



# CL: O-PEL005A

July 2008

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## CHECK LIST FOR THE VALIDATION OF FOREIGN FLIGHT CREW LICENCE AND RATINGS

Item	The name of the document and action	Remarks*		
		S	NS	NA
1	<b>Application Form</b> – check if all items are filled out properly			
2	<b>Photo identification card or Passport</b> – compare to Application Form and check personal details			
	- Name in Full			
	- Date of birth – check if the age of the applicant is appropriate to the licence			
	- Nationality -			
3	<b>Private Pilot Licence<sup>1</sup></b>			
	<b>Commercial Pilot Licence<sup>1</sup></b>			
	<b>Airline Transport Pilot Licence<sup>1</sup></b>			
	<b>Flight Engineer Licence<sup>1</sup></b>			
	<b>Instrument Rating</b>			
	<b>Category, class and type rating</b>			
	- Check if foreign licence is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Compare personal details to photo identification card or Passport			
	- Check the dates of issue and expiry			

<sup>1</sup> The applicant for a certificate of validation shall use only one foreign licence as a basis for obtaining a certificate of validation

\*Remarks (mark appropriate): S – Satisfactory; NS – Not Satisfactory; NA – Not Applicable

	- Check and confirm the data below – prepare a request to TCAA of issue of the licence for confirmation of licence, ratings and medical certificate			
	- Check if the applicant or his/her licence			
	(i) is not under an order of revocation or suspension by the country that issued the licence			
	(ii) does not contain an endorsement stating that the applicant has not met all of the standards of ICAO for that licence			
	(iii) does not currently hold a flight crew license issued by the Authority			
	(iv) holds a valid flight crew licence as noted in par.3, issued by a TCAA other than the Authority			
	(v) holds a valid medical certificate issued by the contracting state that issued the licence			
	(vi) Meets the applicable aeronautical experience requirements for the licence privileges sought.			
	(vii) except as the Authority may decide otherwise has passed air law, flight rules and procedures examinations, and a flight checkout, as applicable			

		S	N	NA
<b>4</b>	<b>Medical certificate</b> – check personal details and			
	- Check if medical certificate is submitted in the English language or accompanied by an English language translation that is signed by an official or representative of the foreign aviation authority that issued the foreign licence			
	- Check if issued by authorised medical examiner – compare to 3(v)			
	- Class 1 medical certificate for ATPL, CPL, PPL with IR, and FEL			
	- Class 2 medical certificate for PPL without Instrument Rating			
	- Limitations on medical certificate			
	- Check the dates of issue and expiry of medical certificate			
<b>5</b>	<b>Proficiency in English language</b> - Check if the applicant has met the requirements of English language proficiency in accordance with the requirements contained in the TCARs			
<b>6</b>	<b>Personal logbook and photocopies of the relevant page(s)</b>			
	- Compare personal details to photo identification card or Passport - Check clarity, record keeping and the endorsements pertaining to the category, class or type rating			
<b>7</b>	<b>Other records substantiating the flight experience shown on the Application Form</b>			
<b>8</b>	<b>Two (2) recent passport size photographs</b> (full face); if applicable.			

\*Remarks (mark appropriate): S – Satisfactory; NS – Not Satisfactory; NA – Not Applicable

9	Copy of work permit – if applicable			
10	Payment of the applicable fees			
11	If others – specify ..... .....			

**GENERAL REMARKS AND RECOMMENDATIONS**

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Date.....

PEL Officer’s Name and Signature.....

**\*Remarks (mark appropriate): S – Satisfactory; NS – Not Satisfactory; NA – Not Applicable**