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**Royal Government of Bhutan**  
Bhutan Civil Aviation Authority  
Paro, Bhutan



**BHUTAN CIVIL AVIATION REQUIREMENTS**

**PERSONNEL LICENCING**

**Third Issue**  
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## Foreword

Pursuant to Chapter VII, Section 52 of Civil Aviation Act of Bhutan 2016 the head of the Bhutan Civil Aviation Authority (BCAA), who is the Director General, shall have the power to issue, Circulars, Directives, Circulars and Notices regarding any matter as per the provisions of rules and regulations under this Act as and when deemed necessary in the interest of safety and security of civil aviation.

Accordingly, the undersigned do hereby issue the rules and regulations on the *Bhutan Civil Aviation Requirements Personnel Licensing (BCAR Personnel Licensing)* for the purpose of giving effect to the provisions in the aforementioned act, regulations and the applicable standards and procedures described under Article 37 of the ICAO convention, which are herein specified.

This *BCAR Personnel Licensing -Third Issue*, which is applicable to every holder of Licence in Aviation, engage in safety or security sensitive task related to civil aviation as specified in the requirement, shall come into force with immediate effect and remain in force unless revoked or superseded.


Attention is also drawn to Chapter X, Section 147 of the Civil Aviation Act of Bhutan 2016, which states that a person who contravenes any provisions of this Act or rules and regulations not covered in this chapter, commits an offence and upon conviction, shall be liable to penalty prescribed in the rules and regulations and enforcement manual developed and issued under this Act or the Penal Code of Bhutan.

In cases where the contents herein are not clear, require interpretation or the case in hand is not covered, please seek clarification from the BCAA.

Therefore, this BCAR Personnel Licensing is considered to be the official document adopted necessarily by the personnel licensing section with registration number **BCAA/PEL/001**.

This is a living document providing freedom for change, in the form of amendments corresponding with the introduction of new regulations by the BCAA.

Right to change any part of this manual or portion of a procedure is reserved.



(Wangdi Gyaltshen)

**Director General**

**Bhutan Civil Aviation Authority**

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## CHAPTER 1. DEFINITIONS AND GENERAL RULES CONCERNING LICENCES

### 1.1 Definitions

When the following terms are used in the Standards and Recommended Practices for Personnel Licensing, they have the following meanings:

**Accredited medical conclusion.** The conclusion reached by one or more medical experts acceptable to the BCAA for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

**Aeroplane.** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**Aircraft avionics.** A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

**Aircraft — category.** Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

**Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

**Aircraft required to be operated with a co-pilot.** A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

**Aircraft — type of.** All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

**Airmanship.** The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**Airship.** A power-driven lighter-than-air aircraft.

**Alcohol concentration.** Alcohol concentration is defined as grams of alcohol per deciliter of blood or grams of alcohol per 210 liters of breath.

**Approved maintenance organization.** An organization approved by a RGoB, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State

*Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.*

**ATS surveillance service.** A term used to indicate a service provided directly by means of an ATS surveillance system.

**ATS surveillance system.** A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

*Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.*

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**BCAA.** Bhutan Civil Aviation Authority is the Authority that has the responsibility as a regulatory body to set rules and regulations for safer airspace over the Kingdom of Bhutan.

**Biochemical testing.** Process where by a sample of breath, blood, urine or any other body fluid or tissue is procured from an individual and submitted for biochemical/biophysical laboratory examination and analysis, where the results of this testing is cited as proof of a certain conduct.

**Certify as airworthy (to).** To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

**Commercial air transport operation.** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

**Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

**Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**Competency unit.** A discrete function consisting of a number of competency elements.

**Co-pilot.** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

**Credit.** Recognition of alternative means or prior qualifications.

**Cross-country.** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

**DoAT.** Department of Air Transport

**Dual instruction time.** Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

**Error.** An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

*Note.— See Chapter 1 of Annex 19 — Safety Management for a definition of operational personnel.*

**Error management.** The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

*Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states.*

**Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

**Flight plan.** Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

**Flight procedures trainer.** See Flight simulation training device.

**Flight simulation training device.** Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

*A flight simulator*, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

*A flight procedures trainer*, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

*A basic instrument flight trainer*, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

**Flight simulator.** See Flight simulation training device.

**Flight time — aeroplanes.** The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

*Note.— Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.*

**Flight time — helicopters.** The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

**Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

**Human performance.** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

**Instrument flight time.** Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

**Instrument ground time.** Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.

**Instrument time.** Instrument flight time or instrument ground time.

*Note.— In the provisions of this BCAR Personnel Licensing , the BCAA is deemed to have been given the following responsibilities by the Civil Aviation Act of Bhutan 2016*

- a) *assessment of an applicant’s qualifications to hold a licence or rating;*
- b) *issue and endorsement of licences and ratings;*
- c) *designation and authorization of approved persons;*
- d) *approval of training courses;*
- e) *approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and*
- f) *validation of licences issued by other States.*

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**Likely.** In the context of the medical provisions in Chapter 6, *likely* means with a probability of occurring that is unacceptable to the medical assessor.

**Maintenance.** The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

**Medical Assessment.** The evidence issued by the BCAA that the licence holder meets specific requirements of medical fitness.

**Medical assessor.** A physician, appointed by the BCAA, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

*Note 1.— Medical assessors evaluate medical reports submitted to the BCAA by medical examiners.*

*Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.*

**Medical examiner.** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the BCAA to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

**Night.** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

*Note.— Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.*

**Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

**Pilot (to).** To manipulate the flight controls of an aircraft during flight time.

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

**Pilot-in-command under supervision.** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.

**Problematic use of substances.** The use of one or more psychoactive substances by aviation personnel in a way that:

- a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- b) causes or worsens an occupational, social, mental or physical problem or disorder.

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

**Quality system.** Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

**Rated air traffic controller.** An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

**Rating.** An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

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**Rendering (a licence) valid.** The action taken by BCAA, as an alternative to issuing its own licence, in accepting a licence issued by any other state as the equivalent of its own licence.

**Sign a maintenance release (to).** To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.

**Significant.** In the context of the medical provisions in Chapter 6, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.

**Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.

**State safety programme (SSP).** An integrated set of regulations and activities aimed at improving safety.

**The Board.** Refers to the board of directors of Bhutan Civil Aviation Authority.

**Threat.** Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

*Note.— See Chapter 1 of Annex 19 — Safety Management for a definition of operational personnel.*

**Threat management.** The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

*Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states.*

## 1.2 General rules concerning licences

Bhutan Civil Aviation Authority is established for licensing for the following personnel:

a) *Flight crew*

- *commercial pilot — aeroplane, and helicopter*
- *airline transport pilot — aeroplane and helicopter*

b) *Other personnel*

- *aircraft maintenance (technician/engineer/mechanic);*
- *air traffic controller*

### 1.2.1 Authority to act as a flight crew member

A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this BCAR Personnel Licensing and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other state and rendered valid by the State of Registry of that aircraft.

*Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation.*

### 1.2.2 Method of rendering a licence valid

1.2.2.1 When the BCAA renders valid a licence issued by another states, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended.

*Note.— This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the licence holder before the Authorities of that State.*

1.2.2.2 When an authorization under 1.2.2.1 is issued for use in commercial air transport operations, the BCAA shall confirm the validity of the other State's licence before issuing the authorization.

1.2.2.3 Rendering a licence valid pursuant to a formal agreement between BCAA and other States under common licensing regulations

1.2.2.3.1 Notwithstanding the provisions in 1.2.2.1 and 1.2.2.2, BCAA may automatically render valid each other's licences, provided that the States shall have:

- a) adopted common licensing regulations that are compliant with this Annex;
- b) entered into a formal agreement recognizing the automatic validation process;
- c) established a surveillance system to ensure the continuing implementation of the common licensing regulations; and
- d) registered the agreement with ICAO pursuant to Article 83 of the Convention on International Civil Aviation.

*Note 1.— The registry of agreements with their associated list of States can be found in ICAO's Database of Aeronautical Agreements and Arrangements.*

*Note 2.— Common licensing regulations refer to a common licensing regulatory framework that is legally binding and directly applicable to BCAA party to the agreement, recognizing the automatic validation process. Common licensing regulations used by those States contain identical requirements for licence issuance, maintenance of competency and recent experience. A regional aviation safety body can develop and maintain these common regulations for its member States.*

1.2.2.3.2 An endorsement shall appear on licences rendered valid under the process of 1.2.2.3.1 indicating that the licence is automatically validated under the agreement described in 1.2.2.3.1 and referencing the ICAO registration number of the agreement. The endorsement shall further include a list of all States that are party to the agreement. 1.2.2.3.2.1 provides a transition period for States that meet the requirements in 1.2.2.3.1 and have issued licences prior to the applicability of this Standard.

1.2.2.3.2.1 Until 31 December 2022, States that meet the requirements in 1.2.2.3.1 and have issued licences prior to 9 November 2017 may use other effective means, carried on board the aircraft or accessible, to indicate that the licences issued by the BCAA are rendered valid in accordance with the agreement in 1.2.2.3.1.

*Note.— Guidance on the format for the endorsement is contained in Attachment C. The guidance also includes how to make use of an attachment to the licence, as part of the endorsement, for information that may change over time, i.e. the ICAO registration number of the agreement and the list of all States that are party to the agreement.*

1.2.2.4 A pilot licence issued the BCAA should be rendered valid by other States for use in private flights.

*Note.— the BCAA which, without formality, render valid a licence issued by another State for use in private flights are encouraged to notify this facility in their Aeronautical Information Publications.*

1.2.3 Privileges of the holder of a licence

The BCAA shall not permit the holder of a licence to exercise privileges other than those granted by that licence.

1.2.4 Medical fitness

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*Note — To satisfy the licensing requirements of medical fitness for the issue of various types of licences, the applicant must meet certain appropriate medical requirements which are specified as three classes of Medical Assessment. Details are given in 4.2, 4.3 and 4.4. To provide the necessary evidence to satisfy the requirements of 1.2.4.1, the BCAA shall issue the licence holder with the appropriate Medical Assessment, Class 1, or Class 3. This can be done in several ways such as a suitably titled separate certificate, a statement on the licence, a national regulation stipulating that the Medical Assessment is an integral part of the licence, etc.*

1.2.4.1 An applicant for a licence shall, when applicable, hold a Medical Assessment issued in accordance with the provisions of Chapter 4.

1.2.4.2 From 18 November 2010 States should apply, as part of their State safety programme, basic safety management principles to the medical assessment process of licence holders, that as a minimum include:

- a) routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and
- b) continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.

*Note.— A framework for the implementation and maintenance of a State safety programme is contained in Attachment A to Annex 19. Guidance on State safety programmes and safety management principles is contained in the Safety Management Manual (SMM) (Doc 9859) and the Manual of Civil Aviation Medicine (Doc 8984).*

1.2.4.3 The period of validity of a Medical Assessment shall begin on the day the medical examination is performed. The duration of the period of validity shall be in accordance with the provisions of 1.2.5.2.

1.2.4.3.1 The period of validity of a Medical Assessment may be extended, at the discretion of the BCAA, up to 45 days.

*Note.— It is advisable to let the calendar day on which the Medical Assessment expires remain constant year after year by allowing the expiry date of the current Medical Assessment to be the beginning of the new validity period under the proviso that the medical examination takes place during the period of validity of the current Medical Assessment but no more than 45 days before it expires.*

1.2.4.4 Except as provided in 1.2.5.2.6, flight crew members or air traffic controllers shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.

1.2.4.5 The BCAA shall designate medical examiners, qualified and licensed in the practice of medicine, to conduct medical examinations of fitness of applicants for the issue or renewal of the licences or ratings specified in Chapters 2 and 3.

1.2.4.5.1 Medical examiners shall have received training in aviation medicine and shall receive refresher training at regular intervals. Before designation, medical examiners shall demonstrate adequate competency in aviation medicine.

1.2.4.5.2 Medical examiners shall have practical knowledge and experience of the conditions in which the holders of licences and ratings carry out their duties.

*Note.— Examples of practical knowledge and experience are flight experience, simulator experience, on-site observation or any other hands-on experience deemed by the BCAA to meet this requirement.*

1.2.4.5.3 The competence of a medical examiner should be evaluated periodically by the medical assessor.

1.2.4.6 Applicants for licences or ratings for which medical fitness is prescribed shall sign and furnish to the medical examiner a declaration stating whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They shall indicate to the examiner whether a Medical Assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

1.2.4.6.1 Any false declaration to a medical examiner made by an applicant for a licence or rating shall be reported to the BCAA for such action as may be considered appropriate.

1.2.4.7 Having completed the medical examination of the applicant in accordance with Chapter 4, the medical examiner shall coordinate the results of the examination and submit a signed report, or equivalent, to the BCAA, in accordance with its requirements, detailing the results of the examination and evaluating the findings with regard to medical fitness.

1.2.4.7.1 If the medical report is submitted to the BCAA in electronic format, adequate identification of the examiner shall be established.

1.2.4.7.2 If the medical examination is carried out by two or more medical examiners, the BCAA shall appoint one of these to be responsible for coordinating the results of the examination, evaluating the findings with regard to medical fitness, and signing the report.

1.2.4.8 The BCAA shall use the services of medical assessors to evaluate reports submitted to BCAA by medical examiners.

1.2.4.8.1 The medical examiner shall be required to submit sufficient information to the BCAA to enable that Authority to undertake Medical Assessment audits.

*Note.— The purpose of such auditing is to ensure that medical examiners meet applicable standards for good medical practice and aeromedical risk assessment.*

1.2.4.9 If the medical Standards prescribed in Chapter 6 for a particular licence are not met, the appropriate Medical Assessment shall not be issued or renewed unless the following conditions are fulfilled:

- a) accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence applied for is not likely to jeopardize flight safety;
- b) relevant ability, skill and experience of the applicant and operational conditions have been given due consideration; and
- c) the licence is endorsed with any special limitation or limitations when the safe performance of the licence holder's duties is dependent on compliance with such limitation or limitations.

1.2.4.10 Medical confidentiality shall be respected at all times.

1.2.4.10.1 All medical reports and records shall be securely held with accessibility restricted to authorized personnel.

1.2.4.10.2 When justified by operational considerations, the medical assessor shall determine to what extent pertinent medical information is presented to relevant officials of the BCAA.

## 1.2.5 Validity of licences

1.2.5.1 The BCAA having issued a licence, shall ensure that the privileges granted by that licence, or by related ratings, are not exercised unless the holder maintains competency and meets the requirements for recent experience established.

1.2.5.1.1 The BCAA should establish maintenance of competency and recent experience requirements for pilot licences and ratings based on a systematic approach to accident prevention and should include a risk assessment process and analysis of current operations, including accident and incident data appropriate.

1.2.5.1.2 The BCAA having issued a licence, shall ensure that other States are enabled to be satisfied as to the validity of the licence.



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*Note 1.— The maintenance of competency of flight crew members, engaged in commercial air transport operations, may be satisfactorily established by demonstration of skill during proficiency flight checks completed in accordance with Annex 6.*

*Note 2.— Maintenance of competency may be satisfactorily recorded in the operator's records, or in the flight crew member's personal log book or licence.*

*Note 3.— Flight crew members may, to the extent deemed feasible by the State of Registry, demonstrate their continuing competency in flight simulation training devices approved by that State.*

1.2.5.2 Except as provided in 1.2.5.2.1, 1.2.5.2.2, 1.2.5.2.3, 1.2.5.2.4, 1.2.5.2.5 and 1.2.5.2.6, a Medical Assessment issued in accordance with 1.2.4.6 and 1.2.4.7 shall be valid from the date of the medical examination for a period not greater than:

12 months for the commercial pilot licence — aeroplane and helicopter;

12 months for the airline transport pilot licence — aeroplane and helicopter:

48 months for the air traffic controller licence.

*Note 1.— The periods of validity listed above may be extended by up to 45 days in accordance with 1.2.4.3.1.*

*Note 2.— When calculated in accordance with 1.2.5.2 and its sub-paragraphs, the period of validity will, for the last month counted, include the day that has the same calendar number as the date of the medical examination or, if that month has no day with that number, the last day of that month.*

1.2.5.2.1 The period of validity of a Medical Assessment may be reduced when clinically indicated.

1.2.5.2.2 When the holders of airline transport pilot licences — aeroplane and helicopter and commercial pilot licences — aeroplane, and helicopter who are engaged in single-crew commercial air transport operations carrying passengers, have passed their 40th birthday, the period of validity specified in 1.2.5.2 shall be reduced to six months.

1.2.5.2.3 When the holders of airline transport pilot licences — aeroplane and helicopter, commercial pilot licences — aeroplane and who are engaged in commercial air transport operations, have passed their 60th birthday, the period of validity specified in 1.2.5.2 shall be reduced to six months.

1.2.5.2.4 When the holders of air traffic controller licences have passed their 40th birthday, the period of validity specified in 1.2.5.2 should be further reduced to 24 months.

1.2.5.2.5 When the holders of air traffic controller licences have passed their 50th birthday, the period of validity specified in 1.2.5.2 should be further reduced to 12 months.

*Note.— The periods of validity listed above are based on the age of the applicant at the time of undergoing the medical examination.*

1.2.5.2.6 Circumstances in which a medical examination may be deferred. The prescribed re-examination of a licence holder operating in an area distant from designated medical examination facilities may be deferred at the discretion of the Licensing Authority, provided that such deferment shall only be made as an exception and shall not exceed:

- a) a single period of six months in the case of a flight crew member of an aircraft engaged in non-commercial operations;
- b) two consecutive periods each of three months in the case of a flight crew member of an aircraft engaged in commercial operations provided that in each case a favourable medical report is obtained after examination by a designated medical examiner of the area concerned, or, in cases where such a designated medical examiner is not available, by a physician legally qualified to practise medicine in that area. A report of the medical examination shall be sent to BCAA where the licence was issued;

- c) in the case of a private pilot, a single period not exceeding 24 months where the medical examination is carried out by an examiner designated under 1.2.4.5 by the BCAA in which the applicant is temporarily located. A report of the medical examination shall be sent to the BCAA where the licence was issued.

#### 1.2.6 Decrease in medical fitness

1.2.6.1 Holders of licences provided for in this Annex shall not exercise the privileges of their licences and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

1.2.6.1.1 The BCAA shall ensure that licence holders are provided with clear guidelines on medical conditions that may be relevant to flight safety and when to seek clarification or guidance from a medical examiner or the BCAA.

*Note.— Guidance on physical and mental conditions and treatments that are relevant to flight safety about which information may need to be forwarded to the BCAA is contained in the Manual of Civil Aviation Medicine (Doc 8984).*

1.2.6.1.2 The BCAA shall as far as practicable, ensure that licence holders do not exercise the privileges of their licences and related ratings during any period in which their medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of their Medical Assessment.

#### 1.2.7 Use of psychoactive substances

1.2.7.1 Holders of licences provided for in this Annex shall not exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

1.2.7.2 Holders of licences provided for in this BCAR Personnel Licensing shall not engage in any problematic use of substances.

1.2.7.3 The BCAA shall ensure, as far as practicable, that all licence holders who engage in any kind of problematic use of substances are identified and removed from their safety critical functions. Return to the safety-critical functions may be considered after successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person's continued performance of the function is unlikely to jeopardize safety.

*Note.— Guidance on suitable methods of identification (which may include biochemical testing on such occasions as pre-employment, upon reasonable suspicion, after accidents/incidents, at intervals, and at random) and on other prevention topics is contained in chapter 5 on the Prevention of Problematic Use of Alcohol and Psychoactive Substances by personnel holding Licence, Rating or Certificates, engaged in safety and security sensitive activities relating to civil aviation.*

#### 1.2.8 Approved training and approved training organization

1.2.8.1 Approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

1.2.8.2 The approval of a training organization by the BCAA shall be dependent upon the applicant demonstrating compliance with the requirements of Appendix 2 to this Annex and the relevant provisions contained in Annex 19.

*Note 1.— Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).*

*Note 2.— Guidance on approval of a training organization can be found in the BCAP 3100 - Manual on the Approval of Training Organizations.*

1.2.8.3 Approved training for flight crew and air traffic controllers shall be conducted within an approved training organization.

*Note.— The approved training considered in 1.2.8.3 relates primarily to approved training for the issuance of an Annex 1 licence or rating. It is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of a licence or rating, as may be required for air traffic controllers or for flight crew, such as the approved training under Annex 6 — Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes, 9.3, or Part III — International Operations — Helicopters, Section II, 7.3.*

1.2.8.4 Competency-based approved training for aircraft maintenance personnel shall be conducted within an approved training organization.

*Note.— A comprehensive training scheme for the aircraft maintenance (technician/engineer/mechanic) licence, including the various levels of competency, is contained in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG).*

### 1.2.9 Language proficiency

1.2.9.1 Aeroplane, helicopter and air traffic controllers shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in - *Appendix 1*.

1.2.9.3 Flight navigators required to use the radiotelephone aboard an aircraft shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

1.2.9.4 Flight navigators required to use the radiotelephone aboard an aircraft should demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in *Appendix 1*.

1.2.9.5 The language proficiency of aeroplane, helicopter and air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

1.2.9.6 The language proficiency of aeroplane and helicopter navigators are required to use the radiotelephone aboard an aircraft and air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) should be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

- a) *those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and*
- b) *those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.*

*Note 1.— Formal evaluation is not required for applicants who demonstrate expert language proficiency, e.g. native and very proficient non-native speakers with a dialect or accent intelligible to the international aeronautical community.*

*Note 2.— The provisions of 1.2.9 refer to Annex 10, Volume II, Chapter 5, whereby the language used for radiotelephony communications may be the language normally used by the station on the ground or English. In practice, therefore, there will be situations whereby flight crew members will only need to speak the language normally used by the station on the ground.*

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## CHAPTER 2. LICENCES AND RATINGS FOR PILOTS

### 2.1 General rules concerning Pilot Licences and Ratings

#### 2.1.1 General licensing specifications

2.1.1.1 A person shall not act either as pilot-in-command or as co-pilot of an aircraft in any of the following categories unless that person is the holder of a pilot licence issued in accordance with the provisions of this Chapter:

- aeroplane
- helicopter

2.1.1.2 The category of aircraft shall be included in the title of the licence itself, or endorsed as a category rating on the licence.

2.1.1.2.1 When the holder of a pilot licence seeks a licence for an additional category of aircraft, the BCAA shall either:

- a) issue the licence holder with an additional pilot licence for that category of aircraft; or
- b) endorse the original licence with the new category rating, subject to the conditions of 2.1.2.

*Note.— The requirements for category ratings are given in terms of licensing specifications for pilots and at levels appropriate to the privileges to be granted to the licence holder.*

2.1.1.3 An applicant shall, before being issued with any pilot licence or rating, meet such requirements in respect of age, knowledge, experience, flight instruction, skill and medical fitness, as are specified for that licence or rating.

2.1.1.3.1 An applicant for any pilot licence or rating shall demonstrate, in a manner determined by the BCAA, such requirements for knowledge and skill as are specified for that licence or rating.

#### 2.1.2 Category ratings

2.1.2.1 When established, category ratings shall be for categories of aircraft listed in 2.1.1.1.

2.1.2.2 Category ratings shall not be endorsed on a licence when the category is included in the title of the licence itself.

2.1.2.3 Any additional category rating endorsed on a pilot licence shall indicate the level of licensing privileges at which the category rating is granted.

2.1.2.4 The holder of a pilot licence seeking additional category ratings shall meet the requirements of this BCAR Personnel Licensing appropriate to the privileges for which the category rating is sought.

#### 2.1.3 Class and type ratings

2.1.3.1 Class ratings shall be established for aeroplanes certificated for single-pilot operation and shall comprise:

- a) single-engine, land;
- b) multi-engine, land;

*Note.— The provisions of this paragraph do not preclude the establishment of other class ratings within this basic structure.*

2.1.3.1.1 The BCAA shall consider establishing a class rating for the helicopters certificated for single-pilot operations and which have comparable handling, performance and other characteristics.

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2.1.3.2 Type ratings shall be established for:

- a) aircraft certificated for operation with a minimum crew of at least two pilots;
- b) helicopters certificated for single-pilot operation except where a class rating has been issued under 2.1.3.1.1; and
- c) any aircraft whenever considered necessary by the BCAA.

*Note 1.— Where a common type rating is established, it shall be only for aircraft with similar characteristics in terms of operating procedures, systems and handling.*

2.1.3.3 When an applicant demonstrates skill and knowledge for the initial issue of a pilot licence, the category and the ratings appropriate to the class or type of aircraft used in the demonstration shall be entered on the licence.

2.1.4 Circumstances in which class and type ratings are required

2.1.4.1 The BCAA having issued a pilot licence shall not permit the holder of such licence to act either as pilot-in-command or as co-pilot of an aeroplane and a helicopter unless the holder has received authorization as follows:

- a) the appropriate class rating specified in 2.1.3.1; or
- b) a type rating when required in accordance with the provisions of 2.1.3.2.

2.1.4.1.1 When a type rating is issued limiting the privileges to act as co-pilot, or limiting the privileges to act as pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

2.1.4.2 For the purpose of training, testing, or specific special purpose non-revenue, non-passenger carrying flights, special authorization may be provided in writing to the licence holder by the BCAA in place of issuing the class or type rating in accordance with 2.1.4.1. This authorization shall be limited in validity to the time needed to complete the specific flight.

2.1.5 Requirements for the issue of class and type ratings

2.1.5.1 *Class rating*

The applicant shall have demonstrated a degree of skill appropriate to the licence in an aircraft of the class for which the rating is sought.

2.1.5.2 *Type rating as required by 2.1.3.2 a)*

The applicant shall have:

- a) gained, under appropriate supervision, experience in the applicable type of aircraft and/or flight simulator in the following:
  - normal flight procedures and manoeuvres during all phases of flight;
  - abnormal and emergency procedures and manoeuvres in the event of failures and malfunctions of equipment, such as engine, systems and airframe;
  - where applicable, instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure;
  - for the issue of an aeroplane category type rating, upset prevention and recovery training; and

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*Note.*— *The aeroplane upset prevention and recovery training may be integrated in the type rating programme or be conducted immediately after, as an additional module.*

— procedures for crew incapacitation and crew coordination including allocation of pilot tasks; crew cooperation and use of checklists;

*Note.*— *Attention is called to 2.1.8.1 on the qualifications required for pilots giving flight training.*

- b) demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the duties of a pilot-in-command or a co-pilot as applicable; and
- c) demonstrated, at the airline transport pilot licence level, an extent of knowledge determined by the BCAA on the basis of the requirements specified in 2.3.1.2.

#### 2.1.5.3 Type rating as required by 2.1.3.2 b) and c)

The applicant shall have demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the licensing requirements and piloting functions of the applicant.

#### 2.1.6 Use of a flight simulation training device for acquisition of experience and demonstration of skill

The use of a flight simulation training device for acquiring the experience or performing any manoeuvre required during the demonstration of skill for the issue of a licence or rating shall be approved by the BCAA, which shall ensure that the flight simulation training device used is appropriate to the task.

#### 2.1.7 Circumstances in which an instrument rating is required

The BCAA having issued a pilot licence, shall not permit the holder thereof to act either as pilot-in-command or as co-pilot of an aircraft under instrument flight rules (IFR) unless such holder has received proper authorization from the BCAA. Proper authorization shall comprise an instrument rating appropriate to the aircraft category.

*Note.*— *The instrument rating is included in the airline transport pilot licence — aeroplane and commercial pilot licence. The provisions of 2.1.7 do not preclude the issue of a licence having the instrument rating as an integral part thereof.*

#### 2.1.8 Circumstances in which authorization to conduct instruction is required

2.1.8.1 The BCAA having issued a pilot licence, shall not permit the holder thereof to carry out flight instruction required for the issue of a pilot licence or rating, unless such holder has received proper authorization from BCAA. Proper authorization shall comprise:

- a) a flight instructor rating on the holder's licence; or
- b) the authority to act as an agent of an approved organization authorized by the BCAA to carry out flight instruction; or
- c) a specific authorization granted by the BCAA which issued the licence.

2.1.8.2 The BCAA shall not permit a person to carry out instruction on a flight simulation training device required for the issue of a pilot licence or rating unless such person holds or has held an appropriate licence or has appropriate flight training and flight experience and has received proper authorization from BCAA.

#### 2.1.9 Crediting of flight time

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2.1.9.1 The holder of a pilot licence shall be entitled to be credited in full with all solo, dual instruction and pilot-in-command flight time towards the total flight time required for the initial issue of a pilot licence or the issue of a higher grade of pilot licence.

2.1.9.2 The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated for operation by a single pilot but required by the BCAA to be operated with a co-pilot, shall be entitled to be credited with not more than 50 per cent of the co-pilot flight time towards the total flight time required for a higher grade of pilot licence. The BCAA may authorize that flight time be credited in full towards the total flight time required if the aircraft is equipped to be operated by a co-pilot and the aircraft is operated in a multi-crew operation.

2.1.9.3 The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated to be operated with a co-pilot, shall be entitled to be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.

2.1.9.4 The holder of a pilot licence, when acting as pilot-in-command under supervision, shall be entitled to be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.

2.1.10 Limitation of privileges of pilots who have attained their 60th birthday and curtailment of privileges of pilots who have attained their 65th birthday

The BCAA having issued pilot licences, shall not permit the holders thereof to act as pilot of an aircraft engaged in international commercial air transport operations if the licence holders have attained their 60<sup>th</sup> birthday or, in the case of operations with more than one pilot, their 65<sup>th</sup> birthday.

*Note.— Attention is drawn to 1.2.5.2.3 on the validity period of Medical Assessments for pilots over the age of 60 who are engaged in commercial air transport operations.*

## **2.2 Commercial Pilot Licence - Aeroplane/Helicopter**

2.2.1 General requirements for the issue of the licence appropriate to the aeroplane and helicopter categories

### *2.2.1.1 Age*

The applicant shall be not less than 18 years of age.

### *2.2.1.2 Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a commercial pilot licence and appropriate to the category of aircraft, aeroplane /helicopter to be included in the licence, in at least the following subjects:

#### *Air law*

- a) rules and regulations relevant to the holder of a commercial pilot licence; rules of the air; appropriate air traffic services practices and procedures;

#### *Aircraft general knowledge for aeroplanes and, helicopters*

- b) principles of operation and functioning of engines, systems and instruments;
- c) operating limitations of the relevant category of aircraft and engines; relevant operational information from the flight manual or other appropriate document;
- d) use and serviceability checks of equipment and systems of appropriate aircraft;

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- e) maintenance procedures for airframes, systems and engines of appropriate aircraft;
  - f) for helicopters and powered-lifts, transmission (power trains) where applicable;
  - g) for airships, physical properties and practical application of gases;

*Flight performance, planning and loading*

- h) effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- i) use and practical application of take-off, landing and other performance data;
- j) pre-flight and en-route flight planning appropriate to commercial operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- k) in the case of airships, helicopters and powered-lifts, effects of external loading on handling;

*Human performance*

- l) human performance including principles of threat and error management;

*Meteorology*

- m) interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- n) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- o) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;

*Navigation*

- p) air navigation, including the use of aeronautical charts, instruments and navigation aids; an understanding of the principles and characteristics of appropriate navigation systems; operation of airborne equipment;
- q) in the case of airships:
  - i) use, limitation and serviceability of avionics and instruments necessary for control and navigation;
  - ii) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight, identification of radio navigation aids;
  - iii) principles and characteristics of self-contained and external referenced navigation systems, operation of airborne equipment;

*Operational procedures*

- r) application of threat and error management to operational performance;
  - s) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - t) altimeter setting procedures;
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- u) appropriate precautionary and emergency procedures;
- v) operational procedures for carriage of freight; potential hazards associated with dangerous goods;
- w) requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
- x) in the case of helicopters, and if applicable, powered-lifts, settling with power; ground resonance; retreating blade stall; dynamic rollover and other operating hazards; safety procedures, associated with flight in VMC;

*Principles of flight*

- y) principles of flight;

*Radiotelephony*

- z) communication procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure.

2.2.1.3 Skill

The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category of aircraft, aeroplane/helicopter the procedures and manoeuvres described in 2.3.3.2.1 or 2.2.4.2 with a degree of competency appropriate to the privileges granted to the holder of a commercial pilot licence, and to:

- a) recognize and manage threats and errors;
- b) operate the aircraft within its limitations;
- c) complete all manoeuvres with smoothness and accuracy;
- d) exercise good judgement and airmanship;
- e) apply aeronautical knowledge; and
- f) maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured.

2.2.1.4 Medical fitness

The applicant shall hold a current Class 1 Medical Assessment.

2.2.2 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

2.2.2.1 Subject to compliance with the requirements specified in 1.2.5, 1.2.6, 1.2.7.1, 1.2.9 and 2.1, the privileges of the holder of a commercial pilot licence shall be:

- a) to exercise all the privileges of the holder of a private pilot licence in an aircraft within the appropriate aircraft category;
  - b) to act as pilot-in-command of an aircraft within the appropriate aircraft category engaged in operations other than commercial air transportation;
  - c) to act as pilot-in-command, in commercial air transportation, of an aircraft within the appropriate aircraft category and certificated for single-pilot operation;
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d) to act as co-pilot of an aircraft within the appropriate aircraft category required to be operated with a co-pilot; and

2.2.2.2 Before exercising the privileges at night, the licence holder shall have received dual instruction in aircraft within the appropriate category of aircraft in night flying, including take-off, landing and navigation.

*Note.— Certain privileges of the licence are curtailed by 2.1.10 for licence holders when they attain their 60th and 65th birthdays.*

2.2.3 Specific requirements for the issue of the aeroplane category rating

2.2.3.1 *Experience*

2.2.3.1.1 The applicant shall have completed not less than 200 hours of flight time, or 150 hours if completed during a course of approved training, as a pilot of aeroplanes. The BCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 200 hours or 150 hours, as the case may be. Credit for such experience shall be limited to a maximum of 10 hours.

2.2.3.1.1.1 The applicant shall have completed in aeroplanes not less than:

- a) 100 hours as pilot-in-command or, in the case of a course of approved training, 70 hours as pilot-in-command;
- b) 20 hours of cross-country flight time as pilot-in-command including a cross-country flight totalling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made;
- c) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time; and
- d) if the privileges of the licence are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as pilot-in-command.

2.2.3.1.2 When the applicant has flight time as a pilot of aircraft in other categories, the BCAA shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 2.2.3.1.1 can be reduced accordingly.

2.2.3.2 *Flight instruction*

2.2.3.2.1 The applicant shall have received dual instruction in aeroplanes appropriate to the class and/or type rating, sought from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the aeroplane by external visual reference;
- e) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
- f) flight with asymmetrical power for multi-engine class or type ratings;
- g) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- h) normal and crosswind take-offs and landings;
- i) maximum performance (short field and obstacle clearance) take-offs; short-field landings;

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- j) basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - k) cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures;
  - l) abnormal and emergency procedures and manoeuvres including simulated aeroplane equipment malfunctions;
  - m) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
  - n) communication procedures and phraseology.

*Note.— The instrument experience specified in 2.2.3.1.1.1 c) and 2.2.3.2.1 j) and the night flying experience and dual instruction specified in 2.2.3.1.1.1 d) and 2.2.2.2 do not entitle the holder of a commercial pilot licence to pilot aeroplanes under IFR.*

2.2.3.2.2 Applicant shall have received, in actual flight, upset prevention and recovery training approved by the BCAA.

2.2.4 Specific requirements for the issue of the helicopter category rating

2.2.4.1 *Experience*

2.2.4.1.1 The applicant shall have completed not less than 150 hours of flight time, or 100 hours if completed during a course of approved training, as a pilot of helicopters. The BCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 150 hours or 100 hours, as the case may be. Credit for such experience shall be limited to a maximum of 10 hours.

2.2.4.1.1.1 The applicant shall have completed in helicopters not less than:

- a) 35 hours as pilot-in-command;
- b) 10 hours of cross-country flight time as pilot-in-command including a cross-country flight in the course of which landings at two different points shall be made;
- c) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time; and
- d) if the privileges of the licence are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landing patterns as pilot-in-command.

2.2.4.1.2 When the applicant has flight time as a pilot of aircraft in other categories, the BCAA shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 2.2.4.1.1 can be reduced accordingly.

2.2.4.2 *Flight instruction*

The applicant shall have received dual instruction in helicopters from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the helicopter by external visual reference;

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- e) recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - f) ground manoeuvring and run-ups; hovering; take-offs and landings — normal, out of wind and sloping ground; steep approaches;
  - g) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - h) hovering out of ground effect; operations with external load, if applicable; flight at high altitude;
  - i) basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - j) cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures;
  - k) abnormal and emergency procedures, including simulated helicopter equipment malfunctions, autorotative approach and landing;
  - l) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
  - m) communication procedures and phraseology.

*Note.— The instrument experience specified in 2.2.4.1.1.1 c) and 2.2.4.2 i) and the night flying experience and dual instruction specified in 2.2.4.1.1.1 d) and 2.2.2.2 do not entitle the holder of a commercial pilot licence to pilot helicopters under IFR.*

### **2.3 Airline Transport Pilot Licence**

#### 2.3.1 General requirements for the issue of the licence appropriate to the aeroplane and helicopter categories

##### 2.3.1.1 Age

The applicant shall be not less than 21 years of age.

##### 2.3.1.2 Knowledge

2.3.1.2.1 The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an airline transport pilot licence and appropriate to the category of aircraft intended to be included in the licence, in at least the following subjects:

###### *Air law*

- a) rules and regulations relevant to the holder of an airline transport pilot licence; rules of the air; appropriate air traffic services practices and procedures;

###### *Aircraft general knowledge for aeroplane and, helicopters*

- b) general characteristics and limitations of electrical, hydraulic, pressurization and other aircraft systems; flight control systems, including autopilot and stability augmentation;
- c) principles of operation, handling procedures and operating limitations of aircraft engines; effects of atmospheric conditions on engine performance; relevant operational information from the flight manual or other appropriate document;
- d) operating procedures and limitations of the relevant category of aircraft; effects of atmospheric conditions on aircraft performance in accordance with the relevant operational information from the flight manual;

- 
- e) use and serviceability checks of equipment and systems of appropriate aircraft;
  - f) flight instruments; compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments and electronic display units;
  - g) maintenance procedures for airframes, systems and engines of appropriate aircraft;
  - h) for helicopters and transmission (power trains) where applicable;

*Flight performance, planning and loading*

- i) effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- j) use and practical application of take-off, landing and other performance data, including procedures for cruise control;
- k) pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- l) in the case of helicopters and powered-lifts, effects of external loading on handling;

*Human performance*

- m) human performance including principles of threat and error management;

*Meteorology*

- n) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- o) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- p) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- q) in the case of aeroplanes and powered-lifts, practical high altitude meteorology, including interpretation and use of weather reports, charts and forecasts; jetstreams;

*Navigation*

- r) air navigation, including the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
- s) use, limitation and serviceability of avionics and instruments necessary for the control and navigation of aircraft;
- t) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;
- u) principles and characteristics of self-contained and external-referenced navigation systems; operation of airborne equipment;

*Operational procedures*

- 
- v) application of threat and error management to operational performance;
  - w) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - x) precautionary and emergency procedures; safety practices;
  - y) operational procedures for carriage of freight and dangerous goods;
  - z) requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
  - aa) in the case of helicopters, settling with power; ground resonance; retreating blade stall; dynamic rollover and other operating hazards; safety procedures, associated with flight in VMC;

*Principles of flight*

- bb) principles of flight;

*Radiotelephony*

- cc) communication procedures and phraseology; action to be taken in case of communication failure.

2.3.1.2.2 In addition to the above subjects, the applicant for an airline transport pilot licence applicable to the category shall have met the knowledge requirements for the instrument rating at 2.4.1.1.

2.3.1.3 *Skill*

2.3.1.3.1 The applicant shall have demonstrated the ability to perform, as pilot-in-command of an aircraft within the appropriate category required to be operated with a co-pilot, the following procedures and manoeuvres:

- a) pre-flight procedures, including the preparation of the operational flight plan and filing of the air traffic services flight plan;
- b) normal flight procedures and manoeuvres during all phases of flight;
- c) abnormal and emergency procedures and manoeuvres related to failures and malfunctions of equipment, such as engine, systems and airframe;
- d) procedures for crew incapacitation and crew coordination, including allocation of pilot tasks, crew cooperation and use of checklists; and
- e) in the case of aeroplanes, procedures and manoeuvres for instrument flight described in 2.4.4.1 a) to d), including simulated engine failure.

2.3.1.3.1.1 In the case of an aeroplane, the applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in 2.3.1.3.1 as pilot-in-command of a multi-engined aeroplane.

2.3.1.3.1.2 The applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in 2.3.1.3 with a degree of competency appropriate to the privileges granted to the holder of an airline transport pilot licence, and to:

- a) recognize and manage threats and errors;
- b) smoothly and accurately, manually control the aircraft within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;

- 
- c) operate the aircraft in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;
  - d) perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight;
  - e) exercise good judgement and airmanship, to include structured decision making and the maintenance of situational awareness; and
  - f) communicate effectively with other flight crew members and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operating procedures (SOPs) and use of checklists.

#### 2.3.1.4 *Medical fitness*

The applicant shall hold a current Class 1 Medical Assessment.

#### 2.3.2 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

2.3.2.1 Subject to compliance with the requirements specified in 1.2.5, 1.2.6, 1.2.7.1, 1.2.9 and 2.1, the privileges of the holder of an airline transport pilot licence shall be:

- a) to exercise all the privileges of the holder of a private and commercial pilot licence in an aircraft within the appropriate aircraft category and, in the case of a licence for the aeroplane and, of the instrument rating; and
- b) to act as pilot-in-command, in commercial air transportation, of an aircraft within the appropriate category and certificated for operation with more than one pilot.

*Note.— Certain privileges of the licence are curtailed by 2.1.10 for licence holders when they attain their 60th and 65th birthdays.*

#### 2.3.3 Specific requirements for the issue of the aeroplane category rating

##### 2.3.3.1 *Experience*

2.3.3.1.1 The applicant shall have completed not less than 1 500 hours of flight time as a pilot of aeroplanes. The BCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 1500 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

2.3.3.1.1.1 The applicant shall have completed in aeroplanes not less than:

- a) 500 hours as pilot-in-command under supervision or 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
- c) 75 hours of instrument time, of which not more than 30 hours may be instrument ground time; and
- d) 100 hours of night flight as pilot-in-command or as co-pilot.

2.3.3.1.2 When the applicant has flight time as a pilot of aircraft in other categories, the BCAA shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 2.3.3.1.1 can be reduced accordingly.

##### 2.3.3.2 *Flight instruction*

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The applicant shall have received the dual flight instruction required at 2.2.3.2 for the issue of the commercial pilot licence and at 2.2.4 for the issue of the instrument rating.

### 2.3.4 Specific requirements for the issue of the helicopter category rating

#### 2.3.4.1 *Experience*

2.3.4.1.1 The applicant shall have completed not less than 1 000 hours of flight time as a pilot of helicopters. The BCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 1 000 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

2.3.4.1.1.1 The applicant shall have completed in helicopters not less than:

- a) 250 hours, either as pilot-in-command, or made up of not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
- c) 30 hours of instrument time, of which not more than 10 hours may be instrument ground time; and
- d) 50 hours of night flight as pilot-in-command or as co-pilot.

2.3.4.1.2 When the applicant has flight time as a pilot of aircraft in other categories, the BCAA shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 2.3.4.1.1 can be reduced accordingly.

#### 2.3.4.2 *Flight instruction*

The applicant shall have received the flight instruction required for the issue of the commercial pilot licence (2.3.4.2).

*Note.— The instrument time specified in 2.3.4.1.1.1 c) and the night flying time specified in 2.3.4.1.1.1 d) do not entitle the holder of the airline transport pilot licence — helicopter to pilot helicopters under IFR.*

## 2.4 Instrument rating

### 2.4.1 Requirements for the issue of the rating for aeroplane and helicopter categories

#### 2.4.1.1 *Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an instrument rating, in at least the following subjects:

##### *Air law*

- a) rules and regulations relevant to flight under IFR; related air traffic services practices and procedures;

##### *Aircraft general knowledge for the aircraft category being sought*

- b) use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of aircraft under IFR and in instrument meteorological conditions; use and limitations of autopilot;
- c) compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments;



*Flight performance and planning for the aircraft category being sought*

- d) pre-flight preparations and checks appropriate to flight under IFR;
- e) operational flight planning; preparation and filing of air traffic services flight plans under IFR; altimeter setting procedures;

*Human performance for the aircraft category being sought*

- f) human performance relevant to instrument flight in aircraft including principles of threat and error management;

*Meteorology for the aircraft category being sought*

- g) application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry;
- h) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- i) in the case of helicopters and powered-lifts, effects of rotor icing;

*Navigation for the aircraft category being sought*

- j) practical air navigation using radio navigation aids;
- k) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;

*Operational procedures for the aircraft category being sought*

- l) application of threat and error management to operational performance;
- m) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations, and instrument procedure charts for departure, en-route, descent and approach;
- n) precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria;

*Radiotelephony*

- o) communication procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.

2.4.1.2 *Skill*

2.4.1.2.1 The applicant shall have demonstrated in an aircraft of the category for which the instrument rating is being sought the ability to perform the procedures and manoeuvres described in 2.4.4.1 with a degree of competency appropriate to the privileges granted to the holder of an instrument rating, and to:

- a) recognize and manage threats and errors;
- b) operate the aircraft for the category being sought, within its limitations;
- c) complete all manoeuvres with smoothness and accuracy;
- d) exercise good judgement and airmanship;

- 
- e) apply aeronautical knowledge; and
  - f) maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured.

#### 2.4.1.3 *Medical fitness*

2.4.1.3.1 Applicants who hold a private pilot licence shall have established their hearing acuity on the basis of compliance with the hearing requirements for the issue of a Class 1 Medical Assessment.

2.4.1.3.2 The BCAA shall consider requiring the holder of a private pilot licence to comply with the physical and mental, and visual requirements for the issue of a Class 1 Medical Assessment.

#### 2.4.2 Privileges of the holder of the rating and the conditions to be observed in exercising such privileges

2.4.2.1 Subject to compliance with the requirements specified in 1.2.5, 1.2.6 and 2.1, the privileges of the holder of an instrument rating with a specific aircraft category shall be to pilot that category of aircraft under IFR.

#### 2.4.3 Experience

2.4.3.1 The applicant shall hold a pilot licence for the aircraft category being sought.

2.4.3.2 The applicant shall have completed not less than:

- a) 50 hours of cross-country flight time as pilot-in-command of aircraft in categories acceptable to the BCAA, of which not less than 10 hours shall be in the aircraft category being sought; and
- b) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.

#### 2.4.4 Flight instruction

2.4.4.1 The applicant shall have gained not less than 10 hours of the instrument flight time required in 2.4.3.2 b) while receiving dual instrument flight instruction in the aircraft category being sought, from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an instrument rating:

- a) pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan;
- b) pre-flight inspection, use of checklists, taxiing and pre-take-off checks;
- c) procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
  - transition to instrument flight on take-off;
  - standard instrument departures and arrivals;
  - en-route IFR procedures;
  - holding procedures;
  - instrument approaches to specified minima;
  - missed approach procedures;

— landings from instrument approaches;

d) in-flight manoeuvres and particular flight characteristics.

## **2.5 Flight instructor rating appropriate to aeroplanes and helicopters**

### 2.5.1 Requirements for the issue of the rating

#### 2.5.1.1 *Knowledge*

The applicant shall have met the knowledge requirements for the issue of a commercial pilot licence as appropriate to the category of aircraft included in the licence. In addition, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight instructor rating, in at least the following areas:

- a) techniques of applied instruction;
- b) assessment of student performance in those subjects in which ground instruction is given;
- c) the learning process;
- d) elements of effective teaching;
- e) student evaluation and testing, training philosophies;
- f) training programme development;
- g) lesson planning;
- h) classroom instructional techniques;
- i) use of training aids, including flight simulation training devices as appropriate;
- j) analysis and correction of student errors;
- k) human performance relevant to flight instruction including principles of threat and error management;
- l) hazards involved in simulating system failures and malfunctions in the aircraft.

#### 2.5.1.2 *Skill*

The applicant shall have demonstrated, in the category and class of aircraft for which flight instructor privileges are sought, the ability to instruct in those areas in which flight instruction is to be given, including pre-flight, post-flight and ground instruction as appropriate.

#### 2.5.1.3 *Experience*

The applicant shall have met the experience requirements for the issue of a commercial pilot licence as specified in 2.2.3.1 and 2.2.4.1 for each aircraft category, as appropriate.

#### 2.5.1.4 *Flight instruction*

The applicant shall, under the supervision of a flight instructor accepted by the BCAA for that purpose:

- a) have received instruction in flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and

- b) have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide flight instruction.

2.5.2 Privileges of the holder of the rating and the conditions to be observed in exercising such privileges

2.5.2.1 Subject to compliance with the requirements specified in 1.2.5 and 2.1, the privileges of the holder of a flight instructor rating shall be:

- a) to supervise solo flights by student pilots; and
- b) to carry out flight instruction for the issue of a private pilot licence, a commercial pilot licence, an instrument rating, and a flight instructor rating provided that the flight instructor:
  - 1) holds at least the licence and rating for which instruction is being given, in the appropriate aircraft category;
  - 2) holds the licence and rating necessary to act as the pilot-in-command of the aircraft on which the instruction is given; and
  - 3) has the flight instructor privileges granted entered on the licence.

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## CHAPTER 3. LICENCES AND RATINGS FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS

### 3.1 General rules concerning licences and ratings for personnel other than flight crew members

3.1.1 An applicant shall, before being issued with any licence or rating for personnel other than flight crew members, meet such requirements in respect of age, knowledge, experience and where appropriate, medical fitness and skill, as are specified for that licence or rating.

3.1.2 An applicant, for any licence or rating for personnel other than flight crew members, shall demonstrate, in a manner determined by the BCAA, such requirements in respect of knowledge and skill as are specified for that licence or rating.

### 3.2 Aircraft maintenance (technician/engineer/mechanic)

3.2.1 Requirements for the issue of the licence

#### 3.2.1.1 Age

The applicant shall be not less than 18 years of age.

#### 3.2.1.2 Knowledge

The applicant shall have demonstrated a level of knowledge relevant to the privileges to be granted and appropriate to the responsibilities of an aircraft maintenance licence holder, in at least the following subjects:

#### *Air law and airworthiness requirements*

- a) rules and regulations relevant to an aircraft maintenance licence holder including applicable airworthiness requirements governing certification and continuing airworthiness of aircraft and approved aircraft maintenance organization and procedures;

#### *Natural science and aircraft general knowledge*

- b) basic mathematics; units of measurement; fundamental principles and theory of physics and chemistry applicable to aircraft maintenance;
- c) characteristics and applications of the materials of aircraft construction including principles of construction and functioning of aircraft structures, fastening techniques; engines and their associated systems; mechanical, fluid, electrical and electronic power sources; aircraft instrument and display systems; aircraft control systems; and airborne navigation and communication systems;

#### *Aircraft maintenance*

- d) tasks required to ensure the continuing airworthiness of an aircraft including methods and procedures for the overhaul, repair, inspection, replacement, modification or defect rectification of aircraft structures, components and systems in accordance with the methods prescribed in the relevant Maintenance Manuals and the applicable Standards of airworthiness; and

#### *Human performance*

- e) human performance, including principles of threat and error management, relevant to aircraft maintenance.

#### 3.2.1.3 Experience

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The applicant shall have had the following experience in the inspection, servicing and maintenance of aircraft or its components:

- a) for the issue of a licence with privileges for the aircraft in its entirety, at least:
  - 1) four years; or
  - 2) two years if the applicant has satisfactorily completed an approved training course; and
- b) for the issue of a licence with privileges restricted in accordance with 3.2.2.2 a) 2) or 3), a period of time that will enable a level of competency equivalent to that required in a) to be attained, provided that this is not less than:
  - 1) two years; or
  - 2) such a period as the State considers necessary to provide an equivalent level of practical experience to applicants who have satisfactorily completed an approved training course.

#### 3.2.1.4 *Training*

*The applicant should have completed a course of training appropriate to the privileges to be granted.*

#### 3.2.1.5 *Skill*

The applicant shall have demonstrated the ability to perform those functions applicable to the privileges to be granted.

#### 3.2.2 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

3.2.2.1 Subject to compliance with the requirements specified in 3.2.2.2 and 3.2.2.3, the privileges of the holder of an aircraft maintenance licence shall be to certify the aircraft or parts of the aircraft as airworthy after an authorized repair, modification or installation of an engine, accessory, instrument, and/or item of equipment, and to sign a maintenance release following inspection, maintenance operations and/or routine servicing.

3.2.2.2 The privileges of the holder of an aircraft maintenance licence specified in 3.2.2.1 shall be exercised only:

- a) in respect of such:
  - 1) aircraft as are entered on the licence in their entirety either specifically or under broad categories; or
  - 2) airframes and engines and aircraft systems or components as are entered on the licence either specifically or under broad categories; and/or
  - 3) aircraft avionic systems or components as are entered on the licence either specifically or under broad categories;
- b) provided that the licence holder is familiar with all the relevant information relating to the maintenance and airworthiness of the particular aircraft for which the licence holder is signing a Maintenance Release, or such airframe, engine, aircraft system or component and aircraft avionic system or component which the licence holder is certifying as being airworthy; and
- c) on condition that, within the preceding 24 months, the licence holder has either had experience in the inspection, servicing or maintenance of an aircraft or components in accordance with the privileges granted by the licence held for not less than six months, or has met the provision for the issue of a licence with the appropriate privileges, to the satisfaction of the Licensing Authority.

3.2.2.3 The BCAA shall prescribe the scope of the privileges of the licence holder in terms of the complexity of the tasks to which the certification relates.

3.2.2.3.1 Details of the certification privileges should be endorsed on or attached to the licence, either directly or by reference to another document issued by the BCAA.

3.2.2.4 When the BCAA authorizes an approved maintenance organization to appoint non-licensed personnel to exercise the privileges of 3.2.2, the person appointed shall meet the requirements specified in 3.2.1.

### **3.3 Air Traffic Controller Licence**

#### 3.3.1 Requirements for the issue of the licence

Before issuing an air traffic controller licence, the BCAA shall require the applicant to meet the requirements of 3.3.1 and the requirements of at least one of the ratings set out in 4.5. Unlicensed State employees may operate as air traffic controllers on condition that they meet the same requirements.

##### 3.3.1.1 *Age*

The applicant shall be not less than 21 years of age.

##### 3.3.1.2 *Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects:

###### *Air law*

- a) rules and regulations relevant to the air traffic controller;

###### *Air traffic control equipment*

- b) principles, use and limitations of equipment used in air traffic control;

###### *General knowledge*

- c) principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;

###### *Human performance*

- d) human performance including principles of threat and error management;

###### *Meteorology*

- e) aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

###### *Navigation*

- f) principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and

###### *Operational procedures*

- g) air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

##### 3.2.1.3 *Experience*

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The applicant shall have completed an approved training course and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. The experience requirements specified for air traffic controller ratings in 3.4 may be credited as part of the experience specified in this paragraph.

#### 3.3.1.4 *Medical fitness*

The applicant shall hold a current Class 3 Medical Assessment.

### **3.4 Air traffic controller ratings**

#### 3.4.1 Categories of air traffic controller ratings

Air traffic controller ratings shall comprise the following categories:

- a) aerodrome control rating;
- b) approach control procedural rating;
- c) approach control surveillance rating;
- d) approach precision radar control rating;
- e) area control procedural rating; and
- f) area control surveillance rating.

*Note.— The World Meteorological Organization has specified requirements for personnel making meteorological observations which apply to air traffic controllers providing such a service.*

#### 3.4.2 Requirements for air traffic controller ratings

##### 4.4.2.1 *Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

- a) *Aerodrome control rating:*
  - 1) aerodrome layout; physical characteristics and visual aids;
  - 2) airspace structure;
  - 3) applicable rules, procedures and source of information;
  - 4) air navigation facilities;
  - 5) air traffic control equipment and its use;
  - 6) terrain and prominent landmarks;
  - 7) characteristics of air traffic;
  - 8) weather phenomena; and



9) emergency and search and rescue plans;

b) *Approach control procedural and area control procedural ratings:*

- 1) airspace structure;
- 2) applicable rules, procedures and source of information;
- 3) air navigation facilities;
- 4) air traffic control equipment and its use;
- 5) terrain and prominent landmarks;
- 6) characteristics of air traffic and traffic flow;
- 7) weather phenomena; and
- 8) emergency and search and rescue plans; and

c) *Approach control surveillance, approach precision radar control and area control surveillance ratings:* The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

- 1) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- 2) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

#### 3.4.2.2 Experience

3.4.2.2.1 The applicant shall have:

- a) satisfactorily completed an approved training course;
- b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller:
  - 1) *aerodrome control rating:* an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;
  - 2) *approach control procedural, approach control surveillance, area control procedural or area control surveillance rating:* the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought; and
  - 3) *approach precision radar control rating:* not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the BCAA. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought; and

c) if the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated controller.

3.4.2.2.2 The experience specified in 3.4.2.2.1 b) shall have been completed within the 6-month period immediately preceding application.

3.4.2.2.3 When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the BCAA shall determine whether the experience requirement of 3.4.2.2 can be reduced, and if so, to what extent.

#### 3.4.2.3 *Skill*

The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

#### 3.4.2.4 *Concurrent issuance of two air traffic controller ratings*

When two air traffic controller ratings are sought concurrently, the BCAA shall determine the applicable requirements on the basis of the requirements for each rating. These requirements shall not be less than those of the more demanding rating.

3.4.3 Privileges of the holder of the air traffic controller rating(s) and the conditions to be observed in exercising such privileges

3.4.3.1 Subject to compliance with the requirements specified in 1.2.5, 1.2.6, 1.2.7.1 and 1.2.9, the privileges of the holder of an air traffic controller licence endorsed with one or more of the undermentioned ratings shall be:

- a) *aerodrome control rating*: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
- b) *approach control procedural rating*: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) *approach control surveillance rating*: to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;

1) subject to compliance with the provisions of 3.4.2.2.1 c), the privileges shall include the provision of surveillance radar approaches;

- d) *approach precision radar control rating*: to provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;
- e) *area control procedural rating*: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated; and
- f) *area control surveillance rating*: to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the licence holder is rated.

3.4.3.2 Before exercising the privileges indicated in 3.4.3.1, the licence holder shall be familiar with all pertinent and current information.

3.4.3.3 The BCAA having issued an air traffic controller licence shall not permit the holder thereof to carry out instruction in an operational environment unless such holder has received proper authorization from the BCAA.

#### 3.4.3.4 *Validity of ratings*

A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period determined by the BCAA. That period shall not exceed six months. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

### **3.5 Flight operations officer/flight dispatcher licence**

#### 3.5.1 Requirements for the issue of the licence

##### *3.5.1.1 Age*

The applicant shall be not less than 21 years of age.

##### *3.5.1.2 Knowledge*

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight operations officer licence, in at least the following subjects:

##### *Air law*

- a) rules and regulations relevant to the holder of a flight operations officer licence; appropriate air traffic services practices and procedures;

##### *Aircraft general knowledge*

- b) principles of operation of aeroplane engines, systems and instruments;
- c) operating limitations of aeroplanes and engines;
- d) minimum equipment list;

##### *Flight performance calculation, planning procedures and loading*

- e) effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
- f) operational flight planning; fuel consumption and endurance calculations; alternate aerodrome selection procedures; en-route cruise control; extended range operation;
- g) preparation and filing of air traffic services flight plans;
- h) basic principles of computer-assisted planning systems;

##### *Human performance*

- i) human performance relevant to dispatch duties, including principles of threat and error management;

Note.— Guidance material to design training programmes on human performance, including threat and error management, can be found in the Human Factors Training Manual (Doc 9683).

##### *Meteorology*

- j) aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- k) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information;

##### *Navigation*

- l) principles of air navigation with particular reference to instrument flight; Operational procedures
- m) use of aeronautical documentation;
- n) operational procedures for the carriage of freight and dangerous goods;
- o) procedures relating to aircraft accidents and incidents; emergency flight procedures;
- p) procedures relating to unlawful interference and sabotage of aircraft;

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*Principles of flight*

- q) principles of flight relating to the appropriate category of aircraft; and

*Radio communication*

- r) procedures for communicating with aircraft and relevant ground stations.

3.5.1.3 Experience

3.5.1.3.1 The applicant shall have gained the following experience:

- a) a total of two years of service in any one or in any combination of the capacities specified in 1) to 3) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
  - 1) a flight crew member in air transportation; or
  - 2) a meteorologist in an organization dispatching aircraft in air transportation; or
  - 3) an air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems;or
- b) at least one year as an assistant in the dispatching of air transport;
- or
- c) have satisfactorily completed a course of approved training.

3.5.1.3.2 The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the six months immediately preceding the application.

3.5.1.4 Skill

The applicant shall have demonstrated the ability to:

- a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
- b) determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans;
- c) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence; and
- d) recognize and manage threats and errors.

*Note.— Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG), Chapter 3, Attachment C, and in Part II, Chapter 2, of the Human Factors Training Manual (Doc 9683).*

3.5.2 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

Subject to compliance with the requirements specified in 1.2.5, the privileges of the holder of a flight operations officer licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements specified in Annex 6.

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## CHAPTER 4. MEDICAL PROVISIONS FOR LICENSING

*Note 1.— The requirements established in this chapter cannot, on their own, be sufficiently detailed to cover all possible individual situations. Of necessity, many decisions relating to the evaluation of medical fitness must be left to the judgement of the individual medical examiner. The evaluation must, therefore, be based on a medical examination conducted throughout in accordance with the highest standards of medical practice.*

*Note 2.— Predisposing factors for disease, such as obesity and smoking, may be important for determining whether further evaluation or investigation is necessary in an individual case.*

*Note 3.— In cases where the applicant does not fully meet the medical requirements and in complicated and unusual cases, the evaluation may have to be deferred and the case submitted to the medical assessor of the BCAA for final evaluation. In such cases due regard must be given to the privileges granted by the licence applied for or held by the applicant for the Medical Assessment, and the conditions under which the licence holder is going to exercise those privileges in carrying out assigned duties.*

*Note 4.— Attention is called to the administrative clause in 1.2.4.9 dealing with accredited medical conclusion.*

*Note 5.— Basic safety management principles, when applied to the medical assessment process, can help ensure that aeromedical resources are utilized effectively.*

### 4.1 Medical Assessments — General

#### 4.1.1 Classes of Medical Assessment

Two classes of Medical Assessment shall be established as follows:

a) Class 1 Medical Assessment;

- applies to applicants for, and holders of:
- commercial pilot licences — aeroplane and helicopter
- airline transport pilot licences — aeroplane and helicopter

b) Class 3 Medical Assessment;

- applies to applicants for, and holders of:
- air traffic controller licences.

4.1.2 The applicant for a Medical Assessment shall provide the medical examiner with a personally certified statement of medical facts concerning personal, familial and hereditary history. The applicant shall be made aware of the necessity for giving a statement that is as complete and accurate as the applicant's knowledge permits, and any false statement shall be dealt with in accordance with 1.2.4.6.1.

4.1.3 The medical examiner shall report to the BCAA any individual case where, in the examiner's judgement, an applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence being applied for, or held, is not likely to jeopardize flight safety (1.2.4.9).

4.1.4 The level of medical fitness to be met for the renewal of a Medical Assessment shall be the same as that for the initial assessment except where otherwise specifically stated.

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*Note.— The intervals between routine medical examinations for the purpose of renewing Medical Assessments are specified in 1.2.5.2.*

## **4.2 Requirements for Medical Assessments**

### 4.2.1 General

An applicant for a Medical Assessment issued in accordance with the terms of 1.2.4.1 shall undergo a medical examination based on the following requirements:

- a) physical and mental;
- b) visual and colour perception; and
- c) hearing.

### 4.2.2 Physical and mental requirements

An applicant for any class of Medical Assessment shall be required to be free from:

- a) any abnormality, congenital or acquired; or
- b) any active, latent, acute or chronic disability; or
- c) any wound, injury or sequelae from operation; or
- d) any effect or side-effect of any prescribed or non-prescribed therapeutic, diagnostic or preventive medication taken;

such as would entail a degree of functional incapacity which is likely to interfere with the safe operation of an aircraft or with the safe performance of duties.

*Note.— Use of herbal medication and alternative treatment modalities requires particular attention to possible side-effects.*

### 4.2.3 Visual acuity test requirements

4.2.3.1 The methods in use for the measurement of visual acuity are likely to lead to differing evaluations. To achieve uniformity, therefore, RGoBs shall ensure that equivalence in the methods of evaluation be obtained.

4.2.3.2 *The following should be adopted for tests of visual acuity:*

- a) *Visual acuity tests should be conducted in an environment with a level of illumination that corresponds to ordinary office illumination (30-60 cd/m<sup>2</sup>).*
- b) *Visual acuity should be measured by means of a series of Landolt rings or similar optotypes, placed at a distance from the applicant appropriate to the method of testing adopted.*

### 4.2.4 Colour perception requirements

4.2.4.1 The BCAA shall use such methods of examination as will guarantee reliable testing of colour perception.

4.2.4.2 The applicant shall be required to demonstrate the ability to perceive readily those colours the perception of which is necessary for the safe performance of duties.

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4.2.4.3 The applicant shall be tested for the ability to correctly identify a series of pseudoisochromatic plates in daylight or in artificial light of the same colour temperature such as that provided by CIE standard illuminants C or D<sub>65</sub> as specified by the International Commission on Illumination (CIE).

4.2.4.4 An applicant obtaining a satisfactory result as prescribed by the BCAA shall be assessed as fit. An applicant failing to obtain a satisfactory result in such a test shall be assessed as unfit unless able to readily distinguish the colours used in air navigation and correctly identify aviation coloured lights. Applicants who fail to meet these criteria shall be assessed as unfit except for Class 2 assessment with the following restriction: valid daytime only.

*Note.— Guidance on suitable methods of assessing colour vision is contained in the Manual of Civil Aviation Medicine (Doc 8984).*

4.2.4.4.1 *Sunglasses worn during the exercise of the privileges of the licence or rating held should be non-polarizing and of a neutral grey tint.*

#### 4.2.5 Hearing test requirements

4.2.5.1 BCAA shall use such methods of examination as will guarantee reliable testing of hearing.

4.2.5.2 Applicants shall be required to demonstrate a hearing performance sufficient for the safe exercise of their licence and rating privileges.

4.2.5.3 Applicants for Class 1 Medical Assessments shall be tested by pure-tone audiometry at first issue of the Assessment, not less than once every five years up to the age of 40 years, and thereafter not less than once every two years.

4.2.5.3.1 Alternatively, other methods providing equivalent results may be used.

4.2.5.4 Applicants for Class 3 Medical Assessments shall be tested by pure-tone audiometry at first issue of the Assessment, not less than once every four years up to the age of 40 years, and thereafter not less than once every two years.

4.2.5.4.1 Alternatively, other methods providing equivalent results may be used.

4.2.5.5 At medical examinations, other than those mentioned in 4.2.5.3 and 4.2.5.4, where audiometry is not performed, applicants shall be tested in a quiet room by whispered and spoken voice tests.

*Note 1.— The reference zero for calibration of pure-tone audiometers is that of the pertinent Standards of the current edition of the Audiometric Test Methods, published by the International Organization for Standardization (ISO).*

*Note 2.— For the purpose of testing hearing in accordance with the requirements, a quiet room is a room in which the intensity of the background noise is less than 35 dB(A).*

*Note 3.— For the purpose of testing hearing in accordance with the requirements, the sound level of an average conversational voice at 1 m from the point of output (lower lip of the speaker) is c. 60 dB(A) and that of a whispered voice c. 45dB(A). At 2 m from the speaker, the sound level is 6 dB(A) lower.*

### **4.3 Class 1 Medical Assessment**

#### 4.3.1 Assessment issue and renewal

4.3.1.1 An applicant for a commercial pilot licence — aeroplane and helicopter or an airline transport pilot licence — aeroplane and helicopter shall undergo an initial medical examination for the issue of a Class 1 Medical Assessment.

4.3.1.2 Except where otherwise stated in this section, holders of commercial pilot licences — aeroplane and helicopter or airline transport pilot licences — aeroplane and helicopter shall have their Class 1 Medical Assessments renewed at intervals not exceeding those specified in 1.2.5.2.

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4.3.1.2.1 In alternate years, for Class 1 applicants under 40 years of age, the BCAA shall, at its discretion, allow medical examiners to omit certain routine examination items related to the assessment of physical fitness, whilst increasing the emphasis on health education and prevention of ill health.

4.3.1.3 When the BCAA is satisfied that the requirements of this section and the general provisions of 4.1 and 4.2 have been met, a Class 1 Medical Assessment shall be issued to the applicant.

#### 4.3.2 Physical and mental requirements

4.3.2.1 The applicant shall not suffer from any disease or disability which could render that applicant likely to become suddenly unable either to operate an aircraft safely or to perform assigned duties safely.

4.3.2.2 The applicant shall have no established medical history or clinical diagnosis of:

- a) an organic mental disorder;
- b) a mental or behavioural disorder due to use of psychoactive substances; this includes dependence syndrome induced by alcohol or other psychoactive substances;
- c) schizophrenia or a schizotypal or delusional disorder;
- d) a mood (affective) disorder;
- e) a neurotic, stress-related or somatoform disorder;
- f) a behavioural syndrome associated with physiological disturbances or physical factors;
- g) a disorder of adult personality or behaviour, particularly if manifested by repeated overt acts;
- h) mental retardation;
- i) a disorder of psychological development;
- j) a behavioural or emotional disorder, with onset in childhood or adolescence; or
- k) a mental disorder not otherwise specified;

such as might render the applicant unable to safely exercise the privileges of the licence applied for or held.

4.3.2.2.1 An applicant with depression, being treated with antidepressant medication, should be assessed as unfit unless the medical assessor, having access to the details of the case concerned, considers the applicant's condition as unlikely to interfere with the safe exercise of the applicant's licence and rating privileges.

*Note — Mental and behavioural disorders are defined in accordance with the clinical descriptions and diagnostic guidelines of the World Health Organization as given in the International Statistical Classification of Diseases and Related Health Problems, 10th Edition — Classification of Mental and Behavioural Disorders, WHO 1992. This document contains detailed descriptions of the diagnostic requirements, which may be useful for their application to medical assessment.*

4.3.2.3 The applicant shall have no established medical history or clinical diagnosis of any of the following:

- a) a progressive or non-progressive disease of the nervous system, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges;
- b) epilepsy; or



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c) any disturbance of consciousness without satisfactory medical explanation of cause.

4.3.2.4 The applicant shall not have suffered any head injury, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.3.2.5 The applicant shall not possess any abnormality of the heart, congenital or acquired, which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.3.2.5.1 An applicant who has undergone coronary bypass grafting or angioplasty (with or without stenting) or other cardiac intervention or who has a history of myocardial infarction or who suffers from any other potentially incapacitating cardiac condition shall be assessed as unfit unless the applicant's cardiac condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.3.2.5.2 An applicant with an abnormal cardiac rhythm shall be assessed as unfit unless the cardiac arrhythmia has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.3.2.6 Electrocardiography shall form part of the heart examination for the first issue of a Medical Assessment.

4.3.2.6.1 Electrocardiography shall be included in re-examinations of applicants over the age of 50 no less frequently than annually.

4.3.2.6.2 Electrocardiography shall be included in re-examinations of applicants between the ages of 30 and 50 no less frequently than every two years.

*Note — The purpose of routine electrocardiography is case finding. It does not provide sufficient evidence to justify disqualification without further thorough cardiovascular investigation.*

4.3.2.7 The systolic and diastolic blood pressures shall be within normal limits.

4.3.2.7.1 The use of drugs for control of high blood pressure shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

4.3.2.8 There shall be no significant functional nor structural abnormality of the circulatory system.

4.3.2.9 There shall be no acute disability of the lungs nor any active disease of the structures of the lungs, mediastinum or pleurae likely to result in incapacitating symptoms during normal or emergency operations.

4.3.2.9.1 Chest radiography should form part of the initial examination.

*Note.— Periodic chest radiography is usually not necessary but may be a necessity in situations where asymptomatic pulmonary disease can be expected.*

4.3.2.10 Applicants with chronic obstructive pulmonary disease shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.3.2.11 Applicants with asthma causing significant symptoms or likely to cause incapacitating symptoms during normal or emergency operations shall be assessed as unfit.

4.3.2.11.1 The use of drugs for control of asthma shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

4.3.2.12 Applicants with active pulmonary tuberculosis shall be assessed as unfit.

4.3.2.12.1 Applicants with quiescent or healed lesions which are known to be tuberculous, or are presumably tuberculous in origin, may be assessed as fit.

4.3.2.13 Applicants with significant impairment of function of the gastrointestinal tract or its adnexa shall be assessed as unfit.

4.3.2.13.1 Applicants shall be completely free from those hernias that might give rise to incapacitating symptoms.

4.3.2.14 Applicants with sequelae of disease of, or surgical intervention on, any part of the digestive tract or its adnexa, likely to cause incapacitation in flight, in particular any obstruction due to stricture or compression, shall be assessed as unfit.

4.3.2.14.1 An applicant who has undergone a major surgical operation on the biliary passages or the digestive tract or its adnexa with a total or partial excision or a diversion of any of these organs should be assessed as unfit until such time as the medical assessor, having access to the details of the operation concerned, considers that the effects of the operation are not likely to cause incapacitation in flight.

4.3.2.15 Applicants with metabolic, nutritional or endocrine disorders that are likely to interfere with the safe exercise of their licence and rating privileges shall be assessed as unfit.

4.3.2.16 Applicants with insulin-treated diabetes mellitus shall be assessed as unfit.

4.3.2.16.1 Applicants with non-insulin-treated diabetes mellitus shall be assessed as unfit unless the condition is shown to be satisfactorily controlled by diet alone or by diet combined with oral anti-diabetic medication, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

4.3.2.17 Applicants with diseases of the blood and/or the lymphatic system shall be assessed as unfit unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

*Note.— Sickle cell trait or other haemoglobinopathic traits are usually compatible with a fit assessment.*

4.3.2.18 Applicants with renal or genitourinary disease shall be assessed as unfit, unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

4.3.2.18.1 Urine examination shall form part of the medical examination and abnormalities shall be adequately investigated.

4.3.2.19 Applicants with sequelae of disease of or surgical procedures on the kidneys or the genito-urinary tract, in particular obstructions due to stricture or compression, shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.3.2.19.1 Applicants who have undergone nephrectomy shall be assessed as unfit unless the condition is well compensated.

4.3.2.20 Applicants who are seropositive for human immunodeficiency virus (HIV) shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed as not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

*Note — Early diagnosis and active management of HIV disease with antiretroviral therapy reduces morbidity and improves prognosis and thus increases the likelihood of a fit assessment.*

4.3.2.21 Applicants who are pregnant shall be assessed as unfit unless obstetrical evaluation and continued medical supervision indicate a low-risk uncomplicated pregnancy.

4.3.2.21.1 For applicants with a low-risk uncomplicated pregnancy, evaluated and supervised in accordance with 4.3.2.21, the fit assessment should be limited to the period from the end of the 12th week until the end of the 26th week of gestation.

4.3.2.22 Following confinement or termination of pregnancy, the applicant shall not be permitted to exercise the privileges of her licence until she has undergone re-evaluation in accordance with best medical practice and it has been determined that she is able to safely exercise the privileges of her licence and ratings.

4.3.2.23 The applicant shall not possess any abnormality of the bones, joints, muscles, tendons or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

*Note.— Any sequelae after lesions affecting the bones, joints, muscles or tendons, and certain anatomical defects will normally require functional assessment to determine fitness.*

4.3.2.24 The applicant shall not possess any abnormality or disease of the ear or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.3.2.25 There shall be:

- a) no disturbance of vestibular function;
- b) no significant dysfunction of the Eustachian tubes; and
- c) no unhealed perforation of the tympanic membranes.

4.3.2.25.1 A single dry perforation of the tympanic membrane need not render the applicant unfit.

4.3.2.26 There shall be:

- a) no nasal obstruction; and
- b) no malformation nor any disease of the buccal cavity or upper respiratory tract

which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.3.2.27 Applicants with stuttering or other speech defects sufficiently severe to cause impairment of speech communication shall be assessed as unfit.

#### 4.3.3 Visual requirements

The medical examination shall be based on the following requirements.

4.3.3.1 The function of the eyes and their adnexa shall be normal. There shall be no active pathological condition, acute or chronic, nor any sequelae of surgery or trauma of the eyes or their adnexa likely to reduce proper visual function to an extent that would interfere with the safe exercise of the applicant's licence and rating privileges.

4.3.3.2 Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better. No limits apply to uncorrected visual acuity. Where this standard of visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:

- a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and
- b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.

*Note 1.— 4.3.3.2 b) is the subject of Standards in Annex 6, Part I.*

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*Note 2.— An applicant accepted as meeting these provisions is deemed to continue to do so unless there is reason to suspect otherwise, in which case an ophthalmic report is required at the discretion of the BCAA. Both uncorrected and corrected visual acuity are normally measured and recorded at each re-examination. Conditions which indicate a need to obtain an ophthalmic report include: a substantial decrease in the uncorrected visual acuity, any decrease in best corrected visual acuity, and the occurrence of eye disease, eye injury or eye surgery.*

4.3.3.2.1 Applicants may use contact lenses to meet this requirement provided that:

- a) the lenses are monofocal and non-tinted;
- b) the lenses are well tolerated; and
- c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges.

*Note.— Applicants who use contact lenses may not need to have their uncorrected visual acuity measured at each re-examination provided the history of their contact lens prescription is known.*

4.3.3.2.2 Applicants with a large refractive error shall use contact lenses or high-index spectacle lenses.

*Note.— If spectacles are used, high-index lenses are needed to minimize peripheral field distortion.*

4.3.3.2.3 Applicants whose uncorrected distant visual acuity in either eye is worse than 6/60 shall be required to provide a full ophthalmic report prior to initial Medical Assessment and every five years thereafter.

*Note 1.— The purpose of the required ophthalmic examination is (1) to ascertain normal visual performance, and (2) to identify any significant pathology.*

4.3.3.3 Applicants who have undergone surgery affecting the refractive status of the eye shall be assessed as unfit unless they are free from those sequelae which are likely to interfere with the safe exercise of their licence and rating privileges.

4.3.3.4 The applicant shall have the ability to read, while wearing the correcting lenses, if any, required by 4.3.3.2, the N5 chart or its equivalent at a distance selected by that applicant in the range of 30 to 50 cm and the ability to read the N14 chart or its equivalent at a distance of 100 cm. If this requirement is met only by the use of near correction, the applicant may be assessed as fit provided that this near correction is added to the spectacle correction already prescribed in accordance with 4.3.3.2; if no such correction is prescribed, a pair of spectacles for near use shall be kept readily available during the exercise of the privileges of the licence. When near correction is required, the applicant shall demonstrate that one pair of spectacles is sufficient to meet both distant and near visual requirements.

*Note 1.— An applicant who needs near correction to meet this requirement will require “look-over”, bifocal or perhaps multifocal lenses in order to read the instruments and a chart or manual held in the hand, and also to make use of distant vision, through the windscreen, without removing the lenses. Single-vision near correction (full lenses of one power only, appropriate for reading) significantly reduces distant visual acuity and is therefore not acceptable.*

*Note 2.— Whenever there is a requirement to obtain or renew correcting lenses, an applicant is expected to advise the refractionist of reading distances for the visual flight deck tasks relevant to the types of aircraft in which the applicant is likely to function.*

4.3.3.4.1 When near correction is required in accordance with this paragraph, a second pair of near-correction spectacles shall be kept available for immediate use.

4.3.3.5 The applicant shall be required to have normal fields of vision.

4.3.3.6 The applicant shall be required to have normal binocular function.

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4.3.3.6.1 Reduced stereopsis, abnormal convergence not interfering with near vision, and ocular misalignment where the fusional reserves are sufficient to prevent asthenopia and diplopia need not be disqualifying.

#### 4.3.4 Hearing requirements

4.3.4.1 The applicant, when tested on a pure-tone audiometer, shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz.

4.3.4.1.1 An applicant with a hearing loss greater than the above may be declared fit provided that the applicant has normal hearing performance against a background noise that reproduces or simulates the masking properties of flight deck noise upon speech and beacon signals.

*Note 1.— It is important that the background noise be representative of the noise in the cockpit of the type of aircraft for which the applicant's licence and ratings are valid.*

*Note 2.— In the speech material for discrimination testing, both aviation-relevant phrases and phonetically balanced words are normally used.*

4.3.4.1.2 Alternatively, a practical hearing test conducted in flight in the cockpit of an aircraft of the type for which the applicant's licence and ratings are valid may be used.

#### 4.4 Class 3 Medical Assessment

##### 4.4.1 Assessment issue and renewal

4.4.1.1 An applicant for an air traffic controller licence shall undergo an initial medical examination for the issue of a Class 3 Medical Assessment.

4.4.1.2 Except where otherwise stated in this section, holders of air traffic controller licences shall have their Class 3 Medical Assessments renewed at intervals not exceeding those specified in 1.2.5.2.

4.4.1.3 When the BCAA is satisfied that the requirements of this section and the general provisions of 4.1 and 4.2 have been met, a Class 3 Medical Assessment shall be issued to the applicant.

##### 4.4.2 Physical and mental requirements

4.4.2.1 The applicant shall not suffer from any disease or disability which could render that applicant likely to become suddenly unable to perform duties safely.

4.4.2.2 The applicant shall have no established medical history or clinical diagnosis of:

- a) an organic mental disorder;
- b) a mental or behavioural disorder due to psychoactive substance use; this includes dependence syndrome induced by alcohol or other psychoactive substances;
- c) schizophrenia or a schizotypal or delusional disorder;
- d) a mood (affective) disorder;
- e) a neurotic, stress-related or somatoform disorder;
- f) a behavioural syndrome associated with physiological disturbances or physical factors;
- g) a disorder of adult personality or behaviour, particularly if manifested by repeated overt acts;

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- h) mental retardation;
  - i) a disorder of psychological development;
  - j) a behavioural or emotional disorder, with onset in childhood or adolescence; or
  - k) a mental disorder not otherwise specified;

such as might render the applicant unable to safely exercise the privileges of the licence applied for or held

4.4.2.2.1 An applicant with depression, being treated with antidepressant medication, should be assessed as unfit unless the medical assessor, having access to the details of the case concerned, considers the applicant's condition as unlikely to interfere with the safe exercise of the applicant's licence and rating privileges.

*Note — Mental and behavioural disorders are defined in accordance with the clinical descriptions and diagnostic guidelines of the World Health Organization as given in the International Statistical Classification of Diseases and Related Health Problems, 10th Edition — Classification of Mental and Behavioural Disorders, WHO 1992. This document contains detailed descriptions of the diagnostic requirements which may be useful for their application to medical assessment.*

4.4.2.3 The applicant shall have no established medical history or clinical diagnosis of any of the following:

- a) a progressive or non-progressive disease of the nervous system, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges;
- b) epilepsy; or
- c) any disturbance of consciousness without satisfactory medical explanation of cause.

4.4.2.4 The applicant shall not have suffered any head injury, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.5 The applicant shall not possess any abnormality of the heart, congenital or acquired, which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.5.1 An applicant who has undergone coronary bypass grafting or angioplasty (with or without stenting) or other cardiac intervention or who has a history of myocardial infarction or who suffers from any other potentially incapacitating cardiac condition shall be assessed as unfit unless the applicant's cardiac condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.5.2 An applicant with an abnormal cardiac rhythm shall be assessed as unfit unless the cardiac arrhythmia has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.6 Electrocardiography shall form part of the heart examination for the first issue of a Medical Assessment.

4.4.2.6.1 Electrocardiography shall be included in re-examinations of applicants after the age of 50 no less frequently than every two years.

*Note — The purpose of routine electrocardiography is case finding. It does not provide sufficient evidence to justify disqualification without further thorough cardiovascular investigation.*

4.4.2.7 The systolic and diastolic blood pressures shall be within normal limits.

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4.4.2.7.1 The use of drugs for control of high blood pressure is disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence privileges.

4.4.2.8 There shall be no significant functional nor structural abnormality of the circulatory system.

4.4.2.9 There shall be no disability of the lungs nor any active disease of the structures of the lungs, mediastinum or pleurae likely to result in incapacitating symptoms.

*Note — Chest radiography is usually not necessary but may be indicated in cases where asymptomatic pulmonary disease can be expected.*

4.4.2.10 Applicants with chronic obstructive pulmonary disease shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.4.2.11 Applicants with asthma causing significant symptoms or likely to cause incapacitating symptoms shall be assessed as unfit.

4.4.2.11.1 The use of drugs for control of asthma shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

4.4.2.12 Applicants with active pulmonary tuberculosis shall be assessed as unfit.

4.5.2.12.1 Applicants with quiescent or healed lesions, known to be tuberculous or presumably tuberculous in origin, may be assessed as fit.

4.4.2.13 Applicants with significant impairment of the function of the gastrointestinal tract or its adnexae shall be assessed as unfit.

4.4.2.14 Applicants with sequelae of disease of or surgical intervention on any part of the digestive tract or its adnexa, likely to cause incapacitation, in particular any obstructions due to stricture or compression, shall be assessed as unfit.

4.4.2.14.1 An applicant who has undergone a major surgical operation on the biliary passages or the digestive tract or its adnexa, with a total or partial excision or a diversion of any of these organs should be assessed as unfit until such time as the medical assessor, having access to the details of the operation concerned, considers that the effects of the operation are not likely to cause incapacitation.

4.4.2.15 Applicants with metabolic, nutritional or endocrine disorders that are likely to interfere with the safe exercise of their licence and rating privileges shall be assessed as unfit.

4.4.2.16 Applicants with insulin-treated diabetes mellitus shall be assessed as unfit.

4.4.2.16.1 Applicants with non-insulin-treated diabetes shall be assessed as unfit unless the condition is shown to be satisfactorily controlled by diet alone or by diet combined with oral anti-diabetic medication, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

4.4.2.17 Applicants with diseases of the blood and/or the lymphatic system shall be assessed as unfit, unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

4.4.2.18 Applicants with renal or genito-urinary disease shall be assessed as unfit unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

4.4.2.18.1 Urine examination shall form part of the medical examination and abnormalities shall be adequately investigated.

4.4.2.19 Applicants with sequelae of disease of, or surgical procedures on the kidneys or the genito-urinary tract, in particular obstructions due to stricture or compression, shall be assessed as unfit unless the applicant's condition has been investigated

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and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

4.4.2.19.1 Applicants who have undergone nephrectomy shall be assessed as unfit unless the condition is well compensated.

4.4.2.20 Applicants who are seropositive for human immunodeficiency virus (HIV) shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed as not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

*Note — Early diagnosis and active management of HIV disease with antiretroviral therapy reduces morbidity and improves prognosis and thus increases the likelihood of a fit assessment.*

4.4.2.21 Applicants who are pregnant shall be assessed as unfit unless obstetrical evaluation and continued medical supervision indicate a low-risk uncomplicated pregnancy.

4.4.2.21.1 During the gestational period, precautions should be taken for the timely relief of an air traffic controller in the event of early onset of labour or other complications.

4.4.2.21.2 For applicants with a low-risk uncomplicated pregnancy, evaluated and supervised in accordance with 4.5.2.21, the fit assessment should be limited to the period until the end of the 34th week of gestation.

4.4.2.22 Following confinement or termination of pregnancy the applicant shall not be permitted to exercise the privileges of her licence until she has undergone re-evaluation in accordance with best medical practice and it has been determined that she is able to safely exercise the privileges of her licence and ratings.

4.4.2.23 The applicant shall not possess any abnormality of the bones, joints, muscles, tendons or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

*Note.— Any sequelae after lesions affecting the bones, joints, muscles or tendons, and certain anatomical defects will normally require functional assessment to determine fitness.*

4.4.2.24 The applicant shall not possess any abnormality or disease of the ear or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.25 There shall be no malformation nor any disease of the nose, buccal cavity or upper respiratory tract which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.2.26 Applicants with stuttering or other speech defects sufficiently severe to cause impairment of speech communication shall be assessed as unfit.

#### 4.4.3 Visual requirements

The medical examination shall be based on the following requirements.

4.4.3.1 The function of the eyes and their adnexa shall be normal. There shall be no active pathological condition, acute or chronic, nor any sequelae of surgery or trauma of the eyes or their adnexa likely to reduce proper visual function to an extent that would interfere with the safe exercise of the applicant's licence and rating privileges.

4.4.3.2 Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better. No limits apply to uncorrected visual acuity. Where this standard of visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:

- a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and



- b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.

*Note.— An applicant accepted as meeting these provisions is deemed to continue to do so unless there is reason to suspect otherwise, in which case an ophthalmic report is required at the discretion of the BCAA. Both uncorrected and corrected visual acuity are normally measured and recorded at each re-examination. Conditions which indicate a need to obtain an ophthalmic report include: a substantial decrease in the uncorrected visual acuity, any decrease in best corrected visual acuity, and the occurrence of eye disease, eye injury or eye surgery.*

4.4.3.2.1 Applicants may use contact lenses to meet this requirement provided that:

- a) the lenses are monofocal and non-tinted;
- b) the lenses are well tolerated; and
- c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges.

*Note.— Applicants who use contact lenses may not need to have their uncorrected visual acuity measured at each re-examination provided the history of their contact lens prescription is known.*

4.4.3.2.2 Applicants with a large refractive error shall use contact lenses or high-index spectacle lenses.

*Note.— If spectacles are used, high-index lenses are needed to minimize peripheral field distortion.*

4.4.3.2.3 Applicants whose uncorrected distant visual acuity in either eye is worse than 6/60 shall be required to provide a full ophthalmic report prior to initial Medical Assessment and every five years thereafter.

*Note — The purpose of the required ophthalmic examination is (1) to ascertain normal vision performance, and (2) to identify any significant pathology.*

4.4.3.3 Applicants who have undergone surgery affecting the refractive status of the eye shall be assessed as unfit unless they are free from those sequelae which are likely to interfere with the safe exercise of their licence and rating privileges.

4.4.3.4 The applicant shall have the ability to read, while wearing the correcting lenses, if any, required by 4.4.3.2, the N5 chart or its equivalent at a distance selected by that applicant in the range of 30 to 50 cm and the ability to read the N14 chart or its equivalent at a distance of 100 cm. If this requirement is met only by the use of near correction, the applicant may be assessed as fit provided that this near correction is added to the spectacle correction already prescribed in accordance with 4.4.3.2; if no such correction is prescribed, a pair of spectacles for near use shall be kept readily available during the exercise of the privileges of the licence. When near correction is required, the applicant shall demonstrate that one pair of spectacles is sufficient to meet both distant and near visual requirements.

*Note 1.— An applicant who needs near correction to meet the requirement will require “look-over”, bifocal or perhaps multi-focal lenses in order to read radar screens, visual displays and written or printed material and also to make use of distant vision, through the windows, without removing the lenses. Single-vision near correction (full lenses of one power only, appropriate for reading) may be acceptable for certain air traffic control duties. However, it should be realized that single-vision near correction significantly reduces distant visual acuity.*

*Note 2.— Whenever there is a requirement to obtain or renew correcting lenses, an applicant is expected to advise the refractionist of reading distances for the air traffic control duties the applicant is likely to perform.*

4.4.3.4.1 When near correction is required in accordance with this paragraph, a second pair of near-correction spectacles shall be kept available for immediate use.

4.4.3.5 The applicant shall be required to have normal fields of vision.

4.4.3.6 The applicant shall be required to have normal binocular function.

4.4.3.6.1 Reduced stereopsis, abnormal convergence not interfering with near vision, and ocular misalignment where the fusional reserves are sufficient to prevent asthenopia and diplopia need not be disqualifying.

#### 4.4.4 Hearing requirements

4.4.4.1 The applicant, when tested on a pure-tone audiometer shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz.

4.4.4.1.1 An applicant with a hearing loss greater than the above may be declared fit provided that the applicant has normal hearing performance against a background noise that reproduces or simulates that experienced in a typical air traffic control working environment.

*Note 1.— The frequency composition of the background noise is defined only to the extent that the frequency range 600 to 4 800 Hz (speech frequency range) is adequately represented.*

*Note 2.— In the speech material for discrimination testing, both aviation-relevant phrases and phonetically balanced words are normally used.*

4.4.4.1.2 Alternatively, a practical hearing test conducted in an air traffic control environment representative of the one for which the applicant's licence and ratings are valid may be used.

## **CHAPTER 5. PREVENTION OF USE OF ALCOHOL AND PSYCHOACTIVE SUBSTANCES**

### **5.1 Objective**

5.1.1 The requirements specified in this herein are to prevent use of Alcohol and/or Psychoactive substances by personnel holding Licence, Rating or Certificates, hereafter referred to as an “Aviation Document”, and engaged in activities sensitive to flight safety and/or security, including the conduct of training either on an actual equipment or a synthetic training device, for the promotion of safety and security in civil aviation.

### **5.2 Legal provisions**

5.2.1 Applicable legal provisions:

a. Civil Aviation Act of Bhutan 2016, hereafter referred to as the Act; Bhutan Air Navigation Regulations 2010.

### **5.3 Applicability**

5.3.1 The specifications contained herein is applicable to any person who holds any one or more of the following Licence, Rating or Certificate, Competency cards issued by the DG, BCAA or issued by another Contracting State or those issued by the Air Operator, the Aeronautical Service provider or the Aviation Security service provider certified by the DG, herein after referred to as an – “Aviation Document Holder”:

1. Pilot Licence of any description;
2. Flight Radio Telephony Operator Licence;
3. Aircraft Maintenance Licence;
4. Flight Operation Officer / Flight Dispatcher Licence;
5. Air Traffic Controller Licence;
6. Cabin Crew Member Certificate;
7. Certified Security Screener;
8. Aircraft Maintenance Technician Certificate;
9. Others; as and when determined by the DG.

5.3.2 This provision herein shall be applicable to organizations and personnel engaged in:

5.3.2.1 Operating of an aircraft under an Aircraft Operator Certificate issued by the DG wherever the aircraft may be.

5.3.2.2 Operation of an aircraft under a Foreign Aircraft Operator Certificate within the Bhutanese airspace.

5.3.2.3 Operation of any Aeronautical Services and provision of Aviation Security Services in Bhutan.

5.3.2.4 Operation of any private or commercial or business aircraft, regardless of nationality and registration of the aircraft, within the Bhutanese airspace.

5.3.2.5 Operation of any approved Aircraft Engineering, Maintenance or Repair Organization within Bhutan.

### **5.4 Prohibition of use of Alcohol and/or Psychoactive substances**

5.4.1 An Aviation Document Holder engaged in safety and/or security sensitive activities relating to civil aviation shall not exercise or attempt to exercise the privileges attached to the applicable Aviation Document held by him/her whilst under the

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influence of Alcohol or any Psychoactive substance that impairs his/her ability to accomplish the assigned activities to the required safety, security and performance standards.

### **5.5 Responsibility of compliance**

5.5.1 An Aviation Document Holder shall not commence, attempt to commence or remain on duty if he/she is under the influence of Alcohol and/or Psychoactive substances.

5.5.2 An Aviation Document Holder who becomes aware of another Aviation Document Holder under the influence of Alcohol and/or Psychoactive substances, while on duty or scheduled to commence his/her duty, shall report such facts immediately to the employer or the DG or the authorized representative of the DG.

5.5.3 An employer of an Aviation Document Holder, shall have a “Problematic use of Psychoactive Substance and/or Alcohol Policy” as per, the provisions contained herein, the ICAO Manual of Prevention of Problematic use of Substances in the Aviation Work Place (Doc 9654 - AN 945) and relevant Rules and Regulations of the Kingdom of Bhutan. The policy shall include the following elements:

1. Training, Awareness and Educational program which should cover:
  - a. The potential effect of alcohol and/or psychoactive substance;
  - b. Medication use (Prescribed or bought from a pharmacy) to ensure the safe exercise of aviation document privileges whilst taking medication;
  - c. The early recognition and rehabilitation of individuals with an alcohol, or usage of psychoactive substance problem – a peer intervention program may be considered in this context;
  - d. Briefing on self-awareness and facilitation of self-referral for help with an alcohol and/or psychoactive substances use problem.
  
2. Procedures for:
  - a. Monitoring efficacy of the problematic use of psychoactive substance and/or alcohol policy.
  - b. Dealing with a positive determination of problematic use of Psychoactive substance and/or Alcohol during Biochemical testing – this shall include immediate suspension of all Aviation Document(s) privileges, reporting of the test results and the subsequent actions taken, within two working days, to the DG;
  - c. Monitoring and support for return to work after rehabilitation for an alcohol or psychoactive substance use problem.
  - d. Requesting for reinstatement of the aviation document(s).
  
3. Biochemical Testing Procedures for determination of Problematic use of Psychoactive Substances and/or Alcohol, which includes:
  - a. Frequency of testing;
  - b. The Psychoactive substances that are tested;
  - c. Who undertakes testing;
  - d. The Bio-sample(s) that are taken;
  - e. Which safety critical personnel are tested;
  - f. When testing is undertaken:
    - pre-employment,
    - before a duty period,
    - under reasonable suspicion,
    - post incident/accident,
    - random,
    - routine;
  - g. The availability of repeat testing facilities;
  - h. Where testing takes place;
  - i. Safeguards for the process – e.g. chain of custody, legally secured, robust process, confidentiality.

## **5.6 Testing for Problematic use of Alcohol and/or Psychoactive substances**

5.6.1 All Aviation Document Holder shall be subject to routine testing for problematic use of Psychoactive substances, random testing, testing on reasonable suspicion and post-incident/accident testing for use of alcohol and/or psychoactive substances.

5.6.2 The psychoactive substances, the intended methodology to be used for testing, testing apparatus/equipment, facilities and the procedures to be followed etc. shall be based on the current practices of the BNCA. Psychoactive substances are also sometimes referred to as psychotropic substances; in this document the two terms shall be construed to have the same meaning.

5.6.3 The Aircraft Operator, Aeronautical Service Provider and the Aviation Security Service Provider employing any Aviation Document Holder shall inform all the Aviation Document Holders it employs, about the methodology being used for the testing.

5.6.4 All Aviation Document Holders and their respective employers shall honor the request for testing, without the DG or the representative(s) of the DG having to give any justification or reason.

## **5.7 Routine testing**

5.7.1 All Aviation Document Holders shall undergo routine biochemical testing for use of psychoactive substance by the designated civil aviation medical assessor/examiner during his/her routine medical checkup, pre-employment checkup or pre-transfer to areas requiring aviation document privileges, and shall submit the report together with the Medical Fitness certificate to the DG.

5.7.2 The Medical Fitness certificate shall be considered incomplete in absence of the report of biochemical testing.

## **5.8 Random testing**

5.8.1 The DoAT is designated as the entity to carry out random testing for problematic use of Alcohol and Psychoactive substances.

5.8.2 All Aviation Document Holders shall be subject to random testing by DoAT, with or without the support from BNCA, and in presence of authorized representative(s) of the DG.

5.8.3 For confidentiality and to maintain the element of surprise, the time and place of random testing shall be decided together by the DG and the Director of DoAT.

## **5.9 Post-incident/accident testing**

5.9.1 All Aviation Document Holders whose conduct could have contributed to the incident/accident, as determined by DG, shall be subject to testing for use of Alcohol and/or Psychoactive substances as per part 6.6.

## **5.10 Reasonable suspicion testing**

5.10.1 An Aviation Document holder shall be subject to testing for use of Alcohol and/or Psychoactive substances based on indicator(s) or evidence confirmed by written statement signed by any other Aviation Document Holder(s) or by the accountable manager of the Aviation Document Holder as per section 5.8.

5.10.2 Notwithstanding parts 5.7, 5.8, 5.9, and 5.10, the DG or an authorized representative(s) of the DG may at any time, as may be determined by him/her, subject an Aviation Document Holder to a test or his/her employer to subject an Aviation Document Holder to a test, for the determination of compliance.

## **5.11 Determination of being under the influence of Alcohol and/or Psychoactive substances**

5.11.1 Aviation Document Holder is considered to be under the influence of alcohol and/or psychoactive substance:

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5.11.2 If an alcohol concentration of 0.04% or greater is detected in his/her blood or breath specimen obtained from him/her while attempting to report to duty or while on duty.

5.11.3 If the Aviation Document Holder tests positive for psychoactive substances during the biochemical testing as per the section 5.6.

### **5.12 Obligation of the Aviation Document Holder to request for testing**

5.12.1 Upon a written request made by the DG or an authorized representative of the DG, an Aviation Document Holder shall subject himself or herself to the required test for determination of his status relating to the use of Alcohol and/or Psychoactive substances.

5.12.2 If the Aviation Document Holder is not willing to undergo, or does not cooperate to such testing, he/she shall be considered as committing an offence under the chapter X of the Civil Aviation Act of Bhutan 2016, and treated same as being under the influence of alcohol and psychoactive substance and the provisions under 5.13 shall apply.

### **5.13 Consequence of a positive test**

5.13.1 If an Aviation Document Holder is found to be under the influence of Alcohol and/or Psychoactive substances, he/she shall be barred from exercising his/her Aviation Document privileges with immediate effect and a written report to that effect shall be forwarded to the DG together with the applicable supporting documents.

5.13.2 An employer of an Aviation Document Holder, after removing an Aviation Document Holder who is found to be under the influence of Alcohol and/or Psychoactive substances as per 5.13.1, shall not permit the Aviation Document Holder to resume exercising his/her Aviation Document privileges until a determination is made by the DG on the reported incident and decision is conveyed to his/her employer as the case may be.

5.13.3 Any positive test result obtained by the DG under the forgoing parts as to the use of Alcohol and/or Psychoactive substances by Aviation Document Holder concerned shall result in any of the following actions:

- a. If the aviation document(s) has been issued in Bhutan:
  - i. Suspension of all the aviation document(s) held by the Aviation Document Holder for a minimum of one month and penalty of Nu. 10,000 or 50% of one month's gross salary (inclusive of all allowances) whichever is higher, if the detection of alcohol is for the first time. This is irrespective of whether if the test was carried out by the DoAT and BCAA or the employer of the aviation document holder;
  - ii. Permanent cancellation of all the Aviation Documents held by the Aviation Document Holder for second time detection of alcohol and/or first time detection of psychoactive substances. This is irrespective of if the test was carried out by the DoAT and BCAA or the employer of the aviation document holder, in both the first and second instances of positive test;
  - iii. Where the detection of psychoactive substance(s) is due to medication prescribed by a registered medical practitioner, the prescription and other supporting documents acceptable to the DG should be produced during the biochemical testing. The Aviation Document holder shall be barred from exercising the document privileges until a determination is made by the DG and the decision is conveyed to his/her employer as the case may be.
  - iv. A penalty of Nu. 1.0 million for the employer of the aviation document holder for positive detection(s) of psychoactive substance(s) during biochemical testing carried out by the DoAT and BCAA.
  - v. A penalty of Nu. 1.5 million for the employer of the aviation document holder for positive detection(s) of psychoactive substance(s), if the test was carried out by the employer but was not reported to the DG within three hours of testing, intentionally or unintentionally.

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- vi. A penalty of Nu. 0.3 million for the employer of the aviation document holder for positive detection(s) of alcohol, if the test was carried out by DoAT and BCAA or if the test was carried out by the employer but was not reported to the DG within three hours of testing, intentionally or unintentionally.

5.13.4 If the Aviation Document is issued by another state;

- a. Barring the aviation document holder from exercising his/her document privileges and engaging in safety and/or security sensitive activities in civil aviation within Bhutanese airspace; and
- b. Any other action in conformity with the provisions made under the respective air service agreements with State concerned.

#### **5.14 Reinstatement of suspended Aviation Document**

5.14.1 The DG will not consider any application made to him by an Aviation Document Holder, whose Aviation Document(s) was permanently cancelled. This includes issuance of authorization or any document pertaining to use of the aviation document privileges of the cancelled Aviation Document within or outside of Bhutan.

5.14.2 The DG will not consider any application made to him by any Aviation Document Holder, whose Aviation Document(s) was suspended, for reinstatement until the provisions under 5.13.a) are fully satisfied.

5.14.3 When applying for reinstatement, the aviation document holder should furnish evidence/documents, satisfactory to the DG, to prove that he/she has successfully undergone rehabilitation/treatment or, in case where rehabilitation/treatment is not necessary proof that the problematic use of alcohol and/or psychoactive substance has ceased.

5.14.4 Upon receiving such evidence/document, the DG shall examine the evidence and make a determination on if the aviation document holder is fit to resume exercising his/her aviation document privileges; this shall include testing negative in an independent test administered by the BCAA for problematic use of alcohol and/or psychoactive substance.

5.14.6 Upon reinstatement of the aviation document(s) and reinstatement to his/her duty by the employer, the aviation document holders shall be monitored and subjected to periodic tests in the first one month after the date of reinstatement to duty. The aviation document(s) shall be cancelled as per part 9.3. a) i) on testing positive during the monitoring period for alcohol and/or psychoactive substance.

#### **5.15 Appeal**

5.15.1 Any Aviation Document Holder aggrieved by a decision made by the DG, may refer an appeal to the Board within 10 working days from the date he/she receives such decision. Notwithstanding submission of an appeal by an Aviation Document Holder, the decision of the DG will prevail until the appeal is duly probed by the Board and the decision is reached and conveyed to the DG in writing.

5.15.2 The DG shall not be held liable for any kind of loss or damage occurring during the period of the appeal, even if the decision of the DG is affirmed or reversed by the Board.

## Annexure I

### Request to Test an Aviation Document Holder for Problematic Substance Use

TO: (Aviation document holder; name and details)  
FROM: BCAA  
SUBJECT: Request to test for problematic substance (alcohol/ psychoactive substance) use.

The BCAA and DoAT would like to request your cooperation to test you for problematic substance (alcohol/psychoactive substances) use.

As an aviation document holder, you are placed in a demanding position with responsibility for the lives and property of others. The safe performance of your duties requires that your mental and physical abilities remain unimpaired and that you act with professionalism.

Pursuant to the section 5.12 of Chapter 5 of the BCAR Personal Licensing, you have an **obligation** to subject yourself to the required test (including biomedical testing) for determination of your status relating to the problematic substance (Alcohol and/or Psychoactive substances) use. If you are **not willing** to undergo, or does not cooperate to, such testing you will be considered as committing an offence under the chapter X of the Civil Aviation Act of Bhutan 2016, and **treated same as being under the influence of alcohol and psychoactive substance.**

We hope you would render all the necessary cooperation to the testing team and help ensure that there is no problematic substance use in aviation workplace.

\_\_\_\_\_ (DG/DG's Representative)      \_\_\_\_\_ (Date)



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**Annexure II**

**Report of Determination of Positive Test for Problematic Substance Use**

TO: DG, BCAA  
COPY TO: (Aviation document holder)  
FROM: (Authorized representative of the DG and DoAT / Employer)  
SUBJECT: Determination of positive test for problematic substance (alcohol/ psychoactive substance) use.

The aviation document holder, \_\_\_\_\_ (insert name and details )  
to whom \_\_\_\_\_ (insert aviation document(s)  
number) have been issued by the BCAA/Employer, was determined to be under the influence of problematic substance  
(alcohol/psychoactive substances) on \_\_\_\_\_ (insert date and day) while engaging or attempting to engage in his/her  
aviation document privileges.

(insert details of the event and summary of test results)

Pursuant to the section 5.13 of the BCAR Personal Licensing Chapter 5, *Prevention of problematic use of Alcohol and Psychoactive substances*, **the aviation document holder is barred from exercising his/her Aviation Document privileges with immediate effect** till any decision on the determination is conveyed to the aviation document holder by the DG.

The test result documents of the aviation document holder are attached along with this report for further determination and decision by DG.

\_\_\_\_\_ (DG's/Employer's representative)

(following are required only if the testing is carried out by the DoAT and BCAA)

\_\_\_\_\_ (DoAT representative)

\_\_\_\_\_ (DoAT/BNCA Testing team member)

\_\_\_\_\_ (DoAT/BNCA Testing team member)

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\_\_\_\_\_ (DoAT/BNCA Testing team member)

**Annexure III**

**Notification of Suspension of Aviation Document**

TO: (Aviation document holder; name and details)

FROM: DG, BCAA

Subject: Suspension of aviation document following problematic use of alcohol and/or psychoactive substance.

This is to notify you that a test carried out by (the DoAT in presence of an authorized representative of the DG/ your employer) on \_\_\_\_\_ determined that you have engaged in problematic substance use.

*(Details of event to be inserted here)*

Problematic substance use and dependence are serious conditions that would render you medically disqualified to perform your duties.

We are therefore suspending your aviation document(s):

*( Insert the list and details of all the aviation documents)*

and barring you from exercising any of the aviation document privileges immediately.

Reinstatement of your aviation document(s) will occur upon fulfillment of section 5.14, Chapter 5 of BCAR Personal Licensing.

Reinstatement of your aviation document(s) will be conditional upon your agreement to undergo periodic re-evaluation, including biochemical testing and subject to determination of you being medically qualified to perform your duties.

\_\_\_\_\_ (DG/ DG's representative) \_\_\_\_\_(Date)

**Annexure IV**

**Notification of Cancellation of Aviation Document**

TO: (Aviation document holder; name and details)  
FROM: DG, BCAA  
SUBJECT: Cancellation of aviation document following second time problematic substance use (*alcohol/psychoactive substance*).

This is to notify you that a test carried out (the DoAT in presence of an authorized representative of the DG/ your employer)\_\_\_\_\_determined that you have engaged in problematic substance use. You were also found to have engaged in problematic substance use in a previous test:

*(Details of event to be inserted here; cite the previous problematic substance use case)*

Problematic substance use and dependence are serious conditions that would render you medically disqualified to perform your duties.

We are therefore permanently cancelling your aviation document(s):

*(Insert the list and details of all the aviation documents )*

and barring you from exercising any of the aviation document privileges immediately.

\_\_\_\_\_ (DG/DG's representative)      \_\_\_\_\_(Date)

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**Annexure V**

**Conditional Reinstatement of Aviation Document**

TO: (Aviation document holder; name and details)  
FROM: DG, BCAA  
SUBJECT: Reinstatement of aviation document following problematic substance use.

A test carried out by (the DoAT in presence of an authorized representative of the DG/ your employer) on \_\_\_\_\_ indicated that you have engaged in problematic substance use.

*(Details of event to be inserted here)*

As an aviation document holder, you are placed in a demanding position with responsibility for the lives and property of others. The safe performance of your duties requires that your mental and physical abilities remain unimpaired and that you act with professionalism.

Problematic substance use is unacceptable in our workplace, as in any aviation workplace. However, based on the evidence you have furnished, we believe that the problematic use of substance(s) has ceased.

Therefore, we offer you to reinstate your aviation document(s), contingent on the following:

*(Depending on the individual's history of alcohol and/or problematic substance use, the aviation document holder will have to agree to some or all of the following elements.)*

- You must have taken a biochemical test for alcohol/psychoactive substances to determine that you are abstinent.
- You must continue to abstain from problematic use alcohol/psychoactive substances.
- You must undergo periodic evaluation by the Designated Civil Aviation Medical Assessor/Examiner or the BCAA to ensure that you have remained abstinent.
- You must attend continued care meetings with a designated counselor in accordance with the schedule established by the counsellor, recommended to you by your employer or BCAA.

Although we fully support your efforts to overcome your difficulties, our first priority must be safety. Therefore, failure to comply with any of these conditions may result in immediate cancellation of aviation document(s).

\_\_\_\_\_(DG/ DG's representative)                      \_\_\_\_\_(Date)

I agree to the conditions outlined above and understand that a failure to abide by any condition may result in the immediate cancellation of my aviation document(s).

\_\_\_\_\_ (Aviation document holder)                      \_\_\_\_\_(Date)

## **APPENDIX 1. REQUIREMENTS FOR PROFICIENCY IN LANGUAGES USED FOR RADIOTELEPHONY COMMUNICATIONS**

*(Chapter 1, Section 1.2.9, refers)*

### **1. General**

*Note.— The ICAO language proficiency requirements include the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A. The language proficiency requirements are applicable to the use of both phraseologies and plain language.*

To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the BCAA with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.

### **2. Holistic descriptors**

Proficient speakers shall:

- a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- b) communicate on common, concrete and work-related topics with accuracy and clarity;
- c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
- d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
- e) use a dialect or accent which is intelligible to the aeronautical community.

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## APPENDIX 2. APPROVED TRAINING ORGANIZATION

(Chapter 1, 1.2.8.2 refers)

*Note.— Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services.*

### 1. Issue of approval

1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix.

1.2 The approval document shall contain at least the following:

- a) organization's name and location;
- b) date of issue and period of validity (where appropriate);
- c) terms of approval.

### 2. Training and procedures manual

2.1 The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

- a) a general description of the scope of training authorized under the organization's terms of approval;
- b) the content of the training programmes offered including the courseware and equipment to be used;
- c) a description of the organization's quality assurance system in accordance with 4;
- d) a description of the organization's facilities;
- e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in 6.1;
- f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in 6.2;
- g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by 6.3;
- h) a description of the method used for the completion and retention of the training records required by 7;
- i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- j) when a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the BCAA.

2.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

2.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

### **3. Training programmes**

3.1 The BCAA may approve a training programme for a private pilot licence, commercial pilot licence, an instrument rating or an aircraft maintenance (technician/engineer/mechanic) licence that allows an alternative means of compliance with the experience requirements established by Annex 1, provided that the approved training organization demonstrates to the satisfaction of the BCAA that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

3.2 When the BCAA approves a training programme for a multi-crew pilot licence, the approved training organization shall demonstrate to the satisfaction of the BCAA that the training provides a level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilots.

### **4. Quality assurance system**

The training organization shall establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements.

### **5. Facilities**

5.1 The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the Licensing Authority.

5.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

5.3 Synthetic training devices shall be qualified according to requirements established by the State and their use shall be approved by the BCAA to ensure that they are appropriate to the task.

### **6. Personnel**

6.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

6.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

6.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the BCAA.

6.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

### **7. Records**

7.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by the BCAA.

7.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

7.3 The records required by 7.1 shall be kept for a minimum period of two years after completion of the training. The records required by 7.2 shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

### **8. Oversight**

Contracting States shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

### **9. Evaluation and checking**

When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the BCAA or designated by the training organization in accordance with criteria approved by the BCAA.

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**ATTACHMENT A - ICAO LANGUAGE PROFICIENCY RATING SCALE (Expert, extended and operational levels)**

<i>LEVEL</i>	<i>PRONUNCIATION</i> <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	<i>STRUCTURE</i> <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	<i>VOCABULARY</i>	<i>FLUENCY</i>	<i>COMPREHENSION</i>	<i>INTERACTIONS</i>
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

*Levels 1, 2 and 3 are on subsequent page*

## 1.2 Pre-operational, elementary and pre-elementary levels

<i>LEVEL</i>	<i>PRONUNCIATION</i> <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	<i>STRUCTURE</i> <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	<i>VOCABULARY</i>	<i>FLUENCY</i>	<i>COMPREHENSION</i>	<i>INTERACTIONS</i>
<i>Levels 4, 5 and 6 are on preceding page.</i>						
Pre-operational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

*Note.— The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication. Levels 1 through 3 describe Pre-elementary, Elementary, and Preoperational levels of language proficiency, respectively, all of which describe a level of proficiency below the ICAO language proficiency requirement. Levels 5 and 6 describe Extended and Expert levels, at levels of proficiency more advanced than the minimum required Standard. As a whole, the scale will serve as benchmarks for training and testing, and in assisting candidates to attain the ICAO Operational Level (Level 4).*

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