



Advisory Circular

AC PEL 001

June 2018

SUBJECT: APPLICATION FOR LICENCES, RATINGS, CERTIFICATES, DESIGNATIONS AND AUTHORIZATIONS

DATE: JUNE 2018

1.1 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for licence, ratings, certificates, designations and authorisations under the Gambia Civil Aviation Regulations (GCAR) 2018 Part 2 - Personnel Licensing.

1.2 APPLICABILITY

This advisory circular is applied for all licence applicants and personnel certified under GCAR Part 2.

1.3 REFERENCE

FSS-PEL-FORM 003 - Application Form for Licence, Rating, Authorization, Certificate or Validation Certificate or Conversion
FSS-PEL-FORM 006 - Application Form for Knowledge and Practical Test
FSS-PEL-FORM 022 - Application Form for Medical Certificate

1.4 GENERAL INFORMATION

- A. The requirements for licences, ratings, authorizations and designations are detailed in GCAR PART 2
- B. Only ATC licence shall be issued by the Authority. Pilot, Engineer, Flight Dispatcher, Flight Engineer licences shall be either converted or validated based on valid foreign licences. Cabin Crew certificates shall be validated.
- C. The prescribed application forms for a licence, certificate, designation, authorization and ratings may be obtained in the Gambia Civil Aviation Authority (GCAA) office or its website www.gcaa.aero
- D. The requirements for grant of a licence certificate, authorization, designation and rating are to be fulfilled before the application is made, and the prospective applicant or his representative should ensure that the results of all exams or test are valid and all requirements are met before the application for the licence certificate, authorization, designation or ratings is made.
- E. The knowledge test should be passed before the practical (skill) test is conducted as provided in GCAR Part 2.

F. When all the requirements have been met, the applicant should complete the appropriate prescribed application form (FSS-PEL-FORM 003) and submit to the Personnel Licensing (PEL) Office with the required supporting documents.

G. Licences are issued after an applicant has undertaken the relevant training, and passed the required knowledge and practical (skill) tests.

H. All knowledge and practical (skill) tests are booked with the PEL Office, before the test.

I. All applications for issue of licences must be accompanied by two copies of recent (not more than six months old) passport size colour photographs.

J. Air traffic controller licences will not be issued unless the applicant holds a valid medical certificate in the appropriate class, issued by the Authority designated Medical Examiner. Prospective applicants for air traffic controller licences are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

K. Arrangements for the medical examination are made by the applicant direct to GCAA and the assessment will be performed by the authorized Medical Examiner, names of which could be obtained from the PEL office and GCAA website.

L. After satisfactory completion of the medical examination and after payment of the appropriate fee (where applicable, employer of the applicant can be billed instead of the applicant paying), the applicant will be issued the applicable medical certificate, a copy of which should be attached to the application form for the licence or instrument rating sought.

M. All the knowledge test expires 24 months after the dates endorsed on the test report.

1.5 SUBMISSION OF THE APPLICATION FORM

A. The applicant can get the application forms from the GCAA PEL office or the GCAA web site (www.gcaa.aero).

B. Before submitting the application form the applicant should ensure that:

(a) He or she is medically fit for the licence, certificate, authorization, designation or rating sought (if applicable);

(b) He or she meets eligibility requirements of the licence, certificate, authorization, designation or rating applied for concerning:

(i) Age;

(ii) The English proficiency (if applicable);

(iii) The (approved or required) training on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorization, designation or rating is sought;

(iv) The (approved or required) training;

(v) Pass in the required knowledge test on the aeronautical knowledge areas listed in the relevant regulation for which a licence, certificate, authorization, designation or rating is sought;

(vi) Pass in the required practical test on the areas of operation listed in the relevant GCAR for which a licence, certificate, authorization, designation or rating is sought;

(vii) The prescribed application form is duly completed, signed and dated; and

(ix) All the required certifications have been acquired and the supporting documents should be attached to the application form.

(b) The following documents shall be attached to the application:

- (i) The appropriate medical certificate (if applicable);
- (ii) Two recent passport size photographs (For initial issue of licence);
- (iii) Acceptable record of experience (i.e log book for pilots);
- (iv) Knowledge theoretical and practical test report;
- (v) Language proficiency test report (if applicable);
- (vi) Applicable fee receipt.

1.6 THE APPLICANT'S IDENTITY

A. The applicant shall present a national Identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

1.7 EVALUATION OF THE APPLICATION FORM

A. This is done to ensure that the correct prescribed forms for applying for the licences, ratings, certificates, authorizations, designations or ratings are completed. An applicant is required to check and read through the form and ensure that it is properly done before submitting to the PEL Office.

B. The experience should be recorded in an acceptable document ie pilot logbook or other personnel logbook.

1.8 COLLECTION OF THE COMPLETED LICENCE, CERTIFICATE, AUTHORIZATION AND DESIGNATION

A. Unless otherwise requested by the applicant, completed licences, certificates, authorizations and designations are not released by mail, but are collected from the PEL Office, by the applicant or a person authorized by the applicant to do so. The person collecting the licence from the PEL office, whether it is the applicant or an authorized agent, must sign for the collection by giving their full names date, and append their official signature on documents- release- register in the PEL Office.

1.9 GCAA ADDRESS AND CONTACT

Gambia Civil Aviation Authority
Banjul International Airport
Yundum
Tel: +220 4472839
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