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### REQUIREMENTS FOR RENEWAL OF LAPSED LICENCES.

As per the requirements of ICAO Annex 1 and the Civil Aviation (Personnel Licensing) (Flight Crew), (Other Personnel) and (General) Regulations 2013, a person shall not exercise the privileges of a Licence, Certificate, Rating or Authorization issued by the Authority unless that Licence, Certificate, Rating or Authorization is current and valid.

This AIC is therefore issued to provide guidance, information and procedures required to be followed in applying for renewal of a Licence, Certificate, Rating or authorization that has remained lapsed for more than Six (6) Months.

#### 1.0 RENEWAL OF A LAPSED PRIVATE PILOT LICENCE

1.1 Where the Private Pilot Licence (PPL) has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

1.2 To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows;

a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements.

b) **More than six (6) months but not more than two (2) years;**

The applicant shall;-

i) pass a knowledge test in Air Law or Regulations;

ii) pass a type rating skill test on an aircraft type endorsed on the license or on the type rating sought and

iii) meet the renewal requirements.

c) **More than two (2) years but not more than ten (10) years;**

The applicant shall;-

i) undertake a refresher course in an authorised Aviation Training Organisation (ATO) in preparation for the skill and knowledge tests which should include ten (10) hours as Pilot In Command (PIC);

ii) pass a PPL skill test on the class or aircraft type rating sought and

iii) meet the renewal requirements.

- d) **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of a PPL.

## 2.0 RENEWAL OF A LAPSED COMMERCIAL PILOT LICENCE

2.1 Where a Commercial Pilot Licence (CPL) has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

2.2 To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows;

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) pass a knowledge test in Air Law on Regulations;
  - ii) pass a type rating skill test on an aircraft type endorsed on the license or on the type rating sought and
  - iii) meet the renewal requirements.
- c) **More than two (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for the skill and knowledge tests which should include ten (10) hours as PIC;
  - ii) pass a CPL skill test on the class or aircraft type rating sought and
  - iii) meet the renewal requirements.
- d) **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of a CPL.

## 3.0 RENEWAL OF A LAPSED AIRLINE TRANSPORT PILOT LICENCE

3.1 Where an Airline Transport Pilot Licence (ATPL) has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

3.2 To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows;

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) pass a knowledge test in Air Law on Regulations;
  - ii) pass a type rating skill test on an aircraft type endorsed on the licence or on the type rating sought and
  - iii) meet the renewal requirements.
- c) **More than two (2) years but not more than ten (10) years;**

The applicant shall;-

- i) undertake a refresher course in an ATO in preparation for the skill and knowledge tests which should include ten (10) hours as PIC;
  - ii) pass an ATPL skill test on the class or aircraft type rating sought and
  - iii) meet the renewal requirements.
- d) **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of an ATPL.

#### 4.0 RENEWAL OF A LAPSED INSTRUMENT RATING

4.1 Where an Instrument Rating has not been renewed by the date of expiry, the validity of the rating standards are lapsed.

4.2 To ensure the validity of the lapsed Instrument Rating, the applicant shall meet the requirements subject to the lapsed periods as follows;

a) **That has lapsed for not more than two (2) years:**

The applicant shall;-

- i) receive refresher training from an instrument rated authorised Instrument Rating Instructor with the relevant category and aircraft type rating;
- ii) have an endorsement on his personal log book from the instructor that he is prepared for the renewal skill test;
- iii) pass a renewal Instrument Rating skill test and
- iv) have a valid licence.

b) **That has lapsed for two (2) years and not more than five (5) years:**

The applicant shall;-

- i) meet the requirements specified 4.2 above; and
- ii) present personal flying logbook certified by an authorised Instrument Rating Instructor that he has received refresher training and is prepared for the initial Instrument Rating skill test;
- iii) pass an initial Instrument Rating skill test and
- iv) have a valid licence.

c) **That has lapsed for more than five (5) years:**

The applicant shall meet the requirements for the Initial issue of Instrument Rating in the category, class and type rating sought.

#### 5.0 RENEWAL OF A LAPSED FLIGHT INSTRUCTOR RATING

5.1 Where a Flight Instructor Rating has not been renewed by the date of expiry, the validity of the rating standards are lapsed.

5.2 To ensure the validity of the lapsed Flight Instructor Rating, the applicant shall meet the requirements subject to the lapsed periods as follows:

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) pass an Airlaw knowledge test;
  - ii) meet the renewal requirements and
  - iii) have a valid License
- c) **More than (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for the Flight Instructor skill and knowledge tests for the rating sought;
  - ii) pass the knowledge and the skill tests;
  - iii) meet the renewal requirements and
  - iv) have a valid licence
- d) **More than ten (10) years,** an applicant shall meet all requirements for the initial issue of a Flight Instructor Rating.

## 6.0 RENEWAL OF A LAPSED AIR TRAFFIC CONTROLLER (ATC) LICENCE

- 6.1 Where an Air Traffic Controller licence has not been renewed by the date of expiry, the validity of the licence standards are lapsed.
- 6.2 To ensure the validity of the lapsed licence; the licence holder shall meet the requirements subject to the lapsed periods as follows:
  - a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry; there are no additional requirements;
  - b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
    - i) Undertake a refresher course in an ATO and obtain an endorsement that the applicant is able to demonstrate, at a level appropriate to the privileges being renewed, the skill, judgment and performance required to provide a safe, orderly and expeditious control service
    - ii) undertake sixty (60) hours OJT in the category of the rating sought and obtain an endorsement certifying that the applicant has demonstrated proficiency required to perform the required ATC duties and responsibilities and
    - iii) a valid Class Three (3) Medical Certificate.
  - c) **More than (2) years but not more than 10 years:**  
The applicant shall;-
    - i) undertake a refresher course in an ATO, and obtain an endorsement that the applicant is able to demonstrate, at a level appropriate to the

privileges being renewed, the skill, judgment and performance required to provide a safe, orderly and expeditious control service;

- ii) undertake ninety (90) hours OJT in the category of the rating sought and obtain an endorsement certifying that the applicant has demonstrated proficiency required to perform the required ATC duties and responsibilities and
- iii) have a valid Class Three (3) Medical Certificate
- d) **More than (ten) 10 years**, an applicant shall meet all requirements for the initial issue of an Air Traffic Control Licence.

#### 7.0 RENEWAL OF A LAPSED FLIGHT OPERATIONS OFFICER LICENCE

7.1 Where a Flight Operations Officer Licence (FOOL) has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

7.2 To ensure the validity of the lapsed licence, the licence holder shall meet the renewal requirements subject to the lapsed periods as follows:

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) pass Air Law knowledge test and
  - ii) meet the renewal requirements.
- c) **More than two (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for the skill and knowledge tests, and obtain an endorsement that the applicant is able to demonstrate, competency on the relevant areas of operation on which the renewal is sought;
  - ii) pass the knowledge and skill tests and
  - iii) meet the renewal requirements
- d) **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of a Flight Operations Officer licence.

#### 8.0 RENEWAL OF A LAPSED AIRCRAFT MAINTENANCE ENGINEERS LICENCE (AMEL)

8.1 Where an AMEL has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

8.2 To ensure the validity of the lapsed AMEL, the licence holder shall meet the requirements subject to the lapsed periods as follows:

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) pass Air Law knowledge test and
  - ii) meet the renewal requirements.
- c) **More than two (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for the skill and knowledge tests and obtain an endorsement that the applicant is able to demonstrate, competency on the areas of operation on which the renewal is sought;
  - ii) pass knowledge and skill tests and
  - iii) meet the renewal requirements.
- d) **More than ten (10) years,** an applicant shall meet all requirements for the initial issue of AMEL.

#### 9.0 RENEWAL OF A LAPSED CABIN CREW MEMBER LICENCE

9.1 Where a Cabin Crew Member License has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

9.2 To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows:

- a) **Not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **More than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) Complete the applicable Refresher Training on an aircraft type to be operated and obtain an endorsement certifying that the applicant has demonstrated proficiency required to perform all cabin crew duties and responsibilities;
  - ii) pass an all Emergency Drills Skill Test;
  - iii) have a valid Class Two (2) Medical Certificate and
  - iv) meet the renewal requirements.
- c) **More than two (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for knowledge and skill tests and obtain an endorsement certifying that the applicant is prepared for the knowledge and skill tests applicable to the privileges on which the renewal is sought;

- ii) pass a knowledge and skill tests covering all subjects of the refresher training program to demonstrate that the applicant has obtained the required level of proficiency;
  - iii) have a valid Class Two (2) Medical Certificate and
  - iv) meet the renewal requirements.
- d) **More than ten (10) years**, an applicant shall meet all requirements for the initial issue of a Cabin Crew Member Licence.

#### 10.0 **RENEWAL OF A LAPSED AERONAUTICAL STATION OPERATOR LICENCE**

10.1 Where a licence has not been renewed by the date of expiry, the validity of the licence standards are lapsed.

10.2 To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows:

- a) **That has lapsed for not more than six (6) months** and all renewal requirements were met prior to the date of expiry, there are no additional requirements;
- b) **That has lapsed for more than six (6) months but not more than two (2) years;**  
The applicant shall;-
  - i) undertake a refresher course in an ATO;
  - ii) pass a knowledge test and
  - iii) meet the renewal requirements.
- c) **That has lapsed for more than two (2) years but not more than ten (10) years:**  
The applicant shall;-
  - i) undertake a refresher course in an ATO in preparation for skill and knowledge tests;
  - ii) pass knowledge and skill test and
  - iii) meet the renewal requirements
- d) **That has lapsed for more than ten (10) years**, an applicant shall meet all requirements for the initial issue of an Aeronautical Station Operator Licence.