

Statutory Instrument No. 73 of 2022

CIVIL AVIATION ACT
(Cap. 71:01)

**CIVIL AVIATION (PERSONNEL LICENSING) (OTHER PERSONNEL)
(AMENDMENT) REGULATIONS, 2022**
(Published on 13th June, 2022)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Amendment of regulation 2 of Cap. 71:01 (Sub. Leg.)
3. Insertion of regulation 5A in the Regulations
4. Amendment of regulation 8 of the Regulations
5. Amendment of regulation 12 of the Regulations
6. Amendment of regulation 13 of the Regulations
7. Deletion of regulation 14 of the Regulations
8. Amendment of Regulation 16 of the Regulations
9. Amendment of Regulation 17 of the Regulations
10. Amendment of Regulation 18 of the Regulations
11. Deletion of Part IV of the Regulations
12. Amendment of regulation 25 of the Regulations
13. Amendment of regulation 35 of the Regulations
14. Amendment of regulation 78 of the Regulations
15. Insertion of regulations 112A and 112B in the Regulations
16. Insertion of Part XIA in the Regulations
17. Amendment of Schedule to the Regulations

IN EXERCISE of the powers conferred on the Minister of Transport and Public Works by section 89 of the Civil Aviation Act, and on the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

1. These Regulations may be cited as the Civil Aviation (Personnel Licensing) (Other Personnel) (Amendment) Regulations, 2022. Citation

2. The Civil Aviation (Personnel Licensing) (Other Personnel) Regulations (referred to in these Regulations as “the Regulations”) are amended in Regulation 2 by inserting in their correct alphabetical order, the following new definitions Amendment of regulation 2 of Cap. 71:01 (Sub. Leg.)

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- “assessment” means an evaluation of the practical skills leading to the issue of the licence, rating or endorsement, and their revalidation or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed;
- “examination” means a formalised test evaluating the person’s knowledge and understanding;
- “licence” means a document issued and endorsed in accordance with these Regulations and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein;

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	<p>“renewal” means the administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;</p> <p>“revalidation” means the administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;</p> <p>“synthetic training device” means any type of device by which operational conditions are simulated, including simulators and part-task trainers;</p> <p>“synthetic training device instructor (STDI) endorsement” means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give instruction on synthetic training devices;</p> <p>“training course” means theoretical or practical instruction developed within a structured framework and delivered within a defined duration;</p> <p>“unit endorsement” means the authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sector, group of sectors or working positions where the licence holder is competent to work; and</p> <p>“validation” means a process by which, through the successful completion of a unit endorsement course associated to a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement.”.</p>
Insertion of regulation 5A in the Regulations	<p>3. The Regulations are amended by inserting, immediately after regulation 5, the following new regulation —</p> <p>“Exercise of privileges of licences and ratings 5A. A holder of a licence shall not exercise any privilege granted by the licence, authorisation or approval unless he or she maintains competency and meets the requirement for experience under these Regulations.”.</p>
Amendment of regulation 8 of the Regulations	<p>4. Regulation 8 is amended in paragraph (d) by substituting for the word “prescribed” appearing therein, the word “outlined”.</p>
Amendment of regulation 12 of the Regulations	<p>5. Regulation 12 is amended in subregulation (4) by substituting for the words “prescribed in this Part” appearing therein, the words “as specified in these Regulations.”.</p>
Amendment of regulation 13 of the Regulations	<p>6. The Regulations are amended by substituting for regulation 13, the following new regulation —</p> <p>“Experience required for aircraft maintenance engineer licence and ratings 13. (1) An applicant for an aircraft maintenance engineer licence or associated rating may qualify through, either —</p> <p>(a) practical experience; or</p> <p>(b) completion of an approved training course by an Approved Training Organisation.</p> <p>(2) An applicant for a licence shall provide documentary evidence, acceptable to the Authority, of the following experience in the inspection, servicing and maintenance of aircraft or its components —</p> <p>(a) four years of documented practical experience on operating aircraft if applicant has no previous technical training; or</p>

- (b) two years of documented practical experience on operating aircraft on completion of an approved training course.
- (3) An applicant for a licence with type ratings shall provide documentary evidence, acceptable to the Authority, of the following experience in the inspection, servicing and maintenance of aircraft or its components —
- (a) in the case of airframe and power plant rating for aeroplane piston or helicopter piston and avionics rating —
- (i) four years of practical maintenance experience on operating aircraft, if the applicant has no previous relevant technical training, or
- (ii) two years of practical maintenance experience on operating aircraft and completion of an approved training course by an Approved Training Organisation; or
- (b) in the case of airframe and power plant rating for aeroplane turbine or helicopter turbine and avionics rating —
- (i) four years of practical maintenance experience on operating aircraft, if the applicant has no previous relevant technical training, or
- (ii) two years of practical maintenance experience on operating aircraft and completion of training course by an Approved Training Organisation.”.
- 7.** The Regulations are amended by deleting regulation 14 of the Regulations. Deletion of regulation 14 of the Regulations
- 8.** Regulation 16 is amended by inserting, immediately after subregulation (1), the following new subregulation —
“(1A) An application for validation of aircraft maintenance engineer licence and associated rating shall be made in Form A set out in the First Schedule to these Regulations.”. Amendment of regulation 16 of the Regulations
- 9.** Regulation 17 is amended in subregulation (1) by inserting, immediately after the word “licence” appearing in line 3, the words “in Form A set out in the First Schedule to these Regulations”. Amendment of regulation 17 of the Regulations
- 10.** Regulation 18 is amended in subregulation (1) by inserting, immediately after the word “Authority” appearing therein, the words “in Form A set out in the First Schedule to these Regulations”. Amendment of regulation 18 of the Regulations
- 11.** The Regulations are amended by deleting Part IV of the Regulations. Deletion of Part IV of the Regulations
- 12.** Regulation 25 is amended in subregulation (1) by substituting for the words “Form B” the words “Form A”. Amendment of regulation 25 of the Regulations
- 13.** Regulation 35 is amended by inserting, immediately after the word “certificate” appearing therein, the words “shall be made in Form B set out in the First Schedule to these Regulations and”. Amendment of regulation 35 of the Regulations
- 14.** Regulation 78 is amended in subregulation (1) by substituting for the words “Form B” the word “Form A”. Amendment of regulation 78 of the Regulations
- 15.** The Regulations are amended by inserting, immediately after regulation 111, the following new regulations — Insertion of regulations 112A and 112B in the Regulations

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“Radio telephony requirement for non-flight crew	112A. (1) A Non-flight crew personnel who is required to be licensed or certificated under these Regulations, shall meet the requirements set out in the Third Schedule. (2) Subject to subregulation (1), the Authority shall determine the level of competency for non-flight crew personnel.
Charges	112B. An applicant for a licence, authorisation, certificate, approval and rating shall pay an applicable fee to the Authority in accordance with the Fifth Schedule to these Regulations.”
Insertion of Part XIA in the Regulations	16. The Regulations are amended by inserting immediately after Part XI, the following new Part — “ Part XIA – Training and Testing Requirements
Record of training and aeronautical experience	112C. A person shall keep any document or record of — (a) any training and experience acquired to meet requirements for a licence, rating, endorsement or authorisation during training; and (b) any evidence showing the maintenance of aeronautical experience in a manner that is acceptable to the Authority.
Training by Approved Training Organisation	112D. (1) In order to meet training requirements under this Part, a person shall undertake training for aviation personnel conducted by an Approved Training Organisation. (2) Where training is conducted by an Approved Training Organisation under special curricula approved by the Authority, the Authority may reduce the experience requirements or provide alternate means of compliance with experience requirements for certain licences and ratings specified by the Authority. (3) The Authority shall ensure that the training requirements for aviation personnel not trained by an Approved Training Organisation are at least at the level of competency that is equal to the minimum requirements for the training provided by an Approved Training Organisation.
Place and time for knowledge and skills tests	112E. (1) The Authority shall determine a place and time for knowledge tests and skills checks specified under these Regulations. (2) The knowledge test shall be determined by the Authority. (3) Where a knowledge test is for — (a) an instructor rating; or (b) additional rating within the same aircraft category, the test may be performed orally. (4) Where appropriate, a candidate may, in addition to a written knowledge test, be questioned orally during the skills test. (5) The tests shall be conducted by a person authorised and designated by the Authority.
Prerequisite and passing grades	112F. (1) An applicant for a knowledge or skills test shall, at the time of application, have — (a) the necessary endorsement that shows that the applicant meets the training or experience requirements appropriate for the licence, rating or authorisation sought, and is qualified to take the test as specified in this Part; (b) written authorisation from the Authority to take or retake the test; and

- (c) proper identification in the form of —
- (i) an identification document which contains the applicant's —
 - (aa) photograph,
 - (bb) signature,
 - (cc) date of birth; and
 - (d) a residential address, where it is different from the applicant's mailing address.
- (2) The applicant shall meet the age requirement specified in these Regulations for the licence sought, before the expiration date of the knowledge test report.
- (3) The applicant shall, before attempting the skills test for a licence or rating —
- (a) have passed the knowledge test within 24 months of taking the skills test; or
 - (b) where the applicant applies for an airline transport pilot licence —
 - (i) have passed the airline transport pilot licence knowledge test, and
 - (ii) have been continuously employed as a flight crew member at the time of the airline transport pilot licence skills test.
- (4) Where an applicant is required to provide an aircraft for a skills test, the applicant shall ensure that the aircraft —
- (a) has an aircraft airworthiness certificate;
 - (b) has no operating limitations that prohibit the tasks required for the skills test;
 - (c) is of the same category, class and type, if applicable, as the aircraft for which a licence or rating sought; and
 - (d) has fully functioning controls.
- (5) The Authority shall specify minimum passing grades.
- Retesting after failure 112G. (1) Where an applicant fails to pass a test under this Part, he or she may apply to retake the test after he or she has received —
- (a) any necessary additional training from an authorised instructor; and
 - (b) an endorsement from an authorised instructor who conducted the additional training that the applicant is qualified to retake the test.
- (2) The applicant shall not retake the test more than three times within a period of six months.
- (3) An applicant for a flight instructor rating with an aeroplane category rating, or a glider category rating, who has failed a skills test due to deficiencies in instructional proficiency on stall awareness, spin entry, spins, or spin recovery shall —
- (a) comply with the requirement of subregulation (1) before retaking the test;
 - (b) when retaking the test, use an aircraft that is —
 - (i) of the appropriate aircraft category for the rating, and
 - (ii) certified for the spins; and

C.1448

- (c) demonstrate satisfactory instructional proficiency on stall awareness, spin entry, spins and spin recovery to an examiner during the test.
- Reliance on training and testing of another State 112H. (1) The Authority may rely on a training and testing system administered by a foreign Contracting State as the basis for the Authority's own approved training curriculum, including the administration of written and skills test requirements for pilot licences:
Provided that the Authority has an agreement with the foreign Contracting State to use the foreign Contracting State's training and testing system.
(2) Where an applicant wishes to undertake training or testing administered by a foreign Contracting State, the applicant shall apply for, and receive written approval of the Authority before he or she undertakes the training or testing.
- Requirements for instructor training 112I. An applicant for an instructor's rating shall, in addition to the requirements in this Part, have —
(a) received and logged training on the fundamentals of instructing from an authorised instructor; and
(b) passed a knowledge test on the following areas of instructing —
(i) techniques of applied instruction,
(ii) assessment of student performance on subjects in which ground instruction is given,
(iii) learning process,
(iv) elements of effective teaching,
(v) student evaluation and testing,
(vi) training philosophies,
(vii) training programme development,
(viii) lesson planning,
(ix) classroom instructional techniques,
(x) use of training aids including flight simulation training device, where appropriate,
(xi) analysis and correction of student errors,
(xii) human performance relevant to flight instruction,
(xiii) hazards involved in simulating system failures and malfunctions,
(xiv) in the aircraft, and
(xv) principles of threat and error management.
- Exemption of instructors, etc. 112J. The following applicants shall be exempt from the requirements set out in regulation 28 —
(a) a holder of an instructor rating issued under this Part who has already passed the knowledge test in the areas of instructing;
(b) a holder of a current teacher's certificate issued by the Botswana Qualifications Authority that authorises the person to teach at secondary education level or higher; or
(c) a person who provides evidence of an equivalent level of experience acceptable to the Authority.
- Designated examiner's certificate 112K. (1) The Authority may designate private individuals to act as representatives of the Authority in examining, inspecting, and testing persons and aircrafts for purposes of issuing pilot and aircraft licences, ratings and certificates.

(2) The Authority shall issue, under subregulation (1), a certificate of designated authority and an identification card specifying the kind of designation for which the examiner is qualified and the duration of the certificate.”

17. The Regulations are amended by substituting for the Schedule, the following new Schedule –
“ SCHEDULE

Amendment of
Schedule to
the Regulations

FIRST SCHEDULE

FORM A
(regs. 7 (1), 16 (1A), 17 (1), 18 (1), 25 (1) and 78 (1))

APPLICATION FOR AIRMAN LICENSE AND/OR RATING

Complete this form if applying for an Airman License and/or rating in accordance with the Civil Aviation (Personnel Licensing) (Other Personnel) Regulations, 2013. The completed form shall be forwarded to the Civil Aviation Authority of Botswana together with the required documents.

INSTRUCTION: Complete all sections, unless otherwise stated.

A. THIS APPLICATION IS FOR:

1. Tick/check the applicable box

- | | |
|--|---|
| <input type="checkbox"/> Aircraft maintenance Engineer's License | <input type="checkbox"/> Parachute Rigger License |
| <input type="checkbox"/> Aviation Repair Specialist License | <input type="checkbox"/> Senior <input type="checkbox"/> Master |
| <input type="checkbox"/> Airframe Rating | <input type="checkbox"/> Seat <input type="checkbox"/> Chest |
| <input type="checkbox"/> Powerplant Rating | <input type="checkbox"/> Back <input type="checkbox"/> Lap |
| <input type="checkbox"/> Avionics Rating | |

2. Specify Rating sought (if applicable)

3. State purpose of application

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Initial Issue | <input type="checkbox"/> Renewal | <input type="checkbox"/> Conversion of foreign license | <input type="checkbox"/> Validation of foreign license |
| <input type="checkbox"/> Re-issue | <input type="checkbox"/> Additional Rating | | |

B. PERSONAL INFORMATION

1. Surname <input type="text"/>	2. Other Names <input type="text"/>
3. Nationality <input type="text"/>	4. ID / Passport Number <input type="text"/>
5. Place of Birth <input type="text"/>	6. Date of Birth (day-month-year) <input type="text"/>
7. Mailing Address <input type="text"/>	
8. Telephone no. <input type="text"/>	9. E-mail <input type="text"/>
10. Have you ever had an Airman License Suspended or Revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain on a separate sheet keying to appropriate item number)	
11. Do you now or have you ever held a CAAB Airman License? <input type="checkbox"/> NO <input type="checkbox"/> YES	
12. Have you ever been convicted for violation of any statutes pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances? <input type="checkbox"/> NO <input type="checkbox"/> YES	
13. If you answered "YES" to item 12 above, state date of last conviction: <input type="text"/>	

FORM B
(regulation 35)

APPLICATION FOR AME DESIGNATED EXAMINER CERTIFICATE

DETAILS OF APPLICANT		Company	
Surname		First Names	
Date of Birth		Nationality	
Postal Address		Phone number	
		Email Address	
Licence Number		Identity/Passport Number	

INITIAL ISSUE	RENEWAL
Have you previously been denied to exercise the AMEDE privileges?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please state the reason for denial:	

DETAILS OF COMPANY	
Name of Company	
Physical Address	
Company Designation	

Date of Initial issue of AME licence								
Expiry date of licence								
Licence Category		B1	B2	B3P	B3T	B4	B5	B6
	Airframe and PowerPlant							
	Avionics							
	Repair Specialist							
Aircraft type(s) on which tests will be conducted (At least 5 years of experience on each type)								

DECLARATION BY APPLICANT

C.1452

Form C
(regulation 41(1))

APPLICATION FOR ISSUE/RENEWAL/RE-ISSUE OF AIR TRAFFIC CONTROLLER LICENCE OR RATING							
SURNAME					NAME		
PASSPORT/ID NUMBER					DATE OF BIRTH		
NATIONALITY					PLACE OF BIRTH		
DATES OF MEDICAL		FROM		TO			
GENDER		MALE		FEMALE			
RESIDENTIAL ADDRESS							
APPLICANTS POSTAL ADDRESS IN BOTSWANA							
RATING APPLIED FOR		STATION		VALIDATED BY		DATE	
Aerodrome Control Rating							
Approach Control Rating							
Approach Radar Control Rating							
Area Control Rating							
Area Radar Control Rating							
Area Radar Control							
MOBILE NUMBER				EMAIL ADDRESS			
Date of last competency check				CAAB Authorised Examiner			
A certified copy of Class 3 Medical Certificate must be submitted					Yes	No	N/A
A certified copy of Botswana National I.D. (for citizens) or Passport (for non-citizens), with a photo					Yes	No	N/A
Required Knowledge Test Passed (as per Civil Aviation (Personnel Licensing) (Other Personnel) Regulations 2013, Reg. 42)					Yes	No	N/A
Required Skills Test Passed (as per Civil Aviation (Personnel Licensing) (Other Personnel) Regulations 2013, Reg. 49)					Yes	No	N/A
Completed Approved Training Course and 3 months satisfactory service engaged in the actual control of air traffic under supervision of a rated ATCO					Yes	No	N/A
Results of English Language proficiency level 4 and above ((Personnel licensing) (General) Regulations 2013, Reg. 9 (2))					Yes	No	N/A
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS			DATE		
FOR OFFICIAL USE ONLY:							
Details checked by:							
OFFICIAL'S SIGNATURE		NAME IN BLOCK LETTERS			DATE		
AMOUNT PAID		P		RECEIPT NUMBER			

Form D
(regulation 53)

APPLICATION FOR FLIGHT OPERATIONS OFFICER LICENCE					
SURNAME			NAME		
PASSPORT / ID NUMBER (Certified Copy)			DATE OF BIRTH		
NATIONALITY			PLACE OF BIRTH		
GENDER	MALE			FEMALE	
NAME AND ADDRESS OF APPROVED TRAINING ORGANISATION					
APPLICANTS POSTAL ADDRESS IN BOTSWANA					
RESIDENTIAL ADDRESS					
TELEPHONE NUMBER			EMAIL ADDRESS		
TYPE RATING					
Type (s) of Aircraft to be rated on			Date of last Recurrent Training		
Proof of experience in the dispatching of air transport (as per Civil Aviation (Personnel Licensing)(General) Regulations 2013, Reg. 104)				Yes	No
A certified copy of Botswana National I.D. (for citizens) or Passport (for non-citizens), with a photo				Yes	No
All Knowledge Tests/Examinations Passed (as per Civil Aviation (Personnel Licensing)(General) Regulations 2013, Reg. 103)				Yes	No
Passed Skills Test (as per Civil Aviation (Personnel Licensing)(General) Regulations 2013, Reg. 105)				Yes	No
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS		DATE		
FOR OFFICIAL USE ONLY :					
Details checked by:					
OFFICIAL'S SIGNATURE		NAME IN BLOCK LETTERS		DATE	
AMOUNT PAID	P	RECEIPT NUMBER			

C.1454

FORM E
(regulation 60)

APPLICATION FOR FLIGHT OPERATIONS OFFICER INSTRUCTOR RATING					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
LICENCE TYPE		DATE OF ISSUE			
LICENCE NUMBER		EXPIRY DATE			
GENDER	MALE		FEMALE		
NAME AND ADDRESS OF AVIATION TRAINING ORGANISATION					
POSTAL ADDRESS					
APPLICANTS POSTAL ADDRESS IN BOTSWANA					
TELEPHONE NUMBER		EMAIL ADDRESS			
STAMP SHOWING NAME OF TRAINING ORGANISATION AND ATO NUMBER:					
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS		DATE		
FOR OFFICIAL USE ONLY :					
Details checked by:					
OFFICIAL'S SIGNATURE	NAME IN BLOCK LETTERS		DATE		
AMOUNT PAID	P	RECEIPT NUMBER			

FORM F
(regulation 65)

APPLICATION FOR FLIGHT OPERATIONS OFFICER EXAMINER CERTIFICATE															
DETAILS OF APPLICANT					Company										
Surname					First Names										
Date of Birth					Nationality										
Postal Address					Phone Number										
					Email Address										
Licence Number					Identity/Passport Number										
Have you previously been denied to exercise the FOOE privileges?							YES		No						
If YES, please state the reason for denial:															
DETAILS OF COMPANY															
Name of Company															
Physical Address															
DECLARATION BY APPLICANT															
<p>I, the undersigned, hereby certify that: –</p> <p>4. I am aware that delegation is at the sole discretion of the Authority, is a privilege and not a right, and may be withdrawn at any stage.</p> <p>5. I am aware that I will be subjected to annual oversight by the CAAB for the purpose of maintenance of standards and re-designation</p> <p>6. I am aware that honesty and intergrity are essential prerequisites for designation and the maintenance thereof.</p> <p>CODE OF CONDUCT</p> <p>I, understand that I am mandated:</p> <p>4. To act professionally, with intergrity and with honesty;</p> <p>5. To comply with all Regulations; and</p> <p>6. To be unbiased and fair in my assessment.</p>															
SIGNATURE OF APPLICANT					NAME IN BLOCK LETTERS			DATE							
FOR OFFICIAL USE ONLY															
Recommended					Not Recommended										
Period of Validity					to										
d	d	m	m	y	y	y	y	d	d	m	m	y	y	y	y
PRIVILEGES/RESTRICTIONS															
OFFICIAL'S SIGNATURE					NAME IN BLOCK LETTERS			DATE							

C.1456

FORM G
(regulation 71 (3))

APPLICATION FOR AERONAUTICAL STATION OPERATOR LICENCE			
SURNAME		NAME	
PASSPORT NUMBER		DATE OF BIRTH	
NATIONALITY		PLACE OF BIRTH	
LICENCE TYPE		DATE OF ISSUE	
LICENCE NUMBER		EXPIRY DATE	
GENDER	MALE		FEMALE
TELEPHONE NUMBER		EMAIL ADDRESS	
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS	DATE
FOR OFFICIAL USE ONLY			
Details checked by:			
OFFICIAL'S SIGNATURE		NAME IN BLOCK LETTERS	DATE
AMOUNT PAID	P	RECEIPT NUMBER	

Form H
(regulation 104 (2))

APPLICATION FOR CABIN CREW LICENCE					
SURNAME		NAME			
PASSPORT / ID NUMBER (Certified Copy)		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
DATES OF MEDICAL		FROM		TO	
GENDER	MALE		FEMALE		
NAME AND ADDRESS OF EMPLOYER					
APPLICANTS POSTAL ADDRESS IN BOTSWANA					
RESIDENTIAL ADDRESS					
TELEPHONE NUMBER		EMAIL ADDRESS			
TYPE RATING & EMERGENCY DRILL					
Type (s) of Aircraft rated on	Date of last Evacuation	Date of last Ditching	Date of last fire Drill		
Date of last Recurrent Training		Name of CAAB Authorised Instructor			
All Knowledge Tests/Examinations Passed (as per Civil Aviation (Personnel Licensing)(Other Personnel) Regulations 2013, Reg. 106)					
Passed CCM Skills Test (as per Civil Aviation (Personnel Licensing)(Other Personnel) Regulations 2013, Reg. 105)					
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS		DATE		
FOR OFFICIAL USE ONLY :					
Details checked by:					
OFFICIAL'S SIGNATURE	NAME IN BLOCK LETTERS		DATE		
AMOUNT PAID	P	RECEIPT NUMBER			

SECOND SCHEDULE

KNOWLEDGE AND SKILL REQUIREMENTS FOR AIRCRAFT MAINTENANCE
ENGINEERS LICENSING
(Part III)

1. The subjects relevant to the knowledge and skill requirements for all Licence Categories shall be prescribed in a Modular format.
2. The examinations for each Category of Licence, and its Sub-Divisions where appropriate, shall be based on a number of the Modules.
3. The modular arrangements recognise that major areas of the subjects are common to more than one Licence Category or its Sub-Divisions. Thus, when an existing Licence is to be extended to include another Category or Sub-Division, those Modules that have been satisfied by previous examinations may be excluded.
4. Each module is numbered and contains a series of syllabus subject headings. Each subject is then further expanded in more detail against 'level numbers' corresponding to Licence Without Type Rating (LWTR) and Type Rating (TR). This expansion of detail provides an indication of the degree/level of knowledge, experience, competence and skill in aeronautical engineering required by the Regulations.

SKILL TEST REQUIREMENTS

5. Demonstration of skill shall be conducted in accordance with the published Skill Test Standards (AME-STS). There are three level numbers and they are defined as follows —
 - (a) Level 1: General appreciation of principles and familiarizations of the subject,
 - (b) Level 2: Comprehension of principles and salient features with a practical ability to as operational condition,
 - (c) Level 3: Detailed knowledge of all aspects of the subject.
 - (i) Level 1: A familiarisation with the principal elements of the subject.
Objectives:
 - (a) the applicant should be familiar with the basic elements of the subject;
 - (b) the applicant should be able to give a simple description of the whole subject, using common words and examples;
 - (c) the applicant should be able to use typical terms.
 - (ii) Level 2: A general knowledge of the theoretical and practical aspects of the subject and an ability to apply that knowledge.
Objectives:
 - (a) the applicant should be able to understand the theoretical fundamentals of the subject;
 - (b) the applicant should be able to give a general description of the subject using, as appropriate, typical examples;
 - (c) the applicant should be able to use mathematical formulae in conjunction with physical laws describing the subject;
 - (d) the applicant should be able to read and understand sketches, drawings and schematics describing the subject; and

- (e) the applicant should be able to apply his knowledge in a practical manner using detailed procedures.
- (iii) Level 3: A detailed knowledge of the theoretical and practical aspects of the subject and a capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner.

Objectives:

- (a) the applicant should know the theory of the subject and interrelationships with other subjects;
 - (b) the applicant should be able to give a detailed description of the subject using theoretical fundamentals and specific examples;
 - (c) the applicant should understand and be able to use mathematical formulae related to the subject;
 - (d) the applicant should be able to read, understand and prepare sketches, simple drawings and schematics describing the subject;
 - (e) the applicant should be able to apply his knowledge in a practical manner using manufacturer's instructions; and
 - (f) the applicant should be able to interpret results from various sources and measurements and apply corrective action where appropriate.
6. In applying the above levels to the subjects which, in particular relate to aircraft, engines, systems and items of equipment, the following aspects shall be taken into account:
- (a) theoretical principles;
 - (b) constructional arrangements, functional and design features;
 - (c) maintenance practices; and
 - (d) normal, deteriorated and failed conditions.

REQUIREMENTS FOR INITIAL ISSUE OF A BASIC AMEL (A AND B6)

7. As per evaluation table 7.1 (A) or 7.1 (B), the applicant shall have met the following requirements:
- (a) practical work experience of at least 12 months under an AMO;
 - (b) sufficient work experience on the basic components of airframe and power plant or avionics consisting of at least 50% of the basic components;
 - (c) for at least six (6) months of the required 12 months, the applicant shall have completed —
 - (i) at least five (5) different entries on airframe and three (3) different entries on power plant, or
 - (ii) five (5) and three (3) different snags on airframe and power plant respectively, or
 - (iii) at least 50% and 30% of the ATA chapters for airframe and power plant respectively for each month; and
 - (d) in cases where the applicant does not meet the 6 satisfactory months, they will be required to have practical experience consisting of Six (6) major inspections or others with minimum four (4) satisfactory months.

REQUIREMENTS FOR INITIAL ISSUE OF A TYPE RATED AMEL (B1, B2, B3T, B3P AND B4)

8. The record of experience (logbook entries) as per evaluation table 7.1(A) or 7.1(B) shall meet the following requirements —
- (a) the applicant shall have practical work experience of at least 24 or 30 months on piston or turbine engines respectively on type under an AMO;

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- (b) the applicant shall have worked on the type for at least six (6) months of each year;
- (c) for each of the six (6) months worked on the type, the applicant shall have covered the basic components of airframe and power plant or avionics by —
 - (i) at least 1 major inspection with at least five (5) different entries on airframe and three (3) different entries on power plant or five (5) different entries on avionics, or
 - (ii) at least five (5) and three (3) different snags on airframe and power plant respectively or five (5) snags on avionics; or
 - (iii) at least 50% and 30% of the ATA chapters for airframe and power plant respectively or 50% of ATA chapters on avionics for each month; and
- (d) in cases where the applicant does not meet the 6 satisfactory months, they will be required to have completed at least Six (6) major inspections or others with minimum four (4) satisfactory months.

THIRD SCHEDULE
(regulation 112B)

REQUIREMENTS FOR PROFICIENCY IN LANGUAGES USED FOR RADIO
TELEPHONY COMMUNICATIONS

1. Language proficiency requirements include the holistic descriptors.
2. The language proficiency requirements are applicable to the use of both phraseologies and plain language.
3. To meet the language proficiency requirements an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the Authority, compliance with the holistic descriptors.
4. Holistic descriptors —
 - 4.1. 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.

FOURTH SCHEDULE
(Part VII)

REQUIREMENTS FOR AIR TRAFFIC CONTROLLER (ATC) INSTRUCTOR &
EXAMINER

SECTION 1 – INSTRUCTORS

1. Theoretical instructors

- (a) Theoretical training shall only be carried out by appropriately qualified instructors.
- (b) A theoretical instructor is appropriately qualified if he/she —
 - (i) holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation.
 - (ii) has demonstrated instructional skills to the training organisation.

2. Practical instructors

A person shall only carry out practical training when he/she holds an air traffic controller licence with an on-the-job training instructor (OJTI) authorisation or a synthetic training device instructor (STDI) authorisation.

2.1. On-the-job training instructors

Application for on-the-job training instructor endorsement

- 1. Applicants for the issue of an OJTI endorsement shall —
 - (a) hold an air traffic controller licence with a valid rating;
 - (b) have exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application; and
 - (c) within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and skills and have been appropriately assessed.

On-the-job training instructor (OJTI) privileges

- 1. Holders of an OJTI authorisation are authorised to provide practical training and supervision on operational working positions for which a valid rating is held and on synthetic training devices in the ratings held.
- 2. Holders of an OJTI authorisation shall only exercise the privileges of the authorisation if they have —
 - (1) exercised for at least two years the privilege of the rating they will instruct in;
 - (2) exercised for an immediately preceding period of at least six months the privilege of the valid rating, in which instruction will be given;
 - (3) practised instructional skills in those procedures in which it is intended to provide instruction.

Validity of on-the-job training instructor authorisation

- 1. The OJTI authorisation shall be valid for a period of three years.
- 2. The OJTI authorisation may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the requirements of 3.1 (a) and (b) are met.

3. If the OJTI authorisation has expired, it may be renewed by —
 - (a) receiving refresher training on practical instructional skills; and
 - (b) successfully passing a practical instructor competence assessment (skills test); within the year preceding the application for renewal, provided that the requirements of 3.1 (a) and (b) are met.
 - (c) If the requirements of 3.1 (a) and (b) are not met the OJTI authorisation may be exchanged for an STDI authorisation, provided that compliance with the requirements of 4.3 (b) and (c) is ensured.

Synthetic training device instructors

4.1 Application for synthetic training device instructor authorisation

Applicants for the issue of an STDI authorisation shall —

- (a) have exercised the privileges of an air traffic controller licence in any rating for at least two years; and
- (b) within the year preceding the application have successfully completed a practical instructional techniques course during which the required knowledge and skills have been appropriately assessed.

4.2 Synthetic training device instructor (STDI) privileges

- (a) Holders of an STDI authorisation are authorised to provide practical training on synthetic training devices —
 - (1) for subjects of practical nature during initial training;
 - (2) for unit training other than OJT; and
 - (3) for continuation training.

Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant rating.

- (b) Holders of an STDI authorisation shall only exercise the privileges of the authorisation if they have —
 - (1) at least two years' experience in the rating they will instruct in;
 - (2) demonstrated knowledge of current operational practices;
 - (3) practiced instructional techniques in those procedures in which it is intended to provide instruction.
- (c) Notwithstanding point (b) (1)
 - (1) for the purpose of basic training any rating held is appropriate;
 - (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

4.3 Validity of synthetic training device instructor authorisation

- (a) The STDI authorisation shall be valid for a period of three years.
- (b) The STDI authorisation may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.
- (c) If the STDI authorisation has expired, it may be renewed by —
 - (1) receiving refresher training on practical instructional skills and on current operational practices; and
 - (2) successfully passing a practical instructor competence assessment (skills test); within the year preceding the application for renewal.

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SECTION 2 – EXAMINERS

1. Delegated examiner authorisation

1.1 Application for delegated examiner authorisation

Applicants for the issue of an examiner authorisation shall —

- (a) have exercised the privileges of an air traffic controller licence for at least two years; and
- (b) within the year preceding the applicant have successfully completed an assessor (examiner) course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed (skills test).

1.2 Delegated examiner privileges

- (a) A person shall only carry out assessments (skills tests) when he/she holds a delegated examiner authorisation.
- (b) Holders of a delegated examiner authorisation are authorised to carry out assessments (skills tests) —
 - (1) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
 - (2) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
 - (3) of air traffic controllers for the issue of a rating and rating endorsements, if applicable, as well as for revalidation and renewal of a rating;
 - (4) of applicant practical instructors or applicant assessors when compliance with the requirements of point (d) (2) to (4) is ensured.
- (c) Holders of an examiner authorisation shall only exercise the privileges of the authorisation if they have —
 - (1) at least two years' experience in the rating and rating endorsement(s) they will assess in; and
 - (2) demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in point (c), holders of an examiner authorisation shall only exercise the privileges of the authorisation —
 - (1) for assessments leading to the issue, revalidation and renewal of a rating, if they also hold the rating associated with the assessment for an immediately preceding period of at least one year;
 - (2) for assessing the competence of an applicant for the issue or renewal of an STDI authorisation, if they hold an STDI or OJTI authorisation and have exercised the privileges of that authorisation for at least three years;
 - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI authorisation, if they hold an OJTI authorisation and have exercised the privileges of that authorisation for at least three years;
 - (4) for assessing the competence of an applicant for the issue or renewal of an delegated examiner authorisation, if they have exercised the privileges of the delegated examiner for at least three years.
- (e) When assessing for the purpose of issue and renewal of a rating, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI authorisation, or an OJTI holding the valid rating associated with the assessment shall be present.

1.3 Vested interests

Examiners shall not conduct assessments whenever their objectivity may be affected.

1.4 Validity of delegated examiner authorisation

- (a) The examiner authorisation shall be valid for a period of three years.
- (b) The examiner authorisation may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.
- (c) If the examiner authorisation has expired, it may be renewed by —
 - (1) receiving refresher training on assessment skills and on current operational practices; and
 - (2) successfully passing an examiner oversight; within the year preceding the application for renewal.

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FIFTH SCHEDULE
Charges
(Regs. 7, 8, 16, 17, 34, 41 (1), 53, 65,104 (2))

Table 1

Technical examination/re-examination for grant of AME licence for aircraft not exceeding 5700 kg (weight)	220.00
Technical examination/re-examination for grant of AME licence for aircraft exceeding 5700 kg (weight)	220.00
Grant of licence or issue of duplicate thereof	220.00
Renewal of licence	220.00
Extension of rating included in licence	220.00
Issue/ Conversion/ Validation of AME licence	275.00
Air law examination for foreign licence holders	253.00
Certified Copy	220.00
Remarking of Exam	385.00
Cabin Crew Licence	550.00
Flight Operations Officer Licence	550.00
Verification of a foreign licence	275.00
Designated Examiner (Aircraft Maintenance Engineers, Cabin Crew Members, Flight Operations Officer, Air Traffic Controller)	2,200.00

Table 2

	License/ Initial issue	Technical examination/ re-examination per subject	Renewal of license or duplicate
Air traffic	412.50	27.50	275.00

MADE this 8th day of June, 2022.

ERIC MOTHIBI MOLALE,
Minister of Transport and Public Works.