



Civil Aviation Authority of Botswana

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**AIC
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VALIDATION AND CONVERSION OF LICENCES ISSUED TO OTHER PERSONNEL BY ICAO CONTRACTING STATES

1.0 General Information

- 1.1 Under Regulation 5 of the Civil Aviation (Personnel Licensing) (General) Regulations, the Authority may validate a foreign licence issued by another Contracting State, by issuing a Certificate of Validation which will be carried with the foreign licence, with limitations imposed as appropriate.
- 1.2 The Authority may issue a licence based on the foreign licence, to an applicant who holds a valid licence issued by another Contracting State, with limitations imposed as appropriate.
- 1.3 The foreign licence submitted for validation or conversion shall be the original licence and not be under revocation or suspension by the country that issued the licence.
- 1.4 The license submitted shall be in the English language or accompanied by an English language translation that has been certified by an official or representative of the foreign authority that issued the license.
- 1.5 The Civil Aviation Authority of Botswana does not validate or convert licences issued by other contracting states, which do not meet the ICAO Annex 1 requirements and standards.

2.0 Validation Information

- 2.1 The authority may grant a certificate of validation with specific privileges to an individual, based on a foreign licence of an ICAO Contracting State, if the applicant meets the relevant validation requirements and the foreign licence is issued under ICAO Annex 1 Standards.

2.2 A certificate of validation is a means of recognising a foreign licence and giving authority to the holder to use the foreign licence to operate as a holder of a Botswana licence for the following purposes:

- a) Exercise the privileges of the licence held, or
- b) To qualify other personnel on a new type of aircraft and other equipment introduced in the country, or
- c) For specified demonstrations.

3.0 Conversion Information

3.1 The Authority may grant a licence to an applicant based on a valid foreign licence of an ICAO Contracting State, if the applicant meets the relevant conversion requirements of the licence or certificate sought and the foreign license is issued under ICAO Annex 1 Standards.

4.0 Verification Information

4.1 The Authority will seek the authenticity of the foreign licence or certificate presented for validation or conversion to be confirmed by the state of issue.

5.0 Eligibility for the Certificate of Validation Or The Conversion of a Licence

- a). An applicant for a certificate of validation or conversion of a licence is required to meet the specific eligibility, knowledge, competency and experience requirements for the issue of a Botswana licence .
- b). The skill test for the license or certificate sought shall be conducted by an examiner authorized by the Authority for the relevant license privileges sought.
- c). The knowledge tests on technical subjects and air law will be conducted as per the Regulations relevant to the license or certificate sought.

5.1. For a Certificate of Validation

- a). The applicant must be current and meet in full the experience requirements and qualifications for a Botswana licence or certificate, for which the privileges are sought
- b). The applicant for a certificate of validation must pass the Air law Knowledge test.
- c). The foreign licence must be valid;
- d). Any limitations on the foreign licence will apply as appropriate;

- e). The certificate of validation will authorize the applicant to exercise only those privileges granted by the foreign license.
- f). The applicant must undergo a skill test conducted by a CAAB Designated Examiner for the type of licence or certificate sought.
- g). The applicant shall provide evidence of proficiency in the English Language of at least level 4 as applicable.

5.2. For Conversion

- a). The applicant must be current and meet in full the experience requirements and qualifications for a Botswana license, for which the privileges are sought ;
- b). The foreign licence must be valid;
- c). The applicant for a conversion must pass the prescribed conversion knowledge test for the license or certificate sought;
- d). Any limitation on the foreign licence will apply as appropriate;
- e). The converted licence will authorize the applicant to exercise only those privileges granted by the foreign license unless there are additional privileges granted after the applicant has qualified under the Botswana regulations;
- f). The applicant shall undergo a skill test conducted by a CAAB Designated Examiner for the licence or certificate sought;
- g). The applicant shall provide evidence of proficiency in the English Language of at least level 4 as applicable;
- h). The applicant shall provide certified record as evidence of the appropriate experience required to substantiate the information given on the application form and
- i). The applicant must hold a valid medical certificate issued by a CAAB Designated Aviation Medical Examiner as applicable.

6.0 The Skill Tests for the Validation or Conversion (if required)

6.1 An applicant for a skill test shall at the time of application have;

- a). the necessary endorsement to show that the applicant meets the training or experience requirements appropriate for the licence or certificate sought and is qualified to take or retake the test;
- b). written authorization from the Authority to take or retake the test and
- c). passed the required knowledge test within the 24 months before the month of successful completion of the skill test;

7.0 Application Requirements

7.1 The applicant is to submit to the Authority the following documents attached to the application form:

- a). A properly completed prescribed application form;
- b). The original foreign valid licence to be validated or converted;
- c). The relevant medical certificate as applicable;
- d). A knowledge test report and/or skill test report conducted by a CAAB Designated Examiner;
- e). Personal records substantiating the experience shown on the Application form;
- f). Two (2) colour passport size recent photographs (full face) (if applicable); and
- g). The prescribed fees.

8.0 The Applicant's Identity.

8.1 Present a photo Identity Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification

9.0 Discrepancies or Ineligibility.

9.1 If the discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified.

10. Validity of the Certificate of Validation and the Converted Licence

- a). The validity of the certificate of validation shall be valid for the period specified by the Authority provided that the period of validity shall not extend beyond the period of validity of the foreign licence or certificate being validated.
- b). The converted licence shall be valid for a period as specified in the regulations for the validity of a License or certificate issued by the Authority.

11. Issue of a Certificate of Validation or a Converted Licence

11.1 When an applicant has satisfactorily met all the requirements for the Validation or Conversion, and the prescribed application form has been completed and presented to the Personnel Licensing Office, the Certificate of Validation or a licence is issued.