

REF: CAAB 6/2/XX (185)

28 June 2022

**TO WHOM IT MAY CONCERN****IMPLEMENTATION OF CIVIL AVIATION (PERSONNEL LICENSING) REGULATIONS 2022**

Reference is made to the above mentioned subject.

1. The Personnel Licensing Office would like to inform Stakeholders that the following Civil Aviation Regulations and Amendments are effective as published in the Botswana Government Gazette. The new Regulations and amendments are available in the CAAB website ([www.caab.co.bw](http://www.caab.co.bw)) and are now in force. The industry is expected to start implementing them with immediate effect. Guidelines for implementation are described below:

1.1. Civil Aviation (Approved Training Organisations) (Amendment) Regulations, Statutory Instrument No. 104 of 2021, published on the 10<sup>th</sup> December 2021.

1.2. Civil Aviation (Amendment) Act, 2022, published 6<sup>th</sup> June 2022.

1.3. Civil Aviation (Personnel Licensing) (General) Regulations, Statutory Instrument No. 61 of 2022, published on the 6<sup>th</sup> June 2022.

1.4. Civil Aviation (Personnel Licensing) (Other Personnel) (Amendment) Regulations, Statutory Instrument No. 73 of 2022, published 13<sup>th</sup> June 2022.

**2. Licences, Validations, Approvals and Other Documents**

2.1 A licence, certificate, approval or any other document issued under the old regulations (i.e. before 21<sup>st</sup> February 2022) will continue to be in force until it expires or is cancelled by the Authority.

2.2 This effectively means they will continue to be valid as indicated in the document unless the Authority states otherwise.

**3. Applications for Licences, Verifications, Certificates, and Approvals**

3.1 With immediate effect, an application made to CAAB for **initial issue or renewal** of any of the documents in paragraph 2.1 above should be in accordance with the new Regulations. The Authority will avail updated guidance material and forms to guide prospective applicants in this regard.

- 3.2 Operators should review (and amend as necessary) company related manuals previously approved by CAAB and submit the amendments for approval of the revisions. The amendments should be submitted as soon as practicable, but not later than the expiry of the Certificate to which the manuals relate, as that may delay renewal or other processes concerning the personnel.
- 3.3 Each amendment submitted to the Authority should have an updated List of Effective Pages, Table of Contents (where applicable), and all the affected pages bearing document control features. Each submission should be accompanied by a Statement of Compliance describing how it addresses the requirements of the new Regulations.

This becomes effective immediately.

Your usual cooperation is highly appreciated and should you have any clarity, do not hesitate to contact the PEL Office.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Christopher Ferguson', written over a thin horizontal line.

Christopher Ferguson  
**For/ CHIEF EXECUTIVE OFFICER**