

AERONAUTICAL INFORMATION CIRCULAR - MOÇAMBIQUE
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15 March

GENERAL

VALIDATION AND CONVERSION OF A FOREIGN LICENCE

1. AUTHORITY

This circular is issued by the Executive Chairman of the Instituto de Aviação Civil de Moçambique (IACM) in pursuance of powers vested in him under Article 31 of Law N^o 21/2009 of 21 September and Article 12 of Resolution 19/2011 of 30 November.

2. PURPOSE

This Order is issued to guide the Personnel Licensing Officers in determining if the applicant meets the requirements for the issue of a validation certificate or a converted licence based on a foreign licence under the MOZ-CAR Part 61, 63, 65 and 66.

3. REFERENCES

- 3.1 MOZ-CARs 61.01.10, 61.01.12, 63.01.03, 65.01.5, 66.01.10
- 3.2 The prescribed Application Forms
- 3.3 Validation Certificate and the licence card.

4. GUIDANCE AND PROCEDURES

4.1 General Information

4.1.1 Under the MOZ-CARS-61.01.10, 63.01.3, 65.01.5 and 66.01.10 the Authority may validate a foreign licence issued by another Contracting State, by issuing a validation certificate which will be carried with the foreign licence, with limitations or restrictions imposed as appropriate. This process is called validation.

4.1.2 Under MOZ-CARS 61.01.12, 65.01.5, the Authority may issue a licence, based on a foreign licence, to an applicant who holds a valid licence issued by another Contracting State, with limitations and restrictions imposed as appropriate. This process is called conversion.

4.2 Validation Information

4.2.1 A certificate of validation is issued to a holder of a foreign licence and NOT to a Mozambique Licence holder. The Authority may grant a validation certificate with PPL, CPL, ATPL, Flight Engineer, Aircraft Maintenance Engineer, Flight Dispatcher, Air Traffic Control, Aeronautical Station Operator or Cabin Crew Member privileges to an individual, based on a foreign licence of an ICAO Contracting State.

4.2.2 A validation certificate is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to operate Mozambican registered aircraft or provide ground services within the specified Mozambican airspace. A validation certificate can be used to operate a Mozambican registered aircraft for the following operations:

- a) To fly/operate a Mozambican registered aircraft on PPL privileges;
- b) To fly/operate a Mozambican registered aircraft for commercial purposes with the express authority of the Authority;
- c) To fly/operate a Mozambique registered aircraft to qualify other pilots on a new type of aircraft introduced onto the Aircraft Register; and
- d) Fly for a ferry flight.

4.1 Conversion Information

The basis for conversion of a foreign licence is MOZ-CAR 61.01.12 and 65.01.5. The Authority may grant a licence to an applicant, based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the conversion requirement.

4.2 Verify the Foreign Licence

4.2.2 The first procedures that needs to be performed is to verify with the foreign Authority, the authenticity of the licence and certificate presented by sending The Authority Verification of Authenticity of Foreign Licence Form to the foreign Authority, requesting that the form be returned with the requested details filled in for verification.

4.2.3 The second procedure is to ensure that the foreign licence is in full compliance with Annex 1 to Chicago Convention by checking the supplement to Annex 1 to see if the foreign Contracting State has not filed a difference on the requirements for issue of the licence.

4.3 Application Process

4.3.2 Advise the applicant to bring the following documents attached to the application form on applying for the validation or conversion:

- a) A properly completed prescribed application form;
- b) The foreign licence to be validated or converted;
- c) The relevant medical certificate;
- d) A knowledge test report (if applicable);
- e) Personal logbooks or other records substantiating the flight experience shown on the Application Form;
- f) Two (2) recent photographs (full face) (if applicable);
- g) A photo Identification Card or Passport; and
- h) The applicable fees.

4.4 Applicant arrives to Apply for the Validation Certificate or for the Conversion of the Licence – Collect the documents and records listed above.

4.5 Review Application:

4.5.2 Check the Application Form for accuracy, using the instructions attached to the form; and

4.5.3 Ensure that the flight instructor has provided the required endorsements and reports.

4.8 Verify applicant's identity

4.6.2 Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on the prescribed application Form. If the applicant's identity can be verified, proceed with the task.

4.6.3 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

4.6.4 If the applicant's identity appears to be different from the information supplied on the prescribed application Form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the head of the personnel Licensing Office for further action.

4.7 Establish Eligibility for the Validation or The Conversion.

4.7.2 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the issue of a validation or conversion of a foreign licence specified under the relevant MOZ-CARS.

4.7.3 The following list expounds on the basic requirements.

- a) **Age:** Ensure that the applicant is of the age specified for the licence privileges sought;
- b) **Knowledge:** Request and evaluate the knowledge test report if applicable, to confirm that the knowledge test is passed;
- c) **Experience:** Check the record of experience to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook or other reliable record;
- d) **Instructors Recommendation:-**An applicant should present the Instructor's recommendation Form as evidence of having met the practical requirements;
- e) **Language proficiency:** For flight crew check whether the licence is endorsed with Language proficiency.
- f) **Medical fitness:** Ensure that the relevant medical certificate is valid;
- g) **For a Validation Certificate –**
 - (i) The licence to be validated must be valid;
 - (ii) Any limitations on the licence will apply as appropriate;
 - (iii) The validation certificate will authorize the applicant to operate only in accordance with privileges and limitations of the foreign licence and which are on the Aircraft Register, as specified in the relevant MOZ-CARs for the licence.
 - (iv) The applicant must be current and meet in full the experience requirements and qualifications for a licence, for which the privileges are sought;
 - (v) The applicant for a validation for PPL privileges must pass a flight check-out on the relevant class rating with a person authorised by the Authority for the purpose.
 - (vi) The applicant for a validation to exercise the privileges of professional pilot, flight engineer aircraft maintenance engineer or ground operations licence must pass the Air law examination.
- h) **For Conversion**
 - (i) The licence to be converted must be valid;

- (ii) The applicant must have a current medical certificate from an Authority Designated medical examiner;
- (iii) Any limitations on the licence will apply as appropriate;
- (iv) The applicant must be current and meet in full the experience requirements and qualifications for a licence, for which the privileges are sought;
- (v) The applicant for a conversion must pass the prescribed composite examination for the licence sought.

4.8 The Practical (skill) tests (if required)

The skill test for the licence privileges sought will be conducted by either an inspector of the Authority or an examiner authorized and designated by the Authority.

4.9 Discrepancies or Ineligibility

4.9.2 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the validation certificate cannot be issued and explain how the applicant may correct the discrepancies.

4.9.3 If the applicant is not eligible for the validation certificate sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the validation certificate or a converted licence, with privileges and limitations as applicable.

4.10 Validity of the Validation Certificate and the Converted Licence

The validity of the certificate of validation shall be for the same period as the foreign licence being validated for PPL privileges, or for a maximum period of three months for the operations conducted under an Air Operator Certificate (AOC) holder. The converted licence will be valid as per the requirements of the relevant MOZ-CARS for the specific licence.

4.11 Issue of a Validation Certificate or a Converted Licence

4.11.2 When an applicant has satisfactorily met all requirements for the Validation or Conversion, and the prescribed application form has been completed a certificate of validation or a licence shall be issued.

4.11.3 Ensure the prescribed fees for the licence or certificate is paid;

4.11.4 Prepare the licence or the certificate;

4.11.5 When a rating needs to be added, enter the additional rating on the existing licence;

- 4.11.6 Make copy of the licence or certificate for the licensing file;
- 4.11.7 Provide applicant with the completed licence or certificate;
- 4.11.8 File all documents on the licensing file;
- 4.11.9 Provide applicant with completed certificate or licence;
- 4.11.10 File all documents on licensing file.

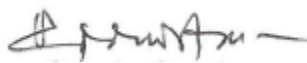
5. RESULTS

- 5.1 Completion of this task results in the issue of one of the following:
 - 5.1.1 A validation Certificate; or
 - 5.1.2 A converted licence;
 - 5.1.3 Notice of Disapproval.

6. FUTURE ACTIVITIES

An applicant may return for re-issue of the Validation Certificate or licence.

EXECUTIVE CHAIRMAN



Afonso Sande Cuinhane
Instituto de Aviação Civil de Moçambique