



Advisory Circular

CAA-AC-PEL039
September 2022

APPLICATION FOR CONVERSION/VALIDATION OF A FOREIGN AIRCRAFT MAINTENANCE ENGINEER'S LICENCE

1.0 PURPOSE

This Advisory Circular is issued to provide information, procedure and guidance to be followed by an applicant for the validation or conversion of an Aircraft Maintenance Engineer's Licence (AMEL), under the Civil Aviation (Personnel Licensing) Regulations 2022.

2.0 REFERENCES

- 2.1 Regulations 33 and 34 of the Civil Aviation (Personnel Licensing) Regulations 2022;
- 2.2 The prescribed Application Form

3.0 GUIDANCE AND PROCEDURES

- 3.1 Under Regulation 33 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.
- 3.2 Under Regulations 34 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.

4.0 VERIFICATION OF THE FOREIGN LICENCE

4.1 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.

The foreign licence shall be in full compliance with Annex 1 to Chicago Convention.

4.2 Eligibility for the Certificate of Validation or Conversion

4.2.1 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 33 and 34 of the Civil Aviation (Personnel Licensing) Regulations 2022.

4.3 For a Certificate of Validation

- a) The foreign licence must be valid;
- b) Any limitations on the foreign licence will apply as appropriate;
- c) The certificate of validation will authorize the applicant to exercise the privileges of the foreign licence;
- d) The applicant must be current in maintenance and meet in full the experience requirements and qualifications for a Ugandan Licence, for which the privileges are sought; and
- e) The applicant for a certificate of validation must pass the Ugandan Air law examination for Aircraft maintenance Engineers.

4.4 For Conversion

- a) The foreign licence must be valid,
- b) Any limitations on the licence will apply as appropriate
- c) The certificate of validation will authorize the applicant to exercise the privileges of the foreign licence;
- d) The applicant must be current in maintenance and meet in full the experience requirements and qualifications for a Ugandan Licence, for which the privileges are sought; and
- e) The applicant for a certificate of validation must pass the Ugandan AMEL Composite examination for the specific category sought.

4.5 Holders of East African Partner States Aircraft Maintenance Engineer Licences

Holders of Aircraft Maintenance Engineer Licences issued by Civil Aviation Authorities of East African community Partner States will be required to pass only the Air Law examination.

4.6 The Knowledge Test for the Validation or Conversion

The knowledge test on technical subjects and air law will be conducted as per Regulations 33 and 34 of the Civil Aviation (Personnel Licensing) Regulations 2022.

5.0 Application Requirements:

5.1 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) A knowledge test report;
- (v) Personal logbooks or other records substantiating the maintenance experience shown on the Application Form;
- (vi) Two (2) passport size recent photographs (full face) (if applicable); and
- (vii) The prescribed fees.

6.0 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

7.0 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

8.0 RESULTS

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

- (a) A validation Certificate; or
- (b) A converted licence;



Civil Aviation Authority