



Advisory Circular

CAA-AC-PEL002

September 2022

VALIDATION AND CONVERSION OF A FOREIGN FLIGHT CREW LICENCE

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for validation and/or conversion of licences and ratings under the Civil Aviation (Personnel Licensing) Regulations 2022.

2.0 REFERENCES

- 2.1 Regulations 27, 28, 29, 31 and 32 of the Civil Aviation (Personnel Licensing) Regulations 2022
- 2.2 The prescribed application forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 Under the Regulations 27, 28 and 29 of the Civil Aviation (Personnel Licensing) Regulations 2022, the Authority may validate a foreign licence issued by a Contracting State, by issuing a certificate of validation which will be carried with the foreign licence, with limitations or restrictions imposed as appropriate. This process is referred to as validation.

3.1.2 Under Regulations 31 and 32 of the Civil Aviation (Personnel Licensing) Regulations 2022, the Authority may grant a licence based on the strength of foreign licence, to an applicant who holds a valid licence issued by a Contracting State, with limitations and restrictions imposed as appropriate. This process is referred to as conversion.

3.2 Validation Information

3.2.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Ugandan Licence holder. The basis for validation of a foreign flight crew licence is Regulations 27, 28 and 29 of the Civil Aviation (Personnel Licensing) Regulations 2022. The Authority may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign licence issue by another Contracting State.

3.2.2 The Authority may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign licence issue by a Contracting

State. A certificate of validation is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to fly Ugandan registered aircraft, for the following purposes

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

3.3 Conversion Information

The basis for conversion of a foreign flight crew licence is Regulations 31 and 32 of the Civil Aviation (Personnel Licensing) Regulations 2022. The Authority may grant a licence to an applicant based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement.

3.4 Verification of the Foreign Licence

The Authority will seek the authenticity of the foreign licence presented for validation or conversion to be confirmed by the state of issue.

3.5 Eligibility for the Certificate of Validation or Conversion

3.5.1 An applicant for a certificate of validation or conversion of a licence is required to meet the specific eligibility, knowledge, competency and experience requirements for the grant of a certificate of validation or Ugandan licence based on the foreign licence under Regulations 27, 28, 29, 31 and 32 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.5.2 For a Certificate of Validation

- a) The foreign licence must be valid;
- b) The applicant must have a valid medical certificate from a the state that issued the licence
- c) Any limitations on the foreign licence will apply as appropriate;
- d) The certificate of validation will authorize the applicant to fly only the aircraft types physically endorsed on the foreign licence and which are on the Ugandan Aircraft Register, as specified in Regulation 27 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- e) The applicant must be current in flying and meet in full the experience requirements and qualifications for a Ugandan Licence, for which the privileges are sought; and
- f) The applicant for a certificate of validation must pass the Ugandan Air law examination.

3.5.3 For Conversion

- a) The foreign licence must be valid,
- b) The applicant must have a valid medical certificate from state that issued the Licence
- c) Any limitations on the licence will apply as appropriate

- d) The applicant must be current in flying and meet in full the experience requirements and qualifications for a Ugandan licence, for which the privileges are sought
- e) The applicant for a conversion must pass the prescribed conversion examination for the licence sought.

3.5.4 Holders of East African Partner States Pilot Licence

Holders of flight crew licences issued by Civil Aviation Authorities of East African community Partner States will be required to pass only the Air Law examination. The ratings on the licence will be transferred onto the Ugandan Licence provided they are current and the aircraft type is on Ugandan Civil Aircraft Register.

3.5.5 The Knowledge Test for the Validation or Conversion

The knowledge test on technical subjects and air law will be conducted as per Regulations 29, 31 and 32 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.5.6 The Practical (skill) tests (if required)

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

3.6 Application Requirements:

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

- (i) A properly completed prescribed application Form;
- (ii) The foreign licence to be validated or converted;
- (iii) Contracting state national identification or passport;
- (iv) The relevant medical certificate;
- (v) A knowledge test report and/or practical test report (if required under 3.5.6);
- (vi) Personal logbooks or other records substantiating the flight experience shown on the Application Form;
- (vii) Two (2) passport size recent photographs (full face) (if applicable); and
- (viii) The prescribed fees.

3.7 The Applicant's Identity

Present a national Identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

3.8 Discrepancies or Ineligibility

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

3.9 Validity of the Certificate of Validation and the Converted Licence

3.9.1 The validity of the certificate of validation shall be for a maximum period of three months provided that the Foreign Licence, Rating(s) and medical certificate remain valid.

3.9.2 The converted licence will be valid as per the requirements of the applicable Civil Aviation Regulations for the Licence converted.

3.10 Issue, of a Certificate of Validation or a Converted Licence

When an applicant has satisfactorily met all requirements for the Validation or Conversion, and the prescribed application form has been completed and presented to the PEL Office, the applicant is advised to pay the prescribed fees, after which the certificate of validation or a licence is issued.



Uganda Civil Aviation Authority