



Islamic Republic of Afghanistan
Civil Aviation Authority

VALIDATION AND CONVERSION OF A FOREIGN FLIGHT CREW MEMBER/ AVIATION MAINTENANCE TECHNICIAN LICENSE

**AFGHANISTAN CIVIL AVIATION AUTHORITY DIRECTIVE
(ACAD)**

ACAD-PEL-006.0

Personnel Licensing

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0 Administration and Control

The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

0.1 Abbreviations

ACAA	Afghanistan Civil Aviation Authority
ACAR	Afghanistan Civil Aviation Authority
AME	Aviation Medical Examiner
AMT	Aviation Maintenance Technician
AOC	Air Operator Certificate
ATPL	Airline Transport Pilot License
CPL	Commercial Pilot License
ICAO	International Civil Aviation Organization
PPL	Private Pilot License



0.2 Record of Revision

The revision page shall be completed to show: revision number, effective date of the revision, description of changes and the responsible person. Revised pages will display the DD MMM YYYY revision date and revision number on the bottom of each page. Any revision shall display the next sequential number.

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1 Purpose

This directive is issued to guide the Personnel Licensing Officers in determining if an applicant meets the requirements for the issue of a validation certificate or a converted license based on a foreign license under Part 2 of the Afghanistan Civil Aviation Regulations. Successful completion of this task results in the validation or conversion of the sought license or in the denial of the application.



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2 References

- 2.1** ACAR Version 2.6 November 2011 Part 2.2.4. and
ACAR- IS Version 2.6 November 2011 Part 2.2.1, 2.2.4.3, 2.2.4.4, 2.2.4.9, 2.2.4.10
and 2.2.8.
- 2.2** Forms: Form O-PEL-006A, O-PEL-006B, O-PEL-006C.
- 2.3** Checklist: CL: O-PEL-006V, CL: CL: O-PEL-006C.
- 2.4** Validation certificate and the respective license card.
- 2.5** Letter of Discontinuance: Form O-PEL-001L.
- 2.6** Notice of Disapproval: Form O-PEL-001N.



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3 Guidance and Procedures

The Personnel Licensing Officers shall obey the following instructions in the application process so that the validation and conversion of a Foreign Flight Crew Member/ The Aviation Maintenance Technician License will be issued in compliance with ACAR Part 2.

3.1 General Information

- 3.1.1 Under ACAR Part 2.2.4, the ACAA may validate a foreign license issued by another ICAO contracting state, by issuing a validation certificate which will be carried with the foreign license, with limitations or restrictions imposed as appropriate. This process is called validation.
- 3.1.2 Under ACAR Part 2.2.4, the ACAA may issue a license, based on a foreign license, to an applicant who holds a valid license issued by another ICAO contracting state, with limitations and restrictions imposed as appropriate. This process is called conversion.

3.2 Validation Information

- 3.2.1 A certificate of validation is issued to a holder of a foreign license and **not** to a Afghanistan license holder.
- 3.2.2 The basis for validation of a foreign flight crew license is ACAR Part 2.2.4.1 and 2.2.4.3. The ACAA may grant a validation certificate with PPL, CPL, ATPL or Flight Engineer privileges to an individual, based on a foreign license of an ICAO contracting state.
- 3.2.3 The basis for validation and conversion of a holder of a current and valid foreign certificate is ACAR Part 2.2.4.9 and 2.2.4.10.
The ACAA may grant a validation certificate to an individual based on a foreign license of an ICAO Contracting State
- 3.2.4 A validation certificate is a means of recognising a foreign license and giving authority to the holder to use the foreign license to operate Afghanistan registered aircraft for the following operations:
- a) to fly/operate an Afghanistan registered aircraft on PPL privileges;
 - b) to fly/operate an Afghanistan registered aircraft for commercial purposes with the express authority of the ACAA;
 - c) to fly/operate an Afghanistan registered aircraft to qualify other pilots on a new type of aircraft introduced on to the aircraft register; and
 - d) to fly/operate a ferry flight.

3.3 Conversion Information

The basis for conversion of a foreign flight crew license is ACAR Part 2.2.4.2 and 2.2.4.4. The ACAA may grant an Afghan license to an applicant, based on a valid



foreign license of an ICAO contracting state, if the applicant meets the conversion requirements.

3.4 **Verify the Foreign License**

One of the first procedures that needs to be performed is to verify with the foreign authority, the authenticity of the license and certificate presented by sending the form O-PEL-005 "Request for Confirmation of a Foreign License" to the foreign, issuing authority, requesting that the form be returned with the requested details filled in for verification.

3.5 **Application Requirements**

Advise the applicant to bring the following documents attached to the application form on applying for the validation or conversion:

- [1] A properly completed prescribed application form;
- [2] A photo identification card or passport;
- [3] Two recent passport size photographs (full face);
- [4] The foreign license to be validated or converted;
- [5] A knowledge test report (if applicable);
- [6] Personal logbook or other records substantiating the flight experience or training shown on the application form;
- [7] The relevant medical certificate; and
- [8] The prescribed fees or proof of payment thereof.

3.6 **Applicant Arrives to Apply for the Validation or Conversion**

Collect and evaluate the documents and records listed above.

3.7 **Review of the Application**

- 3.7.1 Check the application form for accuracy, using the instructions attached to the form; and
- 3.7.2 Ensure that the flight instructor and/or the ATO has provided the required endorsements and reports.

3.8 **Verifying the Applicant's Identity**

- 3.8.1 Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on the prescribed application form. Return the applicant's identification, after making and certifying the photocopy.
- 3.8.2 If the applicant's identity can be verified, proceed with the task.



- 3.8.3 If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- 3.8.4 If the applicant's identity appears to be different from the information supplied on the prescribed application form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the General Manager of licensing for further action.
- 3.9 **Establish Eligibility for the Validation or the Conversion**
- 3.9.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the issue of a validation or conversion of a foreign license specified in Part 2 of the Afghanistan Civil Aviation Regulations.
- 3.9.2 The following list expounds the basic requirements.
- a) Age:
Ensure that the applicant is of the age specified for the license/rating/endorsement sought.
 - b) Knowledge:
Request and evaluate the knowledge test report to confirm that the applicant meets the knowledge requirements (if applicable).
 - c) Experience:
Check the record of flight time to determine if the applicant has the minimum experience required for the license and rating sought. Use an acceptable logbook or other reliable record.
 - d) Instructors Recommendation:
An applicant should present the Instructor's recommendation form as evidence of having met the practical requirements. For providing the instructor's recommendation one of the following methods shall be used:
 - (i) The endorsement can be provided in the relevant prescribed application form; or
 - (ii) In a letter to the CAAA.
 - e) Language proficiency:
Check whether the applicant has been checked on english language proficiency as required by ACAR Part 2.2.2.
 - f) Medical fitness:
Ensure that the relevant medical certificate is valid.
- 3.9.3 Furthermore, the follwing rules apply for validation:
- [1] The license to be validated must be valid;
 - [2] Any limitations on the license will apply as appropriate;



- [3] The applicant must be current in flying and meet in full the experience requirements and qualifications for a license, for which the privileges are sought;
- [4] The applicant for a validation for PPL privileges must pass a flight check-out on the relevant class rating with a person authorised by the authority for the purpose.
- [5] The applicant for a validation to exercise the privileges of professional pilot or flight engineer for commercial operations must pass the air law examination.
- [6] The validation certificate will authorize the applicant to operate only in accordance with privileges and limitations of the foreign license and in aircraft which are on the Afghanistan Aircraft Register.

3.9.4 Furthermore, , the following rules apply for conversion:

- [1] The license to be converted must be valid;
- [2] Any limitations on the license will apply as appropriate;
- [3] The applicant must be current in flying and meet in full the experience requirements and qualifications for a license, for which the privileges are sought;
- [4] The applicant for a conversion must pass the prescribed composite examination for the license sought;
- [5] The applicant must have an applicable current medical certificate from an Aviation Medical Examiner (AME).

3.10 **The Skill Test (if required)**

- 3.10.1 The skill test for the license privileges sought will be conducted by either an inspector of the ACAA or an examiner authorized and designated by the ACAA.
- 3.10.2 For the conduction and evaluation of the skill test, the respective rules for the relevant license apply accordingly.
- 3.10.3 If there is a language proficiency test required, refer to ACAR Part 2.2.2.

3.11 **Discrepancies or Ineligibility**

- 3.11.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.
- 3.11.2 If the applicant is not eligible for the validation certificate sought, inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies and obtain the validation certificate or a converted license, with privileges and limitations as applicable.



3.12 Validity of the Validation Certificate and the Converted License

- 3.12.1 The validity of the validation certificate shall correlate with the validity period of the foreign license. The validity shall not exceed a maximum period of 12 months. Refer to ACAR Part 2.2.4.1 (a) (7).
- 3.12.2 The validation certificate shall be valid only if the foreign license, ratings or authorisations and the medical certificate remain valid.
- 3.12.3 The validity of a converted license conforms to the provisions effective for Afghan licenses. Refer to ACAR Part 2.2.1.7.

3.13 Issue of a Validation Certificate or a Converted License

- 3.13.1 When an applicant has satisfactorily met all requirements for the validation or conversion, and the prescribed application forms has been completed, a certificate of validation or a license shall be issued keeping to ACAR-IS Part 2.2.8.
- 3.13.2 Complete the following tasks.
 - a) Ensure the prescribed fees for the certificate or license is paid;
 - b) Prepare the license or the certificate;
 - c) Complete all blocks including allocation of the license number;
 - d) When a rating needs to be added, enter the additional rating on the license;
 - e) Make a copy of the license or certificate for the licensing file;
 - f) Provide the applicant with a completed license or certificate;
 - g) File all documents on the pilot's licensing file.



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4 Results

Completion of this task results in the issuance of one of the following:

- [1] A validation certificate;
- [2] A converted license;
- [3] Letter of Discontinuance; or
- [4] Notice of Disapproval.



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5 Future Activities

An applicant may return for re-issue of the validation certificate or license.



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Appendix I

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