

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

Title: General Provisions and the Requirements and Procedures to render valid a Foreign Flight Crew Licence and Ratings and to convert a Foreign Flight Crew Licence and Ratings into a Sri Lankan Flight Crew Licence and Ratings.

Reference No. : IS-1-1.2.2

S.N.: 008

Date: 31st July 2020

Pursuant to Sec. 120 of the Civil Aviation Act No.14 of 2010, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any of the provisions of the Civil Aviation Act, any regulations or rules made thereunder including the Articles of the Convention on International Civil Aviation which are specified in the Schedule to the Act.

Accordingly, the undersigned being the Director General of Civil Aviation do hereby issue the Implementing Standards as mentioned in the Attachment hereto (Ref: IS-1-1.2.2-Att.), for the purpose of giving effect to the provisions in the aforementioned Act, Standards & Procedures described under Article 37 of the Convention and paragraph 1.2.2 of ICAO Annex 1 “Personnel Licensing” to the convention, which are specified in the Attachment.

These Implementing Standards shall come into force with immediate effect and remain in force unless revoked.

Attention is also drawn to sec. 103 of the Act, which states inter alia that failure to comply with Implementing Standard is an offence.

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Enclosure: Attachment No. IS-1-1.2.2-Att.

1. Notice to the Recipient

- 1.1. The requirements in this Implementing Standard are based on the Standards and Recommended Practices (SARPs) adopted by the International Civil Aviation Organization (ICAO) and incorporated in the Amendment No. 175 to Annex 01
- 1.2. In pursuance of the obligation cast under Article 38 of the Convention which requires the Contracting States to notify the ICAO of any differences between the national regulations of the States and practices and the International Standards contained in the respective Annex and any amendments thereto, the CAASL will be taking steps to notify ICAO of such differences relating to either a Standard or a Recommended Practice, if any. The CAASL will also keep the ICAO currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. Furthermore, the CAASL will take steps for the publication of differences between the national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, which is published in accordance with the provisions in the Annex-15 to the Convention.
- 1.3. Taking into account of the ICAO council resolution dated 13 April 1948 which invited the attention of Contracting States of the desirability of using in the State's national regulations, as far as is practicable, the precise language of those ICAO Standards that are of a regulatory character, to the greatest extent possible the CAASL has attempted to retain the ICAO texts in the Annex in drafting this Implementing Standard.

1.4. Status of ICAO Annex components in the Implementing Standard

Some of the components in an ICAO Annex are as follows and they have the status as indicated:

- 1.4.1. **Standard:** Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. The ICAO Standards are reflected in the Implementing Standards if they are locally implemented using the normal fonts and recipients are required to conform to such requirements invariably and the DGCA **will take appropriate enforcement action** when those requirements are not complied with.
- 1.4.2. **Recommended Practice:** Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity, efficiency or environmentally responsiveness of international air navigation, and to which Contracting States will endeavor to conform in accordance with the Convention. The ICAO Recommended Practices are reflected in the Implementing Standards in italic fonts and the Recipients are encouraged to implement them to the greatest extent possible. However, DGCA **will not take enforcement action** when a Recommended Practice is not satisfied by the recipient.
- 1.4.3. **Appendices:** Comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council. Enforcement action on such matters will be as in the case of Standards or Recommended Practices.
- 1.4.4. **Definitions:** A definition does not have independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.
- 1.4.5. **Tables and Figures :** add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Implementing Standards

General Provisions and the Requirements and Procedures to render valid a Foreign Flight Crew Licence and Ratings and to convert a Foreign Flight Crew Licence and Ratings into a SriLankan Flight Crew Licence and Ratings.

General:

- This Implementing Standard contains three parts specifying the following.
 - Part 1 - The general provisions common for both the validation and the conversion.
 - Part 2 - Requirements and procedures applicable to render valid a Flight Crew Licence & Ratings
 - Part 3 - Requirements and procedures applicable for conversion.
- This document supersedes the Implementing Standard (IS) – 008 2nd Edition, Rev 00 issued by the DGCA and shall be treated as null and void.
- This document may be amended from time to time and the amendments will be reflected with the vertical line on the right side of the text.

Part 1

1 General Provisions

1.1 Applicability

This Implementing Standard is applicable to render valid and/or to convert the following category of Flight Crew Licences and Ratings.

- 1) Licences
 - a) Private Pilot - aero plane, airship, helicopter & powered lift.
 - b) Commercial Pilot - aero plane, airship, helicopter & powered lift.
 - c) Multi Crew Pilot Licence
 - d) Airline Transport - aero plane , helicopter & powered lift d. Glider Pilot
 - e) Free Balloon Pilot
 - f) Flight Engineer
 - g) Flight Navigator

- 2) Ratings
 - a) Aircraft type rating
 - b) Instrument rating
 - c) Flight Instructor rating

1.2 Compliance with ICAO Annex I SARPS

DGCA Sri Lanka shall render valid a Flight Crew License & Ratings issued by a Contracting State, if such licence has been issued in compliance with the minimum standards specified by SARPs of ICAO Annex 1 to Chicago Convention.

1.3 Compliance with ISs issued by DGCA Sri Lanka

DGCA Sri Lanka shall convert a Flight Crew Licence and Ratings issued by a Contracting State in compliance with the requirements specified in IS 43, 50 and 51 and in part 3 of this IS 008.

1.4 Purposes to render valid /convert a Foreign FCL & Ratings

- 1) A foreign Flight Crew licence shall be rendered valid or shall be converted into a Sri Lankan Licence for any of the purposes listed below:
 - a. for private flying
 - b. for Commercial and non-Commercial Air Transportations
 - c. for conduct of flying training and checking
 - d. to receive flying training for grant of ratings
 - e. to undergo flight test
 - f. to ferry an aircraft for registration in Sri Lanka from a foreign country

- g. for any other purpose, if in the opinion of the DGCA, that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.

2) Limitation :

Rendering valid a foreign flight crew licence and/or converting a foreign Flight Crew licence for an applicant other than a Sri Lankan national for the purpose of employment shall be on condition, that no Sri Lankan citizen with suitable qualification is available for the employment (ANR 208) A foreign flight crew license shall be rendered valid but be not converted into a Sri Lankan flight crew licence, if the purpose of operation is less than six (06) months.

Part 2

2.0 The Requirements and Procedures applicable to render valid a Foreign Flight Crew Licence & ratings (FLVC)

2.1 Method of rendering a foreign licence and ratings valid

DGCA Sri Lanka shall render valid a Foreign Flight Crew Licence and ratings issued by another foreign state by,

- a) Issuing a suitable authorization which is referred to as foreign licence validation certificate (FLVC) to be carried with the relevant foreign licence and ratings.
- b) Specifying the acceptable privileges of the foreign licence & ratings on the FLVC.
- c) granting validity not beyond the validity of the foreign licence
- d) Specifying the condition that the FLVC ceases to be valid if the licence upon which it was issued is suspended or cancelled.

2.2 Conditions to be satisfied for issuance of FLVC

Issue of the FLVC shall take place subject to the following

- a) The DGCA is satisfied that there are no suitable qualified nationals of Sri Lanka for appointment by the Operator for the intended purpose/s.
- b) The Operator has adequate future plans to train and employ nationals of Sri Lanka to occupy the respective positions of the foreign nationals.
- c) The foreign licence shall have been issued in compliance with the minimum Standards specified in ICAO Annex 1.
- d) Issuing Authority of the foreign licence shall have verified and confirmed the details and the validity of the foreign licence.
- e) Foreign Security Agencies shall have verified the security clearance of the applicant (if applicable)
- f) National Security Agency in Sri Lanka has cleared the applicant.
- g) The training conducted is in order with the approved Training Manual of the Operator
- h) The applicant passes the tests conducted by the DGCA.
- i) Required fee for issue of a FLVC has been paid.

2.3 Validity Period

The following shall determine the date of expiry of the FLVC.

- a) The date of expiry of the foreign licence.
- b) In the case of a non-expiry type of a licence, the date of expiry of the medical certificate or the next due date of the pilot proficiency check/instrument rating check etc.
- c) The date of expiry of the Sri Lanka medical certificate.

- d) In any case, a maximum of 6 months since the date of issue of the FLVC.
- e) Such other period as decided by the DGCA.

2.4 Conditions to exercise the privileges

The privileges of the FLVC shall be as specified in the Certificate.

In the course of the validity period of the FLVC, the privileges so granted shall not be exercised unless the;

- i. Holder maintains the validity of the foreign licence by satisfying the requirements of the foreign Licensing Authority; and
- ii. Holder satisfies the recurrent and/or additional training and checking requirements of the Operator as specified in the approved flight Operations Manual and/or Training Manual, including the bi-annual pilot Proficiency Checks and annual Instrument Rating check; and
- iii. Holder meets the applicable recent experience requirements as set out in the Flight Operations Manual of the Operator; and
- iv. Foreign licence is not suspended or cancelled; and
- v. Holder is in possession of a current medical assessment appropriate to the Licence, issued by the foreign Licensing Authority.

2.5 Conditions of Validity of a “Foreign Licence Validation Certificate” (FLVC)

- a) A FLVC shall become invalid no sooner the holder terminates employment contract with the Operator on whose behalf the FLVC had been issued.
- b) The holder shall maintain operational competency at all times in compliance with the Flight Operations Manual and the Training Manual of the Operator.
- c) The holder shall exercise the privileges granted, strictly in compliance with the Air navigation Regulations, as amended from time to time and Requirements and Procedures published by the DGCA.
- d) An applicant who has previously been denied of a FLVC by the DGCA based on medical grounds, he/she shall not be reconsidered unless the applicant passes a medical examination conducted by the DGCA. The applicant shall in any event be in possession of a medical certificate issued by the foreign Licensing Authority.
- e) An applicant who has previously been denied of a FLVC by the DGCA or whose FLVC has been suspended/cancelled for violating Section 98 of the Air Navigation Regulations of Sri Lanka 1955, shall be disqualified for any future licensing privileges.

- f) In order to qualify for a FLVC, an applicant shall successfully complete the theoretical and/or practical tests conducted by the DGCA in not more than two attempts.
- g) Temporary foreign licences shall not be considered for validation action.
- h) When exercising the privileges of a FLVC, the holder shall, at all times, be in possession of the foreign licence, medical certificate issued by the foreign Licensing Authority and the FLVC issued by the DGCA in addition to any other document he/she is required to carry in terms of the Air Navigation Regulations of Sri Lanka 1955.
- i) In respect of a foreign licence, which does not carry a photograph of the holder, an applicant for a FLVC shall produce proof of his/her identity by means of valid personnel identification document, which carry the photograph such as a passport issued by a competent authority.
- j) The DGCA shall exercise the right to depart from the provisions of this IS 008 in special cases, without compromising safety.

2.6 Verifications of foreign licence and ratings

DGCA shall confirm the validity of the foreign licence & ratings submitted by the applicant from the CAA of the foreign State concerned. In case of validations for use in commercial air transport operations confirmation of validity of the foreign licence shall be before issuing the authorization.

CAASL has a systematic process to answer queries from other States in order to confirm the validity of the licences issued by DGCA Sri Lanka.

2.7 Administrative Assessments/Verifications

The following administrative assessment/verifications will be carried out

- a) Scrutiny of the documents submitted
- b) Verification of the foreign security clearance certificate
- c) Obtaining security clearances from the appropriate local National Security Agency
- d) Verification of the validity of the foreign licence held by the applicant
- e) Assessment of the Personnel Licensing Standards of the State, which issued the foreign licence held by the applicant.
- f) Any other verification deemed necessary by the DGCA.

2.8 Requirements and Procedures for Private Operations

An applicant seeking issuance of a Foreign Licence Validation Certificate (FLVC) on the strength of his foreign Flight Crew Licence for private operations shall complete the following requirements.

2.8.1 Application

An applicant for a Foreign Licence Validation Certificate (FLVC) shall submit the duly filled & signed application on form CAA/PL/I/06 provided at Appendix 1.

2.8.2 Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application as per 2.8.1 above

- I. Foreign licence which is currently valid for the privileges sought under the laws of the state, issued the licence.
- II. Civil Aviation Medical Certificate issued under the laws of the state, issued the licence.
- III. Duly certified log book.
- IV. Security Clearance issued by the appropriate authority in Sri Lanka.(In order to get a Security Clearance the applicant should fill the form “Personal Particulars” and submit it to DGCA Sri Lanka to call for a report from the Ministry of Defence, Sri Lanka. Applicable form is available at www.caa.lk).

In case of a foreign national, a certificate of Security Clearance in addition shall be submitted from the appropriate national security agency in the foreign country as specified at para 2.9.2.1.

- i. Copy of passport
- ii. Certified English translation of documents.

Note: Please see Appendix 2 for guidance with regard to submission of documents

2.8.3 Fees

Fees in respect of all chargeable activities shall be in terms of the Gazette Extraordinary of the Government of Sri Lanka, Number 1025/6 dated 28.4.1998 as amended from time to time and fees introduced for additional activities in future. A current fee table is available for reference at the PEL section.

2.9 Requirements for Operations other than Private Operations

Operations other than Private Operations means either one or any combination of the following

- a. Aerial Work Operations
- b. Charter Operations
- c. Regular Public Transport Operations

An applicant seeking issuance of a Foreign Licence Validation Certificate (FLVC) on the strength of his foreign Flight Crew Licence for operations other than private operations shall complete the following requirements.

2.9.1 Application

The Licence holder shall fill and sign the application form CAA/PL/I/06 provided at Appendix 1. Once the licence holder filled and signed the applications form No. CAA/PL/I/06 (& if applicable), the operator who intends employing the foreign flight crew shall fill and the sign applicable section of the same form, and forward it to DGCA together with recommendations (on the form itself) Photocopies of the application without the original signature of the applicant and the operator will not be accepted.

2.9.1.1 Application Procedure

- i. An application for FLVC shall be submitted to the DGCA in the application provided in Appendix 1. This application form may be reproduced and used. Application forms are also available at the PEL Section, and the CAA website www.caa.lk.
- ii. The documents as required therein shall be submitted in original form along with photocopies as stated. A receipt will be issued once the PEL Section retains original documents for scrutiny until such time the applicant or his authorized representative personally collects them after surrendering the receipt issued. When the documents submitted by the applicant are in a language other than English, Sinhala or Tamil languages, an English translation of each document, translated and certified, as an accurate translation of the original document by a Translator approved by the DGCA shall be furnished.
- iii. In order to filter out applicants who do not satisfy the requirements for FLVC, the operator may submit the application filled accurately on behalf of the applicant prior to the selection of the applicant and/or prior to arrival of the applicant in Sri Lanka, along with the required processing fee as per para 2.8.3 of this IS. In this instance, the application would be accepted by the DGCA without the originals of the required documents, provided clear and readable photocopies are submitted. The DGCA does not take the responsibility in this case, for rejection of an application at a later stage if it reveals that inaccurate information had been provided earlier. The progress in respect of the request for validation would be notified to the operator within 14 days from the date of receipt of the completed application. The operator/applicant would be notified of the final decision within 60 days, after verifying every detail of the application, especially the items at paragraph 2.7 Recruitment and/or provision of training prior to the final decision of the DGCA shall be at the discretion and risk of the operator.
- iv. Processing fee of a FLVC application would not be refunded in case of unsuitable applicants.
- v. An applicant cleared and approved by the DGCA as above may be provided with the relevant portion of the training outside Sri Lanka at the nominated training school, prior to the applicant's arrival in Sri Lanka, in cases where training is contracted to an overseas training facility. In this instance, the application form at Appendix 1 duly filled and signed by the applicant shall be submitted to the DGCA, on applicant's arrival in Sri Lanka along with the originals of the required

documents, preferably, prior to him undertaking any local training. The Operator/individual applicant will be notified of the acceptance/rejection of the application within 10 days from the date of receipt of the application along with the originals of the required documents. At the receipt of this notification, the operator may consult the PEL Section in order to schedule the tests conducted by the DGCA.

- vi. A similar procedure (making the application prior to the arrival of the applicant in Sri Lanka) may be adhered to also in the case where an operator who intends to provide necessary training at his own Training and Checking Organization in Sri Lanka or contract training to an outside Organization within Sri Lanka, in order to filter out applicants who do not satisfy the requirements for FLVC. Time frames as given above shall apply without any change.
- vii. In the event that the applicant arrives in Sri Lanka prior to making a prior application, the applicant may apply, on arrival in Sri Lanka, along with the required documents, preferably prior to him undertaking any local training. The progress in respect of the request for FLVC would be notified to the applicant within 14 days from the date of receipt of the completed application. The applicant would be notified of the final decision within 60 days, after verifying every detail of the application, especially the items at paragraph 2.7 Recruitment and/or provision of training prior to the final decision of the DGCA shall be at the discretion and risk of the operator. At the receipt of the notification of the final decision of the DGCA, the operator may consult the PEL Section in order to schedule the tests conducted by the DGCA.
- viii. Once the DGCA notifies an applicant of his acceptance for validation, the Operator may conduct the necessary training according to the approved Training Manual of the Operator.
- ix. At the end of the Ground Training phase, copies of the training documents duly filled and signed by the Instructors/Operator/Nominated Training School as applicable, shall be submitted in order for the DGCA to conduct the licensing tests based on the previously agreed schedule.

2.9.2 Supportive Documents

The following supportive documents shall be submitted with the application.

- a. Foreign licence currently valid for the privileges sought under the laws of the state issued the licence and a photocopy
- b. Valid Civil Aviation Medical Certificate issued under the laws of the state, Issued and valid at least for 06 months when submitting to DGCA
- c. Foreign Security Clearance Certificate/s as per para 2.9.2.1 below
- d. Duly filled personal particulars form to obtain a security clearance in Sri Lanka
- e. Initial training records/certificates of types/classes of a/c for which the application relates to and photocopies

- f. PPC reports in the past 12 months
- g. Proof of Experience (Flying log book) and photocopies
- h. Letters from previous employers and photocopies
- i. Applicable Personnel Licensing Regulations and Standards of the State which issued the Foreign Licence and photocopies
- j. Copy of the passport/s
- k. Certified English language translations of above documents if the originals are not in the English language
- l. Re-activation training reports in case of Commercial Air Transport Operation

Note:- Please see Appendix 2 for guidance with regard to submission of documents

2.9.2.1 Foreign Security Clearance

- a) A Sri Lankan citizen having permanent residency in Sri Lanka and residing abroad for a period exceeding six months - A Certificate of Security Clearance issued by the appropriate National Security Agency in the foreign country where the applicant has been or still is residing shall be submitted; or
- b) A Sri Lankan having dual citizenship, in Sri Lanka and a foreign country, A Certificate of Security Clearance issued by the appropriate National Security Agency of the foreign country where he is a dual citizen shall be submitted; or
- c) A foreign national - A Certificate of Security Clearance issued by the appropriate National Security Agency of the foreign country where he is a citizen shall be submitted; or
- d) A foreign national having permanent residency in one country and residing in another for a period exceeding six months – A Certificate of Security Clearance issued by the appropriate National Security Agencies of both countries shall be submitted; or
- e) A foreign national having dual citizenship – A Certificate of Security Clearance issued by the appropriate National Security Agencies of both countries shall be submitted; or
- f) A foreign national having dual citizenship and residing in a third country for a period exceeding six months – A Certificate of Security Clearance issued by the appropriate National Security Agencies of all three countries shall be submitted.

2.9.3 Air Law and Operational Procedures

The applicants for FLVC shall successfully complete the examination conducted by DGCA on Air Law and Operational Procedures.

2.9.4 Radio Telephony Practical Test and English Language Proficiency Evaluation

- i. DGCA conducts an evaluation in order to assess the English language proficiency of every flight crewmember prior to issue of a validation except as follows.
- ii. An applicant who has level six (expert proficiency level) endorsement on his original licence, issued by a native English speaking state will be exempted from the formal evaluation.

2.10 Required Documents to re-issue the FLVC

A foreign licence validation may be re-issued when the applicant provides the following:

- i. Duly filled application signed by the applicant and recommended by the Operator
- ii. The foreign licence currently valid under the laws of the state for the privileges sought
- iii. The relevant medical certificate issued by the foreign country;
- iv. Flying Logbook evidence to prove the recent experience;
- v. Records of recurrent training and checking completed in accordance with the requirements set out in the Training Manual of the Operator. (Inclusive of biannual Pilot Proficiency checks and annual Instrument Rating Check)
- vi. A valid Medical Certificate appropriate to the licence held, issued by a Civil Aviation Medical Examiner designated by the DGCA, if the proposed stay is expected to exceed one month,
- vii. Fee for processing of an application for FLVC as specified in 2.8.3 of this IS, and
- viii. Any other document as specified by the DGCA.

2.11 Re-issue of a Foreign Licence Validation Certificate

Re-issue of a FLVC for same privileges (same type/s or class/s of aircraft endorsed on the previous FLVC) may take place in respect of an expired FLVC provided qualified Sri Lankan nationals are yet not available requiring continued employment of foreign crewmembers and / or the Operator has not yet been able to action his plans to train and employ nationals of Sri Lanka to occupy the respective positions held by the foreign nationals due to circumstances obviously beyond the control of the Operator. The reasons for the inability of the Operator to employ Sri Lankan nationals need to be acceptable to the DGCA.

2.11.1 Circumstances for re-issue of a FLVC would be;

- i. The flight crewmember remains employed with the same Operator but the Certificate is expired due to short lay off or submission of late application; or

- ii. The flight crewmember who has taken up an assignment with another Operator, foreign or local intends to return to the previous Operator, or
- iii. The flight crewmember has no recent flying experience due to him being away from flying activities and a previous Operator intends recruiting him/her; or
- iv. When the details shown in the FLVC are changed. This includes change of name of the holder, address of the holder or foreign licensing details as stated in the FLVC; or
- v. Any other circumstance acceptable to the DGCA.

2.12 Replacement of a FLVC

The DGCA may, on being satisfied that the original of a FLVC has been lost or destroyed, issue a copy thereof or a similar Certificate in replacement of the original.

2.13 Suspension, Cancellation & Amendment of a Foreign Licence Validation Certificate

The DGCA may suspend, cancel or amend a FLVC in terms of the provisions of the ANRs if the need for such action arises.

Part 03

3.0 Requirements and Procedures to convert a foreign Flight Crew Licence to Sri Lankan Flight Crew Licence

3.1 DGCA Sri Lanka shall convert a foreign Flight Crew Licence into a Sri Lankan Flight Crew Licence for the following Air Transport Operations.

- i. Private Operations
- ii. Charter Operations
- iii. Aerial Work Operations
- iv. Regular Public Transport Operations

3.2 An applicant seeking conversion of a foreign Flight Crew Licence shall be required to satisfy the related requirements specified by DGCA Sri Lanka in IS 43, 50 and 51.

3.3 DGCA Sri Lanka may at his discretion exempt an applicant from all or any, knowledge test other than from Air Law Flight Rules & Operational Procedures.

3.4 DGCA Sri Lanka shall confirm the validity of the foreign Flight Crew Licence before the issuance of a Sri Lankan Flight Crew Licence.

3.5 Ratings shall be issued to an applicant for conversion on Sri Lankan registered aircraft of type/types.

3.6 Requirements and Procedures to convert a foreign Flight Crew Licence.

3.6.1 Application

An applicant seeking conversion on a foreign Flight Crew Licence shall submit the duly filled and signed application on the appropriate form provided by DGCA.

3.6.2 Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application.

- i. Foreign licence which is currently valid for the privileges sought under the laws of the state issued the licence
- ii. Valid Civil Aviation Medical Certificate issued under the laws of the state Issued
- iii. Duly certified log book
- iv. Completed personal particulars form to obtain local security clearance
- v. Foreign security clearance

- vi. Type Rating Course details and course completion certificates.
- vii. In case of foreign nationals letter of confirmation on employment.
- viii. In case of trainee foreign nationals recommendation of the training organization.

3.6.2.1 Foreign Security Clearance

A certificate of Security Clearance shall be submitted as per para 2.9.2.1 of this IS.

3.6.3 Proficiency in the English Language and Evaluation for English Language Proficiency

The applicant shall have been rated for English Language Proficiency, on his foreign licence and the Rating in the foreign licence may be transferred to Sri Lankan licence if the rating has been issued by a Native English speaking state. If DGCA Sri Lanka considers necessary an evaluation shall be conducted to ensure the level, with regard to an applicant.

3.6.4 Medical Examination

The applicant shall pass the appropriate class of medical examination for a flight crew licence as required by IS 51 conducted by an approved medical examiner of DGCA Sri Lanka

3.6.5 Knowledge Tests

- i. An applicant seeking conversion of a PPL(A/H) shall pass knowledge test as specified at para 1 of Appendix 3.
- ii. An applicant seeking conversion of a CPL(A/H) or CPL/IR (A/H) shall pass knowledge tests appropriately as specified at paragraph 2 or 3 of Appendix 3.
- iii. An applicant seeking conversion of a MPL, ATPL(A/H) shall pass knowledge tests as specified at para 4 of Appendix 3.
- iv. An applicant seeking conversion of
 - a. Glider Pilot Licence or
 - b. Free Balloon Pilot Licence or
 - c. Flight Engineer Licence or
 - d. Flight Navigator Licence shall pass the knowledge test on Air Law and Operational Procedures.

3.6.6 Training and Checking

3.6.6.1 Pre-Flight Test Training

An applicant seeking conversion on types certificated for single pilot operations shall undergo pre-flight test training in a flying training organization approved by DGCA Sri Lanka, if applicable.

3.6.6.2 Skill Test

An applicant seeking conversion on types certified for single pilot operations shall pass a Flight Test conducted by a Flight Examiner appointed by DGCA Sri Lanka for the purpose.

3.6.6.3 Training and Checking for Commercial Air Transport Operations

An applicant who seeks conversion of his foreign pilot licence for the purpose of Commercial Air Transport Operations shall have completed the following training requirements in a local or foreign training and checking organization approved for the purpose by DGCA, Sri Lanka. The training and checking programmes on a type of aircraft shall have been incorporated in the FOM and training Manual of the Operator and approved by DGCA Sri Lanka,

- i. Company Indoctrination Programme
- ii. Ground School Technical Training Programme
- iii. Simulator Training Programme
- iv. Zero Flight Training conducted at a Level D Simulator approved by the DGCA, if applicable
- v. Simulator Base Training, if applicable
- vi. Base Check on aircraft, if applicable
- vii. Ground School tests
- viii. Any other test deemed necessary by DGCA
- ix. Route Training and Final Route Check

At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the operator shall be submitted to the DGCA for further licensing action. The original records of entire training programme and results of the Knowledge/practical tests shall be maintained in the training file of the individual crewmember. The tests conducted by the DGCA are specified in paragraph 3.6.6.4.

3.6.6.4 The DGCA shall conduct the following tests in respect of training offered to a new recruit by an Operator through his own Training and Checking Organization.

- i. A test in Radiotelephony Communication Procedures in the English language.
- ii. Simulator evaluation at the end of the Simulator Training phase or the Practical Flying Test at the end of the training phase in the actual aircraft, whichever is applicable, conducted by a Designated Check Pilot or Flying Test Examiner or Flight Operations Inspector appointed by the DGCA.
- iii. Any other knowledge or skill test deemed necessary by the DGCA, when evaluated the level of the standard used in country of origin of licence.

3.6.6.5 Training by an Outside Training & Checking Organization Contracted by the Operator

In the event that an Operator has no Training and Checking Organization of his own in place or no training and checking programmes are available for a particular type of aircraft, for example, an uncommon aircraft acquired anew or acquired for a brief period etc., training and checking

programmes may be contracted out to a suitable Organization, either local or foreign, with the approval of the DGCA in order to provide the necessary training and checking programmes to ensure the competencies of flight crews. In such instances, the approved Training Manual of the Operator shall contain the details of the entire training and checking programme. The training and checking shall be conducted at the outside Organization identified generally as the Nominated Training School, in strict compliance with such approved training programmes. Such training and checking programmes shall consist of the following items as applicable.

- i. Ground School Technical Training Programme conducted at the Nominated Training School
- ii. Simulator Training Programme or the Flying Training Programme in the actual aircraft, whichever is applicable, conducted at the Nominated Training School Zero Flight Training conducted at a Level D Simulator approved by the DGCA, if applicable
- iii. Pilot Proficiency Simulator Evaluation or the Practical Flying Test in the actual aircraft, whichever is applicable, and Instrument Rating check conducted at the Nominated Training School by an Examiner acceptable to the DGCA
- iv. Ground School tests
- v. Simulator Base Training, if applicable
- vi. Base Training in the aircraft, if applicable, which shall be conducted in the actual aircraft of the Operator based on SOPs of the Operator

The Company Indoctrination programme may be conducted at the Operator's own training facility by instructors approved by the DGCA when the applicant arrives in Sri

Lanka. At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the Operator or the Nominated Training School as applicable, shall be submitted to the DGCA for further licensing action. The original records of the entire training programme and results of the knowledge/practical tests shall be maintained in the training file of the individual crewmember.

The tests conducted by the DGCA are specified in paragraph 3.6.6.6

3.6.6.6 The DGCA may conduct the following tests in respect of a flight crewmember recruited by an Operator who has followed an approved training and checking programme conducted by Training and Checking Organization contracted by the Operator.

- i. A test in Radiotelephony Communication Procedures in the English language.

- ii. An evaluation on the competency of the applicant in the Flight Operations Procedures of the new Operator.
- iii. Flying test in the aircraft for which the privileges are sought.
- iv. Any other knowledge or skill test deemed necessary by the DGCA, when evaluated the level of standard used in country of origin of license

3.6.7 Fee

Fees in respect of all chargeable activities shall be in terms of the Gazette Extraordinary of the Government of Sri Lanka, Number 1025/6 dated 28.04.1998, as amended from time to time and fees introduced for additional activities in future. A current Fee Table is available for reference at the PEL section.

The chargeable activities are generally

- i. Evaluation of application
- ii. Medical Examination
- iii. Knowledge Examination
- iv. Any other exam as required
- v. English Language Proficiency Check
- vi. Issuance of Licence

2. Number: Issuing Authority: Date of Expiry:
(If applicable)

3. Number: Issuing Authority: Date of Expiry:
(If applicable)

Appendix 01

vii. Address in Sri Lanka:

viii. Contact Tel: Number/s in Sri Lanka:

ix. Email, Fax Number in Sri /Lanka:

x. Expected duration of stay in Sri Lanka From: To:

xi. Employer/Operator sponsoring the application:

xii. Class of operation for which the application relates to:

i. Aerial Work Operations ii. Private Operations iii. Commercial
Operations

xiii. Purpose for which the validation is sought:

03. Particulars of Licences/Ratings

The licences/ratings/other details for which the application relates to:

3.1 Licence Details

i. Title of the Licence
ii. Number
iii. Issuing Authority
iv. Date of Initial Issue
v. Date of Last Issue/ Renewal
vi. Valid until

3.2. Medical Certificate

i. Class (ICAO Class 1 etc.)
ii. Issuing Authority
iii. Date of Issue

iv. Date of Expiry

v. Crew Position applied for (for Pilots only): PIC: Copilot:

Appendix 01

3.3. Rating(s)

Date of initial issue Date of last Proficiency Check Date of expiry prior to joining the new Operator validity of the last PPC

Type/Class of aircraft

Ins: Rating

F/I Rating

Other

3.4. Flight Radiotelephony Licence

Licence No:

Date of issue: Date of expiry: Issuing Authority:

3.4.1. Flight Radiotelephone Operator Endorsement

(If there is no separate Flight Radiotelephone Operator Licence available)

Date of issue: Date of expiry: Issuing Authority:

04. Flying Experience

	Total to date Hrs.	Total M/E Hrs.	Total S/E Hrs.	Total on A/C for which validation is sought			
				A/C Type	Hrs.	A/C Type	Hrs.
Pilot in Command							
Co-Pilot							
Instrument							
Flight Instructor							
Flight navigator (F/N)							
Flight Engineer (F/E)							
Flight Radio Operator							

	During the preceding 12 months			
	A/C type	Hrs.	A/C type	Hrs.
Pilot-in-Command				
Co-pilot				
Instrument				
F/N, F/E, R/O (strike off inapplicable)				
Flight Instructor				

Details of Previous Validations issued in Sri Lanka:

(Attach separate sheet or copies of previous FLVCs if space below is inadequate)

Certificate No	Date of Issue	Date of Expiry	Privileges	Operator

05. Enclosures

Documents to be submitted

	Yes	No	Remarks
1. Foreign licence and a photocopy	<input type="checkbox"/>	<input type="checkbox"/>
2. Corresponding medical certificate and a photocopy	<input type="checkbox"/>	<input type="checkbox"/>
3. Local Employees request	<input type="checkbox"/>	<input type="checkbox"/>
4. Initial training records/certificates of types/classes of a/c for which the application relates to and photocopies	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of Experience (Flying log book) and photocopies	<input type="checkbox"/>	<input type="checkbox"/>
6. Letters from previous Employers and photocopies	<input type="checkbox"/>	<input type="checkbox"/>
7. Foreign Security Clearance Certificate/s	<input type="checkbox"/>	<input type="checkbox"/>
8. Duly filled application (Personnel Particulars Form) for security clearance in Sri Lanka	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of the passport/s	<input type="checkbox"/>	<input type="checkbox"/>
10. Certified English language translations of above documents if the originals are not in the English language	<input type="checkbox"/>	<input type="checkbox"/>
11. PPC Report within 12 months	<input type="checkbox"/>	<input type="checkbox"/>
12. Ground School Training Reports	<input type="checkbox"/>	<input type="checkbox"/>
13. Simulator Training Reports	<input type="checkbox"/>	<input type="checkbox"/>

- 14. Base Training Reports
- 15. Fee for Processing of an Application for Validation

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the above particulars furnished by me are true and correct. I understand that submission of any inaccurate or false information will amount to disqualification of this application or cancellation/suspension of my FLVC.

.....
Date

.....
Signature of Applicant

Operators Submission

To be filled by the Operator who recommends the application. Please attach more sheets if space is inadequate.)

Name of the Operator.....
 Current Postal Address of the Operator/ Employer:
 Expected duration of employment of the applicant From.....To:
 Methods employed by the Operator to find suitably qualified citizens of Sri Lanka to fill the above post:

.....

Describe future plans of the Operator to train and employ citizens of Sri Lanka to fill the above post:

.....

If the application is not the Initial application in respect of the above applicant, please state why the Operator was unable to train and employ citizens of Sri Lanka so far.....

.....

Does the above applicant meet the requirements for employment in terms of the DGCA approved Flight Operation Training Manuals and the applicable CAA Regulations and Standards?

.....

Has the Operator implemented a Company Training & Checking Organization approved by the DGCA?

.....

If not, what plans does the Operator have to establish one?

.....

Name of the Nominated Training School:

Describe clearly the training programme, which will be offered to the applicant (Please be precise and do not use phrases such as 'As per the Training Manual 'etc) and the name of the Training School:

.....
.....

I/We hereby declare that the details furnished above are true and correct. As such the application is recommended. I/We understand that submission of any inaccurate or false information will amount to disqualification of this application or cancellation/suspension of the FLVC issued to the above applicant.

Name of the Operator: Company Seal:
Name of the Accountable Manager:
Designation:

Date Signature

For official use	
Date of receipt of the application:	Received by:
Signature:	
Fee for processing the FLVC Paid: Yes/No	Date Rec. No:
Documents insufficient <input type="checkbox"/>	informed applicant <input type="checkbox"/> Date
Documents sufficient <input type="checkbox"/>	Processing started <input type="checkbox"/> Comments:
Fee for issue of FLVC Paid: Yes/No	Date: Rec.No:

FLVC issued by: Date
Collected by : Date

.....
Delivery Date Delivery Time

GUIDANCE FOR SUBMISSION OF DOCUMENTS FOR ISSUANCE OF FLVC
(Paragraph 2.8.2 and 2.9.2 refer)

S/N	Document	Private Operations	Commercial Operation	Conduct of flight training	Conduct of Flight Checks	Undergo Flight Training	Undergo Flight Checks	Ferrying Aircraft
1	Application Form CAA/PL/I/06	√	√	√	√	√	√	√
2	Valid Foreign Licence	√	√	√	√	√	√	√
3	Valid Foreign Medical Certificate	√	√	√	√	√	√	√
4	Log Book	√	√	√	√	√	√	√
5	Local employers request / certification	x	√	√	√	√	√	√
6	Application for Local Medical Examination	x	√	x	x	x	x	x
7	PPC reports within 12 months	x	√	x	x	x	x	x
8	Proof of experience (letter from the airline)	x	√	x	x	x	x	x
9	Previous employers letter	x	√	x	x	x	x	x
10	Initial training records on type	x	√	x	x	x	x	x
11	Ground school training / test reports (local)	x	√	x	x	x	x	x
12	Simulator training / test reports(local)	x	√	x	x	x	x	x
13	Base training report (sim/aircraft)	x	√	x	x	x	x	x
14	Copy of Passport	√	√	√	√	√	√	√
15	Certified Eng. Translation of Docs	√	√	√	√	√	√	√
16	Foreign Security Clearance	√	√	√	√	√	√	√
17	Personal Particulars Form filled for Local Security Clearance	√	√	√	√	√	√	√
18	Application for knowledge examination	x	√	√	√	√	√	√
19	Application for ELPC Test (local)	x	√	√	√	x	x	x
20	Consent and payment of fee for verification of licence to foreign CAA if applicable	√	√	√	√	√	√	√
21	Verification of foreign licence	√	√	√	√	√	√	√

Note: Documents shall be submitted

1. For commercial operations – through the airline or operator
2. For training, checking & ferrying – Through the training organization or operator as applicable
3. For private operations – individually

Details Regarding the Conversion of Foreign Licences

1. Private Pilot Licence (Aeroplane /Helicopter) Theoretical Knowledge Examination – PPL (A/H).

This examination consists of two papers as follows

	Paper Reference No	Paper Name	Duration (3 hrs & 35 min)	No. of Questions
1	PPL/A/C/010 PPL/H/C/010	Air Law & Operational Procedures (A/H)	01 hr & 15 min (01 hr + 15 min)	45 (30+15)
2	PPL/A/C/CP1 PPL/H/C/CP1	Meteorology	15 min	10

2. Commercial Pilot Licence (Aeroplane/Helicopter) Theoretical Knowledge Examination – CPL (A/H)

This examination consists of one paper as follows

	Paper Reference No	Paper Name	Duration (6 hrs)	No of Questions
1	CPL/A/C/010 CPL/H/C/010	Air law & Operational Procedures (A/H)	01 hr & 30 min. (45 + 45 min)	63 (33 + 30)

3. Commercial Pilot Licence/ Instrument Rating (Aeroplane/Helicopter) Theoretical Knowledge Examination – CPL/IR(A/H)

This examination consists of one paper as follows.

	Paper Reference No	Paper Name	Duration (6hrs & 40 min)	No of Questions
1	CPL- IR/A/C/010 CPL- IR/H/C/010	Air law & Operational Procedures (A/H)	01 hr & 40 min. (55 + 45 min)	70 (40 + 30)

4. Airline Transport Pilot Licence (Aeroplane/Helicopter) Theoretical Knowledge Examinations – ATPL(A/H).

This examination consists of one paper as follows

	Paper Reference No	Paper Name	Duration (8hrs & 45 min)	No of Questions
1	ATPL/A/C/010 ATPL/H/C/010	Air law & Operational Procedures (A/H)	02 hr & 15 min. (1hr+1hr 15min)	89 (44+ 45)

5. Format of the Examination

- a. Questions entered in the CQB are composed in English and the papers are generated by dedicated software.
- b. Questions are in multiple choice formats.
- c. The Authority will provide all necessary charts, maps, data sheets and equipment as required, to answer the questions.

6. Responsibility of the applicant

- a. Applicant for Pilot Licence (A/H) conversion examination shall forward an application with the copy of relevant foreign licence and follow up other procedures prescribed in SLCAP 3080.
- b. Applicant should be present at the examination centre with photographic proof of identity.

7. Examination Pass Rules

- a. A pass in an examination paper will be awarded to an applicant achieving at least 75% of the marks allocated to that paper. There is no penalty marking.
- b. An applicant will be deemed to have successfully completed the required theoretical knowledge examination for the Private pilot licence when awarded a pass in all of the required papers within a period of 12 months counted from the end of the calendar month when the applicant first attempted an examination.
- c. An applicant will be deemed to have successfully completed the required theoretical knowledge examinations for the CPL, CPL/IR or ATPL when awarded a pass in all of the required papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.
- d. An applicant shall re-enter the complete examination as though for an initial attempt if he has failed to pass any single examination paper within four attempts, or has failed to pass all papers within either six attempts or the period mentioned in paragraphs (b) & (c) above. Before re-entry to the examinations the applicant shall undertake further training as determined by the Authority.

8. Acceptance Period

- a. A pass in the theoretical knowledge examinations will be accepted for the grant of the PPL (A/H) during the 24 months from the date of award of a Pass in all the required examination papers.
- b. A pass in the theoretical knowledge examinations will be accepted for the grant of the CPL (A/H); CPL/IR (A/H) or ATPL (A/H) during the 36 months from the date of award of a Pass in all the required examination papers.