

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

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

Title: Compliance with Annex 1 – Chapter – 5, Specifications for Personnel Licences

IS Reference Code. : IS-1-5

Date of Issue: 9th September 2022

Pursuant to Section 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 provision 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 on **Specifications for Personnel Licences** as mentioned in the Attachment hereto (Ref. Attachment No. IS-1-5 Att.), elaborating the requirements contained in Chapter -5 Specifications for Personnel Licences, ICAO Annex 1-“Personnel Licensing” and to the Section 66, 67, 68, 69 of Civil Aviation Act No.14 of 2010, and Civil Aviation (Licensing of Personnel and Training Institutions) Regulations No.01 of 2018.


This Implementing Standard shall be applicable to holders or applicants for Personnel Licences, holders of a licence for Air Transport Operation, holders of a licence for Flying Training Organizations and shall come in to force with effect from 9th of September, 2022 and remain in force unless revised or revoked.

This Implementing Standard will replace the previous 1st Edition Rev 00 issued on 27th of November 2017.

Attention is also drawn to section 103 of the Civil Aviation Act, which states inter alia that failure to comply with any Implementing Standard is an offence. Further, if any standard stipulated in this Implementing Standard is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy & Procedures Manual, SLCAP 0005 by the Director General of Civil Aviation under section 102 of the Civil Aviation Act No. 14 of 2010.

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Enclosure: Attachment No. IS-1-5 Att.


P.A. Jayakantha
Director General of Civil Aviation and
Chief Executive Officer

PREAMBLE

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. 178 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, material, 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.
- 1.4.2. **Recommended Practice:** Any specification for physical characteristics, configuration, material, 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.

- 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

IS 068: Compliance with Annex 1 - Chapter 5, Specifications for Personnel Licences

Definitions and General Rules

1. General

- 1.1 Requirements contained in this document are based on the ICAO Annex 1-“Personnel Licensing” Chapter - 5 Amendment 178 – “Specifications for Personnel Licences”
- 1.2 This document supersedes the Implementing Standard (IS) – 068 1st Edition, Rev 00 issued by the DGCA and IS – 068 1st Edition, Rev 00 shall be treated as null and void.
- 1.3 This document may be amended from time to time and the amendments will be reflected with the vertical line on the right side of text.

2. Applicable Legal Provisions relating to the issue of the Implementing Standards

- a) Section 66, 67, 68, 69 of the Civil Aviation Act No. 14 of 2010;
- b) Civil Aviation (Licensing of Personnel and Training Institutions) Regulations No.01 of 2018.
- c) Chapter 5 of the Annex 1 – “Personnel Licensing” to the Convention - Specifications for Personnel Licences;

3. Applicability

The requirements contained in this document are applicable to

- i. Holders and applicants of Personnel Licences
- ii. Holders of a Licence for Air Transport Operation
- iii. Holders of a licence for Flying Training Organizations

Specifications for Personnel Licences (Compliance with Annex 1 - Chapter 5)

1. General

1.1 A personnel licence issued by the DGCA Sri Lanka in accordance with the relevant provisions of Civil Aviation (Licensing of Personnel and Training Institutions) Regulations No.01 of 2018 shall conform to one of the following specifications in this Implementing Standard (IS):

- a) licences issued on first quality paper or other suitable material, including plastic cards;
or
- b) electronic personnel licences on self-contained mobile electronic visual display devices.

Note.— Examples of self-contained mobile electronic visual display devices are mobile phones, tablets or other mobile devices.

1.2 DGCA Sri Lanka having issued a licence shall ensure that other States are able to easily determine the licence privileges and validity of ratings.

Note – Operator records or a flight crew member’s personal log book, in which maintenance of competency and recent experience may be satisfactorily recorded, are not normally carried on international flights.

2. Specifications for licences issued on first quality paper or other suitable material, including plastic card

2.1 Details

The following details shall appear on the licence issued on first quality paper or other suitable material, including a plastic card:

- I) Name of State (in bold type);
- II) Title of licence (in very bold type);
- III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence;
- IV) Name of holder in full (in Roman alphabet)
- IV (a). Date of birth;
- V) Address of holder;
- VI) Nationality of holder;
- VII) Signature of holder
- VIII) Authority and, where necessary, conditions under which the licence is issued;
- IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence;

- X) Signature of officer issuing the licence and the date of such issue;
- XI) Seal or stamp of authority issuing the licence;
- XII) Ratings, e.g. category, class, type of aircraft; airframe, aerodrome control etc.
- XIII) Remarks, i.e special endorsements relating to limitations and endorsements for privileges, including, an endorsement of Language Proficiency, and other information required in pursuance to article 39 of the Chicago Convention; and
- XIV) Any other details desired by DGCA Sri Lanka.

2.2 Material

First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in 2.1 shown clearly thereon.

2.3 Language

Licences shall be issued in English Language.

2.4 Arrangement of items

Item headings on the licence shall be uniformly numbered in roman numerals as indicated in 2.1, so that on any licence the number will, under any arrangement, refer to the same item heading.

Note- Item headings may be arranged in such order as may best suit the convenience of DGCA Sri Lanka.

3. Specifications for electronic personnel licences

3.1 Electronic personnel licences shall be issued in accordance with the specifications of this section.

3.1.1 The licence information shall replicate the information contained in the Licensing Authority's electronic records and contain a common form in accordance with Appendix.

3.1.2 The licence shall have the digital signature of the Licensing Authority's officer issuing the licence and the most recent date and time of issue.

3.1.3 Digital signatures on licences shall conform to recognized international standards and have an appropriate level of security.

Note.— Guidance on digital signatures is contained in the Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379)

3.2 Medium (material)

3.2.1 The licence details shall be displayed on self-contained mobile electronic visual display devices.

3.2.2 The image of the licence displayed shall contain suitable active security features to differentiate it from a static image.

3.3 Language

The licence shall include the acronym “ICAO” as a hyperlink to an electronic display of the licence in the English language in accordance with the common form in Appendix.

3.4 Arrangement of items

The licence shall contain a view that replicates the wording and arrangement, in the English language, of the common form shown in Appendix.

3.5 Online and offline verification

3.5.1 The authenticity and validity of the licence shall be electronically verifiable online when an internet connection is available.

3.5.2 The authenticity and validity of the licence shall be electronically verifiable offline when there is no internet connectivity available through a means that imposes no undue burden on DGCA Sri Lanka verifying the authenticity or validity of the licence.

Note.— Guidance on a standard software application that States issuing electronic personnel licences can use for a harmonized, offline means of licence verification is contained in the Electronic Personnel Licence and Related Record-keeping chapter of the Manual of Procedures for Establishment and Management of a State’s Personnel Licensing System (Doc 9379).

3.6 Medical assessments

The licence shall include, when applicable, the current medical assessment with class, expiry date, and any medical limitations deemed relevant by the Licensing Authority.

3.7 Additional supplementary information

When supplementary information is added to the licence, it shall also be inserted in the additional supplementary information section of the common form in Appendix.

APPENDIX – Common Form of the Electronic Personnel Licence

The common form shall be in the English language.

Electronic Personnel Licence		
General	I	Name of State (in bold type);
	II	Title of licence (in very bold type);
	III	Serial number of the licence
Personnel information	IVa	Photograph of holder;
	IVb	Name of holder in full (in Roman alphabet)
	IVc	Date of birth (dd-mm-yyyy);
	V	Address of holder if desired by the State;
	VI	Nationality of holder;
	VII	Script signature of holder;
Issuing authority	VIII	Authority and, where necessary, conditions under which the licence is issued;
	IX	Certification concerning validity and authorization for holder to exercise privileges appropriate to the licence;
	X	Digital signature of officer issuing the licence and the date and time of such issue;
	XIa	Seal or stamp of authority issuing the licence;
	XIb	Date and time of last synchronization with the server of the Licensing Authority;
	XIc	Machine readable code to retrieve authentication data;
Ratings	XII	Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
Remarks	XIII	Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention;
	XIV	Any other details desired by the State issuing the licence;

Medical assessment	XVa	Class (1, 2 or 3);
	XVb	Expiry date (dd-mm-yyyy);
	XVc	Special medical limitations, if any;
	XVd	Other information associated with the medical assessment as determined by the Medical Authority;
Additional supplementary information	XVIa	Other information associated with the licence as determined by the Licensing Authority;
	XVib	Other information associated with the licence as determined by the Licensing Authority; and
	XVIc	Other information associated with the licence as determined by the Licensing Authority.