

United Kingdom Overseas Territories Aviation Circular

OTAC 61-4
63-2

Issue of a Certificate of Validation

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Effective: On Issue

GENERAL

Overseas Territories Aviation Circulars (OTACs) are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements (OTARs).

PURPOSE

This Circular provides information regarding the process for the issue, reissue and amendment of an Overseas Territories Certificates of Validation.

RELATED REQUIREMENTS

This Circular relates to OTAR Parts 61 and 63.

CHANGE INFORMATION

Updated OTAA contact details in Section 3. Section 4 updated with regards to locations for Air Law examinations. Other minor typos/corrections made throughout.

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website or to the appropriate Overseas Territory Aviation Authority.

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1 Introduction

- 1.1 The term 'validation', for the purposes of flight crew licensing, means the rendering valid in the Territory of a licence issued by another Contracting State.
- 1.2 The requirements for the issue of a Certificate of Validation are within OTAR Parts 61 and 63, and these apply to all the UK Overseas Territories. The information within this OTAC should assist in your understanding of what is required for the validation of your licence in the Territories and the process that is to be followed.

2 Information relating to all Territories

- 2.1 During the period of the validation the privileges of the original licence are being exercised. The original licence must be current at the time of validation and remain current throughout the period of the validation.
- 2.2 Only full licences, issued by Contracting States to the Chicago Convention in accordance with Annex 1, will be eligible for validation. For example, a Temporary Airman's Certificate, as issued by the United States of America (FAA), is not eligible for the initial issue of a validation or initial issue/addition of a type rating in the Territories.
- 2.3 The original licence must permit flight corresponding to the aircraft type that is to be operated on the Territory register. For example, if the State of licence issue allows the holder to act as pilot on a commercial air transport flight on a BN2 Islander using a multi engine land class rating then this must be kept current. However, if the State of licence issue requires a specific type rating this must be on the licence along with maintaining currency on type.
- 2.4 An appropriate class of medical certificate for the original licence must be kept current throughout the duration of the validation.
- 2.5 During the period of holding a validation any changes to medical status must be notified to both the State of licence issue, in accordance with its requirements, and to the relevant Overseas Territories Aviation Authority (OTAA).
- 2.6 The Certificate of Validation is issued for a specific Territory, for specific aircraft type(s) and may be restricted to specific operations or contain other limitations.
- 2.7 A Certificate of Validation is required if making any flight as a member of the flight crew (including the completion of flight checks) of an aircraft registered in a Territory in accordance with article 44(1) of the Air Navigation (Overseas Territory) Order 2013.

3 Information relating to Bermuda, Cayman Islands, Falkland Islands and Turks & Caicos Islands

For further information relating to the Certificate of Validation process in these Territories please contact the following:

Bermuda	Bermuda Civil Aviation Authority Tel: +441 293 1640 email: info@bcaa.bm Website: www.bcaa.bm
Cayman Islands	Civil Aviation Authority of the Cayman Islands Tel: +345 949 7811 email: civil.aviation@caacayman.com Website: www.caacayman.com
Falkland Islands	Falkland Islands Department of Civil Aviation Tel: +500 27300 Website: www.fig.gov.fk/civilaviation/
Turks & Caicos Islands	Turks & Caicos Islands Civil Aviation Authority Tel: +649 946 2137 Website: www.tcicaa.tc

4 Information relating to Anguilla, the British Virgin Islands and Montserrat

4.1 Initial Issue of a Certificate of Validation

4.1.1 An applicant must first submit the following documentation:

- A completed application form PEL-FRM-007
- A copy of the licence
- A copy of the current medical certificate
- A copy of the logbook pages showing total flying hours and total hours on relevant type/class
- Logbook evidence of the flight check and recency, as required by the State of licence issue, to maintain the base licence
- A copy of the passport

The original documentation may be verified at a later date either when sitting the Air Law examination or by an ASSI Flight Operations Inspector, as described on the application form.

4.1.2 The application must be submitted along with written confirmation of sponsorship from an operator. The application will not be processed until this is received.

4.1.3 All validation applications will be verified with the State of licence issue. A response from the State of licence issue is required before any further action can be taken.

- 4.1.4 Once satisfactory verification is received the Air Law examination can be conducted. The Air Law examination can be taken either at the ASSI UK Offices or at certain Governors' Offices.
- 4.1.5 If the examination is sat in the UK or at the Governor's Office, ASSI does not impose a fee and can agree a mutually acceptable date and time. However, a facilitation charge may be payable to the Territory government.
- 4.1.8 The paper will be returned to ASSI for marking and the results will be notified to the candidate in accordance with the published regulatory response times.
- 4.1.9 The scope of the examination includes the Air Navigation (Overseas Territories) Order (AN[OT]O) where it applies to flight crew, the OTARs and OTACs in this area and, at a higher level, an understanding of the ICAO Standards & Recommended Practices (SARPs) from the various Annexes to the Chicago Convention where they apply directly to flight crew. Links to many of these documents can be found on the ASSI website (www.airsafety.aero).
- 4.1.10 The examination is a 60-minute multiple choice paper. Refer to the relevant OTAA/ASSI for the required pass mark. A failed examination cannot be re-attempted in less than one calendar month from the date of the original examination. Failure at a third attempt may lead to exclusion from examinations towards the issue of a Certificate of Validation for a period of up to two years.
- 4.1.11 On satisfactory completion of the above process a Certificate of Validation will be issued.

4.2 Ongoing Medical Renewal

- 4.2.1 The medical certificate may require renewal during the validity period of the Certificate of Validation. If this is the case, the medical examination must be conducted with an appropriate Authorised Medical Examiner (AME) for the State of licence issue and a copy of the new medical certificate should be forwarded to ASSI.
- 4.2.2 In the event that the AME deems an individual to be unfit to hold the appropriate class of medical certificate then the Certificate of Validation is void and should be returned immediately to ASSI.

4.3 Reissue of a Certificate of Validation

- 4.3.1 One month prior to the expiry of the Certificate of Validation an applicant must submit to ASSI:
- A completed application form for the renewal of the Certificate of Validation – PEL-FRM-007
 - A copy of the current medical certificate
 - A copy of the logbook pages showing total hours and total hours on relevant type/class
 - Logbook evidence of the flight check and recency, as required by the State of licence issue, to maintain your base licence
- 4.3.2 Verification of information will be sought from the State of licence issue. A response from the State of licence issue is required before any further action can be taken.
- 4.3.3 A Certificate of Validation will be reissued from the expiry date of the previous Certificate of Validation, provided that all relevant information has been supplied in time.

4.4 Additional Type of Aircraft

4.4.1 To change the type of aircraft or add another type of aircraft to a Certificate of Validation an applicant must submit:

- A completed application form PEL-FRM-007
- A copy of the relevant licence
- A copy of the logbook pages showing total hours on new type
- Logbook evidence of the flight check and recency, as required by the State of licence issue, to maintain your base licence

4.4.2 Verification of the new information may be sought from the State of licence issue.

4.4.3 If all documentation is found to be satisfactory a Certificate of Validation will be reissued.

4.4.4 On receipt of the reissued Certificate of Validation the applicant must return the previous Certificate of Validation to ASSI for cancellation.

4.5 New Operator in the same Eastern Caribbean Overseas Territory

4.5.1 If the applicant is to be flying the same aircraft type as on the current Certificate of Validation with a new operator the only action required is to submit a completed application form PEL-FRM-007 along with written confirmation of sponsorship from the new operator. The application will not be processed until this is received.

4.5.2 If the applicant is to be flying a different aircraft type with the new operator then the requirements as stated in para 4.4 above must be followed.

4.6 New Operator in a different Eastern Caribbean Overseas Territory

4.6.1 If the applicant is to be flying the same aircraft type as on the current Certificate of Validation, with the new operator the only action required is to submit a completed application form PEL-FRM-007 along with written confirmation of sponsorship from the new operator. The application will not be processed until this is received.

4.6.2 On receipt of the reissued Certificate of Validation the applicant must return the previous Certificate of Validation to ASSI for cancellation.

4.6.3 If the applicant is to be flying a different aircraft type with the new operator then the requirements as stated in para 4.4 above must be followed.