



Advisory Circular

CAA-AC-PEL014

September 2022

APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF A CABIN CREW MEMBER CERTIFICATE (CMC), INCLUDING ADDITIONAL AIRCRAFT TYPE RATING.

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Cabin Crew member Certificate.

2.0 REFERENCES

- 1) Regulations 194 to 200 of the Civil Aviation (Personnel Licensing) Regulations 2022.
- 2) The prescribed Application Form

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The prescribed application form for issue, renewal and re-issue of a Cabin Crew member Certificate may be obtained from the Authority's Personnel Licensing (PEL) Offices.

3.1.2 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.

3.1.3 Category and Aircraft Type Ratings

- a) A specific aircraft type must be placed on the CMC
- b) Type ratings are issued in the following aircraft:
 - (i) All aircraft with a seating capacity of 20 or more passengers; or
 - (ii) Any aircraft considered necessary by the Authority

3.1.4 Eligibility Requirements

- a) An applicant for issue of a Cabin Crew member Certificate (CMC) must meet the specific eligibility, knowledge, skill and experience requirements for a CMC under Regulations 195 and 196 of the Civil Aviation (Personnel Licensing) Regulations 2022 and must be an employee of Uganda Air Operator Certificate (AOC) holder.
- b) The applicant should –
 - (i) Be at least 18 years old;
 - (ii) Have passed all the knowledge and practical test as specified in Regulations 196 of the Civil Aviation (Personnel Licensing) Regulations 2022;
 - (iii) Have been checked on English language proficiency in accordance with Schedule 3 to the Civil Aviation (Personnel Licensing) Regulations 2022.
- (iv) Hold a current Class 2 medical certificate;
- (v) Present an instructor's report or recommendation as evidence of having met the requirements for the issue of a certificate. For providing the Instructor's recommendation one of the following methods shall be used:
 - a) the endorsement can be provided in the relevant prescribed application Form; or
 - b) in a letter to the Authority; and
- (vi) Have passed a knowledge test relevant to the aircraft type rating sought.

3.1.5 Application Requirements

- a) The applicant is required to submit the following documents attached to the application form on applying for the certificate:
 - (i) A properly completed prescribed Application Form;
 - (ii) A CMC for additional aircraft type rating (if applicable);
 - (iii) A knowledge test report (if applicable);
 - (iv) A certificate from an approved course of training;
 - (v) Records substantiating the training shown on the Application Form;
 - (vi) Two (2) recent passport size photographs (full face); and
 - (vii) A National Identity Card or Passport

3.1.6 Requirements for additional aircraft type rating

The applicant is required to obtain the necessary instruction and pass the knowledge test for the aircraft type rating sought.

3.1.7 Requirements for the Aircraft Type Rating Currency

The applicant must have received annual safety and emergency procedures training (SEPT) from an authorized instructor and present proof of the SEPT training as endorsed in the personal training record.

3.1.8 Requirements For Renewal

A cabin crew member certificate shall be renewed if the applicant meets the renewal requirements under Regulation 198 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.1.9 The Renewal Process

- a) The applicant should complete the prescribed renewal application form;
- b) The applicant should present proof of the required SEPT under Regulation 198 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.1.10 Discrepancies or Ineligibility

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

3.1.11 Issue or renewal of the Cabin crew Member Certificate or Additional Rating

When an applicant has satisfactorily met the requirements for the issue of the certificate or for additional aircraft type and the prescribed application form has been completed and presented to the PEL Office, the applicant will pay the prescribed fees, after which the certificate will be issued or renewed. Where an additional aircraft type is sought, it will be included in the certificate.



Uganda Civil Aviation Authority