Pilot Licence Validation

Subject	**Guidance for Operators in obtaining a Pilot Licence Validation for Cayman Islands registered aircraft**
Issue	**02-14**
Date	**04 March 2014**

GENERAL

Cayman Islands Civil Aviation Authority (CAACI) Bulletins 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 Bulletin relates to OTAR Part 61; OTAR Part 125 Subpart I – Training and OTAR Part 125 Subpart J - Crew Member Competency Requirements.

CHANGE INFORMATION

Replaces Bulletin 02-12
Updated procedures for submitting applications for the grant or renewal of a pilot licence validation using the CAACI electronic document management system '**VP-C Online'.** (www.vp-conline.com)

ENQUIRIES

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1   Introduction

1.1   This Bulletin provides background information and guidance with regard to applying for a Pilot Licence Validation.

1.2   The Civil Aviation Authority of the Cayman Islands (CAACI) utilizes an electronic document management system 'VP-C Online' to manage all aircraft registry applications, certificates and authorizations electronically. The system makes it easier for CAACI clients to apply for the various approvals, including Pilot Licence Validations that are required for the operation of an aircraft.

1.3   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

2.1   The following documents are required to be submitted with all applications for 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. Flight training records for training within the past year.

2.2   All of the items listed above must be certified as true copies. An officer of the Company (Operator) can certify these documents as a 'Certified True Copy".

3   Training and Checking Requirements

3.1.1   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."*

3.1.2   The CAACI interprets this to mean that if a simulator exists for the aircraft type then it should be utilized for training and checking.

3.2   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.*

3.3   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.

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

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