



GENERAL LICENSING PROCEDURES

AIR NAVIGATION ORDER

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A. AUTHORITY:

A1. This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4(3), 360 and all other enabling provisions of the Civil Aviation Rules, 1994 (CARs, 94).

B. PURPOSE:

B1. This ANO aims at standardizing the basic licensing procedures that are applicable to all types of licenses, certificates and approval issued in conformance to ICAO Annex-1; PCAA Personnel Licensing Office.

C. SCOPE:

C1. This ANO relates to the rules concerning Personnel Licensing policy and licensing procedures for licenses issued under Parts V, VII and XIX of CARs, 94 and ICAO Annex 1.

C2. All Flight Crew, wishing to be licensed or certificated or who are already licensed or certificated shall comply with the instructions contained in this ANO and all relevant Air Navigation Orders.

C3. All Flight Operations Officers wishing to be licensed or certificated or who are already licensed or certificated shall comply with the instructions contained in this ANO and all relevant Air Navigation Orders.

C4. All Aircraft Maintenance Engineers wishing to be licensed (LWTR) or certificated or who are already licensed or certificated shall also comply with the instructions contained in this ANO, relevant Air Navigation Orders and Airworthiness Notices.

C5. All Air Traffic Controllers wishing to be licensed or certificated or who are already licensed or certificated shall comply with the instructions contained in this ANO, and relevant Air Navigation Orders and Manual of Air Traffic Services.

C6. All persons wishing to be certificated or who are already certificated from abroad for recreational activities on Ultra-light Vehicles, Sport Aircraft, Hang Gliders, Experimental Aircraft and Powered Parachutes shall comply with the instructions contained in this ANO and the relevant Air Navigation Orders.

C7. All persons holding Cabin Competency Certificate or intend to hold Cabin Competency Certificate (Cabin Crew) shall comply with the instructions contained in this ANO and relevant Air Navigation Orders.

D. DESCRIPTION:

D1. DEFINITIONS:

The following terms shall have the meanings assigned to them hereunder. Any other term not defined here shall have the same meanings as given in Civil Aviation Ordinance, 1960 and Civil Aviation Rules, 1994

D1.1 AUTHORITY:

The Civil Aviation Authority established under section 3 of Civil Aviation Authority Ordinance 1982.

D1.2 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 operations or other experts as necessary.

D1.3 **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.

D1.4 **AERONAUTICAL EXPERIENCE:**

Experience gained during flight time as a member of an operating crew of an aircraft and experience gained during simulated flight as a member of the operating crew of an approved Synthetic Flight Trainer.

D1.5 **AERIAL WORK:**

Flight operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation, patrol, search and rescue, and aerial advertisement etc.

D1.6 **AIRCRAFT – CATEGORY:**

Classification of aircraft according to specified basic characteristics, e.g., aeroplane, helicopter, glider, free balloon.

D1.7 **AIRCRAFT – CERTIFICATED FOR SINGLE- PILOT OPERATION:**

A type of aircraft which the State of Registry has determined, during the certification process, that can be operated safely with a minimum crew of one pilot.

D1.8 **AIRCRAFT – SIMILAR TYPE OF:**

All aircraft of the same basic design including modifications thereto except those modifications, which result in a change in handling or flight characteristics.

D1.9 **AIRWORTHINESS NOTICES:**

Notices issued by the Competent Authority, under CARs'94.

D1.10 **AIR NAVIGATION ORDER:**

Order issued by the Director General, Civil Aviation Authority under CARs'94.

D1.11 **AIR SAFETY CIRCULARS:**

Circulars issued by the Director General Civil Aviation Authority or authorized person under Rule 4 of CARs 94.

D1.12 **AGRICULTURAL OPERATIONS:**

The broadcasting of chemicals, seeds, fertilizers and other substances on aircraft for agricultural purposes, including purposes of pest and disease control.

D1.13 **APPROVED BY THE AUTHORITY:**

Approved by the Director General, Civil Aviation Authority or his/her delegated representative.

D1.14 **APPROVED PERSON:**

A person approved in writing by an authorized person as a Designated Examiner / Instructor.

D1.15 **APPROVED TRAINING PROGRAM:**

A training program established by an Operator under Rule 193 of CARs, 94 and approved by the Competent Authority.

D1.16 **APPROVED FLIGHT SIMULATOR:**

An approved Synthetic Flight Trainer.

D1.17 **ASYMMETRIC FLIGHT:**

The flight of a multi-engine aeroplane, other than a Centre-line thrust aeroplane, with one or more of its engines inoperative.

D1.18 **AUTHORISED PERSON:**

Authorised Person is an approved person.

D1.19 **AUTHORIZED MEDICAL EXAMINER:**

An approved Doctor, qualified in Aviation Medicine, who may conduct medical examinations for issue and renewal of Medical Assessments of any class for grant of a licence or Certificate specified in this ANO.

D1.20 **AVIATION TRAINING CENTRE:**

Aviation Training Centre is a training centre approved by the Licensing Authority; and whose training is acceptable to the Licensing Authority for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.

D1.21 **CATEGORY OF AIRCRAFT:**

See Aircraft – category

D1.22 **CERTIFICATE:**

A Certificate issued to a person under the CARs, 94 or under Air Navigation Orders.

D1.23 **CHARTER OPERATIONS:**

The flight operations in which an aircraft is used for the carriage of passengers or cargo for hire or reward; and any reference to "charter" has a corresponding meaning:

D1.23.1 to and from any place but not in accordance with fixed schedules to and from fixed terminals; or

D1.23.2 in accordance with fixed schedules to and from fixed terminals in circumstances in which the accommodation in the aircraft is not available for use by members of the public;

D1.24 **COMPETENT AUTHORITY:**

The Director General, Civil Aviation Authority (DG CAA) or an authorized person.

D1.25 **CO-PILOT (P-2) :**

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.

D1.26 **CROSS COUNTRY:**

The flight for the purpose of either visual or radio navigation. This may constitute either a single leg to a destination other than the point of departure, or a number of sectors terminating at either the point of departure or another destination.

D1.27 **DESIGNATED CHECK PILOT (DCP) :**

A Pilot, who may conduct tests and checks on behalf of the Licensing Authority. His/her privileges may include those of a Designated Training Pilot or Instructor.

D1.28 **DESIGNATED CHECK FLIGHT ENGINEER (DCFE) :**

A Flight Engineer, who may conduct tests and checks on behalf of the Licensing Authority. His/her privileges may include those of a Designated Training Flight Engineer or Instructor.

D1.29 **DESIGNATED CHECK AIR TRAFFIC CONTROLLER (DCATCO) :**

An approved Air Traffic Controller, who may conduct tests and checks on behalf of the Licensing Authority. His/her privileges may include those of an OJT Instructor.

D1.30 **DESIGNATED CHECK CABIN ATTENDANT (DCCA) :**

An approved Cabin Attendant, who may conduct tests and checks on behalf of the Licensing Authority. His/her privileges may include those of an Instructor.

D1.31 **DUAL CONTROLS:**

An arrangement of ground, flight and engine controls such that either pilot can operate the aircraft in a normal or conventional manner during ground and flight operations. Notwithstanding the foregoing, nose wheel steering is excepted where an aircraft is designed to have nosed wheel steering operated only from the left seat.

D1.32 **DUAL FLIGHT INSTRUCTION TIME (P-3) :**

Flight time during which a pilot is receiving flight instruction from a properly authorized or rated flight Instructor pilot on board a dual control aircraft.

D1.33 **DUAL INSTRUMENT FLIGHT INSTRUCTION TIME (P-3) :**

Time during which a pilot is piloting an aircraft solely by reference to instruments under instruction from a properly authorized or Rated Flight Instructor Pilot.

D1.34 **EVALUATION FLIGHT:**

Flight conducted to evaluate the performance and proficiency level of a person as appropriate to the licence or rating applied for.

D1.35 **ATS FLIGHT PLAN:**

Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

D1.36 **FLIGHT TIME:**

The total time from the moment an aircraft first moves under its own power for the purpose of taking off until the moment at which it comes to rest at the end of a flight.

D1.37 **LIGHT RADIOTELEPHONY OPERATOR'S LICENCE (FRTOL):**

Either issued separately or has been endorsed on the Student Pilot Licence. In case of Private and higher category of Pilot's Licences; the privileges of this licence has been included in the main licence privileges.

D1.38 **LICENSING AUTHORITY:**

The Authority established by the Director General, Civil Aviation Authority responsible for Licensing of personnel under the CARs, 94. Licensing Authority is deemed to be responsible for:

D1.38.1 assessment of an applicant's qualifications to hold a licence or rating;

D1.38.2 issue and endorsement of licences and ratings;

D1.38.3 designation and authorization of approved persons;

D1.38.4 approval of training courses;

D1.38.5 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;

D1.38.6 constitution and approval of Medical board,

D1.38.7 assessment and approval of accredited medical conclusion, and

D1.38.8 validation of licences issued by other Contracting States.

D1.39 **LIGHTER THAN AIR AIRCRAFT:**

An aircraft supported chiefly by its buoyancy in the air.

D1.40 **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.

D1.41 **HANG GLIDER:**

Heavier-than-air vehicle "that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine. The device has a capacity for not more than two occupants.

D1.42 **INSPECTOR:**

A qualified person authorized by the state to carry out oversight activities for civil aviation.

D1.43 **INSTRUMENT RATED TRAINING CENTRE:**

A Training Centre that provides instrument training under a flying school licence and Air Operator Certificate issued under the Civil Aviation Rules' 94.

D1.44 **INSTRUMENT FLIGHT TIME:**

Time during which a person is piloting an aircraft solely by reference to instruments and without external reference points.

D1.45 **INSTRUMENT GROUND TIME:**

Time during which a pilot is practicing on the ground simulated instrument flight in an approved Synthetic Flight Trainer.

D1.46 **MEDICAL ASSESSMENT:**

The evidence issued by Licensing Authority that the holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licensing Authority of the reports submitted by the authorized medical examiner(s) who conducted the examination of the applicant for the licence.

D1.47 **MULTI-PILOT OPERATION AIRCRAFT:**

An aircraft manufactured by the manufacturer for multi-pilot operation or certificated by the Competent Authority for multi-pilot operation in accordance of nature and type of operation or Regular Public Transport Operation.

D1.48 **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 under CARs'94.

D1.49 **OPERATIONAL FLIGHT PLAN:**

Specified information provided to a pilot in command relative to an intended flight or series of flights or portion of a flight from one destination to another destination.

D1.50 **PERSONNEL LICENSING OFFICE (PLO):**

The office which implements the Personnel Licensing policy of the CAA; and handles all matters dealing with Personnel Licensing.

D1.51 **POWERED PARACHUTE:**

A parachute that allows a person to take-off, restart-in-flight and lands the parachute under power. The Device:

D1.51.1 has a capacity for not more than two occupants;

D1.51.2 has a gross weight not exceeding 470 pounds;

D1.51.3 unless otherwise approved by the Competent Authority, has a stall speed not exceeding 25 KCAS.

D1.52 **RATED FLIGHT INSTRUCTOR:**

The holder of a Flight Instructor Rating endorsed on a current and valid pilot licence authorizing the holder to give practical flight instruction.

D1.53 **RATING:**

An authorization entered on or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence or certificate.

D1.54 **SOLO FLIGHT TIME:**

Flight time during which a student pilot is the sole occupant of an aircraft.

D1.55 **SYNTHETIC FLIGHT TRAINER:**

Any one of the following three type of an approved apparatus in which flight conditions are simulated on the ground:

D1.56 **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;

D1.57 **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;

D1.58 **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.

D1.59 **PORTS AEROPLANE:**

An amateur built vehicle that:

D1.59.1 has a capacity for not more than two occupants;

D1.59.2 has a gross weight not exceeding 1200 pounds;

D1.59.3 Unless otherwise approved by the Competent Authority, has a stall speed not exceeding 52 KCAS.

D1.60 **ULTRA LIGHT VEHICLE:**

An aeronautical vehicle that:

D1.60.1 Weighs not more than 500 pounds empty weight, excluding fuel, floats and safety devices which are intended for deployment in a potentially catastrophic situation;

D1.60.2 Has a fuel capacity not exceeding 15 US gallons;

D1.60.3 Is not capable of more than 85 KCAS at full power in level flight; and,

D1.60.4 Unless otherwise approved by the Competent Authority, has a power-off stall speed not exceeding 45 KCAS.

D2. LICENSING POLICY:

The licensing policy is designed to:

D2.1 Conform to the Chicago Convention.

D2.2 Conform to the ICAO Annex 1.

- D2.3 Adhere to Annex 1 Standards and Recommended Practices.
- D2.4 Closely adhere to the ICAO guidance material.
- D2.5 Closely adhere to the relevant ICAO safety related practices.
- D2.6 Validation Certificates will be issued based on foreign licences in exceptional circumstances based on the national need, on a case to case basis subject to meeting additional requirements; and with limitations as considered necessary.
- D2.7 Restricted Licences will be issued up to CPL on the basis of a Foreign Licence in exceptional circumstances. The Restriction, as a minimum, will contain a clause that the holder can exercise the privileges of his/her Licence when accompanied by an Instructor.
- D2.8 Foreign flying hours will be accepted when duly verified by the Civil Aviation Authority of the concerned State. Military experience will be accepted when duly verified by the service or concerned department. The Licences/Certificates will be issued subject to the applicant having met the required examination, skill and medical checks requirements as outlined in the Air Navigation Orders.
- D2.9 Licenses of crew of foreign registered wet leased aircraft operating with Pakistani AOC holders will be rendered valid subject to terms agreed in 'Transfer Agreement' between the State of Registry and State of Operator.

D3. LICENSING PROCESS:

The general Licensing process shall be as under:

- D3.1 Meet prescribed eligibility criteria.
- D3.2 Aviation Training Organization is approved in accordance with prescribed criteria.
- D3.3 Training program and syllabus are approved.
- D3.4 Instructors, supervisors meet prescribed criteria.
- D3.5 Training device meets the prescribed criteria.
- D3.6 Check Person meets the prescribed criteria.
- D3.7 Applicant has the prescribed medical class.
- D3.8 Prescribed ground training program completed.
- D3.9 Prescribed flying training, if applicable, completed.
- D3.10 Prescribed on the job training, if applicable, completed.
- D3.11 Prescribed experience, if applicable, completed.
- D3.12 Passed CAA Examinations.
- D3.13 Passed CAA Skill tests.
- D3.14 Passed CAA Oral test, if applicable or considered necessary by Licensing Authority.
- D3.15 Paid all CAA dues.

D4. INTERNAL DOCUMENTS:

- D4.1 Civil Aviation Rules, 1994 (CARs, 94)
- D4.2 Air Navigation Orders.
- D4.3 Airworthiness Notices.
- D4.4 Manual of Air Traffic Services.
- D4.5 Aeronautical Information Publication (AIP)
- D4.6 Personnel Licensing Manual
- D4.7 Any other Instructions issued by the Licensing Authority.

D5. EXTERNAL DOCUMENTS:

- D5.1 ICAO Annex 1 and related Documents.
- D5.2 ICAO Annex 2.
- D5.3 ICAO Annex 10.
- D5.4 ICAO Annex 18.
- D5.5 Operators Documents.

D6. DIFFERENCES WITH ICAO:

- D6.1 As filed with ICAO.

D7. LICENCES, CERTIFICATES AND RATINGS:

The provisions in this ANO apply to the following:

D7.1 LICENCES FOR PILOTS:

- D7.1.1 Flight Radio Telephony Operator Licence (FRTOL).
- D7.1.2 Student Pilot License (SPL)
- D7.1.3 Private Pilot Licence – Aeroplane (PPL-A)
- D7.1.4 Private Pilot Licence – Helicopter (PPL-H)
- D7.1.5 Commercial Pilot Licence – Aeroplane (CPL-A)
- D7.1.6 Commercial Pilot Licence – Helicopter (CPL-H)
- D7.1.7 Airline Transport Pilot Licence – Aeroplane (ATPL-A)
- D7.1.8 Airline Transport Pilot License – Helicopter (ATPL-H)
- D7.1.9 Multi-Crew Pilot Licence (MPL)
- D7.1.10 Glider Pilot Licence (GPL)
- D7.1.11 Balloon Pilot Licence. (BPL)

D8. LICENCES FOR FLIGHT CREW OTHER THAN PILOTS:

- D8.1 Student Flight Engineer Licence (SFEL)
- D8.2 Flight Engineer Licence (FEL)

D8.3 LICENCES FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS:

- D8.3.1 Aircraft Maintenance Engineer Licence (Without Aircraft Type Rating - LWTR)
- D8.3.2 Air Traffic Controller Licence (ATCL)
- D8.3.3 Flight Operation Officer Licence (FOOL)

D8.4 RATINGS – PILOTS:

- D8.4.1 Aircraft Type Rating
- D8.4.2 Flight Instructor Rating (FI)
- D8.4.3 Instrument Rating (IR)
- D8.4.4 Agricultural Rating (AGR)
- D8.4.5 Glider Instructor Rating (GIR)

- D8.4.6 Tow Rating (TR)
- D8.4.7 Type Rated Instructor (TRI)
- D8.4.8 Type Rated Examiner (TRE)
- D8.4.9 Synthetic Flight Instructor (SFI)
- D8.4.10 Synthetic Flight Examiner (SFE)
- D8.5 **RATINGS - FLIGHT ENGINEERS:**
- D8.5.1 Aircraft Type rating
- D8.6 **RATINGS - AIR TRAFFIC CONTROLLERS:**
- D8.6.1 Aerodrome Control Rating (TWR).
- D8.6.2 Approach Control Rating (APP).
- D8.6.3 Approach Surveillance Control Rating (APP – RDR).
- D8.6.4 Approach Precision Radar Control Rating (APP-P-RDR).
- D8.6.5 Area Surveillance Control Rating (AREA-RDR).
- D8.6.6 Area Control Rating (AREA).
- D8.7 **CATEGORIES – AME-LWTR:**
- D8.7.1 Category `A` : Airframe (Maintenance)
- D8.7.2 Category `C` : Engine (Maintenance)
- D8.7.3 Category `X` : Electrical, Instruments, Auto-pilot and Compass
- D8.7.4 Category `R` : (Communication/Navigation & Radar).
- D8.7.5 Aerospace (A & C)
- D8.7.6 Avionics (X & R)
- D8.8 **CERTIFICATE/ COMPETENCY CARD:**
- D8.8.1 Competency Certificate - Cabin (CCC)
- D8.8.2 Micro-Light Competency Certificates (MCC)
- D8.8.3 Technician Registration Card (TRC)
- D8.9 **RATINGS ON MCC:**
- D8.9.1 Ultra Light Vehicle (ULV)
- D8.9.2 Sports Aeroplane (SPORT)
- D8.9.3 Power Parachute (PP)
- D8.9.4 Hang Glider (HG)
- D8.9.5 Experimental Aircraft (EXP) (Below 500Kg)
- D8.10 **FLIGHT RADIO TELEPHONY OPERATOR LICENCE (FRTO):**
- D8.10.1 A Flight Radio Telephony Operator Licence or Flight Radio Telephony Operator Rating (FRTO) shall be endorsed on a Student Pilot Licence and for higher category of Licence. FRTO privileges have been incorporated in the privileges of the Licence, where the knowledge and skill of an applicant has been established as satisfactory in the radiotelephony procedures and phraseology pertinent to the operation of the radiotelephone on board an aircraft.

D8.11 PROOF OF DATE OF BIRTH/NATIONALITY:

D8.11.1 An applicant for the initial issue of a personnel licence is required to provide supporting evidence by including with the application form, matriculation or equivalent educational certificate, which states his date of birth (DOB). In the absence of such certificate, a Birth Certificate issued by a Municipal Corporation is acceptable.

D8.11.2 Subject to para D8.11.3, once a date of birth has been established by the authority in accordance with para D8.11.1, that date shall be adopted for all matters relating to the applicants licenses.

D8.11.3 No change in date of birth will be accepted, unless an applicant has referred his case for decision of the court of law, in such case he shall provide:

D8.11.4 decision of the court; and

D8.11.5 matriculation or equivalent certificate with duly corrected DOB from the concerned Board.

D8.12 TYPES, RATINGS, ENDORSEMENTS AND CATEGORIES FOR WHICH A LICENCE IS VALID:

D8.12.1 A Personal Licence or Certificate shall be valid only for the types and categories of aircraft, for which the holder of the licence has produced satisfactory evidence of his/her ability to fly.

D8.12.2 For other than Student Pilot Licence (SPL), the category of aircraft for which a licence or certificate is valid shall be included in the title of the licence.

D8.12.3 For other than SPL, the type(s) of aircraft for which a licence or certificate is valid shall be specified by endorsement on the licence.

D8.12.4 Type(s) within a particular category of aircraft may only be endorsed on a licence or certificate of that category.

D8.12.5 The holder of a personnel licence endorsed with a particular type(s) of aircraft may apply to have any other class & category of aircraft licence or certificate.

D8.12.6 A personnel licence or certificate shall be valid only for the ratings and endorsements of ATS Units, for which the holder has produced satisfactory evidence of his/her ability to perform duties.

D8.12.7 A personnel licence or certificate shall be valid only for the categories of aircraft maintenance and equipment, for which the holder of the licence has produced satisfactory evidence of his/her ability to maintenance work.

D8.13 AIRCRAFT TYPE RATING:

D8.13.1 Each type of aircraft shall be endorsed in Group I (P-1) or Group II (P-2) of a Pilot Licence.

D8.13.2 Where the Licensing Authority considers appropriate, it may endorse a group of aircraft of similar characteristic on the pilot licence.

D8.14 AIRCRAFT TYPE ENDORSEMENTS – GENERAL:

D8.14.1 The holder of a group 1 endorsement is not authorized to act as a pilot-in-command of an aircraft to which the endorsement is applicable on any flight unless he/she is familiar with the:

D8.14.2 systems of the aircraft,

D8.14.3 normal and emergency flight manoeuvres,

D8.14.4 flight planning procedures,

D8.14.5 weight and balance requirements,

D8.14.6 interpretation and practical application of take-off,

D8.14.7 landing performance charts, of the aircraft to be flown, and

D8.14.8 Has sufficient recent experience or training on the aircraft type, or a comparable aircraft type, to safely complete the proposed flight.

D8.14.9 The owner and/or operator of the aircraft shall ensure that the pilot complies with the requirements set out in paragraph 15.1 before commencing any flight.

D8.15 **LIMITATIONS:**

D8.15.1 Unless otherwise approved by the Licensing Authority, pilots or a flight engineer engaged in regular public transport operations and charter operations shall be assigned to pilot on one aircraft type only.

D8.16 **EXAMINATIONS AND TESTS:**

D8.16.1 All written examinations, flight / skill or oral tests for demonstration of knowledge and / or skill shall be conducted at such times and places and in a manner determined by the Licensing Authority. For details of examinations please refer to ANO-002-LCXX-2.0.

D8.17 **CONDUCT OF EXAMINATION:**

D8.17.1 The Licensing Authority may direct an applicant for any additional examinations and tests (written or oral), in addition to the examination and tests prescribed in the relevant Air Navigation Orders; if the Authority is not satisfied with the result of an applicant.

D8.17.2 An applicant shall not make either orally or in writing a statement that is false or misleading, during an application, for an examination or grant of Licence, Certificate and Rating.

D8.18 **EXEMPTIONS:**

D8.18.1 The Licensing may grant credits from theory examination, ground training, flying and experience to qualified and experienced personnel from Armed Forces or from Contracting States based on documentary evidence and verification.

D8.18.2 The granting of credits or reductions in respect of any requirement shall be on a case to case basis. The Licensing may refuse to grant any credit if it deems appropriate.

D8.19 **RECOGNITION OF FOREIGN LICENCES / CERTIFICATE / RATINGS:**

D8.19.1 Licence issued by non-Contracting State shall not be recognized.

D8.19.2 The Licensing Authority may issue an unrestricted licence on the basis of the foreign licence, in exceptional circumstances, in the national interest, where issuance of a Pakistani licence or certificate is neither required nor considered necessary. Restricted licence, one category lower, up to a maximum of CPL may be issued with restriction to fly with a Pakistani rated instructor.

D8.20 **POSSESSION AND PRODUCTION OF LICENCES / CERTIFICATES:**

D8.20.1 The operating crew of an aircraft, Flight Operation Officers, Air Traffic Controllers, Aircraft Maintenance Engineers and holders of Competency Certificates are required to be in possession of the Licence or Certificate while on duty, except where the licence is with the Licensing office for a licensing action. In such cases, where Licence or Certificate is with the Licensing office, the Licence or Certificate holder is to carry a photocopy of the document duly certified by an approved person.

D8.20.2 A Licence or Certificate holder while on duty is required to produce his/her Licence or Certificate, for inspection to a CAA Inspector, Licensing Inspector or to an Authorized Person, on demand.

D8.21 **APPROVAL PROCESS – GENERAL:**

A Licence, Certificate or a Rating shall be issued subject to the applicant having met the following conditions:

- D8.21.1 Aviation Training Organization was approved.
- D8.21.2 Ground training syllabus was approved.
- D8.21.3 Flying training syllabus was approved.
- D8.21.4 On the job training syllabus was approved.
- D8.21.5 Training device was approved.
- D8.21.6 Training supervisor / instructor was approved.
- D8.21.7 At least one monitoring audit of the Aviation training organization shall be conducted annually by Licensing Office to keep the approval status valid. Licensing Authority if deem necessary may inspect ATOs for continuous monitoring more than once.
- D8.21.8 The approvals shall be granted on prescribed forms and the Licensing office shall maintain a record of the approval process and Approval Certificates.
- D8.21.9 ATC Aerodrome Simulator
- D8.21.10 ATC Procedures Simulator
- D8.21.11 ATC Radar Simulator

D8.22 APPROVED AVIATION TRAINING ORGANIZATIONS:

Under mentioned training Centres shall be accorded approval by Licensing Authority before commencing the training:

- D8.22.1 Ground Training Organization (All Categories)
- D8.22.2 Flying Training Organization
- D8.22.3 Air Traffic Services Training Organization
- D8.22.4 Air Traffic Controllers - OJT Training Organization
- D8.22.5 Cabin Attendant Training Organization
- D8.22.6 Aircraft Maintenance Engineer - LWTR OJT Organization
- D8.22.7 Flight Operations Officer / Dispatcher OJT Training Organization

D8.23 MEDICAL REQUIREMENTS:

The medical requirements for the issuance of different licences and certificates are given in the following paragraphs.

D8.23.1 CLASSES OF MEDICAL ASSESSMENT:

D8.23.1.1 THREE CLASSES OF MEDICAL ASSESSMENT ARE AS FOLLOWS:

- D8.23.1.1.1 Class 1 Medical Assessment
- D8.23.1.1.2 Class 2 Medical Assessment
- D8.23.1.1.3 Class 3 Medical Assessment

D8.23.2 CLASS 1 MEDICAL ASSESSMENT SHALL BE APPLICABLE TO:

- D8.23.2.1 Airline Transport Pilot's Licence (Aeroplane and Helicopter)
- D8.23.2.2 Commercial Pilot Licence (Aeroplane and Helicopter)
- D8.23.2.3 Multi – Crew Pilot Licence
- D8.23.2.4 Flight Engineer's Licence

D8.23.3 CLASS 2 MEDICAL ASSESSMENT:

- D8.23.3.1 Private Pilot's Licence (Aeroplane and Helicopter)
- D8.23.3.2 Glider Pilot 's Licence
- D8.23.3.3 Free Balloon Pilot's Licence.

D8.23.4 CLASS 3 MEDICAL ASSESSMENT:

- D8.23.4.1 Air Traffic Controllers Licence
- D8.23.4.2 Micro – Light Competency Certificate
- D8.23.4.3 The medical fitness for the TRC and AME-LWTR shall be as prescribed in the ANO-015-LCXX-2.0.

D8.24 APPROVED PERSONS:

Under mentioned persons shall be accorded approval before they can exercise the privileges on behalf of the Licensing Authority:

- D8.24.1 Head of an Aviation Training Organization.
- D8.24.2 Chief Flying Instructor (CFI).
- D8.24.3 Chief Ground Instructor (CGI).
- D8.24.4 Designated Check Pilot. (DCP)
- D8.24.5 Designated Check Flight engineer (DCFE)
- D8.24.6 Designated Check Air Traffic Controller (DCATCO)
- D8.24.7 Designated Check Cabin Attendant (DCCA)
- D8.24.8 Designated Examiner (DE)
- D8.24.9 Designated/approved person

D8.25 APPROVED TRAINING PROGRAM / TRAINING DEVICES:

Under mentioned training program, document or device shall be accorded approval by Licensing Authority before being utilized for the conduct of training :

- D8.25.1 Training Manual
- D8.25.2 Training Program.
- D8.25.3 Training Syllabus
- D8.25.4 Flight Simulator
- D8.25.5 Flight Procedures Trainer
- D8.25.6 Basic Instrument Flight Trainer
- D8.25.7 Competency Certificate (Cabin Attendant)

D8.26 APPLICATIONS:

D8.26.1 ISSUE: An applicant for the initial issue of a Licence, Certificate or Rating shall submit a duly completed application form to the Personnel Licensing Office. The application shall be accompanied with the required evidence that the applicant has met all the requirements.

D8.26.2 RENEWAL: Before the date of expiry of a validity period, an applicant shall submit a duly completed application form to the Personnel Licensing Office. The application form shall be accompanied with required evidence that the applicant has met all the renewal requirements.

NOTE: "A renewal application is to be submitted to the Personnel Licensing Office at least 7 working days before the expiry."

D8.27 EXERCISING PRIVILEGES OF A LOWER PILOT LICENCE:

D8.27.1 A pilot may exercise the privileges of the lower licence if his/her higher licence stands expired provided he/she has a valid medical fitness certificate of an appropriate class and recent experience. He/she may exercise this authority for the remaining period of validity of his/her lower licence.

D8.28 REVALIDATION OF LAPSED LICENCE OR RATING:

D8.28.1 Where the validity of a Licence or Certificate has not been renewed by the date of expiry, the validity shall stand lapsed. To restore the validity of the lapsed Licence or Certificate, holder shall meet the revalidation requirements as specified in the relevant Air Navigation Orders.

D8.29 VARIATION, SUSPENSION AND CANCELLATION:

D8.29.1 Any person who makes a false or misleading statement in his/her logbook or any other documents submitted to the Licensing Authority is guilty of an offence. He/she is liable to be penalized under CARs, 94 and CAA Enforcement Manual.

D8.29.2 Licences, Certificates, Ratings and Endorsements may be varied, suspended or cancelled in accordance with CARs 94 and CAA Enforcement Manual.

D8.30 APPEALING PROCEDURE FOR VARIATION, SUSPENSION AND CANCELLATION OF LICENCES, CERTIFICATES, RATINGS, ENDORSEMENTS AND AUTHORIZATION:

D8.30.1 A licence-holder, whose Licences, Certificates, Ratings and Endorsements has been varied, suspended or cancelled by the DGCAA, has the right to appeal against the decision for such variation, suspension or cancellation in accordance with CARs 94 Part XIX Rule 343 sub para(1) to sub para(16) (attached as **Appendix – 'A'**).

D8.31 SPECIFICATION OF THE LICENCES/CERTIFICATES:

A Personal Licence shall, as a minimum, carry the following details;

D8.31.1 Name of the State (in bold type);

D8.31.2 Title of Licence (in very bold type);

D8.31.3 Serial number of the Licence, in arabic numerals, given by the Licensing Authority;

D8.31.4 Name of holder in full (in roman alphabet);

D8.31.5 Date and Place of birth;

D8.31.6 Address of holder;

D8.31.7 Nationality of holder;

D8.31.8 Signature of holder;

D8.31.9 Authority and, where necessary, conditions under which the licence is issued;

D8.31.10 Certification concerning validity and authorization for holder to exercise privileges appropriate to licence;

D8.31.11 Signature of officer issuing the licence and the date of such issue;

D8.31.12 Seal or stamp of authority issuing the licence;

D8.31.13 Rating, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;

D8.31.14 Remarks, i.e. special endorsements relating to limitations and endorsements for privileges;

D8.31.15 Any other details desired by the Licensing Authority.

D8.32 COLOURS OF THE PERSONNEL LICENCES:

D8.32.1	Private Pilot – Aeroplane	Light Brown
D8.32.2	Commercial Pilot – Aeroplane	Light Blue
D8.32.3	Multi – Crew Pilot	Blue
D8.32.4	Airline Transport Pilot – Aeroplane	Dark Green
D8.32.5	Private Pilot – Helicopter	Light Grey
D8.32.6	Commercial Pilot – Helicopter	Dark Grey.
D8.32.7	Airline Transport Pilot – Helicopter	Two dark Gray Stripes on White Background
D8.32.8	Glider Pilot	Pink
D8.32.9	Free Balloon Pilot	Violet.
D8.32.10	Air Traffic Controller	Yellow
D8.32.11	Flight Engineer	Brown
D8.32.12	Flight Operation Officer	Light Green
D8.32.13	Aircraft Maintenance Engineer	Maroon
D8.32.14	Micro – Light Competency Certificate	Blue
D8.32.15	Competency Certificate Cabin	Dark Blue

D8.33 VALIDITY OF THE LICENCE / CERTIFICATE:

D8.33.1 The Licence / Certificate shall remain valid for the period as specified in the relevant Air Navigation Orders, unless revoked, varied, suspended or cancelled by the Competent Authority.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES)

E1. ACRONYMS:

AIP	AERONAUTICAL INFORMATION PUBLICATION
ANO	AIR NAVIGATION ORDER
CAR;s	CIVIL AVIATION REGULATIONS
CPL	COMMERCIAL PILOT LICENCE
DCATCO	DESIGNATED CHECK AIR TRAFFIC CONTROLLER
DCCA	DESIGNATED CHECK CABIN ATTENDENT
DE	DESIGNATED EXAMINER
FRTOL	FLIGHT RADIO TELEPHONIC OPERATOR LICENCE
ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION
Lic.	LICENCE / LICENSING
LWTR	LICENCE WITHOUT TYPE RATING
PLO	PERSONNEL LICENSING OFFICE

E2. RECORDS:

E2.1 NIL

E3. REFERENCES:

- E3.1 Personnel Licensing (ICAO Annex# 1)
 E3.2 Civil Aviation Rules (CARs, 1994)
 E3.3 Document & Record Control (CAAO-001-MSXX)

IMPLEMENTATION:

This Air Navigation Order for General Licensng Procedures (ANO-001-LCXX) version 3.0; supersedes ANO 90.0001 Issue 2 & ANO-001-XXLC-2.0 dated 20th May, 2011 and shall be implemented with effect from **20th January, 2021**.

(KHAQAN MURTZA)

Flight Lieutenant (Retd.)
Director General,
Pakistan Civil Aviation Authority

Dated: January, 2021

(M. NAEEM IQBAL QURESHI)

Director Personnel Licensing

Dated: January, 2021

HQCAA/1136/200/RGLC/

APPENDIX – “A”**CARS PART XIX RULE 343**
[Sub Para (1) to Sub Para (16)]

- (1) A person aggrieved by a refusal by the Director-General to grant or renew his licence under Part V of these rules, or by the suspension or cancellation of his licence under rule 342 may request that the matter be considered by a Board of Review except that a request made by a person who had the granting or renewal of a licence refused under clauses (b), (c) or (d) of sub-rule (1) of rule 340, shall not be entitled to make such a request. A request under this rule shall be lodged within fourteen days of the notification and shall be submitted to the Director General in writing together with a deposit of two thousand five hundred rupees.
- (2) On receipt of such a request, the Director-General shall transmit it to the Federal Government with a request that the Board of Review be constituted. For the purpose of this rule, a Board of Review hereinafter referred to as the Board shall be one that is appointed by the Federal Government consisting of a Chairman and two members.
- (3) The Chairman of the Board hereinafter referred to as the Chairman, shall be a person nominated by the Federal Government with a status not below that of Joint Secretary to the Government of Pakistan.
- (4) The members other than the chairman shall possess knowledge or experience of flight operations, or of aeronautical engineering or other special knowledge or experience whichever is appropriate to the matter to be reviewed, and not more than one shall be a member or an employee of the Authority.
- (5) Immediately a Board has been appointed, the Director General shall make available all the documents and information relevant to the matter to be reviewed.
- (6) Within seven days after the appointment of a Board, the Chairman shall fix a time and place for consideration of the matter and shall give notice in writing of that time and place to the Director General and to the person requesting the review.
- (7) The Board shall make a thorough investigation of the matter and shall consider and give due weight to any evidence, including evidence, if any, not considered by the Director-General, which is relevant to the matter.
- (8) The Board may inform itself on the matter in such manner as it thinks fit without being bound by legal rules of evidence.
- (9) The Director-General or the person requesting the review may be represented by counsel, or agent, who may examine witnesses and address the Board.
- (10) Unless the Chairman otherwise directs, the hearing shall be open to the public.
- (11) The Chairman may by writing under his hand, summon a person to attend before the Board at a time and place specified in the summons, and to give evidence, and to produce such books, documents and writings, or a part or component of an aircraft as may be in the custody or control of that person, which that person is required by the summons to produce. A person served with a summons under this rule to attend before a Board shall not, after the payment or tender to him of reasonable expenses fail without reasonable excuse, to attend before the Board or to produce the books, documents or writings, or the part or component of an aircraft, as may be in his custody or control, that he is required to produce.



(12) چا سمان رسول ابوی الیشن اقرصن A summons given under this rule shall be deemed to be served if:

- a. it is given personally to the person to be served;
- b. it is sent by registered post, addressed to the person to be served, at his last known place of abode or business; or
- c. it is left at the aforementioned last known place of abode or business with some person apparently an inmate thereof and apparently not less than eighteen years of age.

(13) The Board may examine on oath a person appearing as a witness before it, and for this purpose a member of the Board may administer an oath to the witness. Where a witness objects conscientiously to the taking of an oath, the witness may make an affirmation, instead of taking an oath, such affirmation to have the same force and effect and to entail the same liabilities as an oath. A person appearing as a witness before the Board shall not refuse to be sworn, or make an affirmation instead of taking an oath, or to answer a question relevant to the proceedings put to him as a witness.

(14) A witness who attends before the Board shall be paid such fees and traveling expenses, by the Director-General as may be determined by the chairman of the Board.

(15) A person convicted of an offence under sub-rule (11) or sub rule (13) shall suffer imprisonment for a period not exceeding six months, or a fine not exceeding five thousand rupees, or both.

(16) In the case of a person accused of an offence under sub rule (11) or sub rule (13), it shall not be a defence for that person to show that he has previously been convicted of a similar offence arising out of the same inquiry.

(17) CARs Rule 1994 sub Rule 344 Decision(s) of a Board of Review.- On completion of a review of all the facts and circumstances relative to the matter in question, a Board may confirm, vary, or reverse the decision of the Authority or the Director-General, as the case may be, and the Director-General shall take such action as may be necessary to give effect to the decision of the Board which shall be final.