Order
CAA-O- PEL015A
July 2008

ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT OPERATION OFFICER LICENCE

1.0 PURPOSE

This Order is issued to guide the Personnel Licensing Officers in determining if the applicant meets the requirements for the issue, renewal and re-issue of a Flight Operation Officer (FOO) Licence.

2.0 REFERENCES

2.1 Regulations 105 to 110 of the Civil Aviation (Personnel Licensing) Regulations;
2.2 The prescribed Application Forms
2.3 A FOO Licence card and a Renewal Certificate

3.0 GUIDANCE AND PROCEDURES

3.1 General Information.

3.1.1 Flight Operations Officers are usually employed by AOC holders for the dispatch, monitoring functions and flight supervision.

3.1.2 A person wishing to obtain a Flight Operation Officer Licence must demonstrate to the Authority that he has:

a) successfully completed an approved course of training specified under regulation 189 of the Civil Aviation (Operation of Aircraft) Regulations resulting in a certificate of competency from an Air Operator certificated by the Authority as evidence of having completed an approved Flight Operations Officer training program;

b) a Flight Operations Officer licence issued by an ICAO contracting State; or

c) successfully completed an approved course of training under an ATO
3.2 Application Requirements

3.2.1 Advise the applicant to bring the following documents attached to the application on applying for the licence:

a) A properly completed prescribed application Form;

b) A competency Certificate from an air operator certificated by the Authority certifying attendance at an approved course and successful completion of all the modules;

c) Certification from an air operator certificated by the Authority that the applicant has operated under the supervision of a Flight Operations Officer for at least ninety working days within the six months immediately preceding the date of application;

d) A photo Identification Card or a Passport;

e) A knowledge test report;

f) Two (2) recent passport size photographs (full face);

g) An ATO certificate indicating a satisfactory completion of an FOO Course;

h) Records substantiating the experience shown on the Application Form.

3.3 Applicant Arrives to apply for the Licence – Collect and evaluate the documents and records listed above.

3.4 Review the Application

3.4.1 Check the Application Form for accuracy, using the instructions attached to the form.

3.4.2 Ensure that the instructor or the ATO has provided the required endorsements.

3.5 Verify Applicant’s Identity

3.5.1 Inspect the acceptable form of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the prescribed application form; and if the applicant’s identity can be verified, proceed with the task.

3.5.2 If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

3.5.3 If the applicant’s identity appears to be different from the information supplied on the application form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the Head of the Personnel Licensing Office for further action.

3.6 Establish Eligibility for Issue of the Licence
3.6.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for an FOO Licence as prescribed in regulations 105 to 110 of the Civil Aviation (Personnel Licensing) Regulations.

3.1.1 The following list expounds on the basic requirements.

a) **Age:** The applicant should be at least 21 years of age;

b) **Knowledge:** The applicant is required to pass the knowledge examination as specified under regulation 106 of the Civil Aviation (Personnel Licensing) Regulations;

c) **Experience:** The applicant is required to present to the Authority documentary evidence that he has the experience or training as specified under regulation 107 of the Civil Aviation (Personnel Licensing) Regulations.

**Skill:** The applicant is required to pass a practical test with respect to any one type of aircraft used in commercial air transport to demonstrate the applicant’s ability as specified by regulation 108 the Civil Aviation (Personnel Licensing) Regulations.

a) **Verification of approved Training Program:** If the applicant has submitted a competency certificate from an Air Operator certificated by the Authority, the Air Operator should certify that the applicant has successfully completed all required modules of the approved course and has served under the supervision of a Flight Operations Officer for at least ninety working days within the six months immediately preceding the date of application;

b) **Instructors Recommendation:** An applicant must present the Instructor’s recommendation as evidence of having met the practical instruction requirements. For providing the Instructor’s recommendation one of the following methods shall be used:

   (i) The endorsement can be provided in the relevant prescribed application Form or

   (ii) in a letter to the Authority.

3.7 **Flight Operations Officer Licence Issued on Bases of a Foreign Licence**

A Flight Operation Officer Licence will be issued on bases of a foreign licence if the authenticity of the foreign Flight Operation’s Officers licence has been verified by the Authority of the state of issue and the applicant meets the requirements of regulation 105 to 110 of the Civil Aviation (Personnel Licensing) Regulations.

3.8 **Requirements for Renewal and the Renewal Process**

3.8.1 The applicant should:

a) complete the renewal prescribed application form;

b) show that he has satisfactorily met the requirements under regulation 110 of the Civil Aviation (Personnel Licensing) Regulations; and

c) present a certified record to substantiate the required experience.
3.9 Discrepancies or Ineligibility

3.9.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the licence cannot be issued and explain how the applicant may correct the discrepancies;

3.9.2 If the applicant is not eligible for the Licence, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the Licence.

3.10 Issue, Renew and Re-Issue of Licence

3.11 When the applicant has satisfactorily met the requirements for the issue, renewal or re-issue of the Licence –

a) Ensure the prescribed fees for the licence is paid.

b) Prepare the licence;

c) Renew the licence;

d) Make copy of licence or renewal certificate for the licensing file;

e) Provide applicant with a completed licence or renewal certificate; and

f) File all documents on the FOO licensing file.

4.0 RESULTS

4.1 Completion of this task results in the issue of one of the following:

4.1.1 Flight Operations Officer Licence or

4.1.2 Renewal Certificate

5.0 FUTURE ACTIVITIES

Applicant may return for renewal of the Licence.

____________________________________
Civil Aviation Authority