

Pilot Licence Validation Procedures

Subject	Guidance for Operators applying for a Foreign Pilot Licence
CIAC	Validation to operate Cayman Islands registered aircraft
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GENERAL

Cayman Islands Civil Aviation Authority (CAACI) Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements (OTARS). They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order (AN(OT)O) or provide practical guidance on meeting a requirement contained in the OTARS.

RELATED REQUIREMENTS

This Circular relates to OTAR Part 61; OTAR Part 125 Subpart I –Training; and OTAR Part 125 Subpart J-Crew Member Competency Requirements

CHANGE INFORMATION

This document replaced CAACI Bulletin 30-15

ENQUIRIES

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Circular 30-15 Pilot Licence Validation Procedures

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1 Introduction

- 1.1 This Circular provides background information and guidance with regard to applying for a Foreign Pilot Licence validation to operate a Cayman Islands registered aircraft under Part 125 of the OTAR.
- 1.2 The CAACI utilizes a web based document management system '**VP-C Online**' to manage aircraft registry applications, certificates and the majority of operator authorization/approvals electronically.
- 1.3 Foreign Pilot Licence Validations that are required for the operation of Cayman Islands registered aircraft are issued through VP-C Online.
- 1.4 For information on how to access VP-C Online or if assistance is needed with using the system please visit www.vp-conline.com or contact a member of the Air Safety Regulation (ASR) team listed on page one.

2 Documentation requirements for CAACI Foreign Licence Validation

- 2.1 The following documents are required to be submitted with all applications for foreign pilot licence validations:
 - a. Copy of the pilot licence issued by an ICAO member state;
 - b. Copy of the medical certificate associated with the licence;
 - c. Operator Proficiency Check report completed within the last year; and
 - d. Training records for Ground and Flight training completed within the past year.

Note: Certificates of Completion are not acceptable evidence of meeting the OTAR training and proficiency check requirements

- 2.2 All of the items listed in Section 2.1 above must be certified as true copies. An officer of the Company (Operator) shall attest these documents as a "**Certified True Copy**".

3 Training Program and Full Flight Simulator Requirement

- 3.1 OTAR Part 125.950 concerns training programs and states in part the following:
 - b. *"The training programme shall be designed to ensure that any person assigned duties in relation to the safe operation of the operator's aircraft has achieved the necessary level of competency and is able to maintain that level of competency."*
 - i. *"The training programme shall be given on a recurrent basis, at least annually, and shall include an assessment of competence."*

j. The operator shall utilise aircraft flight simulators as part of the training programme for flight crew to the maximum extent practicable.”

3.2 The requirement for a “flight simulator” listed in OTAR 125.950(j) means that if a Full Flight Simulator (FFS) exists for the aircraft type then it shall be utilized for training to meet CAACI requirements for Foreign Licence Validation.

3.3 In rare circumstances an operator may not have access to a FFS for the aircraft type being operated to conduct initial and recurrent flight training.

In this situation, the operator shall submit a proposal for an alternate means of compliance using a fixed base Flight Training Device (FTD), the actual aircraft or a combination of the two.

On an individual basis, the alternate means of compliance will require formal approval by the CAACI

4 Proficiency Checking Requirement

4.1 OTAR Part 125.1115 (a) and (b) concerns Operator Proficiency Checks and states the following:

a. The operator shall ensure that piloting technique, the use of standard operating procedures and the ability to execute emergency procedures is checked periodically in such a way as to demonstrate the pilot’s competence.

b. The operator shall ensure that a pilot’s competence to comply with the instrument flight rules is demonstrated at least every 13 months either to a check pilot of the operator or another check pilot authorised by the Governor.

4.2 The CAACI allows operators to appoint their own check pilots. These may be employees of the operator or they may be employees from an organisation that is contracted by the operator (i.e. Flight Safety, SimuFlite, CAE, etc.). The check pilots must be rated on type and be appropriately authorised in accordance with the laws and regulations of the State that issued the licence or validation, as appropriate.

4.3 When applying for pilot validations the CAACI will require proof of training and checking within the previous 12 months.

4.4 In rare circumstances an operator may not have access to a FFS for the aircraft type being operated to conduct the annual Operator Proficiency Check:

In this situation, the operator shall submit a proposal for an alternate means of compliance using a fixed base Flight Training Device (FTD), the actual aircraft or a combination of the two.

On an individual basis, the alternate means of compliance will require formal approval by the CAACI.

5 Definitions

CAACI	Civil Aviation Authority of the Cayman Islands
FFS	Full Flight Simulator
FTD	Flight Training Device
ICAO	International Civil Aviation Organization
OTAR	Overseas Territory Aviation Requirements

~END~