



INFORMATION BULLETIN 25/2006

SUBJECT	: REVISED LICENSING & AEROMEDICAL FORMS
ORIGINATOR	: LICENSING AND AEROMEDICAL SECTION
STATUS	: MANDATORY
ADDRESSED TO	: ALL OPERATORS/AEROMEDICAL EXAMINERS
DATE	: THURSDAY, 14 DECEMBER, 2006

Please be informed that the Licensing & Aeromedical Section has revised the following forms;

1. **Lic(FO) Form 01** - Application for Ground Examination & Issue/ Renewal / Rating/ Temporary Validation/Authorisation of an Aircrew and Flight Dispatcher licence.
2. **Lic(AW) Form 07** - Application for Licensed Aircraft Maintenance Engineers' Examination/Issue/Renewal/Rating/Temporary Authorisation of licence.
3. **Lic(Med) Form 03** - The medical Certificate issued by the Aeromedical Examiner validity period for 60 days.

Please note, this medical certificate will be replaced with the existing temporary medical certificate being issued by the Aeromedical Examiners. The word 'temporary' has been removed.

All concerned are requested to make note of the above revised changes on the forms and will be implemented for all the future request.

Best regards,


WALID GHANIM
CHIEF OF LICENSING & AEROMEDICAL





MEDICAL CERTIFICATE

- Initial
 Renewal

Date:

Number:

Class:

Name:

Nationality:

Date of Birth:

Last Medical:

Current Medical:

Next Medical:

Next ECG:

Next Chest X-Ray:

Next Audiogram:

Limitations:

- Validity** - This Medical Certificate is valid for a period of **60** days from the date of issue.
- In order to be valid it should be carried along with the expired medical certificate (for renewal candidates only).
- This Medical Certificate entitles the bearer to exercise all the rights and privileges under the U.A.E Civil Aviation Regulations, Part II - Chapter 5.

GCAA Designated AME:

Signature:

Stamp:

APPLICATION FOR LICENSED AIRCRAFT MAINTENANCE ENGINEERS' EXAMINATION/ISSUE/RENEWAL/RATING/TEMPORARY AUTHORIZATION LICENSE

For GCAA Use Only

Application Number:

Date Received:

Part 1 – Applicant Details

ALL ENTRIES TO THIS PART MUST BE IN BLOCK CAPITAL LETTERS

Full Name:.....Reference* / Licence Number:.....

Nationality:.....Name of Employer:.....

Date of Birth:.....Date of Joining:.....

Place of Birth:.....Employed at (Department):.....

Telephone Number (Mob):Telephone Number (Office):.....

Permanent Address:.....Address for use with this application:.....

Job Title: E-Mail Address:

* The Reference Number will be granted by the GCAA to non-UAE licence holders

Part 2 – Type of Application

Select the type of application being applied for and provide the required documents

GCAA USE

Basic Rating Examination/Issuance for LAME Licence

1. Covering letter from employer
2. One colour photograph 3.0 x 3.5 cm (White background)
3. Copy of passport with valid visa page
4. Copy of graduation diploma (if available)
5. Copies of courses certificates (if available)
6. Copies of valid foreign licences (if available)
7. Completion of Part 3, 4, 5 and Part 7 of this application
8. Licensing examination fee of Dhs 200/-
9. Reference CARs Part II Chapter 5.

Basic Rating Extension

1. Covering letter from employer
2. Copy of passport with valid visa page
3. Copies of courses certificates (if additional courses taken)
4. Copies of valid foreign licences (if up-dated)
5. Completion of Part 3,4, 5 and Part 7 of this application
6. Licensing examination fee of Dhs 200/-
7. Reference CARs Part II Chapter 5.

Part 3 – Application Details

Complete details below of licence applied for.

Licence/ Authorization	Category	Sub-Categories/Modules or Type being applied for
Basic Rating		
Type Rating		
Temporary Authorization		

Part 4 – Foreign Licence Details

Are you holder of any Licensed Aircraft Maintenance Engineers' Licence issued by an authority OTHER THAN the General Civil Aviation Authority, in accordance with ICAO Annex 1. If so complete the table below for each licence (Please attach copy of the licence)

Issuing Authority				
Licence Number				
Initial Issuance Date				
Date of Expiry				

Part 5 – Experience Details

1. State in chronologically full particulars of your experience together with any practical experience gained as a student at any aeronautical school or college.

- Note:
1. For an extension within a category list the following;
 - (a) Particulars of relevant experience are required only since the date of the last application for the category
 - (b) A copy of Type Rating records of experience (worksheets) on the type to which the application relates.
 2. The signature in Column (4) constitutes confirmation of adjacent entry in Column (1), (2), and (3). Statements must be confirmed by an authorized personnel stating his name, position and company stamp

Type of Aircraft Engine or Equipment, showing the particulars relevant to the application being made (1)	PRECISE NATURE of work, and name of person in charge of Department or in similar authoritative position. State name of employer & place of employment (2)	Date From To (3)	Signature of Reference & name in capitals. To be signed by person quoted in column (2). (See Notes Above) (4)

2. State precisely your current designation and job responsibility ***for Basic Rating issuance and extension**

Part 6– Licence Renewal Statement

This is to certify that Mr. _____ Staff number _____ holder of a United Arab Emirates Licensed Aircraft Maintenance Engineers’ (LAME) License number _____ has performed the duties in a satisfactory manner during the period under review since the last renewal of his licence, hence recommended for renewal.

Signature of an Authorized Personnel

DATE: _____
Day / Month / Year

Part 7 – Applicant Signature

Color Photo
with White
Background

Select using (Y or N):

1.	If you have attended any UAE GCAA AME exams (written or oral) within the last 12 months period, state what was the date and modules were covered and if passed or failed?
2.	Have you previously held a UAE Licence? If so, what was the type and number?
3.	Has any licence (UAE or foreign) ever been suspended or revoked? If so, please submit details.

I hereby declare and certify that I have read and understood all the questions and notes set forth in this application and the answer I have furnished on this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the refusal of this application or the revocation / suspension of the licence.

SIGNATURE OF APPLICANT: _____

DATE: _____
Day / Month / Year

Part 8 – For GCAA Use Only

CHECKED RECOMMENDED NOT RECOMMENDED PENDING VERIFICATION/AWAITING DOCS

Inspector Remarks/Comments:

INSPECTOR SIGNATURE: _____ DATE: _____
Day / Month / Year

**FLIGHT SAFETY SERVICES
AIRCRAFT MAINTENANCE ENGINEER'S LICENCE
RECOMMENDATION FORM**

COPY OF THE LICENCE

The above viewed licence has been prepared and verified in accordance with the United Arab Emirates General Civil Aviation Authority Civil Aviation Regulations.

Prepared by: _____

Signature: _____

Date: _____

The above viewed licence has been checked by the Chief of Licensing or his delegate and found to be satisfactory for final issuance.

Approved By: _____

Signature: _____

Date: _____

Part 10 – Recipient Acknowledgement of Receipt of the Licence

The above viewed licence has been received by

Name: _____

Signature: _____

Date: _____



APPLICATION FOR THE GROUND EXAMINATION & ISSUE/RENEWAL/RATING OF AN AIRCREW AND FLIGHT DISPATCHER LICENCE

PART 1 – APPLICANT DETAILS

ALL ENTRIES MUST BE IN BLOCK /CAPITAL LETTERS

Full Name (Last/First/Middle)			UAE Licence No:	
Date of Birth:		Nationality:		
Place of Birth:		Name of Employer:		
Tel.No. (Office):		UAE Postal Address:		
Tel. No. (Home):		Email:		

PART 2 – TYPE OF APPLICATION

Select using (x) for the type of application:

<input type="checkbox"/>	Initial Issue of Flight Crew Licence or Rating (Fill out Parts 3 & 4)
<input type="checkbox"/>	Renewal of Flight Crew Licence (Fill out Parts 3 & 5)
<input type="checkbox"/>	Initial Issue / Renewal of Cabin Crew/ Flight Dispatch Licence or Addition of a Rating for cabin crew/ Flight Dispatch licence (Fill out Parts 3 & 6)
<input type="checkbox"/>	Temporary Validation (Fill out Parts 3 & 7)
<input type="checkbox"/>	Reissue of Licence: Lost, Damaged, Change of Information & P2 Deletion (Fill out Parts 3 & 8)
<input type="checkbox"/>	PPL examination by applicant attending approved course
<input type="checkbox"/>	CPL examination by applicant attending approved course
<input type="checkbox"/>	CPL examination by Qualified Military Pilot
<input type="checkbox"/>	CPL examination by UAE Military pilot not meeting qualified military pilot requirements
<input type="checkbox"/>	ATPL examination by applicant attending approved course
<input type="checkbox"/>	Frozen ATPL examination
<input type="checkbox"/>	Instrument Rating examination
<input type="checkbox"/>	Air Law Examination for foreign licence conversion
<input type="checkbox"/>	Air Law Examination by applicant attending approved course
<input type="checkbox"/>	Instructor Rating Ground Examination

PART 3 – APPLICANT DECLARATION

Select using (Y or N):

	Have you previously applied for, or held, a UAE licence? If so, what was the type and number?
	Has any licence (UAE or foreign) ever been suspended or revoked? If so, please submit details at Part 9.
	Has your Medical Certificate ever been refused, downgraded, issued with a waiver, or issued with a limitation (except for use and carriage of glasses)? If so, please submit details at Part 9. (not applicable to Flight Dispatch licence)

PART 4 – INITIAL ISSUE OF FLIGHT CREW LICENCE OR RATING

Aeroplane Helicopter Balloon Private CPL ATPL Flight Engineer
 If UAE Flying School Graduate: Flying Training School:.....Graduation Date:.....
 If Based on Foreign Licence: Type & Number: Country..... Medical Class..... R/T Licence No.....
 Aircraft Type Ratings..... Instrument Instructor Instructor Instrument Upgrade

Logbook Hours	Total	PIC	SIC	Solo	Solo X-Country	Total X-Country	Instrument	Simulated Instrument	PIC Night	Total Night	Flight Instruction
Aeroplane											
Helicopter											
Balloon											
Flight Engineer											

PART 5 – RENEWAL OF FLIGHT CREW LICENCE

Aeroplane Helicopter Balloon Private CPL ATPL Flight Engineer
 UAE Licence No: Medical Class: Medical Validity:

PART 6 – INITIAL ISSUE AND RENEWAL OF CABIN CREW AND FLIGHT DISPATCH LICENCE OR ADDITION OF A RATING

Name of Approved Training Organization: SEP (Cabin Crew only):

Aircraft Type Rating (Cabin Crew only): Medical Class (Cabin Crew only): Medical Validity:

PART 7 – TEMPORARY AUTHORIZATION OR VALIDATION

Foreign Licence Type/Number: Validity: Medical Class/Validity: Aircraft Type:

PART 8 – RE-ISSUE OF LICENCE: LOST, DAMAGED, CHANGE OF INFORMATION & P2 DELETION

Aeroplane Helicopter Balloon Private CPL ATPL Flight Engineer Flight Dispatch Cabin Crew
 UAE Licence/Type..... Number..... Medical Class/Validity..... Date of PPC/SEP
 Loss Reported To Police (attach Police Report), Description of Loss or Damage (add to Part 9)
 Passport Copy with visa page, Command Upgrade Information.

PART 9 – DETAILS TO SUPPORT APPLICATION

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I hereby declare and certify that I have read and understood all the questions and notes set forth in this application and the answers I have furnished on both pages of this form are true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the refusal of this application or the revocation/suspension of the licence or rating.

SIGNATURE OF APPLICANT:

DATE: _____

CHECKLIST FOR GROUND EXAMINATION /AIRCREW AND FLIGHT DISPATCH LICENCE/RATING APPLICATION

Select the type of application being applied for and provide the required documents

GCAA USE

	1. Application of PPL Examination
	i. Approved Course
	Written endorsement from approved school recommending and confirming that applicant has successfully attended PPL ground course of 35 hours.
	Must be 18 years of age.
	Class II Medical Certificate (if available)
	Able to apply for PPL within a period of 180 days from date of examination
	2. Application for CPL examination
	i. Approved School
	Written endorsement from approved school recommending and confirming that applicant has successfully attended Commercial Pilot Ground Course of 100 hours (aeroplane) and 65 hours (helicopter).
	Must be 18 years of age.
	Class I Medical Certificate (if available)
	ii. Approved School (Qualified Military Pilot)
	Written endorsement from approved school recommending and confirming that applicant has successfully attended an abridged course for commercial pilot ground course of 60 hours.
	Class I Medical Certificate (if available)
	iii. Military Pilots who do not meet Qualified Military Pilot Requirements
	Written endorsement from approved school recommending and confirming that the applicant has successfully attended Commercial Pilot Licence ground course, flying training including multi engine rating course and instrument rating.
	PPL licence
	Class I Medical Certificate (if available)
	3. Application for ATPL Examination
	i. Approved School
	Graduation certificate from approved school as proof that applicant has successfully attended Airline Transport Pilot Test Course of 40 hours.
	Flying Log Book with certified instructional flying hours.
	CPL/IR and meet the experience requirements of the CAR Part II for the issuance of an ATPL.
	Must be 21 years of age.
	Class I medical certificate (if available)
	Able to apply for ATPL within 180 days from the date of examination.
	ii. Frozen ATPL
	Graduation certificate from approved school as proof that applicant has successfully attended Airline Transport Pilot Test Course.
	Holder of CPL/IR licence
	Class I Medical Certificate (if available)
	<i>(Note: Applicant must be able to meet the requirements as stated in para i c within a period of 5 years.)</i>
	4. Application for Instrument Examination
	i. Approved Course
	Written endorsement from approved school recommending and confirming that applicant has successfully attended instrument ground course of 30 hours.
	Holder of CPL or PPL
	Class I or II medical (if available)
	Able to apply for rating within a period of 180 days from the date of examination.
	5. Application of Instructor Rating Ground Examination
	Written endorsement from the GCAA authorised instructor recommending and confirming that applicant has successfully attended instructor ground training.
	Valid CPL or ATPL
	6. Application for Air Law Examination – conversion of foreign CPL/ATPL
	Letter from approved school/operator
	Original and copies of valid Class I foreign Medical Certificate and Licence.
	Original and copy of flying Log Book with certified flying hours.
	Minimum 18 years of age for a CPL and 21 years for an ATPL
	Passport copy with visa page (if available)
	Copy of UAE Class I Medical Certificate (if available)
	Copy of current Proficiency Check/instrument Rating; original copy of applicable flight test
	Meet the experience requirement of the CAR Part II for the issuance of CPL/ATPL
	Please Note: For all the above type of examinations the fee is AED200/- per exam.

	Initial Issue of UAE Licence	
1.	Company request letter	
2.	One colour passport size photo (White background)	
3.	Copy of graduation diploma from approved flying / dispatcher school (UAE approved PPL/CPL/ Dispatcher training school)	
4.	Copy of current Proficiency Check/ Instrument Rating; original copy of applicable flight test (PPL/CPL/ATPL),or SEP for cabin crew or practical test standard result for dispatcher (if submitted earlier during exam not required)	
5.	Copy of current UAE Medical Certificate (not applicable for dispatcher)	
6.	Copy of UAE examination results (pilots only)	
7.	If holder of U.A.E. Temporary validation, not required to submit the original foreign licence and medical.	
8.	Copy of passport with valid visa page.	
9.	Applicable licensing fee in cash or personal cheque(Dhs.1460 for flight crew or Dhs.900 for dispatchers /cabin crew)	
	Licence Renewal	
1.	Company request letter	
2.	Copy of current Proficiency Check /Instrument Rating / Competency Check (dispatcher) / SEP for cabin crew	
3.	Copy of current UAE Medical Certificate (not applicable for dispatcher)	
4.	Copy of passport with valid visa page (Information Bulletin No.12/01 dated 25/09/01)	
5.	Copy of UAE Licence	
6.	Applicable renewal fee in cash or personal Cheque (Dhs.1360 for flight crew or Dhs.800 for dispatchers /cabin crew)	
	Type Rating	
1.	Company request letter	
2.	Complete GCAA LIC (FO) Form 1	
3.	Copy of current Proficiency Check/Instrument Rating / Competency Check (dispatcher) / SEP for cabin crew	
4.	Copy of Current UAE Medical Certificate (not applicable for dispatcher)	
5.	Copy of UAE Licence	
6.	Copy of type rating course completion certificate.	
7.	Applicable rating fee in cash or personal cheque (Dhs.100/- for each rating).	
	Temporary Authorization /Validation /Extension	
1.	Company request letter	
2.	Original & copy of valid foreign pilot /dispatch licence	
3.	Original & copy of valid foreign medical (not applicable for dispatchers)	
4.	Original and copy of log book	
5.	Original copy of dispatch course certificate (for dispatchers temporary authorization)	
6.	Copy of passport with visa page or a proof that employment visa is submitted to the Ministry for approval.	
	Reissue of Licence: Lost, Damage, Pilot P2 Deletion or Change of Information (Applicable fee by Cash/Chq. For Pilots – Dhs.1460/-, for Cabin Crew & Flight Dispatcher - Dhs.900/-)	
1.	Company request letter	
2.	Copy of command upgrade Proficiency Check, Instrument Rating & Line Check (for P2 deletion)	
3.	Copy of UAE licence.	
4.	Copy of current UAE medical certificate.	
5.	Copy of passport with valid visa page required only (for change of information on a licence)	
6.	Complete GCAA LIC (FO) Form 1	
7.	Copy of Medical Certificate (not applicable for dispatchers)	
8.	Copy of Current PPC/Instrument Check / SEP Certificate for cabin crew / competency check for dispatchers	
9.	Police Report (for lost Licence only)	

For GCAA Licensing Section Use Only

Reference or Licence Number:

Date/Time Received:

Received By:

Signature:

Comments/Remarks:

Prepared by: _____ Signature: _____ Date: _____
Day/Month/Year

COPY OF THE LICENCE

CHECKED NOT RECOMMENDED AWAITING DOCUMENTS PENDING DOCUMENTS VERIFICATION

Inspector's Remarks/Comments:

The above viewed licence has been verified in accordance with the Civil Aviation Regulations of the UAE General Civil Aviation Authority.

Valid Foreign licence and ratings Valid foreign medical Current UAE Medical Certificate UAE Written Examination Result
 Current Proficiency Checks Copy of log book page reflecting aircrew flight experience.

FLIGHT OPERATIONS INSPECTOR _____ SIGNATURE: _____ DATE: _____

The above viewed licence has been checked by the Chief of Licensing or his delegate and found to be satisfactory for final issuance.

Approved By: _____ Signature: _____ Date: _____

The above viewed licence and all original documents submitted to GCAA have been received by

Name: _____ Signature: _____ Date: _____

(FOR CABIN CREW)

For GCAA Licensing Section Use Only

Date Received:

COPY OF THE LICENCE

CHECKED

PENDING

RECOMMENDED

TO BE RELEASED

Comments:

The above licence has been prepared and checked by an authorised personnel and found to be satisfactory for final issuance.

Name:

Signature:

Date:

The above viewed licence has been received by:

Name:

Signature:

Date: