

## INFORMATION BULLETIN 2020-03

Issue 01

Date of issue: 30 June 2020

### SUBJECT:

VALIDATION AND CONVERSION OF FOREIGN LICENCE

### REFERENCE PUBLICATIONS:

- YCAR - Part – II - Chapter 1.
- The following forms are available on the CAMA website: (**Downloads – Forms – LIF**).

No	FORM	Purpose	CAMA FORM ID
1	Application for Temporary Authorization / Validation Pilot (Initial, Extension)	This form must be completed by an applicant when applying for validation for foreign licence	LIF-AC-002
2	Application for Initial Issue / Conversion of Pilot License	This form must be completed by an applicant when applying for Conversion for foreign licence	LIF-AC-003
3	PPL Flight Check Application Check Form SPA - Single Engine Aeroplane	This form is used by certified examiners to conduct PPL Flight Check (SPA -Single Engine Aeroplane)	LIF-AFC-001
4	PPL Flight Check Application Check Form SPA - Multi Engine Aeroplane	This form is used by certified examiners to conduct PPL Flight Check (SPA -Multi Engine Aeroplane)	LIF-AFC-002
5	Instrument Flight Check Application Check Form SPA Instrument Rating - Single Engine Aeroplane	This form is used by certified examiners to conduct Instrument Flight Check (SPA -Single Engine Aeroplane)	LIF-AFC-003
6	Instrument Flight Check Application Check Form SPA Instrument Rating -Multi Engine Aeroplane	This form is used by certified examiners to conduct Instrument Flight Check (SPA - Multi Engine Aeroplane)	LIF-AFC-004
7	CPL Flight Check Application Check Form SPA - Single Engine Aeroplane	This form is used by certified examiners to conduct CPL Flight Check (SPA -Single Engine Aeroplane)	LIF-AFC-005
8	CPL Flight Check Application Check Form SPA - Multi Engine Aeroplane	This form is used by certified examiners to conduct CPL Flight Check (SPA - Multi Engine Aeroplane)	LIF-AFC-006

### REASON:

Yemen Civil Aviation Regulation (YCARs) lays down detailed rules and conditions for issuing licences and certificates to applicants.

Applicants who hold valid foreign licences with the relevant aircraft category and ratings issued by another ICAO contracting state in accordance with ICAO Annex 1 to the Chicago Convention, and require to operate Yemen registered aircraft for commercial or non-commercial purpose may convert their

foreign licence to a Yemen equivalent.

The rules concerning the conversion and validation of foreign licence have been amended and some changes are explained in this information bulletin.

The applicable requirements are referred to in the YCARs Part-II- Chapter (1 & 2)

The reason for issuing this information beltline is to provide information and guidance to individual pilots, operators and approved training organizations on the new requirements and application forms and processes for validation and conversion of a foreign licence.

## INFORMATION:

### 1. Validation of Foreign Licence:

Holders of a pilot licence issued in compliance with ICAO Annex 1 to the Chicago Convention, wishing to validate their foreign licences shall comply with the requirements set out in YCARs Part II Chapter (1 & 2). The validation ceases to be valid if the licence upon which it was issued is revoked or suspended. Applicants for a validation must first satisfy the relevant requirement of YCARs Part II Chapter (1 & 2).

#### 1.1 Required Documents for Validation (Phase 1):

Applicants for validation of foreign licence shall submit the following documents to the CAMA Personnel Licensing (PEL) Department:

- Company (ATO/Airline) letter (*not required for applicants for non-commercial purpose*)
- Completely filled validation application form, LIF-AC-002
- Copy of valid foreign licence, rating(s) and medical certificate
- skill Test / Flight Check Form (*for validation phase2*)
- Copy of Valid passport
- Logbook(s) showing evidence of flying hours and experience and the required minimum hours and recency of experience in accordance with YCARs Part II Chapter (1 & 2).
- Yemen Medical Certificate Class 1 - Professional (ICAO medical if for non-commercial activities) *if applicable*
- English Language Proficiency Rating Certificate (if applicable)

#### 1.2 Purpose of Validation:

An applicant for validation shall specify the purpose of the validation by completing the relevant section of the validation form for any of the following:

- For Commercial air transport (CAT) and other commercial activities
- For non-commercial activities with an instrument rating
- For non-commercial activities without an instrument rating
- For specific tasks of limited duration such as instruction flight for initial entry into service, demonstration flights, ferry flights or test flights

1.2.1 The validation process will not continue if the prospective applicant holds or held a Yemen pilot licence or if it has been suspended or revoked.

1.2.2 Once the submitted documents are reviewed and found satisfactory, the PEL Department will verify from the issuing State (SOLI) to confirm the validity and authenticity of the

foreign licence.

1.2.3 The PEL Department will then send an initial application review report to the applicant to book for local air law and operational procedures examination. The pass mark for the examination is 75 % of all the areas examined and it is valid for 24 months from the date of the examination.

### 1.3 Specific Requirements:

#### **A. For an Application for Commercial Air Transport and Other Commercial Activities;**

- (i) The air law and operational procedures examination shall be at the professional pilot licence level to be organized by the CAMA or by an operator approved by the CAMA;
- (ii) ATPL(A) holders must have a minimum of 500 hours experience on multi-pilot aircraft for aeroplanes;
- (iii) ATPL(H) holders must have 350 hours experience on multi-pilot helicopters;
- (iv) MPL holders must have 150 hours experience on multi-pilot aeroplanes;

#### **B. For Non-Commercial Activities with Instrument Rating;**

- (i) The air law and operational procedures examination shall be at the professional pilot licence level organized by the CAMA;
- (ii) An applicant must have at least 100 hours of instrument flight time as pilot in the relevant category;
- (iii) The validation shall be restricted to only PPL privileges.

#### **C. For Non-Commercial Activities without Instrument Rating;**

- (i) The air law and operational procedures examination shall be at the private pilot licence level organized by the CAMA;
- (ii) An applicant must have at least 100 hours as pilot on the relevant category of aircraft
- (iii) The validation shall be restricted to only PPL privileges

#### **D. For Specific Task of Limited Duration:**

Local air law and operational procedures examination may not be applicable

### 1.4 Phase 2 of Validation Application:

1.4.1 Once the applicant has passed the local air law and operational procedures examination, and the SOLI has confirmed the validity of the foreign licence, ratings and medical certificate, the CAMA will inform the applicant via email to proceed with the required skill Test / Flight Check on the specific aircraft type to be conducted by a certified examiner.

1.4.2 Upon completion of the skill Test / Flight Check, the applicant shall submit the skill Test / Flight Check report and any other relevant document to the PEL Department.

1.4.3 If the submitted documents are found satisfactory, it will take at least three working days to process and issue the validation, which will be valid for a maximum period of 12 months provided the foreign licence, ratings and medical certificate remain valid.

1.4.4 Once the validation is issued, the holder shall comply with the restrictions / limitations of the foreign licence and any limitation(s) imposed by the CAMA.

- 1.4.5 A legal document containing a photo must be carried for the purpose of identification of the holder of the validation.
- 1.4.6 The issued validation shall be limited to the specific purpose and for commercial operations shall be limited to the specific operator.
- 1.4.7 Except as mentioned in 4.1.8, a holder of a validation is not permitted to undertake any training i.e. additional type or class rating, differences training, or familiarization, except for operator's specific operating provisions (SOPs)/requirement.
- 1.4.8 The period of validation may be extended once for a maximum of 12 months when during the validation period, the pilot has applied or is undergoing training for the issue of Yemen licence in accordance with YCARs or when there is a justification under exceptional circumstances.
- 1.4.9 An applicant will be contacted via email or phone call to collect the issued validation after three working days.

## 2. of Foreign Licence:

An applicant who holds a valid foreign licence with the relevant aircraft category and ratings issued by another ICAO contracting state in accordance with ICAO Annex 1 to the Chicago Convention may convert the foreign licence for commercial or non-commercial purpose to a Yemen equivalent.

The applicant may be given full credits if he/she complies with the requirements set out in the relevant subpart of the aircrew regulations to undertake further training and respective skill Test / Flight Check for the issuance of Yemen licence.

### 2.1 Required Documents for Conversion:

Applicants for conversion of foreign licence shall submit the following documents as applicable for the respective phase of conversion:

- a) Company (ATO/Airline) letter (*not required for applicants for non-commercial purpose*)
- b) Completely filled application form for the required purpose
- c) Copy of valid foreign licence, ratings and medical certificate
- d) (d) Licence Skill Test / Proficiency Check Form (*for phase 2*)
- e) Course Completion Certificate for Type Rating (*as applicable*)
- f) Copy of Valid passport
- g) Resident Permit
- h) All flying logbooks showing previous flying experience and flight training hours; and the last 12 months logged hours must be certified by the applicant's previous airline/employer or civil aviation as required.
- i) Copy of verified/authenticated foreign licence forwarded by the PEL Department (phase 2)
- j) CAMA Class Medical Certificate as applicable for the type of licence request
- k) English Language Proficiency Rating Certificate (if applicable)
- l) One (1) passport size photograph and photographs in digital format on a CD.

### 2.2 Phase 1 of Conversion:

2.2.1 Applicants must submit the application form for the type of licence requested with all the

relevant documents.

- 2.2.2 Applicants for conversion of licence for commercial air transport operations or other commercial activities shall apply through the operator / approved training organization (ATO)
- 2.2.3 When an application is being submitted through the operator or ATO, request form, FRM.ADM.003 shall be used for all the individual applications. Applicants are not required to personally visit the PEL Department during the conversion process unless the applicant is contacted by the PEL Department when required for any further clarification.
- 2.2.4 Once the submitted documents are reviewed and found satisfactory, the PEL Department will verify from the issuing State (SOLI) of the foreign licence to confirm its validity and authenticity.
- 2.2.5 The PEL Department will also send an initial application review report which contains a unique reference number to the applicant to be used for booking local air law and operational procedures examination.
- 2.2.6 The pass mark for any conversion theoretical examination i.e. air law and operational procedures & flight planning and flight performance is 75% of all the areas examined valid for 24 months from the date of the examination.
- 2.2.7 The actual conversion process is deemed to have started when the applicant receives the unique reference number.

### 2.3 Specific Requirements:

#### **A. For Conversion for Yemen Private Licence:**

The applicant must:

- complete form (LIF-AC-003)
- pass air law and operational procedures examination which shall be at the private pilot licence level to be organized by the CAMA
- obtain at least Yemen class 2 medical certificate

#### **B. For Conversion for Yemen CPL and IR:**

The applicant must:

- complete form (LIF-AC-003);
- pass air law and operational procedures examination which shall be at the professional pilot licence level to be organized by the CAMA or by an organization approved by the CAMA
- For aeroplanes, have at least 200 hours of flight time experience as a pilot;
- For helicopters, have at least 150 hours of flight time experience as pilot;
- must have at least 75 hours, if requesting for instrument flight privileges;
- Holder of CPL/IR with ATPL level knowledge who wish to operate multi-pilot aircraft must pass a written examination in flight planning and flight performance at ATPL level to be conducted by the CAMA;
  - For aeroplanes, if:

- Applicant has less than 1500 hours flight experience as pilot on multi-pilot operations and ATPL(A) theory was not issued in accordance with YCARs or by an equivalent standard.
- For helicopter, if:
  - Applicant has less than 1000 hours flight experience as pilot on MPH/SPH and ATPL(H) theory was not issued in accordance with YCARs or by an equivalent standard.
- (g) Applicants with CPL/IR without ATP theory examination and wish to operate a multi-pilot aeroplane / helicopter or multi-engine helicopter shall demonstrate theoretical knowledge at the level of ATPL in accordance with YCARs or by an equivalent standard.

### **C. For Conversion for Yemen ATPL:**

The applicant must:

**Note:** ATPL holders with less than 500 hours on multi-pilot on aeroplanes can only be issued with a CPL(A) during conversion. Similarly, for helicopters, applicants with less than 350 hours on multi-pilot helicopters, can only be issued with CPL(H).

- (a) complete form (LIF-AC-003)
  - (b) pass the air law and operational procedures examination which shall be at the professional pilot licence level to be organized by the CAMA or by an organization approved by the CAMA;
  - (c) obtain Yemen class 1 medical certificate;
  - (d) have completed at least 500 hours of flight time experience as pilot on multi-pilot operations on aeroplanes and for helicopters 350 hours.
  - (e) must pass a written examination in flight planning and flight performance at the ATPL level to be conducted by the CAMA:
    - For aeroplanes, if:
      - Applicant has less than 1500 hours flight experience as pilot on MP operations and ATPL(A) theory was not issued in accordance with YCARs or by an equivalent standard
    - For helicopter, if;
      - Applicant has less than 1000 hours flight experience as pilot on MPH/SPH and ATPL(H) theory was not issued in accordance with YCARs or by an equivalent standard
- 2.3.1 An applicant whose logbook is not in accordance with YCARs, shall be required to obtain a new logbook before or after being issued with Yemen licence and log all flying hours in accordance with YCARs.

## **2.4 Phase 2 of Conversion:**

### **2.4.1 Specific requirements for acceptance of English language proficiency**

- (a) For the purpose of conversion, a valid ICAO English language proficiency rating (ELPR) level endorsed in an applicant's licence and confirmed in the authentication letter may be acceptable for endorsement in the Yemen licence but the validity will be restricted to the requirements of YCARs - Part – II - Chapter 1 – Parg. No (1.10)  
Notwithstanding 1 above, at the discretion of the CAMA, an applicant for conversion of foreign licence may be required to take ELPR test at a CAMA approved ELP Training Organization (TOs) - Testing Service Provider (TSP)
- (b) ELPR levels not specified and confirmed in authentication letters is considered by the CAMA as operational level 4, and may only be acceptable to be valid for 3 years from the date of issue refer in the foreign licence. In instances where the considered validity

period exceeds the 3 years, the applicant shall be required to take the ELPR test at CAMTI.

2.4.2 Upon completion of the skill Test / Flight Check, the applicant shall submit the relevant skill Test / Flight Check report and any other relevant document mentioned in the checklist to the PEL Department.

2.4.3 If the submitted documents are found satisfactory, the PEL Department will take at least five working days to process and issue the Yemen licence with the relevant ratings independent on the foreign licence.

2.4.4 An applicant will be contacted via email or phone call to collect the issued Yemen licence after five working days.

**CONTACT:**

Any queries or requests for further guidance as a result of this Information Bulletin should be addressed to:

Personnel Licensing & Examination Directorate  
Aviation Safety Affairs Sector  
Civil Aviation and Meteorology Authority  
PO Box 7251  
Sana'a - Yemen  
E-mail: [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye) and copy to: [asas@cam.gov.ye](mailto:asas@cam.gov.ye)