil Aviation Medical Examiners

Civil Aviation Medical Examiners designated for the purpose of conducting civil aviation medical examinations on Flight crew and Air Traffic Controllers.

b) Outsourced Medical services

Hospitals, Medical practitioners, clinics and laboratories have been chosen and designated to conduct laboratory and other special medical tests and examinations for the issue of medical assessment reports.

c) Evaluators of Question Bank

Qualified persons in the industry designated for evaluation of Question Bank or setting and marking knowledge examination papers for issuance of pilot Licences or flight dispatcher Licences.

d) Airworthiness Examiners

Examiners from the Airworthiness Section of the BCAA designated to set and mark the examination papers of the Aircraft Maintenance Engineer Licence and Aircraft Maintenance Licence Knowledge Examinations.

e) Air Traffic Control Examiners

Air Traffic Control Examiners designated from Aerodrome and Air Navigation Services Section of BCAA to conduct skill tests for the grant, renewal or revalidation of Air traffic Controller (ATC) Licences and ATC Ratings.

f) Designated Check Pilots

Check Airmen or Designated Check Pilots designated, chosen from commercial airlines for the conduct of necessary skill tests for type endorsement, reactivation and Instrument Rating and skill test for issuance of ATPL.

g) Flight Test Examiners


Not requiring for delegated authority, the appointment of Flight Test Examiners by the Director General for the purpose of conducting F/Ts for issue, renewal, revalidation of Licences and ratings.

8.2. Method of Application

a) Designated Civil Aviation Medical Examiners

Application procedure for Civil Aviation Medical Examiners can be found in Medical Procedure Manual (BCAP 3020) issued by Personnel Licencing Section of BCAA.

b) Designated Check Pilots

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Application procedure for Designated Check Pilots can be found in Designated Check Pilot Manual from Flight Operations Section of BCAA.

c) Flight Test Examiners

Application procedure for Flight Test Examiners can be found in Flight Test Examiner Manual (*BCAP 3070*).

Any one or a combination of the following methods may be adopted to identify suitable persons for appointment.

- a) Calling for applications through newspaper advertisements.
- b) Applications forwarded by qualified individual applicants
- c) Nomination by an outside organization such as a Flying Training School, Airline, ATS Service Provider. Identified as a prospect by the Director General.

8.3. Method of Selection

Through an Initial formal interview held by the Director General or an Authorized Person or Persons who will verify the personal & career record of the person and also assess the suitability for appointment.

8.4. Appointment

The appointment will be made by the Director General by a '**Letter of Authorization**'. The letter shall set forth the privileges authorized and delegated and will be valid till the expiry date indicated in the Letter as per the applicable BANRs and BCAR Personnel Licencing. When the authority is renewed or additional privileges are added, a new Letter will be issued. A copy of the above Letters, signed by the appointees should be filed in BCAA records. The new Letter will supersede all previous such Letters.

8.5. Briefing

Upon selection the prospective appointee will be provided with a copy of the relevant Designated Persons Manual. He will also be briefed by a Licencing Officer/Inspector on the Licencing procedures applicable to his work, handling & maintenance of forms, records etc... and any other technical aspects as necessitated by the BANRs and BCAR Personnel Licencing. Furthermore the appointees will be given the necessary forms and other documents (e.g.: Check Forms etc...) to perform his work. This process will be followed by handing over the appointment letter and seal.

8.6. Personal Files of Appointees and Monitoring


A separate file will be maintained in respect of each appointee which will contain all correspondence of the appointment including the application and the Letter of Appointment.

The monthly returns of work performed should be furnished to the PEL Section. For each task performed by him the original of the form/s filled by him should be hand delivered/ mailed to PEL Section while retaining a copy with the appointee. These copies should be maintained for 5 years.

8.7. Renewal

The renewal may be made upon applying in writing, and will be subject to meeting the Requirements set forth in Manuals, BCAR Personnel Licencing and satisfactory performance during the previous appointment.

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8.8. Cancellation of Appointment or Denial of Renewal

When there is a history of poor performance as a Designated Person, such appointment may be cancelled or renewal may be denied.

- a) The following are grounds for cancellation of an appointment or denial of renewal:
 - 1) Issue of Check Reports when Standards and requirements have not been met.
 - 2) Repeated submission of incomplete documentation.
 - 3) Failure to submit documentation within five days of the check.
 - 4) Failure to forward monthly returns and failure to maintain records for 24 months.

- b) Prior to cancellation or denial of renewal, the personal file of the Designated Person should include:
 - 1) He/she discrepancies, which have been noted
 - 2) Evidence that he/she has been notified of the errors.
 - 3) A copy of the Register Posted letter to him stating that his/her performance was unsatisfactory and that if the performance did not improve, it would be necessary to cancel the appointment.

- c) Additional grounds for cancellation or denial are acts relating to dishonesty such as fraudulent or changing of documents.

Upon cancellation or denial of renewal, unused forms should be returned to the PEL Section and an acknowledgement to receipt shall be sent by the PEL Section.

In the case of above a) 1) and 2) and c), fresh checks or corrective action as set forth in the corresponding IRPs should be obtained.

8.9. Fees

Remuneration for Designated Persons will be as per the applicable schedule for designated section.

Chapter 9 - Pilot Licences & Ratings issued on the Basis of Foreign Licences (Conversions)

The Requirements and Procedures to convert a Foreign Flight Crew Licence and Ratings into a Bhutanese Flight Crew Licence and Ratings

9.1 General Provisions

9.1.1. Applicability

This chapter explains the procedure to convert the following category of Flight Crew Licences and Ratings.

I. Licences

- a) Commercial Pilot - aeroplane and helicopter.
- b) Airline Transport - aeroplane and helicopter

II. Ratings

- a) Aircraft type rating
- b) Instrument rating
- c) Flight Instructor rating

9.1.2. Compliance with ICAO Annex I SARPS

The BCAA shall render valid a Flight Crew Licence & Ratings issued by a Contracting State, if such Licence has been issued in compliance atleast with the minimum SARPs of ICAO Annex 1 to Chicago Convention.

9.1.3. Compliance with BCAR Personnel Licencing issued by DG

DG shall convert a Flight Crew Licence and Ratings issued by a Contracting State in compliance with the requirements specified in BCAR Personnel Licencing.

9.1.4. Purposes to render valid /convert a Foreign FCL & Ratings

- I. A foreign Flight Crew Licence shall be rendered valid or shall be converted into a Bhutanese Licence for any of the purposes listed below:
 - a) for private flying
 - b) for Commercial and non Commercial Air Transportations
 - c) for conduct of flying training and checking
 - d) to receive flying training to undergo flight test
 - e) for any other purpose, if in the opinion of the DG, that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.

9.2 Procedure

The BCAA shall convert a foreign Flight Crew Licence into a Bhutanese Flight Crew Licence for the following Air Transport Operations.

- a) Private Operations
- b) Charter Operations
- c) Aerial Work Operations

d) Regular Public Transport Operations

9.2.1.

- I. An applicant seeking conversion of a foreign Flight Crew Licence shall be required to satisfy the related requirements specified in BCAR Personnel Licencing
- II. DG may at his discretion exempt an applicant from all or any, knowledge test other than from Air Law Flight Rules & Procedures.

9.2.2. DG shall confirm the validity of the foreign Flight Crew Licence before the issuance of a Bhutanese Flight Crew Licence on conversion.

9.2.3. Ratings shall be issued to an applicant for conversion on Bhutanese registered aircraft of type/types available for training/flight test in Bhutan.

9.3 Requirements and Procedures to convert a foreign Flight Crew Licence.

9.3.1. Application

An applicant seeking conversion on a foreign Flight Crew Licence shall submit the duly filled and signed application

9.3.2. Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application

- a) Foreign Licence which is currently valid for the privileges sought under the laws of the state issued the Licence
- b) Valid Civil Aviation Medical Certificate issued under the laws of the state issued
- c) Duly certified log book
- d) Security Clearance – local
- e) Security Clearance – foreign nationals

9.3.2.1. Security Clearance – Foreign Nationals

A certificate of Security Clearance from foreign country shall be submitted


9.3.3. Proficiency in the English Language and Evaluation for English Language Proficiency

The applicant shall have to sit for the English Language Proficiency test conducted by BCAA even if the applicant has been rated for English Language Proficiency, on his foreign Licence as per the requirement of BCAP 3040 (ELPC Manual).

9.3.4. Medical Examination

The applicant shall pass the appropriate class of medical examination as required by BCAR Personnel Licencing conducted by an approved medical examiner of the BCAA.

9.3.5. Air Law Flight rules and Procedure Examination

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An applicant seeking conversion for private operations or non Commercial Air Transport Operations shall pass the theoretical examination on “Air Law flight Rules and Procedure conducted by the BCAA on request.

9.3.6. Additional Training

An applicant seeking conversion for private operations/non Commercial operations shall undergo pre-flight test training as required by the BCAA.

9.3.7. Skill Test

An applicant seeking conversion for private operations or non-Commercial Air Transport Operations shall pass a Flight Test conducted by a Flight Test Examiner appointed by the BCAA for the purpose.

9.3.8. Commercial Air Transport Operations

9.3.8.1. Training by the Operator’s Own Training & Checking Organization

The Operator of an airline shall have established and implemented a training and checking organization approved by the BCAA and incorporated into the Company Training Manual in order to train and check it’s crew members including those crew who are employed to operate with validations. This Programme is intended to ensure the operating competency of crewmembers. Such training and checking, which should be conducted by the BCAA approved Instructors would basically be as follows.

- a) Company Indoctrination Programme
- b) Ground School Technical Training Programme
- c) Simulator Training Programme conducted at an appropriate Simulator approved by the DG and/or Flying Training Programme conducted in the actual aircraft, whichever is applicable
- d) Zero Flight Training conducted at a Level D Simulator approved by the DG, if applicable
- e) Simulator Base Training, if applicable
- f) Base Training in the aircraft, if applicable
- g) Ground School tests

At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the operator shall be submitted to the BCAA for further Licencing action. The original records of entire training programme and results of the theory/practical tests shall be maintained in the training file of the individual crewmember.

9.3.8.2. Theoretical/Practical Tests conducted by the BCAA

The BCAA shall conduct the following tests in respect of training offered to a new recruit by an Operator through his own Training and Checking Organization.

- I. An examination on Air Law, Flight Rules and Procedures (based on Bhutan legislation).

9.3.9. Commercial Air Transport Operations ---- Training by an Outside Training & Checking Organization Contracted by the Operator

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9.3.9.1. Training by an Outside Training & Checking Organization Contracted by the Operator

In the event that an Operator has no Training and Checking Organization of his own in place or no training and checking programmes are available for a particular type of aircraft, for example, an uncommon aircraft acquired anew or acquired for a brief period etc., training and checking programmes may be contracted out to a suitable Organization, either local or foreign, with the approval of the BCAA in order to provide the necessary training and checking programmes to ensure the competencies of flight crews.

In such instances, the approved Training Manual of the Operator shall contain the details of the entire training and checking programme. The training and checking shall be conducted at the outside Organization identified generally as the Nominated Training School, in strict compliance with such approved training programmes. Such training and checking programmes shall consist of the following items as applicable.

1. Ground School Technical Training Programme conducted at the Nominated Training School
2. Simulator Training Programme or the Flying Training Programme in the actual aircraft, whichever is applicable, conducted at the Nominated Training School Zero Flight Training conducted at a Level D Simulator approved by the DG, if applicable
3. Pilot Proficiency Simulator Evaluation or the Practical Flying Test in the actual aircraft, whichever is applicable, and Instrument Rating check conducted at the Nominated Training School by an Examiner acceptable to the DG
4. Ground School tests
5. Simulator Base Training, if applicable
6. Base Training in the aircraft, if applicable, which shall be conducted in the actual aircraft of the Operator based on SOPs of the Operator

If the outside training facility is located outside Bhutan, the above training and checking programme may be conducted prior to the flight crewmember arriving in Bhutan.

In this situation, the Company Indoctrination programme may be conducted at the Operator's own training facility by instructors approved by the DG when the applicant arrives in Bhutan.

At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the Operator or the Nominated Training School as applicable, shall be submitted to the DG for further Licencing action. The original records of the entire training programme and results of the theory/practical tests shall be maintained in the training file of the individual crewmember.

9.3.10. Certificate from the Training Organization

Bhutanese nationals who had their flying training in a foreign country & seeking conversion shall submit a certificate from the foreign training organization concerned to prove the successful completion of a training course. The applicant shall also submit the course details together with the course completion certificate.

9.3.11. Fee

Fees in respect of all chargeable activities shall be as per the BARNs as amended from time to time and fees introduced for additional activities in future.

The chargeable activities are generally

1. Evaluation of application

2. Air Law Examination
3. Any other exam as required
4. Issuance of Licence

Chapter 10 - Validation of Foreign Pilot Licences

Requirements and Procedures to render valid a Foreign Flight Crew Licence and Ratings

10.1. General Provisions

10.1.1. Applicability

This chapter explains the procedure to render valid a foreign Licence of the following category of Flight Crew Licences and Ratings.

- I. Licences
 - a. Commercial Pilot - aeroplane & helicopter.
 - b. Airline Transport - aeroplane & helicopter

- II. Ratings
 - a. Aircraft type rating
 - b. Instrument rating
 - c. Flight Instructor rating

10.1.2. Compliance with ICAO Annex I SARPS

DG shall render valid a Flight Crew Licence & Ratings issued by a Contracting State, if such Licence has been issued in compliance atleast with the minimum SARPs of ICAO Annex 1 to Chicago Convention.

10.1.3. Compliance with BCAR Personnel Licencing issued by DG

DG shall render valid a Flight Crew Licence and Ratings issued by a Contracting State in compliance with the requirements specified in BCAR Personnel Licencing

10.1.4. Purposes to render valid a Foreign FCL & Ratings

A foreign Flight Crew Licence shall be rendered valid or shall be converted into a Bhutanese Licence for any of the purposes listed below:


- a) for Commercial and non Commercial Air Transportations
- b) for conduct of flying training and checking
- c) to receive flying training to undergo flight test
- d) to ferry an aircraft for registration in Bhutan from a foreign country
- e) for any other purpose, if in the opinion of the DG, that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.

10.2. Procedure

10.2.1. Method of rendering a foreign Licence and ratings valid

DG shall render valid a foreign Flight Crew Licence and ratings issued by another foreign state by-

- a) Issuing a suitable authorization which is referred to as foreign Licence validation certificate (FLVC) to be carried with the relevant foreign Licence and ratings.
- b) Specifying the acceptable privileges of the foreign Licence & ratings on the FLVC.

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- c) Granting validity not beyond the validity of the foreign Licence
- d) Specifying the condition that the FLVC ceases to be valid if the Licence upon which it was issued is suspended or cancelled.

10.2.2. Conditions to be satisfied for issuance of FLVC

Issue of the FLVC shall take place subject to the following

- a) The DG is satisfied for appointment by the Operator for the intended purpose/s.
- b) The Operator has adequate future plans to train and employ the respective positions.
- c) The foreign Licence shall have been issued in compliance with the minimum Standards specified in ICAO Annex 1/BCAR Personnel Licensing
- d) Issuing Authority of the foreign Licence shall have verified and confirms the details and the validity of the foreign Licence.
- e) The current employer has issued No objection letter to the applicant
- f) Foreign Security Agencies shall have verified the security clearance of the applicant (if applicable)
- g) Royal Bhutan Police has cleared the applicant.
- h) The training conducted is in order with the approved Training Manual of the Operator
- i) The applicant passes the tests conducted by the DG.
- j) Required fee for issue of a FLVC has been paid.
- k) The current employer has No objection letter to the applicant

10.2.3. Validity Period

The following shall determine the date of expiry of the FLVC.

The date of expiry of the foreign Licence.

- a) In the case of a non-expiry type of a Licence, the date of expiry of the medical certificate or the next due date of the pilot proficiency check/instrument rating check etc.
- b) The date of expiry of the Bhutan medical certificate.
- c) In any case, a maximum of 3 months since the date of issue of the FLVC.
- d) Such other period as decided by the DG.


10.2.4. Conditions to exercise the privileges

The privileges of the FLVC shall be as specified in the Certificate.

In the course of the validity period of the FLVC, the privileges so granted shall not be exercised unless the;

- a) Holder maintains the validity of the foreign Licence by satisfying the requirements of the foreign Licencing Authority: and
- b) Holder satisfies the recurrent and/or additional training and checking requirements of the Operator as specified in the approved flight Operations Manual and/or Training Manual, including the bi-annual pilot Proficiency Checks and annual Instrument Rating check; and
- c) Holder meets the applicable recent experience requirements as set out in the Flight Operations Manual of the Operator; and
- d) Foreign Licence is not suspended or cancelled; and
- e) Holder is in possession of a current medical assessment appropriate to the Licence, issued by the foreign Licencing Authority.

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10.2.5. Conditions of Validity of a “Foreign Licence Validation Certificate” (FLVC)

- a) A FLVC shall become invalid no sooner the holder terminates employment contract with the Operator on whose behalf the FLVC had been issued.
- b) The holder shall maintain operational competency at all times in compliance with the Flight Operations Manual and the Training Manual of the Operator.
- c) The holder shall exercise the privileges granted, strictly in compliance of the BCAR Personnel Licencing as amended from time to time and Requirements and Procedures published by the DG.
- d) An applicant who has previously been denied of a FLVC by the DG based on medical grounds, he/she shall not be reconsidered unless the applicant passes a medical examination conducted by the Civil Aviation Medical Examiner authorized by the DG. The applicant shall in any event be in possession of a medical certificate issued by the foreign Licencing Authority.
- e) In order to qualify for a FLVC, an applicant shall successfully complete the theoretical and/or practical tests conducted by the Operators authorized by DG in not more than two attempts.
- f) Temporary foreign Licences shall not be considered for validation action.
- g) When exercising the privileges of a FLVC, the holder shall, at all times, be in possession of the foreign Licence, medical certificate issued by the foreign Licencing Authority and the FLVC issued by the DG.
- h) In respect of a foreign Licence, which does not carry a photograph of the holder, an applicant for a FLVC shall produce proof of his/her identity by means of valid personnel identification document, which carry the photograph such as a passport issued by a competent authority.
- i) The DG shall exercise the right to depart from the provisions of this manual in special cases, without compromising safety.

10.2.6. Verifications of foreign Licence and ratings

DG shall confirm the validity of the foreign Licence & ratings submitted by the applicant from the CAA of the foreign State concerned before rendering a Licence & ratings valid.

10.2.7. Administrative Assessments/Verifications

The following administrative assessment/verifications will be carried out

- a) Scrutiny of the documents submitted
- b) Verification of the foreign security clearance certificate
- c) Obtaining security clearances from the appropriate local National Security Agency
- d) Verification of the validity of the foreign Licence held by the applicant
- e) Assessment of the Personnel Licencing standards of the State, which issued the foreign Licence held by the applicant.
- f) Any other verification deemed necessary by the DG.


10.3. Requirements and Procedures for Private Operations

An applicant seeking issuance of a Foreign Licence Validation Certificate (FLVC) on the strength of his foreign Flight Crew Licence for private operations shall complete the following requirements.

10.3.1. Application

An applicant for a Foreign Licence Validation Certificate (FLVC) shall submit the duly filled & signed application on form *BCAA/PEL/I/03*.

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10.3.2. Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application.

- a) Foreign Licence which is currently valid for the privileges sought under the laws of the state, issued the Licence.
- b) Valid Civil Aviation Medical Certificate issued under the laws of the state, issued the Licence.
- c) Duly certified log book.
- d) Security Clearance issued by the Royal Bhutan Police.

In case of a foreign national, a certificate of Security Clearance in addition shall be submitted from the authorized agency of the country of his nationality or residence as applicable.

10.3.1. Fees

Fees in respect of all chargeable activities shall be in terms of the BANRs as amended from time to time and fees introduced for additional activities in future.

10.4. Air Law flight Rules and procedures Examination

The applicants for FLVC shall successfully complete the examinations conducted by the BCAA on Air Law, Flight Rules and Procedures.

10.5. Requirement of Radio Telephony and English Language Proficiency

The applicants for FLVC shall have Radio Telephony and English Language Proficiency as per the ICAO Annex 1, BCAR Personnel Licensing and BCAP 3040 - ELPC Manual.

10.6. Required Documents to renew the FLVC

A foreign Licence validation may be renewed when the applicant provides the following:

- a) Duly filled application signed by the applicant and recommended by the Operator; and
- b) The foreign Licence currently valid under the laws of the state for the privileges sought
- c) The relevant medical certificate issued by the foreign country; and
- d) Flying Logbook evidence to prove the recent experience; and
- e) Records of recurrent training and checking completed in accordance with the requirements set out in the Training Manual of the Operator. (Inclusive of biannual Pilot Proficiency checks and annual Instrument Rating Check)
- f) A valid Medical Certificate appropriate to the Licence held, issued by a Civil Aviation Medical Examiner designated by the DG, if the proposed stay is expected to exceed one month, and
- g) Fee for processing of an application for FLVC
- h) Any other document is specified by the DG.


10.7. Replacement of a FLVC

The DG may, on being satisfied that the original of a FLVC has been lost or destroyed, issue a copy thereof or a similar Certificate in replacement of the original.

10.8. Suspension, Cancellation & Amendment of a Foreign Licence Validation Certificate

The DG may suspend, cancel or amend a FLVC if the need for such action arises.

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CHAPTER 11 - CONVERSION AND VALIDATION OF AIRCRAFT MAINTENANCE LICENCE & RATING

11.1. Conversion of foreign Licence

Conversion of AML shall be performed in accordance with a conversion report. This report shall describe the scope of each type of qualification and show to which aircraft maintenance Licence it will be converted, which limitation will be added and the module/subjects on which examination is needed to ensure conversion to the aircraft maintenance Licence without limitation, or to include an additional (sub-) category. Further, more the report shall include a copy of the existing regulation defining the Licence categories and scopes.

The conversion report shall be prepared in respect individual applicant by the DG appointed staff member. For this evaluation process the applicant should submit his/her request with a duly perfected BCAA form *BCAA/PEL/R/03*.

1. Appropriately endorsed and currently valid Licence.
2. Confirmation from foreign airworthiness Authority about the validity of the Licence.
3. The applicant must submit evidences that the conditions of the issue of foreign Licence meet the condition described in this Part, to prepare the conversion report.
4. The applicant should satisfactorily complete an examination on Air law conducted by BCAA.
For more details refer BCAR AMEL.

11.2 Validation of AML

1. Issue of a foreign validation certificate

A foreign Licence validation certificate shall be issued to an applicant who provides the following and when the DG is satisfied the conditions for the issue of a Licence validation:

- a) a foreign Licence valid under the laws of a Contracting State and valid for the privileges requested.
- b) and a letter requesting issue of the Foreign Licence Validation Certificate and specifying the purpose for which the foreign Licence is to be validated.


The Foreign Licence Validation Certificate shall normally be issued for a period of six months from the date of issue and shall clearly indicate that its validity will be dependent on the validity of the Foreign Licence. A shorter period may be granted.

2. Conditions for the issue of a foreign Licence validation

- a) The DG is satisfied that the foreign Licence meets or exceeds the standards for the issue of a similar Licence of the BCAA.
- b) The foreign Licence should be appropriately endorsed and currently valid.
- c) The applicant should satisfactorily complete an examination on Air Navigation Regulations conducted by the DG.
- d) Foreign Licence validations will be issued only when the assignment is of a temporary nature.
- e) The foreign Licence validation will be issued on the receipt of confirmation from the issuing Authority about the validity of the Licence.

Note: The onus of providing any information required by the DG for such validation lies with the applicant.

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CHAPTER 12 - SUSPENSION OF LICENCES & RATINGS & REINSTATEMENT

12.1. Legal Provision

As per the chapter VIII of Civil Aviation Act of Bhutan 2016, Section 104, The Head of Authority shall, in accordance with the rules and regulations approved by the Board, have the power to issue, renew, vary, suspend and revoke a certificate, Licence or any other authorization or aviation document to a person, organization, aircraft, airport, facility or a service relating to safety or security in civil aviation.

12.2. General Procedure

12.2.1. Duration

The suspension of a Licence issued by DG shall be for a period of fourteen days if suspected to have convicted an offence against the regulations of the country or procedures & instructions issued by DG. This period may be extended by DG himself if he feels that during this period a comprehensive independent inquiry could not be held due to unavoidable reasons.

12.2.2. Notice

The suspension or cancellation shall take effect immediately or from such time as the DG informs about the action taken to suspend or to cancel shall forthwith be given to the holder of the certificate or the Licence, together with a statement of the reasons for the suspension or cancellation.

12.2.3. General Complaints regarding administration of PEL Section

There is provision for all aviation community, or member of public, any citizen of Bhutan to make suggestions for the improvement of the system & or complaints regarding services provided to them or any other details of their dissatisfaction about the overall prevalence of the PEL Section.

12.2.4. Procedure for complaints


For minor incidents complaints that require the attention of divisional head or maximum of attention of DG there exists a system established within the division to obtain feedback from the public elements through a complaint box made readily available in the public area of the BCAA office. This is flanked with a readymade form designed for the purpose making matters very easy encouraging all to do this providing a writing pen also attached to it.

12.2.5. Processing of Complaints

The complaints made on readily available paper provided for the purpose are collected on monthly basis by designated clerk for the task entered in a register provided for the purpose & then distributed according to the address specified by the compliant.

The recipient is then made responsible to follow up action or to inform higher authorities & in any case to inform the party about the progress made so far. If this process is going to take more than five working days at least the acknowledgement has to be sent to the person concerned.

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CHAPTER 13 - PROCEDURE FOR APPEALING DECISIONS ON LICENCING

13.1. Appealing procedure for denial, suspension, revocation of Licence, Rating, Certificate or Authorization

If an applicant fails to complete the stipulated requirements for the issuance/renewal of a particular Licence, rating, certificate, authorization, he/she shall be served with a letter of denial with the approval of the DG. Once an applicant receives such denial letter he/she may if desires submit a request for reconsideration of the matter.

Notwithstanding such a request the applicant has the right to appeal against the decision to the Board in charge of civil aviation by submitting a written statement before the expiry of thirty working days after the date on which such order or decision is communicated to that person in terms of provision in section 115 and 116 of Civil Aviation Act of Bhutan 2016.

The Board shall in dealing with any appeal preferred to him, obtain the observations of the DG, as the case may be, and after due inquiry, affirm, vary or annul the order or decision against which the appeal has been preferred

The decision of the Board upon an appeal shall be final and conclusive and shall not be appealed against in any court or tribunal.

The letter of complaint or appeal should include:

- Full name of the applicant, date of birth and reference number.
- Full details of the complaint/appeal.
- Any relevant contact/application dates.

CHAPTER 14- PROCEDURE FOR RENEWAL OF PILOT LICENCES

14.1. General

The holder of a Bhutanese pilot Licence shall not exercise the privileges of his Licence and associated ratings unless he meets the requirements for competency, recent experience and medical fitness.

Competency, appropriate to pilot Licences issued by DG is a combination of following attributes.

- i. Skill of Handling of aircraft of types endorsed on the Licence.
- ii. English Language Proficiency of minimum level 04 (Operational level)
- iii. Knowledge requirements applicable to the Licence and the ratings seeking renewal.
- iv. Competency on Radio Telephony
- v. For Passenger Airline Transport Operations all other currency requirements as per Flight Operations Manual of the airline.

DG shall ensure that the Licence holder has satisfactorily completed the requirements for competency, recent experience and medical fitness and issue a certificate of validity to remain in force for a period in accordance with the validity of the medical certificate.

Licences shall be validated for a period as follows subject to the validity of medical certificate. The period of validity shall be from the date of medical examination and be based on the age of applicant at the time of undergoing the medical examination.

14.2. Period of Validity

The period of validity for Pilot Licences is for two years from the date of issue with the valid medical certificate issued by the BCAA Designated Medical Examiner as follows:

- a) Private and non revenue operations with passengers


Age Group	Validity period of Class II Medical assessment for private pilot Licence
Less than 40 years of age	60 months
Over 40 and until 50 years of age	24 month
Over 50 years of age	12 months
Over 60 years of age	06 months

- b) Multi Crew Commercial Air Transport Operations (Passenger)

Age Group	Validity period of Class I Medical assessment for Commercial pilot Licence
Less than 60 years of age	12 months
Over 60 years of age up to 65 years	06 months

14.3. Renewal of Professional Pilot Licence

The holder of an aircraft maintenance Licence shall complete the relevant parts of BCAA form *BCAA/PEL/R/01* and submit it with the holder's copy of the Licence to the DG.

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14.3.1 Maintenance of continuous validity - Professional Pilots Licences and Ratings (CPL/ATPL)

The holder of a professional pilot Licence issued by DG shall maintain the continuous validity of the Licence and its associated ratings by

- a) Renewing medical certificate during the validity period
- b) Maintaining recent experience on his aircraft types
- c) Completing pilots proficiency checks at appropriate intervals to maintain the privileges of his/her aircraft types and Instrument Rating appropriately

14.3.2. Recent Experience & Proficiency Checks on Type of Aircraft

The privileges of a professional pilot Licence shall only be exercised on each type of aircraft endorsed on the Licence as in respect of which the recent experience and/ or proficiency checks are required as specified below.

1. Commercial Operations - Public Transport Flight

- a) The holder shall have acquired not less than three (03) hours flying as PIC including 03 take-offs and landings in the immediately preceding 03 months or 12 hours flying as co-pilot or PIC under supervision including 06 take-offs and 06 landings made under supervision as appropriate to the capacity in which the Licence holder is acting in the immediately preceding 03 months

And

- b) The holder shall have satisfactorily completed by-annual pilots proficiency checks (*PPC I- Refer BCAP 4205*) with a Designated Check Pilot approved by DG. Pilots Proficiency Check reports shall be valid for six months from the date of the check but where two proficiency checks are held for the same type of aircraft and pilot capacity, the dates of effects of which are separated by not less than four months, the period of validity is deemed to be 12 months from the date of effect of the earlier check report.

2. Commercial Operations - Non Public Transport Flight

- a) The holder shall have in the immediately preceding 06 months, acquired not less than 06 hours flying as Pilot-in-Command including 06 take-offs and 06 landings or 12 hours flying as co-pilot or PIC under supervision including 06 take-offs and 06 landings made under supervision as appropriate to the capacity in which the Licence holder is acting.

And


- b) The holder shall have satisfactorily completed a pilots proficiency check (*PPC II – Refer BCAP 4205*) with a Designated check pilot approved by DG within the preceding 12 months. Proficiency check report shall be valid only for 12 months from the date of the check.

3. Non Commercial Operations - Private Flight

- a) The holder shall have in the immediately preceding (06) months acquired not less than 05 hours as a pilot in an aircraft of the same class as the rating in the Licence with atleast one flight as PIC in the type of aircraft exercising the privilege. If the holder has aircraft rating as co-pilot the flight time as co-pilot and flight time as PIC under supervision shall be counted on the basis that two hours as PIC or two hours as PIC under supervision as equal to one hour.

And

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- b) The holder shall have satisfactorily completed a pilots proficiency check (*PPC III*) with a Designated check pilot approved by DG within the preceding 18 months. Proficiency check report shall be valid only for 18 months from the date of the check.

14.3.3. Recent Experience & Proficiency Check – Instrument Rating

Instrument Rating endorsed on a Commercial Pilot Licence or Private Pilot Licence is valid for 12 months, the rating holder shall maintain recent experience and competency as specified below,

- a) Shall have flown at least 02 hours under IFR immediately proceeding 06 months and
- b) Pass IR check I (*Refer BCAP 4205*) during the validity of IR.

14.3.4. Recent experience and Proficiency Check – Asst. Flight Instructor Rating / Flight Instructor Rating

An AFI Rating or FI Rating on a CPL or ATPL is valid only for 06 months. The rating holder shall maintain recent experience and competency as specified below,

1. Shall have made at least 03 hours of instructional flights immediately proceeding 06 months
2. Pass standardization check (*PPC IV*) during the validity of AFI/ FI Rating.

14.3.5 Renewal requirements

Forty five (45) days proceeding the date of expiry and validity of a Licence and ratings, the Licence holder shall, make his application for renewal on a form of application, furnished by DG, together with satisfactory evidence for having completed the following requirements;

- I. Appropriate medical certificate
- II. Appropriate recent experience
- III. Appropriate proficiency check appropriately

14.4. Requirements of lapsed Professional Pilot Licences (CPL/ATPL & Ratings)

14.4.1. Re-activation of Aircraft Type Rating


The holder of a professional pilot Licence issued by DG, who has not maintained the continuous validity of his Licence and associated ratings shall complete the following requirements to re- validate the Licence and the ratings. If the applicant has been in continued flying experience using a foreign Licence and submitting evidence satisfying recent experience gained on aircraft, not in Bhutanese registry, DG may consider each case on its own merits.

I. If the validity has lapsed for less than 02 years at the time of application for re-activation

- a) Pass medical examination.
- b) Pass aircraft type rating flight test (*PPC V- Refer BCAP 4205*)

II. If the Licence validity has lapsed for a period of more than 02 years and less than 05 years

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- a) Pass medical examination
- b) Pass the examination on Aviation Law, Flight Rules and Procedures
- c) Pass the aircraft type examination (technical)
- d) Pass aircraft type rating flight test (PPC VI)

III. If the Licence validity has lapsed for a period of more than 05 years and less than 10 years

- a) Pass medical examination
- b) Pass the examination on Aviation Law, Flight Rules and Procedures
- c) A composite paper for Human Factors, Meteorology and Navigation
- d) Pass the aircraft type examination (technical)
- e) Pass aircraft type rating flight test (PPC VI)

IV. If the Licence validity has lapsed for a period of more than 10 years complete the requirements for initial issuance of the Licence /rating

- a) Pass medical examination
- b) Pass all technical examinations
- c) Aircraft type rating flight test

14.4.2. Reactivation of a lapsed Instrument Rating (IR)

If the validity has lapsed for less than 12 months

- a) Undergo training as approved by DG.
- b) Pass flight test (IR Check II) carried out in accordance with renewal flight test requirements.

If the validity has lapsed for more than 12 months

- a) Undergo training as approved by DG
When a Licence holder has remained in Instrument Flying practice on a foreign Licence or in active instrument flying with SLAF, the recent experience on satisfactory evidence may be considered.
- b) Pass flight test (IR Check I) carried out in accordance with the Initial Instrument Rating Flight Test.


14.4.3. Reactivation of lapsed AFI/FI rating

If the validity has lapsed for less than 12 months the applicant shall

- a) Undergo training as approved by DG.
- b) Pass flight Test (PPC VI)

If the validity has lapsed for more than 12 months the applicant shall,

- a) Undergo training as approved by DG.
- b) Pass flight test (PPC VI)

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CHAPTER 15 - PROCEDURE FOR RENEWAL OF AML AND ATC LICENCES

15.1. Renewal of Aircraft Maintenance Licence

The holder of an aircraft maintenance Licence shall complete the relevant parts of BCAA form *BCAA/PEL/R/03* and submit it with the holder's copy of the Licence to the DG. The application Form to be made during forty-five (45) days preceding the date of expiry and validity of a Licence and ratings, the Licence holder shall, make his application for renewal. The Licence can also be renewed at the time of endorsement for additional categories, ratings, and change of address or on the special requirements of applicant by submitting a request to the DG for acceptance. The minimum experience requirements for renewal should be as per the BCAR AMEL.

The DG shall compare the holder's aircraft maintenance Licence with the BCAA file and verify any pending revocation, suspension or variation action as per the BCAR AMEL. If the documents are identical and no action is pending pursuant to BCAR AMEL, the holder's copy shall be renewed for one year and the file endorsed accordingly.

If the CAA file is different from the aircraft maintenance Licence held by the Licence holder:

1. The DG may investigate the reasons for such differences and may decide not to renew the aircraft maintenance Licence.
2. The DG may inform the Licence holder affected of such fact and shall, if necessary, take action under paragraph 17 of this Part to revoke, suspend or amend the Licence in question.
3. If the date of renewal is lapsed, the DG review the individual requests on the basis of;
 - I. Submission of a valid explanation up to three months.
 - II. Beyond which, shall be issued with new Licence upon meeting all requirements for initial issue described in BCAR AMEL.

15.1.1 Period of validity

The period of validity for AMEL is for 2 years from the date of issue of licence and ratings.

15.2. Renewal of Air Traffic Controller Licence and Ratings

15.2.1. Requirements of Renewal of Air Traffic Controller Licence and ratings

1. Medical Fitness
2. Applicant shall hold current class 3 medical Assessment
3. Knowledge
4. Applicant shall have demonstrated knowledge in all pertinent and current information with regard to ratings endorsed on the Licence.
5. Recent Experience
6. Shall have exercised the privileges of the rating/s endorsed on the Licence for a period of not less than 06 months unless otherwise decided by DG


Or

Shall have completed an approved refresher training course and not less than three months or for a period as determined by DG of satisfactory service in the actual control of Air Traffic under the supervision of an appropriately rated on the job training instructor approved by DG.

Skill

Applicant shall have demonstrated the ability to provide a safe orderly and expeditious control service at a level appropriate to the privileges of the rating/s granted.

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15.2.2. Proof of validity

A holder of Air Traffic Controller Licence shall have current validity certificate which is for two years from the date of issue and should be attached to the Licence issued by DG in proof of validity and currency of his Licence and ratings.

A rating endorsed on an Air Traffic Controller Licence will become invalid if the holder didn't exercise the privileges of the rating for a period of 06 months or more. The controller's ability to exercise the privileges of the rating will be re – established after completing the following.

1. The controller should have worked in the related control service unit under the supervision of a rated controller at least a month immediately preceding his application for his renewal and;
2. Should pass an Assessment test conducted in the presence of DG appointed Examiner.
3. Keep the medical examination and the Licence valid.