

CIVIL AVIATION AUTHORITY

AIR TRANSPORT SERVICE CHARTER

Vision

To promote the safest, most efficient and affordable air transport system in Uganda and beyond

Mission

To maintain the highest standards of safety, security and service in Civil Aviation

DIRECTORATE OF SAFETY, SECURITY AND ECONOMIC REGULATION

Service	Requirements	Cost	Time
Issue of Private Pilot Licence (PPL), Commercial Pilot Licence (CPL), Airline Transport Licence (ATPL), Air Traffic Control (ATC), Student pilot Licence, Ground Instructor, Flight Engineer, Flight Operations Officer	As per Personnel Licensing Regulations	As per attached Aeronautical Information Circular (AIC) 2/00 30 APR	4 weeks
Renewal of PPL, CPL, ATPL, ATC, Student pilot Licence, Ground Instructor, Flight Engineer, Flight Operations Officer	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	1 week
Testing and endorsement of ELP	As per Personnel Licensing Regulations	As per attached AIC A4/09 15 JUN	4 weeks
Issue /Renewal of Cabin Crew Member Certificate, IR, Flight Instructor, Flight Radio Telephony Operator Licence	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	1 week
Conversion of PPL, CPL, ATPL	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	4 weeks
Dispensation of Validation	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	2 weeks
Initial issue and renewal of Aircraft Maintenance Engineers Licence (AMEL), Authorization for Engineers/TBO/ Escalations/modifications	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	4 weeks
Endorsement of a rating of an aircraft	As per Personnel Licensing Regulations	As per attached AIC 2/00 30 APR	3 weeks
Issuance of duplicate documents for Crew Licence certificate, private registered aircraft certificate, certificate of airworthiness, air operators certificate, air maintenance organization, air service provider, other licenses and approvals	As per applicable of Civil Aviation Regulations	As per attached AIC 2/00 30 APR	1 month
Provisional Licence	As per Air Services Licensing Regulations	USD 250 - 500 plus VAT per	2 months

Service	Requirements	Cost	Time
Initial issue and Renewal of Air Service Licence	As per Air Services Licensing Regulations	USD 250 - 500 plus VAT per	4 months
Ad-hoc Flight Clearance	Submission of application for permit attaching applicable documents	USD10 - 35	4 Hours
Approval of Airline schedules	As per the Bilateral Air Services Agreement (BASA)	Free	5 days
Issue/Renewal of Registration of Aircraft or Re-registration	As per Registration and Markings Regulations	As per attached AIC 2/00 30 APR	1 month
Initial issue/renewal approval of Air Operator Certificate (AOC)	As per AOC and Administration Regulations	As per attached AIC 2/00 30 APR	10 days (after successful completion of phase 5) Note: Statutory period for AOC certification is 90 days.
Issuance of clearance certificate to operate commercially foreign registered aircraft in Uganda	As per AOC and Administration Regulations	Free	2 weeks
Initial issue/Renewal/Extension approval of Aircraft Maintenance Organization(AMO)	As per AMO and Administration Regulations	As per attached AIC 2/00 30 APR	2 weeks (after successful completion of phase 5) Note: Statutory period for AMO certification is 90 days.
Approval of Maintenance Schedule/Programme (AMS) per schedule	As per AOC and Administration Regulations	Free	30 days
Amendment of an approve maintenance schedule (AMS)	As per AOC and Administration	Free	2 weeks
Extensions/Variations to the requirements of maintenance schedule for an aircraft	As per AOC and Administration Regulations	Free	2 weeks
Issue of letter of comfort for lease of aircraft	As per AOC & Admin Regulations	Free	1 week

Service	Requirements	Cost	Time
Issuing or reissuing of Area Navigation (RNAV), Reduced Vertical Separation Minima (RVSM), Minima Navigation Performance (MNPS) certificate, transponder binary/decimal/hexadecimal codes, Radio telephony call sign.	As per AOC and Administration Regulations	Free	1 week
Initial issue of Certificate of Airworthiness (C of A)	As per Airworthiness Regulations	As per attached AIC 2/00 30 APR	3 weeks
Renewal of Certificate of Airworthiness (C of A)	As per Airworthiness Regulations	As per attached AIC 2/00 30	2 weeks
Issuance of Special flight permit	As per Airworthiness Regulations	As per attached AIC 2/00 30 APR	1 week
Export airworthiness approval	As per Airworthiness Regulations	Free	1 week
Noise certificate	As per Airworthiness Regulations	Free	1 week
Modification, repairs and installation approval	As per Airworthiness Regulations	As per attached AIC 2/00 30 APR	2 weeks
Issuance of Aviation Training Organisation (ATO) Certificate	As per ATO Regulations	As per attached AIC 2/00 30 APR	90 days
Approval of ATO Courses	As per ATO Regulations	Free	30 days
Approval of Security Programs	As per Security	Free	75 days
Advisory service on aerodrome construction, Approvals of masts and Other structures	As per Aerodromes Regulations	Cost recovery	1 week
Issue/Renewal of Aerodrome Licence	As per Aerodromes Regulations	Ugx 1,000,000	30 days
Aerodrome construction permit and aerodrome licenses	As per Aerodrome Regulations	Free	2 weeks
Approval of Aerodrome manuals and other documents	As per Aerodrome manuals	free	60 days

Notes:

- Days refer to working days
- Some of the services listed above are free of charge
- There is an ongoing exercise to review the charges

Abbreviation

AMEL: Aircraft Maintenance Engineers Licence
AIC: Aeronautical Information Circular
ATC: Air Traffic Control
ATO: Aviation Training Organization
ATPL: Airline Transport Licence
CPL: Commercial Pilot Licence
ELP: English Language Proficiency
MNPS: Minimum Navigation Performance
PPL: Private Pilot Licence
RNAV: Area Navigation

RVSM: Reduced Vertical Separation Minima
TBO: Time Between Overhaul