

## ASSI Policy Statement Number: 12

**Effective date of Implementation:** 15 September 2004

**ASSI File Reference:** UK/X/J/86/02 – Policy Statements

**Subject:** Validation of Foreign Personnel Licences

### Rationale:

ICAO, in recommendation PEL/07 of its Audit of UK and the Territories, required the UK to ensure that Territories establish a system for checking the authenticity of foreign licences presented for validation.

The UK accepted this recommendation and this Policy Statement is intended to give effect to the recommendation.

### Policy Statement:

- a) Applications for validation made through a Company or Operator

In order to ensure that personnel licences presented to Territories or ASSI for validation are authentic, DCA or ASSI staff (as appropriate) shall, at a minimum:

- (1) review certified copies of the licence, medical certificate and logbook (if appropriate to the licence) and;
- (2) establish, justify and sustain a target percentage of applications where documentation is checked for authenticity with the State of Issue (ASSI, where Designated, will aim to check 100%).

The DCA or ASSI may decide, in a particular case and with a particular operator, to agree block validations. In this case, information regarding the process will be discussed with the State of Issue of the licences to seek their endorsement, at least in principle, of the appropriateness of such action in the particular case. In the event that the State of Issue expresses serious reservations, then a block approach will not be used.

- b) Applications for validation made by an individual

In order to ensure that personnel licences presented to Territories or ASSI for validation are authentic, DCA or ASSI staff (as appropriate) shall, at minimum, review the original licence, medical certificate and logbook (if appropriate to the licence).

In cases where the authenticity of the presented documentation is in doubt, confirmation should be sought from the State of Issue.

### Additional information:

For conversion of foreign personnel licences see ASSI Policy Statement Number 13.