

## CHAPTER 2 PERSONNEL LICENSING

### 2.1 DEFINITIONS and ABBREVIATIONS

(a) The following definitions shall apply for the purposes of this chapter.

- (1) **Accredited medical conclusion.** The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.
- (2) **Advanced flight training device.** A flight training device that has a cockpit that accurately replicates a specific make, model and type aircraft cockpit, and handling characteristics that accurately model the aircraft handling characteristics.
- (3) **Aeroplane.** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
- (4) **Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- (5) **Aircraft avionics.** A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.
- (6) **Aircraft — category.** Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.
- (7) **Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.
- (8) **Aircraft required to be operated with a co-pilot.** A type of aircraft that is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.
- (9) **Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.
- (10) **Aircraft — type of.** All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

- (11) **Airmanship.** The consistent use of judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.
- (12) **Airship.** A power driven lighter-than-air aircraft.
- (13) **Approved maintenance organization.** An organization approved by a Contracting State, in accordance with the relevant requirements of Parts 5, 6, and 9 of the Ghana Civil Aviation Regulations — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.
- (14) **Approved training.** Training conducted under special curricula and supervision approved by a Contracting State that, in the case of flight crew members, is conducted within an approved training organization.
- (15) **Approved training organisation.** An organization approved by a Contracting State in accordance with the requirements of Part 2; 2.2.6 and Part 3 to perform flight crew training and other training related to holders of licences, certificates, authorisations issued under this Part and operating under the supervision of that State.
- (16) **Balloon.** A non-power-driven lighter-than-air aircraft.  
*Note: This definition applies to free balloons.*
- (17) **Cabin Crew Member.** A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft but who shall not act as a flight crew member.  
*Note: - In these Regulations the terms 'Cabin Crew Certificates' and 'Cabin Crew Licences' used by Cabin Crew Members are interchangeable and carries the same meaning*
- (18) **Calendar month.** A period of a month beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through January 31 in the Gregorian calendar).
- (19) **Calendar year.** A period of a year beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through December 31 in the Gregorian calendar).
- (20) **Certify as airworthy (to).** To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.
- (21) **Commercial air transport operation.** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

- (22) **Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
- (23) **Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.
- (24) **Competency unit.** A discrete function consisting of a number of competency elements.
- (25) **Complex aeroplane.** An aeroplane having retractable landing gear (except in seaplanes), flaps and a controllable propeller.
- (26) **Conversion.** Conversion is the action taken by the Authority in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered by the Authority.
- (27) **Co-pilot.** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.
- (28) **Core curriculum.** A set of courses approved by the Authority, for use by an ATO and its satellite ATOs. The core curriculum consists of training that is required for licensing or aircraft ratings. It does not include training for tasks and circumstances unique to a particular user.
- (29) **Credit.** Recognition of alternative means or prior qualifications.
- (30) **Cross country.** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.
- (31) **Dual instruction time.** Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.
- (32) **Error.** An action or inaction by the flight crew that leads to deviations from organizational or flight crew intentions or expectations.
- (33) **Error management.** The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired aircraft states.

**Note:** See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) for a description of undesired aircraft states.

- (34) **Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
- (35) **Flight plan.** Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.
- (36) **Flight procedures trainer.** See Flight simulation training device.
- (37) **Flight simulation training device.** Any one of the following three types of apparatus in which flight conditions are simulated on the ground:
- A flight simulator,** which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated.
  - A flight procedures trainer,** which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;
  - A basic instrument flight trainer,** which is equipped with appropriate instruments and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.
- (38) **Flight training equipment.** Flight simulators, flight training devices and aircraft.
- (39) **Flight simulator.** See Flight simulation training device.
- (40) **Flight time — aeroplanes.** The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.
- Note: Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.*
- (41) **Flight time — helicopters.** The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.
- (42) **Glider.** A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

- (43) **Glider flight time.** The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.
- (44) **Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.
- (45) **Human performance.** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.
- (46) **High-performance aeroplane.** An aeroplane with an engine of more than 200 horsepower.
- (47) **Instrument flight time.** Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.
- (48) **Instrument ground time.** Time during which a pilot is practising, on the ground, simulated instrument flight in a synthetic flight trainer approved by the Authority.
- (49) **Instrument time.** Instrument flight time or instrument ground time.
- (50) **Licensing Section.** The Section designated by the State of Ghana within the CAA as responsible for the licensing of personnel.

The functions of this section are:

- a) assessment of an applicant's qualifications to hold a licence or rating;
  - b) issue and endorsement of licences and ratings;
  - c) designation and authorization of approved persons;
  - d) approval of training courses;
  - e) approval of the use of synthetic flight trainers and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
  - f) validation of licences issued by other ICAO Contracting States.
- (51) **Likely.** In the context of the medical provisions in Chapter 2 of LI 1824, *likely* means with a probability of occurring that is unacceptable to the Medical Assessor.
- (52) **Maintenance.** The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.
- (53) **Medical Assessment.** The evidence issued by an ICAO Contracting State that the licence holder meets specific requirements of medical fitness.

*(It is issued following an evaluation by the Licensing Section of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence).*

- (54) **Medical Assessor.** A physician qualified and experienced in the practice of aviation medicine who evaluates medical reports submitted to the Licensing Section by medical examiners.
- (55) **Medical Examiner.** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Section to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.
- (56) **Medical certificate.** The evidence issued by the Authority that the licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Authority of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence.
- (57) **Night.** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.
- Note. — Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon*
- (58) **Operating position.** An air traffic control function performed within or directly associated with a control facility.
- (59) **Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.
- (60) **Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.
- (61) **Pilot-in-command under supervision.** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Authority.
- (62) **Pilot (to).** To manipulate the flight controls of an aircraft during flight time.
- (63) **Powered-lift.** A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

- (64) **Problematic use of substances.** The use of one or more psychoactive substances by aviation personnel in a way that:
- (i) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
  - (ii) Causes or worsens an occupational, social, mental or physical problem or disorder.
- (65) **Progressive Inspection (aircraft maintenance inspection).** An inspection that may be used in place of an annual or 100-hour inspection. It has the same scope as an annual inspection, but it may be performed in increments so the aircraft does not have to be out of service for a lengthy period of time.
- (66) **Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.
- (67) **Psychosis.** A mental disorder in which the individual has manifested delusions, hallucinations, grossly bizarre or disorganised behaviour or other commonly accepted symptoms of this condition; or the individual may reasonably be expected to manifest delusions, hallucinations, grossly bizarre or disorganised behaviour or other commonly accepted symptoms of this condition.
- (68) **Quality system.** Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.
- (69) **Rated air traffic controller.** An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.
- (70) **Rating.** An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.
- (71) **Rendering (a licence) valid.** The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.
- (72) **Renewal of licence, rating, authorization or certificate.** The administrative action taken within the period of validity of a licence, rating, authorization or certificate that allows the holder to continue to exercise the privileges of a licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.
- (73) **Re-issue of a licence, rating, authorization or certificate.** The administrative action taken after a licence, rating, authorization or certificate has lapsed that re-

issues the privileges of the licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

- (74) **Route sector.** A flight comprising take off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.
- (75) **Sign a maintenance release (to).** To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Part 8.
- (76) **Significant.** In the context of the medical provisions in Chapter 2 of LI 1824, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.
- (77) **Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.
- (78) **Substance.** Alcohol, sedatives, hypnotics, anxiolytics, hallucinogens, opioids, cannabis, inhalants, central nervous system stimulants such as cocaine, amphetamines and similarly acting sympathomimetics, phencyclidine or similarly acting arylcyclohexylamines, and other psychoactive drugs and chemicals.
- (79) **Substance abuse.** Refers to -
- (i) The use of a substance in a situation in which that use was physically hazardous, if there has been at any other time an instance of the use of a substance also in a situation in which that use was physically hazardous;
  - (ii) A verified positive drug test result acquired under an anti-drug program or internal program of the Ghana Government; or
  - (iii) Misuse of a substance that the Authority, based on case history and qualified medical judgment relating to the substance involved, finds and makes the applicant unable to safely perform the duties or exercise the privileges of the airman certificate applied for or held; or may reasonably be expected, for the maximum duration of the airman medical certificate applied for or held, to make the applicant unable to perform those duties or exercise those privileges.
- (80) **Substance dependence.** A condition in which a person is dependent on a substance, other than tobacco or ordinary xanthine-containing (e.g., caffeine) beverages, as evidenced by increased tolerance; manifestation of withdrawal symptoms; impaired control of use; or continued use despite damage to physical health or impairment of social, personal or occupational functioning.
- (81) **Threat.** Events or errors that occur beyond the influence of the flight crew, increase operational complexity and must be managed to maintain the margin of safety.

(82) **Threat management.** The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired aircraft states.

*Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) for a description of undesired aircraft states.*

(83) **Validation.** The action taken by the State of Ghana as an alternative to issuing its own licence, in accepting a licence issued by another Contracting State as the equivalent of its own licence for use on aircraft registered in Ghana.

(b)The following abbreviations shall apply for the purposes of this chapter.

- (1) A - Aeroplane
- (2) AIP - Aeronautical Information Publication
- (3) AME - Aviation Medical Examiner or Aircraft Maintenance Engineer
- (4) AMO - Approved Maintenance Organisation
- (5) AOC - Air Operator Certificate
- (6) ARS - Aviation Repair Specialist
- (7) ATO - Aviation Training Organisation
- (8) ATCO - Air Traffic Controller
- (9) ATPL - Airline Transport Pilot Licence
- (10) CAA – Civil Aviation Authority
- (11) CAR(s) – Civil Aviation Regulation(s)
- (12) CAT II/III - Category II/III
- (13) cm - centimetre(s)
- (14) CPL - Commercial Pilot Licence
- (15) CRM - Crew Resource Management
- (16) dB - decibels
- (17) FE - Flight Engineer
- (18) FI - Flight Instructor
- (19) GCAA - Ghana Civil Aviation Authority
- (20) H - Helicopter
- (21) IA - Inspection Authorisation
- (22) ICAO - International Civil Aviation Organisation
- (23) IFR - Instrument Flight Rules
- (24) ILS - Instrument Landing System
- (25) IR - Instrument Rating
- (26) IRE - Instrument Rating Examiner
- (27) MCPL – Multi-Crew Pilot Licence
- (28) MPA - Multi-pilot Aeroplane
- (29) MPH - Multi-pilot Helicopter
- (30) NOTAM - Notice to airmen
- (31) PEL - Personnel Licensing and Training Section

- (32) PIC - Pilot in Command
- (33) PPL - Private Pilot Licence
- (34) QSP - Qualified Service Pilot
- (35) RT - Radiotelephony
- (36) SPA - Single-pilot Aeroplane
- (37) SPH - Single-pilot Helicopter
- (38) VFR - Visual Flight Rules

## **2.2 QUALIFICATION AND EXPERIENCE OF PEL INSPECTOR**

**2.2.1** The minimum qualification entry requirement for the Personnel Licensing Office is one of the following:

- (a) University Degree in Physical Science;
- (b) Commercial Pilot's Licence; and
- (c) Aircraft Dispatcher / Flight Operations Officer
- (d) Air Traffic Controller

**2.3 RESERVED**

**2.4 RESERVED**

**2.5 RESERVED**

**2.6 RESERVED**

## **2.7 FUNCTIONS OF THE PERSONNEL LICENSING AND TRAINING SECTION**

**2.7.1** The Ghana Civil Aviation Act (Act 678) empowers the Ghana Civil Aviation Authority to issue licences and associated ratings, validations and authorizations, subject to the Authority being satisfied that the applicant is a fit and proper person to hold the licence, rating, validation or authorization concerned, and is appropriately qualified to act in the capacity to which the licence, rating, validation, or authorization relates. Such licences, ratings, validations or authorizations entitle the holder thereof to act as members of flight crew in aircraft registered in Ghana with the privileges of the licence, rating or authorization concerned. The Authority may issue licences, ratings, validations or authorizations. The Authority may issue licences, ratings, validations or authorizations subject to such conditions, as it deems fit.

The GCAA Licensing and Training Section lies within the responsibility and Authority of the Director, Safety Regulation Department.

**2.7.2** The requirements for aviation personnel licences in Ghana are provided in Civil Aviation Regulations (CAR) Part 2. Part 3 deals with establishment and operation of Aviation Training Centers and Commercial Pilots' Course.

**2.7.3** Guidance for the Personnel Licensing Officer (PLO) is contained in ICAO Annex I, Personnel Licensing and ICAO Doc. 9379-AN/916, Manual of Procedures for Establishment of a State's Personnel Licensing System. In addition, other documents with relevant guidance material used by PEL are:

- (1) ICAO Doc. 9401, Manual on Establishment and Operation of Aviation Training Centers;
- (2) Doc. 7192, Training Manual;  
Part B-5 Integrated Commercial Pilot Course- Vol. 1 & 2;  
Part D-1 — Aircraft Maintenance (Technician/Engineer/Mechanic);  
Part D-3 — Flight Operations Officers/Flight Dispatchers;  
Part E-1 — Cabin Attendants' Safety Training;  
Part F-1 — Meteorology for Air Traffic Controllers and Pilots;
- (3) ICAO Doc 8984, Manual of Civil Aviation Medicine;
- (4) Doc 9835, Manual on the Implementation of ICAO Language Proficiency Requirements;
- (5) ICAO Doc 9683, Human Factors Training Manual;
- (6) ICAO Circulars
- (7) JAR FCL 1 and 3(Guidance only)
- (8) FAA Regulations (Guidance only)
- (9) UK FODCOMS and FAA Advisory Circulars (Guidance only)

**2.7.4** Generally, the PLO is responsible for licensing of flight crew, cabin crew, air traffic controllers and flight operations officers in the following areas:

- (a) The assessment and approval of applications for licences and ratings;
- (b) Process of applications of medical fitness assessments relating to licence requirements;
- (c) The issue of licences and ratings;
- (d) Validation of foreign licences;
- (e) Setting and marking written examinations;
- (f) Arranging testing of flight crew and/or practical tests, as appropriate, for licenses and ratings for personnel other than flight crew.
- (g) Assessment of the qualifications of military trained personnel in order to determine examination and flight test exemptions; and
- (h) The enforcement of licensing laws and regulations.

**2.7.5** PLO personnel may be involved in other duties, such as Air Operator Certification and Surveillance.

Since resources are limited at this time, it is not feasible or economical for the GCAA to establish a fully functioning examining and licensing office. Air law examinations are developed, maintained and administered to all applicants for flight crew licences. The GCAA in accordance with Annex 1 will usually render valid licences of other ICAO Contracting States. If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

**2.7.6** Some aircraft type ratings may be administered by qualified aviation safety inspectors. In summary, the GCAA may seek assistance from other States to provide those requirements, which can not, as yet, be satisfactorily carried out, and thus ensure compliance with the provisions of Annex 1 and Ghana Civil Aviation Regulations.

**2.7.7** Medical requirements are provided in CAR 2.10 and Appendix H to this Chapter.

## **2.8 GENERAL LICENSING PROCEDURES**

**2.8.1 Format / Specifications for Personnel Licences.** Ghana CAA will recognize and on that basis issue each of the types of certificates or licences identified in Annex 1, and issued by another ICAO Contracting State provided, in accordance with Article 33 to the Convention of International Civil Aviation, that licence meets the minimum ICAO Standards.

A review of Annex 1 and Ghana CAR (GCAR) will be made to ensure all of the requirements (age, knowledge, skill experience, medical fitness, etc.) for a licence or rating have been accomplished.

Licences are issued in a color-coded booklet format comprising details of the holder as recommended in ICAO Annex 1 Chapter 5 and stated in CAR .

The details of the cover pages of all licences are as follows:

- I) Republic of Ghana {Name of State (in bold type)};
- II) Title of licence (in very bold type);
- III) Serial number of the licence, in Arabic numerals, given by the Ghana Civil Aviation Authority;
- IV) Name of holder in full
- (IVa) Date of birth;
- V) Address of holder;
- VI) Nationality of holder;
- VII) Signature of holder;
- VIII) Authority and, where appropriate,, all conditions under which the licence is issued;
- IX) Certification concerning validity and authorization;
- X) Signature of officer issuing the licence and the date of such issue;
- XI) Seal or stamp of Ghana Civil Aviation Authority;
- XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
- XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges;
- XIV) Any other details desired by the Authority in issuing the licence.

The holder's photograph is affixed to the Cover Page / Title Page of the licence.

Cabin Crew Members are issued with Cabin Crew Certificates since ICAO Annex 1 does not specify the standards for the issue of a licence to Cabin Crew. However Cabin Crew Certificates are considered as Cabin Crew Licences.

Licences issued in Ghana shall be in English. When licences presented to the Authority for validation or conversion under Part 2 are issued in a language other than English, the licence shall include an English translation of at least items I),II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with CAR 2.2.4 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

**2.8.2 Minimum Age for Licence Application.** The following minimum age for all licences shall apply in Ghana:

<b>Licence</b>	<b>Minimum Age</b>
Private Pilot	17 years
Commercial Pilot	18 years
Multi-Crew Pilot	18 years
Airline Transport Pilot	21 years
Flight Engineer	18 years
Cabin Crew	18 years
Air Traffic Controller	21 years
Flight Operations Officer/ Flight Dispatcher	21 years
Aircraft Maintenance Engineer	18 years
Glider Pilot	17 years
Free Balloon Pilot	16 years
Flight Navigator	18 years
Aeronautical Station Operator	18 years

However, presently Glider and Free Balloon Pilot, Flight Navigator, and Aeronautical Station Operator Licences are not issued in Ghana.

**2.8.3 General Licence Requirements.** The requirements which have to be met for the issuing of a licence or rating, and the details upon which a concession may be given from having to comply with certain requirements are detailed hereinafter.

With regards to pilots, the normal method of recording flight time and the manner in which it will be credited toward satisfying the flying experience requirements are explained in CAR Part 2.2.8

Prospective applicants shall ensure that the results of all necessary tests and examinations (Medical, Airlaw, Language Proficiency, Ground Course, Flight, Oral, Competence and Proficiency/Skills Tests as appropriate) are

still valid by the time all requirements have been met, and the application made.

- 2.8.4 Monitoring of Training and Checking Activities.** In accordance with CAR 8.10.1.46, applicants who shall undertake training and checking towards the issue of a licence or rating, must formally inform the Authority 24 hours in advance prior to the scheduled activity.
- 2.8.5 Proof of Nationality and Date of Birth.** The Authority shall require an applicant for the initial issue of a licence to provide proof of nationality and date of birth. He/She shall be required to provide supporting evidence by including with licence application form a passport, a birth certificate or any other internationally recognized identification document.
- 2.8.6 Licence Photographs.** Applications for the issue of a licence must be accompanied by two (2) copies of a recent passport-sized photograph. The photographs should be 2.5 cm by 3.2 cm in size, in full color and showing face only without head-gear or glasses. Both photographs must show the same image.
- 2.8.7 Licence Application Package.** The application package submitted to the Personnel Licensing Office shall include the following documents: Original Licence; Original Logbook(s), if applicable; Original Medical Certificate; Proof of Nationality and Date of Birth as stated in 2.8.5; Duly completed application forms; Two (2) copies of recent stamp-sized photographs, Ground Course Certificate, Skills Test/ Competence Check Forms etc, .

*Refer to Appendix 2B for the appropriate checklist to use for accepting and processing application*

When accepting the application, the PEL Inspector should make reference to the age, knowledge, experience, skill, recent flying experience and medical requirements of Annex 1 and CAR Part 2, which pertains to the license being applied for. The PLO will process the application, and when all requirements are satisfied, issue a licence after confirming authenticity of the original licence with the issuing Authority.

- 2.8.8 Validity of Licences.** The period of validity of aviation licences issued in accordance with Part 2 of the CAR is specified therein, however is shall not extend beyond 10 years. A completely new licence including photographs will be issued on request or on a change of licence class, as appropriate.
- 2.8.9 Filing and Achieving System.** The CAA will maintain a file for each licence holder/ applicant on, which is placed all correspondence, applications, assessments, examination results and all licensing documentation. These files will be filed numerically, and this information must also be kept on computer. Personnel licensing files should not be destroyed until it is certain that a license holder is no longer living. However, aviation historians may appreciate some records, especially if the person achieved some notability in aviation. The availability of such information should therefore be carefully

controlled, as PLO files must be strictly personal and confidential. Files do not show any activity over a period of five (5) years due to lapsed licenses or other reasons could be closed and placed in quarantine for another five (5) and be available up to 10 years, then either placed in archives or destroyed.

### **2.8.10 Reserved**

### **2.8.11 Re-instatement of a lapsed professional pilot or flight engineer licence.**

Re-instatement of a lapsed professional pilot or flight engineer licence shall be as follows:

- (a) If the validity has expired by a period of more than two (2) years but not more than five (5) years refer to 2.14
- (b) If the validity has expired by a period of more than five (5) years but not more than ten (10) years, the applicant shall be required to apply in writing to the Director-General.

The request would be forwarded through the Director Safety Regulation to the Personnel Licensing Section. If the personal file for that applicant is available, all documents on the applicant's file would be reviewed to confirm if there are any deficiencies in his/her previous training due to current regulations, if he/she has previously committed any violations to any Ghana Civil Aviation Regulations, if the applicant licence has been revoked in the past or if he/she has been refused a Ghana licence in the past.

The applicant would be required to submit his original licence and logbook, and any other licence issued to him by an ICAO Contracting State.

- (c) If the applicant holds a valid licence and is actively flying on, for example, an equivalent foreign licence issued by an ICAO Contracting State, the Licensing Committee would determine if the licence can be reinstated based on the validity of the foreign licence after the authenticity of the licence has been confirmed. If a decision is made to re-instate a licence based on the validity of a licence issued by an ICAO Contracting State, the applicant would be informed about the decision and an oral Airlaw Test would be administered to the applicant prior to the issue of the Ghana licence, and upon satisfying all other requirements including submission of the appropriate application form and photographs, passing a flight test by a Ghana Flight Examiner or Check Airman or at an approved ATO and passing a medical examination by a Ghana Aeromedical Examiner.
- (d) If a decision is made by the Licensing Committee not to issue a licence based on the validity and authenticity of a licence issued by an ICAO Contracting State or if the applicant does not present evidence that he has been actively flying or instructing on the basis of a licence issued by an ICAO Member State, the applicant would be required to pass an

examination in Ghana Airlaw, a Ground Course Test and an Aircraft Rating Flight Test in respect of a type of aircraft to be entered in the licence and, if applicable an Instrument Rating Flight Test.

Upon satisfactory completion of all required tests, the applicant would be required to produce evidence of all training and tests to the Safety Regulation Department together with previously held Ghana licences or valid foreign licences issued by ICAO Contracting States, an original logbook, a valid Ghana medical certificate, two (2) recent stamp-sized photographs and the appropriate fee, for review and consideration

If all the documents are found satisfactory, the Director Safety Regulation would inform the PEL Section to process the documents for the re-issue of the applicant's licence.

- (e) If the validity of the licence has expired by a period more than ten (10) years, the applicant shall be required to pass all the theory examinations for that class of licence, before satisfying all the requirements in (b) above.
- (f) The Authority will judge each case on its merits.

#### **2.8.11.1 Re-instatement of a lapsed private pilot licence.**

*Refer to 2.14.2*

#### **2.8.12 Re-instatement of lapsed licences other than lapsed flight crew licences**

##### **2.8.12.1 Re-instatement of lapsed cabin crew certificate / licence.**

Re-instatement of a lapsed cabin crew certificate / licence shall be as follows:

- (a) If the validity has expired by a period more than two (2) years but not more than five (5) years refer to 2.15.1
- (b) If the validity has expired by a period more than five (5) years but not more than ten (10) years, the applicant shall be required to apply in writing to the Director-General.

The request would be forwarded through the Director Safety Regulation to the Personnel Licensing Section. If the personal file for that applicant is available all documents on the applicant's file would be reviewed to confirm if there are any deficiencies in his/her previous training due to current regulations, if he/she has previously committed any violations to any Ghana Civil Aviation Regulations, if the applicant licence has been revoked in the past or if he/she has been refused a Ghana licence in the past.

The applicant would be required to submit his original certificate / licence and **logbook**, and any other certificate / licence issued to him by an ICAO Contracting State.

- (c) If the applicant holds a valid licence and is actively flying on, for example an equivalent foreign licence issued by an ICAO Contracting State, the Licensing Committee would determine if the licence can be reinstated based on the validity of the foreign licence after the authenticity of the licence has been confirmed. If a decision is made to re-instate a licence based on the validity of a licence issued by an ICAO Contracting State, the applicant would be informed about the decision and upon satisfying all other requirements including submission of the appropriate application form and photographs, passing a competency check by a Designated Cabin Crew Examiner and passing a medical examination by a Ghana Aeromedical Examiner.
- (d) If a decision is made by the Licensing Committee not to issue a licence based on the validity and authenticity of a licence issued by an ICAO Contracting State or if the applicant does not present evidence that he/she has been actively flying or instructing on the basis of a licence issued by an ICAO Member State, the applicant would be required to pass, a Ground Course Test, Competency and Onboard Experience Check in respect of the type of aircraft to be entered in the licence.

Upon satisfactory completion of all required tests, the applicant would be required to produce evidence of all training and tests to the Safety Regulation Department together with previously held Ghana licences or valid foreign licences issued by ICAO Contracting States, an original logbook, a valid Ghana medical certificate, two (2) recent stamp-sized photographs and the appropriate fee, for review and consideration

If all the documents are found satisfactory, the Director Safety Regulation would inform the PEL Section to process the documents for the re-issue of the applicant's licence.

- (e) If the validity of the licence has expired by a period more than ten (10) years, the applicant shall be required to pass all the theory examinations for a cabin crew certificate / licence, before satisfying all the requirements in (c) above.
- (f) The Authority will judge each case on its merits.

#### **2.8.12.2 Re-instatement of Air Traffic Controller's Licence**

- (a) If the validity has expired by a period more than two (2) years but not more than five (5) years refer to 2.15.2

- (b) If the validity has expired by a period more than five (5) years but not more than ten (10) years, the applicant shall be required to apply in writing to the Director-General.

The request would be forwarded through the Director Safety Regulation to the Assistant Director Air Traffic Service (Audit). If the personal file for that applicant is available all documents on the applicant's file would reviewed to confirm if there are any deficiencies in his/her previous training due to current regulations or if he/she has previously committed any violations to any Ghana Civil Aviation Regulations, if the applicant licence has been revoked in the past or if he/she has been refused a Ghana licence in the past.

- (c) If the applicant holds a valid licence and is operating on, for example an equivalent foreign licence issued by an ICAO Contracting State, the Licensing Committee would determine if the licence can be reinstated based on the validity of the foreign licence after the authenticity of the licence has been confirmed. If a decision is made to re-instate a licence based on the validity of a licence issued by an ICAO Contracting State, the applicant would be informed about the decision and Personnel Licensing Section would also be informed in writing through the Director Safety Regulation.

Subsequently the applicant would be programmed for an oral rating for the station where the applicant would be operating. The oral rating is administered by a team determined by the Assistant Director ATS Audit.

If the applicant passes the oral rating, and upon satisfying all other requirements including submission of the appropriate application form and photographs, and passing a medical examination by a Ghana Aeromedical Examiner, the Assistant Director ATS Audit would forward the applicants completed documents together with a recommendation to issue or not to issue a licence, through the Director Safety Regulation to the PEL Office.

If a decision is made by the Assistant Director Air Traffic Services, not to issue a licence based on the validity and authenticity of a licence issued by an ICAO Contracting State or if the applicant does not present evidence that he has been actively controlling or instructing on the basis of a licence issued by an ICAO Contracting State, the applicant would be required to undergo on-the-job training, prior to passing an oral rating.

- (d) If the validity of the licence has expired by a period more than ten (10) years, the applicant shall be required to pass all the theory examinations for the category of licence, before satisfying all the requirements in (c) above.

- (e) The Authority will judge each case on its merits.

**2.8.12.3 Re-instatement of Lapsed Flight Operations Officers Licence**

*Being developed*

**2.8.12.4 Re-instatement of Aeronautical Station Operators Licence**

*Not developed*

**2.8.12.5 Re-instatement of Lapsed Aircraft Maintenance Engineers Licences**

*Being developed*

**2.9 TRAINING, TESTING AND EXAMINATIONS**

**2.9.1** Since the demand for general aviation or airline simulator training in Ghana could not support the costs, its citizens must be trained in other ICAO member States. This training can be achieved in many forms; by somewhat haphazard attendance at several pilot training courses over an extended period, private training schools, airline training academies and the military. Obviously, a continuous, organized course of instruction is considered to produce the best results.

**2.9.2** The CAR specifies the experience, age, knowledge and skill requirements for the issue of licences. Proof that these requirements have been met is normally implemented by requiring a candidate to pass certain written examinations and undergo a practical test of skill. After validating a pilot's documentation and before a Ghanaian pilot's licence is issued, the pilot will be required to pass an air law test.

**2.9.3** A Civil Aviation Authority can approve individuals and organizations for any specific function. In the training and licensing sense the term "approved person" usually refers to a qualified person who would be given authority to perform a testing or examining function on behalf of the CAA. An "approved organization" could mean an airline maintenance section which could be approved for the practical training of aviation maintenance engineer apprentices. A private Company running a flying school could be approved. A flying instructor not necessarily employed by the CAA could be approved to carry out flight testing on behalf of the Authority. An "approved person" normally is given a letter of authorization or a certificate signed by the CAA showing the specific privileges of the holder and identifying him as a person designated by the CAA to perform specific tasks. Likewise, an "approved organization" would be granted a certificate or similar document which would provide similar information. Such authorizations by the CAA must be verified by the PLO.

**2.9.4 Approved Training:** By definition means training carried out under special curricula and supervision approved by the Civil Aviation Authority. To accept the approvals, authorizations, or qualifications of an operator or ASI in another ICAO State and before a Ghana licence, certificate, etc. is issued, the GCAA must first have the candidate provide the course curricula and duration, and second, prove that the provider was approved by the State authority for that activity.

**2.9.5** The CAA may authorize persons or organizations to conduct training, examinations and tests on its behalf. The names of these persons or organizations will be maintained on a register, which must be kept up to date. Periodic surveillance of these persons and organizations must be carried out by PEL. The following standards must be met before designating any person:

**2.9.6** Approved person as a Check Airman/Airline Training Captain must have carried out a minimum of:

- (a) 1000 hours flight time as pilot-in-command
- (b) 50 hours flight instruction
- (c) 50 hours night flight time; including not less than 40 hours as pilot-in-command
- (d) 20 hours night flight instruction
- (e) 40 hours instrument flight time; and
- (f) 100 hours on Aircraft type

**2.9.7** Approved person as an airline Designated Examiner must have carried out a minimum of:

- (a) 2000 hours flight time as pilot-in-command
- (b) 500 hours flight instruction
- (c) 300 hours night flight time, including not less than 180 hours as pilot-in-command
- (d) 100 hours night flight instruction
- (e) 300 hours instrument flight time
- (f) 400 hours cross-country flight instruction time and
- (g) 100 hours on aircraft type

**2.9.8** Approved person authorized to conduct flight tests for a private pilot license must have carried out a minimum of:

- (a) 1000 hours flight time as pilot-in-command
- (b) 500 hours flight instruction
- (c) 50 hours night flight time, including not less than 40 hours as pilot-in-command
- (d) 30 hours night flight instruction
- (e) 40 hours instrument flight time and
- (f) 100 hours cross-country flight instruction time

**2.9.9** Examinations (Written and Oral)

- (a) The GCAA shall develop examination questions for the issue of licences under Part 2 for the following courses and subject matter:
  - (1) Ghana Airlaw for Pilots
  - (2) Ghana Airlaw for Engineers
  - (3) Private Pilot Ground School
  - (4) Multi-engine Ground School
  - (5) Commercial Pilot Ground School
  - (6) Airline Transport Pilot Ground School

- (7) Instrument Rating Ground School
  - (8) Type Rating for each type of aircraft on Ghana Civil Register
  - (9) Ghana Airlaw for Flight Operations Officers / Flight Dispatchers
  - (10) Oral Rating Examinations for Air Traffic Controllers
  - (11) Cabin Crew Ground School Examinations
- (b) The GCAA shall also authorize approved training organizations to conduct examinations in (a) above on behalf of the Authority.
- (c) When an authorization is given to an ATO/TRTO, the GCAA should be informed at least seven (7) days in advance prior to conducting any such examinations to enable availability and positioning of a GCAA Inspector(s).
- (d) The examination paper will be selected by the GCAA Inspector from the choice of four (4) sets of questions.
- (e) The Authority shall be responsible for marking and assessment of the examinations.
- (f) The lifespan of each examination shall be two (2) years for quality and security reasons.

## **2.10 REQUIREMENTS FOR CONVERSION AND ISSUE OF LICENCES AND CERTIFICATES**

### **2.10.1 PRIVATE PILOT'S LICENCE**

The applicant must:

- a.** Hold at least a valid Private Pilot's Licence with a Radio-Telephony (RT) Licence, both issued by the same ICAO Member State and must be in conformance with the provisions of Annex 1.
- b.** Be at least 17 years.
- c.** (1) **For aeroplanes;** Have at least 40 flying hours with 10 hours solo including 5 hour cross country, one long cross country of 270km (150NM) with 2 landings to a full stop at different airports, etc.  
(2) **For helicopters;** Have completed 40 hours as pilot of a helicopter. The 40 hours experience on helicopters may be reduced to 30 hours if the applicant is the holder of a licence to fly aeroplanes, or if he is a pilot not holding a licence, he has more than 40 hours pilot in command experience on aeroplanes.  
Of the 40 hours:
  - (i) At least 12 hours dual instruction on helicopters is required; and
  - (ii) At least 10 hours as pilot-in-command of a helicopter is required, of which at least 3 hours must have been carried out on cross-country flights, including a cross-country flight of 180 km (100 nm) with 2 landings not less than 45 km (25 nm) distant from the point of departure. The cross-country flight is not required in the case of the holder of a current licence to fly aeroplanes.
  - (iii) In addition, an applicant is required to have at least 10 hours as pilot-in-command on the first type of helicopter to be endorsed on the licence, and at least 5 hours as pilot on any subsequent type, provided that this 5 hours may be reduced in the case of a pilot with considerable experience on similar types of helicopter.
- d.** Hold at least a valid Class 2 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- e.** Be current. i.e., within the last 13 months period, applicant must have at least accumulated 5 hours flying time with 3 take-offs and landings in Group A machines or helicopters certificated for single-pilot. Evidence of currency must be properly recorded in applicant's logbook.
- f.** Write and pass the Ghana Air Law Examination. The examination is based on the Aeronautical Information Publication (AIP) and the

current Ghana Civil Aviation Regulations (GCARs). The pass mark is 70 percent.

Applicants from an Approved Training Organisation must pass all technical examinations based on subject matter in CAR IS: 3.2.1.1(c)

- g.** Present originals of foreign licence, current class 2 medical, two passport sized pictures, and both current and previous logbooks.
- h.** Submit a completed application form.
- i.** Pay a total fee of US\$ 270.00.

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant will be notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

## 2.10.2 COMMERCIAL PILOT'S LICENCE

The applicant must:

- a. Hold at least a valid Commercial Pilot's Licence with a Radio-Telephony (RT) Licence, both issued by the same ICAO Member State and must be in conformance with the provisions of Annex 1.
- b. Be at least 18 years.
- c. (1) **For aeroplanes:** Have completed not less than 200 hours of flight time, or 150 hours if completed during a course of approved training, as a pilot of aeroplanes.  
Applicants who require a class rating or endorsement for high performance aeroplanes (HPA) require additional knowledge, if he/she has not completed the ATPL (A) knowledge requirement.  
(2) **For helicopters:** Have at least 150 hours as pilot-in-command or pilot-under-instruction of aeroplanes or helicopters, of which not less than 100 hours must be pilot of helicopters. The helicopter flying must include not less than:
  - (i) 35 hours as pilot-in-command, which may include any of the PIC time specified below;
  - (ii) 10 hours cross-country or over water flying as PIC, which must include a flight by day with a landing at a place not less than 50 nautical miles from the point of departure and a flight by night of not less than 50 nautical miles. Cross-country or over water flying time at night may be counted toward the next requirement; and
  - (iii) 10 hours instruction in instrument flying of which not more than 5 hours may be instruction in an Authority approved flight simulation training device.
  - (iv) Flight time in microlight aeroplanes and in self-launching motor gliders may not be counted toward satisfying the 150 hours flying experience required.
- d. Hold a valid Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- e. Be current. i.e. should have a valid Proficiency Flight Test (PFT) within the last 6 months and Instrument Rating (I/R) Test conducted by a GCAA Designated Examiner or Check Airman in an approved simulator and / or aircraft and must have completed at least completed 3 take-offs and landings on an aircraft of which the type is on the Ghana Civil Aircraft Register. The period of validity for PFT and I/R are 6 months and 12 months respectively and the PFT should be performed on an aircraft of which the type is on the Ghana Civil Aircraft Register. Evidence of currency must be properly endorsed in the applicant's licence and also properly recorded in applicant's logbook. Properly completed and signed Flight Test Forms may also be required.

- f.** Write and pass the Ghana Air Law Examination. The examination is based on the Aeronautical Information Publication (AIP) and the current Ghana Civil Aviation Regulations (GCARs). The pass mark is 70 percent.
- g.** Present originals of foreign licence, current class 1 medical, two passport sized pictures, and both current and previous logbooks.
- h.** Submit a completed application form.
- i.** Pay a total fee of US\$ 370.00

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### 2.10.3 AIRLINE TRANSPORT PILOT'S LICENCE

The applicant must:

- a. Hold a valid Airline Transport Pilot's Licence with a Radio-Telephony (RT) Licence, both issued by the same ICAO Member State and must be in conformance with the provisions of Annex 1.
- b. Be at least 21 years.
- c.
  - (1) **For Aeroplanes:** At least have 1500 flying hours with at least 150 hours as actual pilot in command hours.
  - (2) **For helicopters:** Have completed not less than 1000 hours of flight time as a pilot of helicopters. Out of the 1000 hours not less than:-
    - (i) 250 hours, either as pilot-in-command, or made up by not less than 100 hours as pilot in command and the necessary additional flight time as co-pilot performing under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, provided that the method of supervision employed is agreed in advance by the Authority;
    - (ii) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, provided that the method of supervision employed is agreed beforehand by the Authority;
    - (iii) 30 hours of instrument time, of which not more than 10 hours may be instrument simulator time; and
    - (v) 50 hours of night flight as pilot-in-command or as co-pilot.
    - (vi) The remainder of the experience required may comprise flight time in aeroplanes or helicopters in any of the following capacities:-
      - (A) As PIC of helicopters counted in full;
      - (B) As pilot-under-instruction in a helicopter counted in full;
      - (C) As PIC U/S in a helicopter counted in full up to a maximum of 365 hours, including the 150 hours permitted under paragraph (A). Time in this capacity above 365 hours may only be counted at half rate; that is, one hour credit for every two hours flown;
      - (D) As co-pilot on a helicopter certified for two pilots, counted at half rate; that is, one hour credit for every two hours flown up to a maximum of 400 hours counted as 200 hours; and
      - (E) As a pilot-in-command in aeroplanes counted as one hour for every two hours flown up to a maximum of 400 hours counted as 200 hours.

- d.** Hold a valid Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- e.** Be current. i.e., Should have a valid Proficiency Flight Test (PFT) and Instrument Rating (I/R). The period of validity for PFT and I/R are 6 months and 12 months respectively and the PFT should be performed on an aircraft of which the type is on the Ghana Civil Aircraft Register. Evidence of currency must be properly endorsed in the applicant's licence and also properly recorded in applicant's logbook. Properly completed and signed Flight Test Forms may also be required.
- f.** Write and pass the Ghana Air Law Examination. The examination is based on the Aeronautical Information Publication (AIP) and the current Ghana Civil Aviation Regulations (GCARs). The pass mark is 70 percent.
- g.** Present originals of foreign licence, current class 1 medical, two passport sized pictures, and both current and previous logbooks.
- h.** Submit a completed application form.
- i.** Pay a total fee of US\$ 370.00

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. Its issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

#### **2.10.4 FLIGHT ENGINEER'S LICENCE**

The applicant must:

- a.** Hold at a valid Flight Engineer's Licence issued by an ICAO Member State and must be in conformance with the provisions of Annex 1.
- b.** Be at least 18 years.
- c.** At least have 100 flying hours.
- d.** Hold a valid Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- e.** Be current. i.e., should have a valid Proficiency Flight Test (PFT). The period of validity for PFT is 6 months and the PFT should be performed on an aircraft of which the type is on the Ghana Civil Aircraft Register. Evidence of currency must be properly endorsed in the applicant's licence and also properly recorded in applicant's logbook. Properly completed and signed Flight Test Forms may also be required.
- f.** Present originals of foreign licence, current class 1 medical, two passport-sized pictures, and both current and previous logbooks.
- g.** Submit a completed application form.
- h.** Pay a fee of US\$ 250.00

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### **2.10.5 FLIGHT OPERATIONS OFFICER'S LICENCE**

The applicant must:

- a.** Hold at least a valid Flight Operations Officer's/Flight Dispatcher Licence issued by an ICAO Member State and must be in conformance with the provisions of Annex 1 or a certificate of training at a GCAA approved training organization.
- b.** Be at least 21 years.
- c.** Be current. i.e., should have a valid Proficiency check. The period of validity for Proficiency check is 12 months and the Proficiency check should be performed on an aircraft of which the type is on the Ghana Civil Aircraft Register. Evidence of currency must be properly endorsed in the applicant's licence.
- d.** Present originals of foreign licence and two passport-sized pictures.
- e.** Submit a completed application form.
- f.** Pay a fee of US\$ 270.00

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### **2.10.6 AIR TRAFFIC CONTROLLER'S LICENCE**

The applicant must:

- a.** Hold either an Air Traffic Controller's Licence issued by an ICAO member state or a certificate of training at a GCAA approved training organization.
- b.** Receive an approved on-the-job training at a GCAA facility under the supervision of an appropriately rated ATC officer / instructor.
- c.** Be at least 21 years.
- d.** Hold at least a valid Class 3 or higher Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- e.** Pass an oral rating exams based on the local procedures of the station where ratings are sought. The pass mark is 70 percent.
- f.** Present originals of foreign licence, current class 3 or higher medical, certificates of training and two passport sized pictures.
- j.** Submit a completed application form.

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### **2.10.7 CABIN CREW CERTIFICATES**

The applicant must:

- a.** Hold either a Cabin Crew Certificate or Licence issued by an ICAO member state or a certificate of training at a GCAA approved training organization.
- b.** Be at least 18 years.
- c.** Hold at least a valid Cabin Class Medical Certificate issued by a Ghana CAA Authorised Medical Examiner (AME).
- d.** Pass an exam on aviation history, regulatory aspects; aviation terminology and terms of reference; theory of flight and aircraft operations; physiology of flight; duties and responsibilities of cabin crew; emergency procedures; carriage of dangerous goods; human factors; hygiene; aviation medicine and first-aid. The pass mark is 70 percent.
- e.** Present originals of foreign certificate or licence, current class 3 or higher medical certificate, certificates of training and two passport sized pictures.
- k.** Submit a completed application form.

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be converted.

### **2.10.8 VALIDATION OF A FOREIGN LICENCE OR CERTIFICATE**

- a.** The requirements for the issue of a foreign country's licence must be to the equivalent standard for a similar Ghanaian licence. In a case where the requirements of a foreign country are lower than that of the Republic of Ghana, the Director-General may direct that an applicant meet the higher requirement before granting a validation.
- b.** No validation will be considered if a prospective applicant has been refused a licence in Ghana before, or if the applicant's Ghanaian license has been revoked in the past or if he/she has been refused a Ghana licence in the past.
- c.** A foreign licence issued by an ICAO Member State may be accepted for validation provided that the licence itself is valid in all respects i.e., Medical, Instrument Rating and Proficiency Check. The requirements for the validation of a foreign licence are the same as for the conversion of a particular licence type into a Ghanaian

licence including the writing of the Ghana Air Law Examination, if applicable.

- d. The maximum period of validity for a validation certificate issued by the GCAA is only six (6) months from the day of issuance, which is also subject to the validity period of the foreign licence, which ever comes first. Also under normal circumstances, a validation certificate cannot be renewed after it has expired. A foreign licence may be validated for a second period of six months upon approval of the Director Safety Regulation, if all requirements are duly met. Holders of validated certificates who intend to continue flying a Ghana registered aircraft may apply for a full Ghana licence.
- e. The total required fees for the validation of a private licence and professional flight crew licence are \$270.00 and \$370.00 respectively. However, the fee for the validation of a foreign Flight Engineer's licence is \$250.00.

**NOTE:** A foreign licence with less than 28 days to expiry date cannot be validated and likewise an expired/lapsed foreign licence. The issuing authority must renew such a licence before it can be validated

**NOTE 2:** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

## **2.11 ISSUE OF LICENCES**

### **2.11.1 GENERAL REQUIREMENTS**

#### **2.11.1.1 CONFIRMATION OF VALIDITY AND AUTHENTICITY OF NON-GHANAIAN FLIGHT CREW LICENSES**

When an application is received from the holder of a non-Ghanaian flight crew licence for the grant of a Ghanaian licence or a validation, the issuing Authority of such a licence must be requested to confirm its validity and authenticity.

The request for confirmation should be made by letter unless the information is urgently required in which case a telephone call or fax message should be made. Letters will be originated by the Manager (PEL).

When confirmation is on telephone, the details of the contact person should be noted.

The text of the fax or e-mail message, if sent should contain:

- (1) The full name of the applicant;
- (2) Date of birth
- (3) Licence number;
- (4) Title of licence;
- (5) Privileges;
- (6) Aircraft and other ratings;
- (7) Validity of licence;
- (8) Remarks, conditions or limitations on the licence
- (9) Any relevant information that may affect Ghana licence issue.

The foreign Licensing Authority should be requested to confirm these details.

**2.11.1.2** If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, a letter of a rejection would be sent to the applicant indicating the Authority's decision of not accepting licences which are not in conformance with ICAO Annex 1.

**2.11.1.3** When licences presented to the Authority for validation or conversion under the provisions of Part 2 of the CAR are issued in a language other than English, the licence shall include an English translation of at least items I),II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with CAR 2.2.4 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

## **2.11.2 ISSUANCE OF THE PRIVATE PILOT'S LICENCE**

**2.11.2.1** Application for the grant or conversion of a Private Pilot's Licence hereafter referred to as PPL, shall be made on the prescribed form (GCAA Form 406). For the conversion of a foreign PPL, the applicant shall also submit the following in addition to the duly completed application form to the Director of Safety Regulation hereafter referred to as DSR.

- i.** A valid original foreign PPL with Radio Telephony (RT) licence both issued by the same issuing authority who must be an ICAO Member State. The foreign licence shall also be in conformance with the provisions of Annex 1;
- ii.** An original and current Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner;
- iii.** Current and previous log books with entries properly made and endorsed;
- iv.** Two passport size pictures taken within the last six months; and
- v.** Completed Flight Test Forms to show evidence of currency if available.

**2.11.2.2** The DSR shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration.

If the application is acceptable, the applicant shall be invited to the PEL Office to write the Ghana Air Law Examination and pay the appropriate fees at the Accounts Department to cover the issuance of the licence and examination if the licence and documents are found to be authentic and the applicant passes the examination. The pass mark is 75%. If the applicant does not qualify he/she is notified to collect the presented documents from the PEL Office.

**2.11.2.3** The Committee shall notify the PEL Office to verify the authenticity of the documents from the issuing authority of the applicant's licence and documents by any appropriate means. (See 2.11.1.1) When all doubts are cleared, the committee shall advise the PEL office to issue the licence being requested for, in accordance with the general requirements in the Inspector's Handbook. Experience and knowledge requirements can be found in CAR Part 2.

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority of the licence must renew such a licence before it can be converted.

### **2.11.3 ISSUANCE OF PROFESSIONAL PILOT'S LICENCE**

*(Job Aid Form 421)*

**2.11.3.1** Application for the grant or conversion of a Commercial Pilot's Licence or an Airline Transport Pilot's Licence hereafter referred to as CPL or ATPL respectively, shall be made on the prescribed form (GCAA Form 400).

**2.11.3.2** In the case of a conversion of a foreign CPL or ATPL, the applicant shall also submit the following in addition to the duly completed application form to the Director of Safety Regulations hereafter referred to as DSR:

- i. A valid original foreign CPL or ATPL with Radio Telephony (RT) licence both issued by the same issuing authority who must be an ICAO Member State. The foreign licence shall also be in conformance with the provisions of Annex 1;

*Note: Applicants who require a class rating or endorsement for a high performance aircraft (HPA) require additional knowledge, if the applicant has not completed the ATPL knowledge requirements. See IS: 2.3.3.4 for ATPL knowledge.*

- ii. An original and current Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner;
- iii. Current and previous log books with entries properly made and endorsed either by the issuing authority of the applicant's licence or airline (employer);
- iv. Two passport size pictures taken within the last six months;
- v. Completed Flight Test Forms to show evidence of currency if the currency of the proficiency test and instrument rating are not endorsed in the applicant's licence; and
- vi. An evidence of a Type Rating.

**2.11.3.3** The DSR shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration.

The Committee shall notify the PEL Office to verify the authenticity of the documents from the issuing authority of the applicant's licence and documents by any appropriate means. (See 2.11.1.1)

**2.11.3.4** For an application for a Commercial Pilot Licence, if the applicant has completed the knowledge requirement for ATPL ('frozen ATPL') from a Civil Aviation Authority that issued the original licence and there exists an agreement between that CAA and the GCAA, or if the ATPL knowledge test was taken by at a Training Organisation that has an agreement with GCAA, the Licensing Committee shall consider the issue of a Commercial Pilot Licence with the appropriate privileges, subject to the applicant satisfying all other requirements.

If the application is acceptable, the applicant shall be invited to the PEL Office to write the Ghana Air Law Examination and pay the appropriate fees at the Accounts Department to cover the issuance of the licence and examination if the licence and documents are found to be authentic and the applicant passes the examination. The pass mark is 75%. If the applicant does not qualify a letter of a rejection would be sent to the applicant indicating the Authority's decision and to collect the presented documents from the PEL Office

If the applicant does not possess a 'frozen ATPL', the applicant would be informed of the limitation associated with such licences.

When all doubts are cleared, the committee shall advise the PEL office to issue the licence being requested for, in accordance with the general requirements in the Inspector's Handbook. Experience and knowledge requirements can be found in the CAR Part 2.

**2.11.3.4** In the case of an upgrade from a Ghana CPL to ATPL, the applicant shall also show evidence of passing the written ATPL examination with a CAA or Training Organisation that has entered into an agreement with the GCAA for such purposes. In addition, evidence of a flying experience of 1500 hours or more must properly be recorded in the applicant's logbooks. No local air law examination is required in this situation the applicant took this exam to qualify for his/her initial Ghana CPL. The guidelines and breakdown to arrive at the 1500 flying hours experience minimum is found in 2.11.4 below

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence. The issuing authority of the licence must renew such a licence before it can be converted.

#### **2.11.4 KNOWLEDGE AND EXPERIENCE REQUIREMENT FOR THE ISSUE OF COMMERCIAL PILOT'S LICENSE**

**2.11.4.1** Generally, all applicants for the conversion of foreign licences must meet the experience requirements contained in ICAO Annex 1. This is applicable where the applicant attended a continuous ab-initio training at an approved school in an advanced aviation nation. In this case the Instrument Rating flight test should be on a multi-engine aircraft.

**2.11.4.2** If the applicant did not carry out the training in an approved school, he/she must produce logbook evidence of 500 hours total flying. The logbook must be certified by the Chief Flying Instructor or the Manager of the Organization.

**2.11.4.3** Applicants who require a class rating or endorsement for high performance aeroplanes (HPA) require additional knowledge, if he/she has not completed the ATPL (A) knowledge requirement.

*Refer to IS: 2.3.3.3 appendix A(3) commercial pilot licence (A) knowledge and to IS: 2.3.3.4 appendix A(3) airline transport pilot licence (A)(3) knowledge requirements.*

Syllabus for ATPL knowledge requirements can be found in Appendix J

**2.11.5 RESERVED**

**2.11.6 RESERVED**

#### **2.11.7 ISSUANCE OF THE FLIGHT ENGINEER'S LICENCE**

(Job Aid Form 421)

**2.11.7.1** Application for the grant or conversion of a Flight Engineer's Licence hereafter referred to as FE Licence, shall be made on the prescribed form (GCAA Form 407). For the conversion of a foreign FE Licence, the applicant shall also submit the following in addition to the duly completed application form to the Director of Safety Regulations hereafter referred to as DSR.

- i.** A valid original foreign FE Licence issued by an authority of an ICAO Member State. The foreign licence shall also be in conformance with the provisions of Annex 1;
- ii.** An original and current Class 1 Medical Certificate issued by a Ghana CAA Authorised Medical Examiner;
- iii.** Current and previous log books with entries properly made and endorsed either by the issuing authority of the applicant's licence or airline (employer);
- iv.** Two passport size pictures taken within the last six months;

- v. Completed Flight Test Forms to show evidence of currency if the currency of the proficiency test is not endorsed in the applicant's licence; and
- vi. An evidence of a Type Rating.

**2.11.7.2** The DSR shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The applicant shall then be invited to the PEL Office to pay the appropriate fees at the Accounts Department to cover the issuance of the licence if the licence and documents are found to be authentic and also the applicant qualifies for the request. The local air law examination is not required for the conversion of the FE Licence. If the applicant does not qualify he/she is notified to collect the presented documents from the PEL Office.

**2.11.7.3** The Committee shall notify the PEL Office to verify the authenticity of the documents from the issuing authority of the applicant's licence and documents by any appropriate means. (See 2.11.1.1) When all doubts are cleared, the committee shall advise the PEL office to issue the licence being requested for in accordance with the general requirements in the Inspector's Handbook. Experience and knowledge requirements can be found in the CAR Part 2.

**NOTE:** A foreign licence or FAA FEX with less than 28 days to its expiry date cannot be converted and likewise an expired/lapsed foreign licence or FEX. The issuing authority of the licence or FEX must renew such a licence or a new FEX should be acquired before it can be converted.

**2.11.8 ISSUANCE OF FLIGHT OPERATIONS OFFICER / FLIGHT DISPATCHER LICENCE**

See Appendix 2E

**2.11.9 ISSUANCE OF AIR TRAFFIC CONTROLLER'S LICENCE**

See Job Aid Form 423

**2.11.10 CABIN CREW CERTIFICATES**

See Job Aid Form 424

### **2.11.11 VALIDATION OF PPL, CPL, ATPL AND FE LICENCES**

*See Job Aid Form 427*

**2.11.11.1** Application for the grant of a validation certificate for PPL, CPL, ATPL and FE shall be made on the prescribed form (GCAA Form 401). In addition to the duly completed application form, the applicant shall also submit the following documents to the Director of Safety Regulation hereafter referred to as DSR.

- (a) A Photo Identification with the applicant's signature.
- (b) A valid original foreign PPL, CPL, ATPL or FE Licence with Radio Telephony (RT) licence both issued by the same issuing authority who must be an ICAO Member State. For FEs, RT Licence is not required. The foreign licence shall also be in conformance with the provisions of Annex 1, If the foreign licence submitted to the Personnel Licensing Office is not in conformance with Annex 1, the applicant is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office;
- (c) Evidence of a current and appropriate Class of a Medical Certificate issued by an Authorised Medical Examiner of the issuing authority of the licence;
- (d) Current and previous log books with entries properly made and endorsed either by the issuing authority of the applicant's licence or a designated official of the applicant's airline (employer);
- (e) One passport size picture taken within the last six months;
- (f) Completed Flight Test Forms to show evidence of currency if the currency of the proficiency test and instrument rating are not endorsed in the applicant's licence; and
- (g) An evidence of a Type Rating.

**2.11.11.2** The DSR shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The applicant shall then be invited to the PEL Office to write the Ghana Air Law Examination and pay the appropriate fees at the Accounts Department to cover the issuance of the licence and examination if the licence and documents are found to be authentic and the applicant passes the examination. The pass mark is 70%. If the applicant does not qualify he/she is notified to collect the presented documents from the PEL Office.

**2.11.11.3** The Committee shall notify the PEL Office to verify the authenticity of the documents from the issuing authority of the applicant's licence and documents by any appropriate means. (See 2.11.1.1) When all doubts are cleared, the committee shall advise the PEL office to issue the licence being requested for in accordance with the general requirements in the Inspector's Handbook. Experience and knowledge requirements can be found in the CAR Part 2, which are also in conformance with the provisions of Annex 1.

**NOTE:** A foreign licence with less than 28 days to its expiry date cannot be validated and likewise an expired/lapsed foreign licence. The issuing authority of the licence must renew such a licence before it can be validated.

### **2.11.12 VALIDATION OF CABIN CREW LICENCES**

**2.11.12.1** Application for the grant of a validation of cabin crew competency certificate shall be made on the prescribed form (GCAA Form 401). In addition to the duly completed application form, the applicant shall also submit the following documents to the DSR:

- (a) A Photo Identification with the applicant's signature.
- (b) A valid original foreign Cabin Crew Member Certificate/Licence issued by an ICAO Contracting State;
- (c) Evidence of a current and appropriate Class of a Medical Certificate issued by an Authorised Medical Examiner of the issuing authority of the licence;
- (d) Current and previous log books where applicable, with entries properly made and endorsed either by the issuing authority of the applicant's certificate/licence or a designated official of the applicant's airline (employer);
- (e) Two stamp-sized photographs taken within the last six months;
- (f) Results of a competency test conducted within the last 12 months to show evidence of currency; and
- (g) Evidence of the competency on the aircraft type in the certificate/licence.

**2.11.12.2** The DSR shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The Committee shall notify the PEL Office to verify the authenticity of the documents from the issuing authority of the applicant's certificate/licence and documents by any appropriate means. (See ASI Handbook 1, 2.11.1.1)

- (i) If the documents are found to be authentic, the applicant shall then be invited to pay the appropriate fees at the Accounts Department to cover the issuance of the certificate/licence
- (ii) If the applicant does not qualify he/she is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

## **2.11.12 SERVICE PILOTS REQUIRING PRIVATE PILOTS LICENSES – AEROPLANES**

**2.11.12.1** Service pilots in current flying practice (including pilots who have left the service and whose date of last air experience on Service Aircraft is within the preceding six months)

### **Requirements:**

- (i) Pass the Aviation law, Flight Rules and Procedures Examination
- (ii) At least five hours pilot-in-command flying experience in preceding 12 months
- (iii) Initial Medical Examination

**2.11.12.2** Ex-Qualified Service Pilots

The requirements are dependent on the lapse of time between the date of last pilot-in-command flight in the Service and the application for the license.

### **1. 6 to 12 months lapse**

Requirements are the same as those for QSP in current flying practice but the applicant will be required to hold a valid Medical Certificate in order to complete the five hours recency flying.

### **2. 12 to 24 months lapse**

Requirements:

- (i) Pass the Aviation law, Flight Rules and Procedures Examination
- (ii) Must complete three hours pilot-in-command cross-country flying including one flight during which the applicant made two intermediate stops, one of which must have been at least 50NM from the aerodrome at which the flight began.
- (iii) Complete flight test for Groups required
- (iv) Initial Medical Examination

### **3. Over 24 months lapse**

Full requirements for the initial issue must be completed. The applicants previous flying will count towards the overall replacement of 40 hours.

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## **2.12 RENEWAL OF LICENCES & CERTIFICATES**

### **2.12.1 PRIVATE PILOT LICENCES**

*Under development*

### **2.12.2 PROFESSIONAL PILOTS LICENCE**

*See Job Aid Form 424*

**2.12.2.1** An applicant for the renewal of a Professional Pilot's Licence shall meet the following requirements:

- a.** Produce Class 1 Medical Assessment Issued by GCAA Authorized Medical Examiner.
- b.** Must have recency experience of 10 hours Pilot-in-Command flying or 20 hours P1 under supervision, within the last 12 months.
- c.** Must pass a proficiency flights test with GCAA delegated Type Rating Examiner.
- d.** Must have Current Instrument Rating signed by GCAA delegated Instrument Rating Examiner.
- e.** Submit duly completed renewal application form together with the appropriate fee to the Safety Regulation Department.
- f.** Must meet requirements in current Civil Aviation Regulations.

### **2.12.3 FLIGHT ENGINEER'S LICENCES**

*See Job Aid Form 424 (Appendix 2B)*

### **2.12.4 FLIGHT OPERATIONS OFFICER LICENCES**

*See Job Aid (Appendix 2B)*

### **2.12.5 CABIN CREW CERTIFICATES**

*See Job Aid (Appendix 2B)*

### **2.12.6 AIR TRAFFIC CONTROLLER'S LICENCE**

*See Job Aid Form 423 (Appendix 2B)*

### **2.12.7 FLIGHT INSTRUCTOR RATING**

*Under development*

## **2.13 ENDORSEMENT OF LICENCES**

### **2.13.1 PILOT LICENCES**

See Job Aid Form 424 (Appendix 2B)

### **2.13.2 FLIGHT ENGINEERS LICENCES**

See Job Aid Form 424 (Appendix 2B)

### **2.13.3 FLIGHT OPERATIONS OFFICER'S LICENCES**

Under development

### **2.13.4 AIR TRAFFIC CONTROLLER'S LICENCES**

See Job Aid (Appendix 2B)

### **2.13.5 ENDORSEMENT OF CABIN CREW CERTIFICATES**

See Job Aid (Appendix 2B)

## **2.14 REINSTATEMENT OF PILOT AND FLIGHT ENGINEER LICENCES**

### **2.14.1 Reinstatement of a Lapsed Professional Pilot's Licence or Flight Engineer's Licence**

- (a) If a Professional Pilot or Flight Engineer licence has expired for a period of two calendar years or more but less than five years, the holder shall write to the Director General and the following documents shall be attached to the application letter.
- (1) A current Ground Course Certificate on the type of aircraft the lapsed licence holder wishes to resume flying if it is a large or heavy aircraft;
  - (2) A current duly completed flight test form for both Instrument Rating (IR) and Proficiency check (PFT) on the type where applicable;
  - (3) The original of a current Class 1 medical certificate issued by a Ghana CAA Authorised Medical Examiner;
  - (4) Current certificates in Crew Resource Management (CRM) and company Procedures & Policies;
  - (5) Current and previous log books with entries of the new flight test (IR and PFT) properly entered where applicable;
- (b) The Director General shall forward the application to the Director Safety Regulations (DSR). The DSR shall also forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The applicant shall then be invited to the PEL Office to pay the appropriate fees at the Accounts Department to cover the reinstatement of the lapsed licence if the documents are found to be authentic and also the applicant qualifies for the request. If the applicant does not qualify he/she is notified to collect the presented documents from the PEL Office.
- (c) The Committee shall notify the PEL Office to verify the authenticity of the documents from the training facility and also Authority that carries out safety oversight surveillance of the facility by any appropriate means. When all doubts are cleared, the committee shall advise the PEL office to reinstate the lapsed licence.

### **2.14.2 Reinstatement of a Lapsed Non-Professional Pilot's Licence**

- (a) In order to get a Private Pilot's Licence reinstated, the holder shall write to the Director General declaring his/her intentions. The Director General shall forward the application to the Director Safety Regulations (DSR). The DSR shall also notify the Licensing Committee through the Personnel Licensing (PEL) office. The applicant shall be tested by or on behalf of the CAA in the following subjects: airlaw, aircraft general knowledge, flight performance and planning, human performance, meteorology, navigation operational procedures, principles of flight and radio telephony. The pass mark for the examination shall be 70%.
- (b) If the applicants performance in exams are found satisfactory, he/she shall be required to do at least 5 hours of an approved flight training and program with at least 3 take offs and 3 full stop landings. This shall include at least 2 hours of dual instruction with an approved instructor to cover all maneuvers and emergency procedures. The remaining 3 hours out of the 5 hours shall be solo flights which must include one cross country flight not less than 150NM. Finally a designated Ghana CAA check airman will conduct a flight test and recommend that the applicant's licence be reinstated if the check airman finds his/her performance satisfactory.
- (c) When all the above requirements are met the applicant shall then be invited to the PEL Office to pay the appropriate fees at the Accounts Department to cover the reinstatement of the non-professional licence.

**NOTE:** All the above flying exercises and test shall be properly recorded in the applicant's logbook.

## **2.15 REINSTATEMENT OF LICENCES OTHER THAN FLIGHT CREW LICENCES**

### **2.15.1 Reinstatement of a Lapsed Cabin Crew Certificate or Licence**

- (a) If a Cabin Crew Certificate/Licence has expired for a period of two calendar years or more but less than five years, an AOC holder shall on behalf of the Cabin Crew Certificate/ Licence holder write to the Director General and the following documents shall be attached to the application letter.
- (1) A current Ground School Course Certificate on the type of aircraft the lapsed licence holder wishes to resume flying;
  - (2) A current duly completed Initial Onboard Experience(IOE) and Competency Check form on the type;
  - (3) The original of a current **Cabin Crew Class** medical certificate issued by a Ghana CAA Authorised Medical Examiner;
  - (4) **Current certificates in Crew Resource Management (CRM) and company Procedures & Policies;**
  - (5) **Current and previous log books with entries of the applicable tests properly entered.**
- (b) The Director General shall forward the application to the Director Safety Regulations (DSR). The DSR shall also forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The Committee shall notify the PEL Office to verify the authenticity of the documents from the training facility and also Authority that carries out safety oversight surveillance of the facility by any appropriate means. When all doubts are cleared, the committee shall advise the PEL office to reinstate the lapsed licence.
- (c) The applicant shall then be invited to the PEL Office to pay the appropriate fees at the Accounts Department to cover the reinstatement of the lapsed licence if the documents are found to be authentic and also the applicant qualifies for the request.
- (d) If the applicant does not qualify he/she is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### **2.15.2 Reinstatement of a Lapsed Air Traffic Controller's Licence**

- (a) If an Air Traffic Controller licence has expired for a period of two calendar years or more but less than five calendar years, the Director Air Traffic Services would write to the Director Safety Regulation on behalf of the holder of the licence with the following documents attached to the application letter.
- (1) A letter or statement from the Director Air Traffic Services attesting that an Oral Rating Examination has been conducted for the applicant and he/she has successfully passed the examination with a minimum mark of 70%, for the station where the applicant would be required to operate;
  - (2) A comprehensive on-the-job training record in accordance with ATC Procedures, signed by ATC On-Job-Training Instructor(s);
  - (3) The original of a current Class 1 medical certificate issued by a Ghana CAA Authorised Medical Examiner;
- (b) The Director Safety Regulations shall forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The Committee shall notify the PEL Office to verify the authenticity of all accompanying documents with the Assistant Deputy Director Air Traffic Services Audit. When all doubts are cleared, the committee shall advise the PEL office to reinstate the lapsed licence.
- (c) The applicant shall then be invited to the PEL Office to pay the appropriate fees at the Accounts Department to cover the reinstatement of the lapsed licence if all other documents are found satisfactory.
- (d) If the applicant does not qualify he/she is notified in writing, stating reasons for the refusal and to collect the presented documents from the PEL Office.

### **2.15.3 Re-instatement of Lapsed Flight Operations Officers Licence**

Reserved

### **2.15.4 Re-instatement of Aeronautical Station Operators Licence**

Reserved

### **2.15.5 Re-instatement of Lapsed Aircraft Maintenance Engineers Licences**

Reserved

## **2.16 RE-ISSUANCE OF A LOST LICENCE**

**2.16.1** Application for the issue of a duplicate licence or certificate (when the original licence is lost either through theft or an accident or by any other means) shall be made in writing by the licence holder and addressed to the Director General with the following attached:

- i.** A police report about the lost licence;
- ii.** A letter from the licence holder's employers on the same subject if the lost licence is a professional licence (i.e., CPL, ATPL, FE Licence, ATC Licence, Cabin Crew Certificate etc.); and
- iii.** Two passport size pictures taken within the last six months.

**2.16.2** The Director General shall forward the application to the Director, Safety Regulation (DSR). The DSR shall also forward the application and accompanying documents to the Licensing Committee through the Personnel Licensing (PEL) office for scrutiny and consideration. The applicant shall then be invited to the PEL Office and be advised to pay the appropriate fees at the Accounts Department to cover the issuance of the duplicate licence or certificate.

**NOTE:** Any licence or certificate holder who loses his/her licence through a theft or an accident or by any means shall immediately inform the local police of the area where the licence was lost. If circumstances do not permit the licence holder to make such a report to the local police in a foreign country, then he/she shall make such a report as soon as practicable to the Airport Police Station upon landing in Accra from a foreign trip. In this case the Accra Airport Police Station shall issue the Police Report.

## **2.17 REVOCATION / SUSPENSION OF LICENCES**

*Refer to Part 1; 1.2.1.5 of CARs*

## **2.18 ADMINISTRATIVE APPEALS**

### **2.18.1 Appealable Decisions**

The holder of a licence against whom a decision has been made by an Aviation Safety Inspector (PEL) may appeal to the Director General.

An applicant may appeal only on the grounds that (a) the Inspector's decision was arbitrary, capricious, or not supported by substantial evidence in the record on which he/she took action; or (b) the procedures used to reach the decision were contrary to the policies and procedures. The appellant's burden of proof is a preponderance or greater weight of the evidence.

The Inspector's decision may be appealed only if the appellant has first exercised its option to undergo further consideration of that decision by the Inspector and that review has been completed in accordance with the procedures specified in this Handbook.

### **2.18.2 Filing an Appeal**

Within 28 days of the date of the receipt of letter reporting the Authority's decision, the applicant shall submit his/her appeal to the Director General. The appeal should include a full written explanation of the grounds for appeal. The explanation should not introduce evidentiary matters not included in the record before the Inspector at that time of his/her decision. The appellant shall also transmit a copy of the appeal to the Director Safety Regulation.

### **2.18.3 Scope and Basis for Appeal**

An appeal of an Inspector's decision shall be on the Authority's record. All written material that the Inspector considered in reaching his/her decision constitutes the record. An appeal shall not introduce evidentiary matters not included in the record before the Authority.

The Authority shall provide complete copies of the record to the Appeal Panel within 7 days of the appointment of the Appeal Panel, as described below. The Authority may also choose to submit a written statement further explaining the decision. This statement shall not introduce evidentiary matters not included in the record.

### **2.18.4 Appointment of an Appeal Panel**

The Authority shall maintain a list of 10 persons (legal, technical experts and operational personnel) to serve on ad hoc appeal panels. The list shall be reviewed and modified as appropriate. All members of ad hoc appeal panels shall be selected from that list.

To consider a specific appeal, at least five persons shall be selected from the ad hoc appeal panel, none of whom shall have a conflict of interest with the process leading to the decision being appealed. Appointment of the Panel shall be completed within 3 days of the receipt of the appeal.

### **2.18.5 Appeal Hearing**

The Panel chairperson shall schedule a hearing on the appeal to occur within 10 days of receipt of the appeal and shall notify the Appellant and the Inspector, of the time and place thereof. Each shall appear in person and present his/her case.

After the hearing, the Panel shall meet in closed session, to consider its decision which shall be by majority vote of the Panel.

### **2.18.6 Panel Decision and Report**

The function of the Panel shall be to review the record and to determine whether the Inspector followed required procedures, properly applied the regulations, and based its decision on evidence that was in the record before the decision was made. The Panel shall determine whether or not there was sufficient probative evidence before the Authority that would justify its decision. The Panel may (a) affirm the Inspector's decision that was appealed, or (b) refer the case to the Director General for reconsideration in light of the Panel's findings regarding procedural violations or substantive errors in the Inspector's decision. The Panel may make recommendations for appropriate action and disposition in a manner consistent with the findings of the Panel.

The report of the Panel will state its decision and the basis for it. The Panel will transmit its report within 7 days of its decision to the Director General. The final decision shall be available to the applicant.

When a decision is referred, the Director General shall reconsider the previous decision not later than 21 days. Thereafter, the decision taken will be transmitted to the applicant. Reconsidered decisions are final, and no further appeals process is available at the Director General's level except by taking legal action.

### **2.18.7 Summary of Time Lines**

The following summarizes the time lines in the appeal process, beginning from the date an appealable decision is transmitted to an applicant from the Authority.

- Applicant submits appeal within 28 days of Inspector/Director Safety Regulation decision letter;
- Appeal Panel is appointed within 3 days of receipt of appeal;
- The Director General forwards to the Appeal Panel within 2 days of the appointment of the Appeal Panel, a copy of the record made before the Authority and any written statement further explaining the decision;
- Appeal Hearing (or meeting to consider written appeal) occurs within 5 days of the appointment of the Appeal Panel;
- Appeal Panel transmits final decisions and its basis within 5 days of Appeal Hearing to the Director General.
- If decision is referred, Director General considers its previous decision no later than 21 days and made the result available to the appellant.

### **2.18.8 Costs of Appeals**

All costs incurred in connection with the appeal will be borne by the applicant.

## **2.19 APPOINTMENT OF AUTHORISED MEDICAL EXAMINERS (AMEs)**

**2.19.1** Application for the grant of an Authorised Medical Examiner (AME) shall be made in writing. The following shall be enclosed in with the application and shall be addressed to the Director General (DG) of the Authority.

- i.** Copy of a Diploma Certificate in Aviation Medicine to testify that the applicant has successfully completed this Course in an approved institution besides his/her basic qualification as a medical practitioner or as a specialist;
- ii.** Copies of the applicant's previous and current appointment letters or certificates from the various Civil Aviation Authorities as an AME if the applicant has previously been appointed as an AME in another state or other states;
- iii.** Evidence of attending at least one external symposium per year where by the applicant is already a practicing AME of another state or other states; and
- iv.** A curriculum vitae.

**2.19.2** The DG shall forward the application and accompanying documents to the Director Safety Regulation (DSR) for scrutiny and consideration. The (DSR) shall forward to GCAA Medical Assessors and Medical Board for recommendation CAR 2.5.1.6 b(1). The GCAA Medical Assessors and Medical Board recommendations shall be forwarded to (DSR).

Subsequently Appendix H shall be applied and after satisfactory compliance by the prospective Medical Examiner, further recommendations shall be sent to the DSR.

The DSR shall instruct the PEL Office to issue an appointment letter to the applicant as an AME for the Authority. An appropriate fee must be paid to the Authority before the appointment letter is given to the successful AME. The fees are \$200.00 for locally based AMEs and \$500.00 for foreign-based AMEs. Also it is required that a successful AME must maintain a current version of Annex 1, Chapter 6 and ICAO Manual of Civil Aviation Medicine (Doc. 8984)

Unsuccessful applicants are informed of their shortcomings and are encouraged to reapply whenever they are able to meet all the requirements.

*See Appendix H for full details of AME Certification and Supervision*

## **2.20 TECHNICAL SUPERVISION AND CONTROL OF DESIGNATED AUTHORISED MEDICAL EXAMINERS**

**2.20.1** The DG shall empower in writing to the Medical Board to perform periodic checks on GCAA authorised medical examiners.

### **2.20.2 Checklist for supervision and control of AMEs**

1. Check and confirm guidance material being used by AME (CAR, Annex 1, Doc 8984 and other important medical publication.
2. Review requirements in 2.18.
3. Confirm procedure and equipment for E. C. G examination.
4. Properly equipped Laboratory.
5. Confirm procedure for Respiratory system checks.
6. Confirm procedure for checking audiometric examinations and check procedure for ensuring noise levels are equivalent to cockpit environment is used.  
(check pure tone audiometer)
7. Check and confirm lighting for eye test is adequate for cockpit day and night environment.
8. Procedure for proper documentation of crew medical history, E. C. G, Audio. etc

**2.20.3** The Medical Board shall upon completing the inspection submit a report to the Authority. The report is filed on the AME's file.

*See Appendix H for full details of AME Certification and Supervision*

**2.21 LIST OF MEDICAL EXAMINERS**

- |  |   |
|--|---|
| <p>1. Dr. R. O. Addai<br/>Castle Drive Clinic<br/>P. O. Box KA 9229<br/>Airport – Accra</p> <p>Tel: 233-21-662700</p>  | <p>2. Dr. F. F. T. Djabannor<br/>St. Lukes Clinic<br/>P. O. Box KA 9226<br/>Airport – Accra</p> <p>Tel: 233-21-775405</p> |
| <p>3. Dr. P. J. Chapman<br/>Caledonian House<br/>Reigate Road<br/>Hookword, Surrey<br/>RH6 OAP<br/>United Kingdom</p> <p>Tel: 0044-1293-776996<br/>Fax: 0044-1293-823649</p> <p>E-mail: <a href="mailto:avmed@drchapman.co.uk">avmed@drchapman.co.uk</a><br/><a href="mailto:medical@drchapman.co.uk">medical@drchapman.co.uk</a></p> <p>Website: <a href="http://www.drchapman.co.uk">www.drchapman.co.uk</a></p> | <p>4. Reserved</p>  |
| <p>5. Reserved</p>   | <p>6. Reserved</p>  |
| <p>7. Reserved</p>   | <p>8. Reserved</p>  |
| <p>9. Dr. Roger Akel<br/>Magrudy’s Shopping Mall, Jumeirah<br/>2<sup>nd</sup> Floor; Beach Road<br/>P. O. Box 11962<br/>Dubai - UAE.</p> <p>Tel: 9714-3442773<br/>Fax: 9714-3446937</p>  | <p>10. Reserved</p>   |

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## 2.22 CONTACT PERSONS / E-MAIL ADDRESSES AT THE PEL SECTION

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