



# CIVIL AVIATION PUBLICATION

## CAP 09

# PERSONNEL LICENSING

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### Bahrain CAA Publication Revisions Highlight Sheet

CAP: 09

TPM: \_\_

The following pages have been revised to Revision 11 dated 21 April 2022.

Item	Chapter/Paragraph number	Page(s)	Reason
1.	---	ALL	Reflects current revision status and date.
2.		ALL	Full revision of CAP incorporating addition of Air Traffic Controller's Licensing Procedure in Chapter 6. All applicable references also incorporated/updated in this revision.



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### CHAPTER 1

#### GENERAL

#### 1.1 INTRODUCTION

##### 1.1.1 General

This document describes the requirements, procedures for the issuance of Bahraini licences and the respective medical requirements. It also details the procedures associated with the application and issue process. The requirement and procedures related to Air Traffic Controller's License are given in CAR 003.

This CAP stipulates the general licencing requirement in broader perspective and describes the processes & procedures involved in management of Personnel Licencing by both the operator/applicant & BCAA. This CAP does no way replaces the responsibility of the applicant and/or the operator in adhering to the Regulation/Requirements pertaining to Personnel Licencing, published in BCAA website.

##### 1.1.2 References

- (a) ICAO Annex 1 Personnel Licensing
- (b) Bahrain Civil Aviation Law, Articles 11(5) and 18
- (c) ANTR Part I – Definitions
- (d) ANTR Part II
- (e) ANTR-FCL 1-4
- (f) ANTR 66
- (g) Designated Examiners (CAP 10)
- (h) CAR 003
- (i) ICAO Doc. 9379 Manual of Procedures for Establishment and Management of a State's Personnel Licensing System

#### 1.2 GENERAL RULES CONCERNING LICENCES

##### 1.2.1 Applicability

This Section applies to all licences and licence holders/applicants should also read the Chapter appropriate to the licence held/sought. The following licences and ratings are issued by the BCAA Aeronautical Licensing Directorate;

- (a) Aeroplane
  - Student Pilot (refer to paragraph 3.1.8)



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- Private Pilot (PPL)
  - Multi-crew Pilot (MPL)
  - Commercial Pilot (CPL)
  - Airline Transport Pilot (ATPL)
  - Instrument rating
  - Instructor rating
- (b) Helicopter
- Private Pilot (PPL)
  - Commercial Pilot (CPL)
  - Airline Transport Pilot (ATPL)
  - Instrument rating
  - Instructor rating
- (c) Powered-lift
- Private Pilot (PPL)
  - Commercial Pilot (CPL)
  - Airline Transport Pilot ATPL)
  - Instrument rating
  - Instructor rating
- (d) Flight Dispatcher
- (e) Aircraft Maintenance Licence
- (f) Student Air Traffic Controller Licence
- (g) Air Traffic Controller Licences/Ratings

### 1.2.2 Legal Requirement

No person shall act as a Pilot, Flight Dispatcher, Air Traffic Controller or Aircraft Maintenance Engineer without a valid and appropriate Bahraini CAA licence or a foreign licence rendered valid by the BCAA. Licence holders cannot exercise the privileges of their licence if that licence has not been renewed prior to the expiry date or if their applicable Medical Certificate is no longer valid.

All submitted licences for conversion or validation shall be verified to ensure that they are issued by an ICAO Member State and are in accordance with licence specification stipulated in ANTR Part II, paragraph 1.7.

### 1.2.3 Eligibility

- (a) A CPL, MPL or ATPL may only be issued to persons who are employed by an Operator registered in Bahrain and which operates Bahraini registered aircraft. A Student pilot licence and PPL can be issued without restriction; and
- (b) With the exception of Bahraini nationals, an Aircraft Maintenance Licence may only be issued to persons who are employed by an Operator/maintenance organisation registered in Bahrain and which operates or maintains Bahraini registered aircraft.



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- (c) Air Traffic Controller's Licence may only be issued to persons who are employed by the Air Navigation Service Provider, contracted by BCAA, registered in Bahrain and which operates under Bahrain applicable contractual law. Refer to CAR 003 for requirements on issue of Air Traffic Controller's Licence.
- (d) Employees of BCAA holding valid ICAO licences.

### 1.2.4 Carriage of Licence

The holder of a Bahraini CAA licence must carry their licence whenever exercising the privileges of that licence. The licence must be presented upon request from an authorised BCAA Inspector or any representative of an organisation authorised by BCAA. Should a flight crew member lose their licence whilst away from Bahrain, the licence holder may continue on the flight(s) provided they are in possession of an Authority to Fly issued by the BCAA (Refer to Chapter 1.2.7).

### 1.2.5 Privileges of the Holder of a Licence

The granted privileges of an individual licence or rating must not be exceeded and are described in the applicable following ANTR.

- (a) ANTR FCL 1 - Pilot - Aeroplane
- (b) ANTR FCL 2 - Pilot - Helicopter
- (c) ANTR 66 - Aircraft Maintenance Licence
- (d) ANTR Part II - Flight Dispatcher  
- Powered-lift Pilot
- (e) CAR 003 - Air Traffic Controller

### 1.2.6 General Licensing Issuing Policy

An applicant is required to meet the applicable ANTR and the following conditions before a licence and/or rating can be issued:

- (a) Application

An application for issue of a licence and rating or an additional rating is made on a form and in a manner prescribed by the BCAA (see appropriate Chapter), along with applicable fees.

*Note: The fees are contained in CAP 18 - Schedule of Charges.*

- (b) Age

The applicant has met the minimum age requirements as follows:

Licence	Minimum Age
(1) Private Pilot	17 years



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(2)	Multi-crew Pilot	18 years
(3)	Commercial Pilot	18 years
(4)	Airline Transport Pilot	21 years
(5)	Flight Engineer	18 years
(6)	Flight Dispatcher	21 years
(7)	Aircraft Maintenance	18 years
(8)	Air Traffic Controllers	21 years

*Note: 1. ANTR FCL 3.060 has stipulated restrictions on the privileges of a CPL/ATPL after the age of 60 years.*

*2. Refer to Ch. A.3.5 of CAR 003 for age restrictions on ATCO's Licence.*

(c) Medical Assessment

The flight crew applicant (only) has successfully completed the required Medical Assessment by an Aviation Medical Examiner (AME) approved by the BCAA.

(Refer to Chapter 2 of this CAP and ANTR Part II and ANTR-FCL 3 for Flight Crew & Flight Dispatcher, ANTR 66.A.15 for Aircraft Maintenance License (AML) and CAR 003, Chapter A.3.10 for ATCO's)

(d) Knowledge and Skill

The applicant has successfully demonstrated required knowledge and skills for the appropriate licence and rating(s). These requirements are stated in the applicable ANTR Part II [ANTR FCL 1 (Aeroplane) or ANTR FCL 2 (Helicopter) or ANTR 66 (AML) or ANTR PART-II / CAP 26 for Flight Dispatcher]. Refer to Chapter A.3.6 of CAR 003 for the requirement in respect of Air Traffic Controllers.

(e) Examination

The applicant has successfully passed the applicable examinations conducted by the BCAA.

*Note: Refer also to CAP 21 – Examinations. Refer to CAR 003 / CAR 008 / CAP 109 in the case of Air Traffic Controllers.*

(f) Licence Issuing Authority Signature

The Undersecretary for Civil Aviation Affairs is the issuing authority for licences issued by Bahrain CAA and his digital signature appears on all computerised plastic card type licences as the authorised signature. The process for the issuance and release of licences is controlled by the Chief Aviation Permits and Licensing (or his Deputy).



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(g) Scanned Signature

The BCAA has approved the use of a scanned signature on the licence, which is based on the use of the specimen signature of the licence applicant. A specimen signature of each applicant is required to be submitted on all initial applications using form ALD/LIC/F124.

(h) Validity

(1) Licence

Unless otherwise directed by the Bahrain CAA, the validity period of the licence shall be 5 years from the date of issue.

(2) Ratings

An aircraft type rating, instrument rating and flight instructor rating will remain valid subject to currency/experience and proficiency requirements as applicable to the type of licence described in the applicable ANTR.

*Note: With respect to Air Traffic Controller ratings refer to CAR 003.*

### 1.2.7 Lost/Stolen Licence

(a) Application

Application for the replacement of a lost or damaged licence should be made to the BCAA Aviation Permits and Licensing Section explaining the circumstances. A replacement licence will be issued, which shall appear exactly the same as the original licence. Payment of the appropriate fee is required.

(b) Authority to Fly / exercise the privilege of license / ratings

As a necessity to enable flight crew members to legally return to Bahrain as a valid crew member having misplaced their licence (or if stolen or destroyed) while on duty, a procedure to ensure all training and licensing aspects are current and valid has been established.

Upon notification from the captain of a crew / licensed maintenance personnel away from base, or Post Holder responsible and appropriate to the domain of business, that a member of the crew / licensed maintenance personnel has lost their licence, an authority to act as a crew member / licensed maintenance personnel required to certify, returning to Bahrain may be authorized by the BCAA after checking the licence holder's file and this authority will be mailed / faxed to the operator or licence holder.

(c) Authority to Fly – Scheduled Air Transport Operators Only

- (1) The Post Holder responsible and appropriate to the domain of business shall verify records of the personnel affected for its existence, validity and currency and complete a Temporary Licence Authority on behalf of the CAA and send a certified document to the captain or the crew member involved, with a copy to the CAA.



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- (2) Should any aspect of licensing, training, medical or recency indicate that said crew member has not met all requirements to hold a valid Bahraini licence, no authorization to operate as a required crew member / certifying personnel shall be granted.
- (3) The affected crew member / licensed maintenance personnel must have in their personal possession a copy of the authorization before departure from the destination airport en route to Bahrain.
- (4) Upon arrival in Bahrain, the authorization is void and shall not be utilised as a valid licence to roster that crew member on further flight duties / certification duties until such time as a replacement licence is obtained.
- (5) Application for replacement licence shall be made. as described in paragraph 1.2.8 below

In unforeseen circumstances, during the non-working day / hour of the BCAA, an operator holding a valid AOC issued by BCAA may permit the flight crew member / licensed personnel to exercise the privileges of license for a specific flight / situation / duration in accordance with the documented manual / expositions / procedures approved by BCAA.

- (d) An ATC licence holder whose licence has been lost or destroyed shall obtain a temporary copy certified from BCAA, which shall be carried as proof of the license holder's status until the Air Traffic Controller Licence has been replaced.

### 1.2.8 Replacement of Licence

A replacement licence will be issued for the prescribed fee, for lost licences or any change such as the addition of a rating or change to the name of the licence holder (e.g. result of marriage or legal process). A replacement licence may be issued without charge should any existing detail be incorrect. Applicable fee as per CAP 18 shall be submitted by the applicant / operator.

In cases of licence replacement as a result of licence re-validation/renewal/re-issue, the licence will be issued for a period of 5 years from the date of processing, provided supporting documentation is in order.

Replacement, in the case of lost licenses or change of name of the license holder or endorsement of additional ratings / category, the period of validity will remain as of the original license.

In the case of lost license, a report missing / loss have to be filed with appropriate authority and copy of such report is attached along with the application for re-issue.

Under no circumstances, the licensee should hold more than one set of valid license / authorization / certificate. The unused license such as lost and found, expired license / ratings must be surrendered back to BCAA upon reissue of license.



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### 1.2.9 Illegal Entries on Licence

Any person found to have made an illegal entry or intentionally defaced a licence may have action taken by the BCAA. Action could involve a suspension, where the entry was to alter or add information to the benefit to the licence holder. A holder of a falsified licence is subject to criminal proceedings.

Any staff identifying such entries must refer to the Chief of Aircraft permits and Licensing Section.

Detailed procedure is given under chapter 1.8 for Suspension. Cancellation and revoking of suspended / cancelled licenses.

### 1.2.10 Renewal/Revalidation

A licence may be renewed/revalidated 30 days prior to the expiry date, upon application using the appropriate form at least 30 days prior to the expiry date and the applicable requirements are met. With the exception of Bahraini nationals, renewal/revalidation is only available to persons who are employed by an Operator/organisation registered in Bahrain and which operates or maintains Bahraini registered aircraft or employees of Bahrain Civil Aviation Affairs.

### 1.2.11 Lapsed/Expired Licence

- (a) A licence, which has expired for less than two years, may be re-issued in accordance with existing renewal procedures.

*Note: Exercising the privileges of the licenses after its expiry warrants enforcement action.*

- (b) A licence, which has expired for more than two years, may be re-issued when the applicant meets the requirements for initial issue.

## 1.3 CONVERSION OF LICENCE ISSUED BY ICAO CONTRACTING STATES

### 1.3.1 Eligibility

The applicant should be of a Bahraini national holding a licence and / or employed by a Bahrain registered operator/organisation,

The licences issued by ICAO contracting States may be recognised by the Kingdom of Bahrain and converted to a Bahraini licence provided that the following are adhered to:

- (a) A licence is issued by a Contracting State to the Convention on International Civil Aviation, in accordance with Annex 1 to the Convention, and is valid at the time of application;

*Note: The BCAA may not recognise, or recognise with added requirements, any foreign licence which doesn't meet the requirements of ICAO Annex 1 or ANTR-FCL 1 or 2 or ANTR 66, as applicable.*





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- (b) Verification must be obtained from the Foreign Licence issuing authority.

*Note: Refer to the Sample Letter at Attachment 2.*

- (c) The applicant successfully passes an examination on Bahrain aviation law and regulations conducted by Bahrain CAA; *Check the Ch 3.1 of CAP 21 with respect to the exam and license holders*
- (d) The applicant is competent to read, speak and understand the English; The applicant must demonstrate a knowledge of English although a language endorsement on a foreign licence may be recognised without demonstration.
- (e) Only one such licence (issued by any one of the ICAO Contracting State) is used as a basis for recognition;
- (f) The applicant must meet any published additional requirements that the Authority deems necessary;
- (g) Valid Medical

Licence conversion process is further explained by process map Form No. ALD/LIC/F178, see Appendix 1

Contents of the licence submitted for verification against the required licence specifications stipulated in ANTR Part II, paragraph 1.7.

### 1.3.2 Level of Licence

The level of foreign licence and ratings shall be assessed for comparison and the licence shall be converted only with the ratings / privileges / limitations as per the licence issued by ICAO contracting state. Some Contracting States issue a Senior Commercial Pilot Licence, which shall be considered equivalent to a Bahrain Commercial Pilot Licence.

### 1.3.3 Foreign Examination Credits

The applicant, who has passed foreign written examinations but was not issued with the applicable foreign licence, shall not be granted credit for any exemption for Bahrain licensing requirements. However, a frozen ATPL (a licence issued by an authority without completing all required practical trainings / tests as applicable) may be considered for granting credit on a case-by-case basis.

### 1.3.4 Military/Police Flight Crew Experience

- (a) Military Qualifications

Military or police qualifications, regardless of their nationality, shall not be eligible for Bahraini civil pilot licences.

- (b) Military Experience

Military or police flying experience may be credited in the same way as a civilian pilot for the grant or upgrade of a pilot licence. The flying log books may require specific



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scrutiny due to the use of different terminology. (refer to ANTR FCL 1.020; 2.020 or 4.020).

Military experience and licenses are not recognised under the provisions of Appendices 3.4(c).3 for issue of ATCO Licence (Ref. Chapter A.3.6 of CAR 003).

### 1.4 VALIDATION OF LICENCE ISSUED BY AN ICAO CONTRACTING STATE

Licence validation process is further explained by process map, Form No. ALD/LIC/F178, See Appendix 1.

A flight crew licence, aircraft maintenance licence, Flight Dispatcher licence, and Air Traffic Controllers License granted by an ICAO Contracting State, may be validated at the discretion of the BCAA authorizing to exercise some or all of their foreign licence privileges in respect to Bahraini registered aircraft and ATC services. In addition;

- (a) the applicant for a validation shall hold a valid medical certificate as applicable to the type of licences;
- (b) the expiry date for a validation would be;
  - (1) up to one year and may be extended if justified; or
  - (2) the expiry date of the foreign licence; or
  - (3) for flight crew, the validity of the medical;

whichever comes first.

*Note 1: Applicants should ensure that their licence, ratings, language proficiency and medical validity is adequate for the anticipated validation period before applying.*

*Note 2: Refer also to Chapter 3 (Flight Crew); Chapter 4 (AME) and Chapter 5 (Flight Dispatcher) for specific validation requirements.*

#### 1.4.1 Cancellation of Validation

Validations issued will automatically be cancelled when the licence, medical, proficiency are no longer valid. The same will apply when the holder fails any written examination for the issuance of a Bahraini licence.

In the event the issuing State confirms that the licence is not authentic, immediate action must be taken by the Chief of Aviation Permits and Licensing to suspend the validation and take enforcement action by raising detection report.

*Note: Refer to Chapter 1.8 for details on suspension / cancellation / revocation of licenses / ratings.*



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### 1.5 VALIDITY OF LICENCES

- (a) Unless otherwise directed by the Bahrain CAA, the validity period of the licence is 5 years from the date of issue. In the case of Student Air Traffic Controllers, it is 2 years from the date of issue
- (b) Privileges granted by a licence, or by related ratings, cannot be exercised unless the holder maintains competency meets all the applicable requirements for recent experience and in the case of maintenance personnel, duly authorized by an approved organization in accordance with the approved exposition / procedures.
- (c) Bahrain CAA licences are issued in a format which contains all information stipulated in ICAO Annex-1, to ensure that other Contracting States are satisfied as to the validity of the licence in respect of category, rating, proficiency medical and other relevant information.

### 1.6 LANGUAGE PROFICIENCY

#### 1.6.1 General Requirements

Personnel, who are required to use the radio telephone aboard an aircraft must demonstrate the ability to speak and understand the language used for radiotelephony communications as required by ANTR Part II and ANTR-FCL and CAR 003, as applicable.

All other applicants for a licence, or validation, must demonstrate in a manner acceptable to the Bahrain CAA, compliance with the holistic descriptors at paragraph 1.6.2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale. The requirement and detailed standard procedure for implementation of language proficiency are given in ICAO Annex 1 and in ICAO DOC 9835 respectively.

#### 1.6.2 Holistic Descriptors

Proficient speakers shall;

- (a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- (b) communicate on common, concrete and work-related topics with accuracy and clarity;
- (c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
- (d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and use a dialect or accent which is intelligible to the aeronautical community.

### 1.7 Appeal Policy

Any licence holder has the right of appeal on any administrative or enforcement action taken against a certificate or licence held by that individual. The appeal must be in writing and state



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the reason. The BCAA will acknowledge the appeal and then review the case with the investigating officer and any decision will be notified to the licence holder.

On receipt of an appeal the Director will acknowledge the appeal and then review the case with the investigating officer. The Director should brief the Undersecretary of any developments and determine the merits of the appeal. Any decision must be notified to the licence holder and there is no need to justify the response.

### **1.8 Suspension, Cancellation, and Revoking of suspended / cancelled licenses.**

#### **1.8.1 Suspension / Cancellation of Licenses**

1.8.1.1 The conditions (not limited to) given below shall lead to suspension / cancellation of licenses:

- a. Suspected to have exercised beyond the license privileges and limitations.
- b. Suspected to have exercised license privileges with invalid medical conditions.
- c. Suspected to have exercised license privileges without adhering to requirements of maintenance / operation limitations.
- d. Suspected to have exercised license privileges without fulfilling the condition required to maintain a license valid and current.
- e. Suspected to have exercised the license privileges under the influence of psychoactive substances (drugs), un-prescribed drugs and misuse of alcohol, etc.
- f. Pending completion of enquiry to an incident or accident.
- g. Suspected to have acquired the license by fraudulent manner.
- h. Violations to the regulations, requirements and directives / circulars of BCAA by persons and / or organization.

1.8.1.2 The cases proven to have anyone of the conditions at Para 8.1 above, except the one at Para 8.1(e), the suspension / cancellation action shall be initiated and subsequently, suspension / cancellation will be effected based on the decision arrived by BCAA after investigation to the suspected violation(s).

1.8.1.3 In the case of condition at Para 8.1(e) above, if proven to have used psychoactive substances (drugs) / un-prescribed drugs and misuse of alcohol, etc. that could be a possible risk to the flight safety, in addition to the suspension action, prosecution action will be initiated by BCAA, based on the investigation by a designated committee of BCAA.

1.8.1.4 The licenses of persons referred for prosecution action will be cancelled permanently if proven guilty by the prosecution.

1.8.1.5 The suspension / cancellation proposal along with all necessary supporting documents will be submitted to the Under Secretary for the Civil Aviation Affairs (USCA) for approval and disposition under his / her authority.



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### 1.8.2 Revoking of suspended and / or cancelled Licenses

1.8.2.1 The appeal and subsequent investigation to the merits of the appeal and / or the prosecuting authorities directives as the case may be, the suspended / cancelled licenses may be revoked after satisfying to the requirements of BCAA by suitable instrument (Advisory, Memorandum, Circular etc.).

1.8.2.2 The proposal of revoking action on suspended / cancelled licenses along with all necessary supporting documents will be submitted to the Under Secretary for the Civil Aviation Affairs (USCA) for approval and disposition under his / her authority.

## 1.9 QUALITY MANAGEMENT

### 1.9.1 General

Under the BCAA Quality Management System (QMS) every objective should be capable of being measured and audited. Therefore, all personnel should be aware of their responsibilities and should endeavour to use Directorate publications in order to identify any errors or deficiencies in the procedures.

All Quality Systems must be reviewed periodically to ensure relevance and accountability. This review is initially the responsibility of the individual but ultimately it is the responsibility of the Section Chief. The review by the individual can be informal however the review by the Section Chief must be periodic and in accordance with the QMS. Every nonconformity or non compliance must be reported to the Director.

In respect to licensing, the quality issues to be reviewed are;

- (a) Staff responsibilities;
- (b) Training of personnel involved;
- (c) Adequacy of written procedures;
- (d) Timely application process;
- (e) Resolution of complaints;
- (f) Control of documents and licences;
- (g) Filing procedures and data base entry; and
- (h) Security control of licences and blanks.

### 1.10 FILING & ARCHIVE

The policy for filing and archiving is contained in the General Administration & Policy Manual. It is the responsibility of the Licensing Administrative Officer for the control and security of the filing system.



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When a licence holder fails to renew his/her licence, the applicable personal licensing file will remain in the Licensing Section for a period of five (5) years, then sent to the Central Archive. An entry will be made on the licensing data base to indicate the licence is no longer active.

The following copies must be retained in the licence holder's file;

- (a) Foreign licence;
- (b) Foreign medical (for flight crew);
- (c) Verification letter from State responsible for issuing foreign licence;
- (d) Bahrain licence;
- (e) Last Bahrain medical;
- (f) Enforcement action taken against licence holder; and
- (g) Accident/incident reports involving the licence holder.

### 1.11 Record-keeping

- (a) Records pertaining to the licencing of personnel are kept by the BCAA for adequate traceability with regard to issue, renewal, change, suspension or revocation of each aircraft maintenance licence.
- (b) BCAA shall maintain the following records in respect of each licence it had issued
  - 1) The application for
    - i) issue of personnel licence
    - ii) change(s) to a licence together with supporting documents;
  - 2) A copy of licence including all changes made to that licence;
  - 3) Copies of relevant correspondence;
  - 4) Details of any exemption and / or enforcement actions;
  - 5) Records of examinations conducted by the BCAA;
  - 6) Licence conversion reports and the original licence issued by the ICAO contracting State;
  - 7) Applicable credit report used for awarding credit to the knowledge examinations passed and copy of knowledge examination result or non-type rated licence. All exemptions if any granted should be recorded and retained on file.
  - 8) the record of flying tests / competency assessments / route checks / skill assessments as applicable and as relevant to the respective license



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- 9) Records of enforcement action.
- (c) Record Retention Duration:
  - 1) Records referred at 1) to 4) of point (b) above, the records should be retained for at least five years after the end of the licence validity or cancellation of licence.
  - 2) Records referred at 5) to 8) of point (b) above the records should be retained for an unlimited period.
- (d) Location of Records:
  - 1) Documents specified at Para (b) are maintained at BCAA.

*Note 1: The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent manner (in chronological order - licence number wise)*

*Note 2: The records shall be stored in a secured manner with controlled access to ensure confidentiality of data.*

*Note 3: Computer hardware containing data backup should be stored at different location from that of the working data in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in respective regulation.*

### 1.12 Security Procedures for Blank Licences.

The licensing administration personnel must keep sufficient stock of plastic type licence cards. These licence cards must be kept in a secured cabinet in the licensing office. A stock of 500 to be kept as a minimal ordering quantity. The licensing administration personnel must submit a written request to the Chief of Aviation Permits and Licensing, if he or she needs to replenish stock.

Form No. ALD/LIC/F181 is used to register the monthly status of cards consumed and remaining available stock.



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### CHAPTER 2

#### MEDICAL

##### 2.1 MEDICAL ASSESSMENT

The Medical Assessments shall be conducted in accordance with ANTR FCL 3 for Class 1 and 2 medical assessments and for ATCO's licence, CAR 003 Appendix 6 for Class 3 assessments.

*Note: ANTR Part II, Chapter 2, ANTR-FCL 3 and CAR 003 Appendix 6 should be consulted for specific issues as this CAP only summarises general issues.*

##### 2.2 MEDICAL CLASSES

The classes of Medical Assessment are as follows:

- (a) Class 1 Medical Assessment applies to applicants for, and holders of:
  - (1) Multi-crew Pilot licences
  - (2) Commercial pilot licences
  - (3) Airline transport pilot licences
- (b) Class 2 Medical Assessment applies to applicants for, and holders of:
  - (1) Private pilot licences
  - (2) Flight engineer licences
  - (3) Glider pilot licences
  - (4) Free balloon pilot licences
  - (5) Student pilot licences
- (c) Class 3 Medical Assessment applies to:
  - (1) Air Traffic Controllers (Ref. CAR 003)

##### 2.2.1 Medical Certificate Validity

The following validity periods for the different medical classes have been extracted from ANTR Part II and ANTR-FCL 3.



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Licence Type	Class	Validity
Airline Transport Pilot under 40	1	12 months
Airline Transport Pilot over 40 (single pilot)	1	06 months
Airline Transport Pilot over 40 (two pilot)	1	12 months
Airline Transport Pilot over 60 (two pilot)	1	06 months
Commercial Pilot under 40	1	12 months
Commercial Pilot over 40	1	06 months
Private Pilot under 40	2	60 months
Private Pilot over 40	2	24 months
Private Pilot over 50	2	12 months
ATC Controller under 40 years of age	3	48 months
ATC Controller over 50 years of age	3	24 months
ATC Controller over 60 years of age	3	12 months

The period of validity of a Medical Assessment begins on the day the medical examination is performed and Medical Certificates are valid until the last day of the month of the validity period.

The period of validity of a Medical Assessment may be extended, at the discretion of the BCAA, up to 45 days.

### 2.2.2 Candidates Turning 40/50/60 Years of Age

Candidates who at the time of their current medical exam are less than 40/50/60 years of age (as applicable) but are going to be 40/50/60 years of age (as applicable) before the next medical, the date of their next medical must be within 6 months of their 40/50/60 birthday. However, this does not apply to Aircraft Maintenance License holders

## 2.3 MEDICAL FITNESS

### 2.3.1 General

An applicant for a flight crew licence must hold a Medical Assessment issued in accordance with the ANTR FCL 3 for Class 1, or Class 2 as applicable, class 3 for Air Traffic Controllers medical assessments and General Medical Fitness as per ANTR 66 for Aircraft Maintenance Personnel.

*Note: For additional guidance may refer to Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379), Manual of Civil Aviation Medicine (Doc 8984).*

The period of validity of a Medical Assessment shall begin on the day the medical examination is performed. The duration of the period of validity shall be in accordance with the provisions of ANTR FCL ANTR Part II, and CAR 003 Appendix 6 for Air Traffic Controllers as applicable.

The period of validity of a Medical Assessment may be extended, at the discretion of Bahrain CAA, up to 45 days.

*Note: It is advisable to let the calendar day on which the Medical Assessment expires remain constant year after year by allowing the expiry date of the current Medical Assessment*



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*to be the beginning of the new validity period under the proviso that the medical examination takes place during the period of validity of the current Medical Assessment but no more than 45 days before it expires.*

Bahrain CAA has Authorised Medical Examiners, qualified and licensed in the practice of medicine, to conduct medical examinations of fitness of applicants for the issue or renewal of the licences or ratings specified in this publication.

*Note: Refer to list of Authorised Medical Examiners maintained in the Licensing section of BCAA.*

Applicants for licences or ratings for which medical fitness is prescribed sign and furnish to the medical examiner a declaration stating whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They must also indicate to the examiner whether a Medical Assessment has previously been refused, revoked and suspended and, if so, the reason for such refusal, revocation or suspension.

Any false declaration to a medical examiner made by an applicant for a licence or rating must be reported to Bahrain CAA for such action as may be considered appropriate.

### 2.3.2 Deferral of Medical Examination

The prescribed re-examination of a licence holder operating in an area distant from designated medical examination facilities may be deferred at the discretion of the Bahrain CAA, provided that such deferment shall only be made as an exception and shall not exceed the limitations on frequency and duration set forth in ANTR Part II, Section 2.10.

### 2.3.3 Decrease in Medical Fitness

Holders of licenses cannot exercise the privileges of their licenses and related ratings at any time when they are aware of any deterioration in their medical fitness, which might render them unable to safely exercise these privileges.

*Note:* This requirement applies to holders of any license / certificate / authorization / validation document, irrespective of whether they are flight crew or otherwise, where a medical fitness is a requirement to exercise privileges granted under of any license / certificate / authorization / validation document.

A holder of a flight crew licence is required to notify the Bahrain CAA of any incapacitating injury or absence due to sickness in excess of 21 consecutive days and all female licence holders are to provide confirmation of pregnancy, as/when appropriate.

Holders of licences provided for in FCL CAR 003 / ANTR 66 shall not exercise the privileges of their licences and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

*Note: Refer to ANTR FCL 3.040 and ICAO Annex 1, Provision 1.2.6.1.*



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A holder of a flight crew licence, who suffers a personal injury or illness resulting in his/her incapacity to undertake the functions to which the licence relates shall be deemed to have his/her licence suspended.

The licence holders shall not exercise the privileges of their licences and related ratings during any period in which their medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of their Medical Assessment.

In such cases, the medical conditions shall be reviewed by the approved Bahrain CAA Medical Assessor after assessment of the licence holder's fitness to fly.

The Bahrain CAA may convene an Medical Evaluation Board to assist in the assessment.

### **2.4 USE OF PSYCHOACTIVE SUBSTANCES**

Licence holders cannot exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges. Licence holders must not engage in any problematic use of substances.

The BCAA may take administrative action against the licence of any holder found to engaged in the problematic use of psychoactive substances.

*Note: Refer to ANTR Part III, Section 1.5 and CAP 19 – Prevention of Substance Abuse.*



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### CHAPTER 3

#### FLIGHT CREW LICENSING

#### 3.1 INITIAL ISSUE ISSUED BY ICAO CONTRACTING STATES

##### 3.1.1 Requirements

For conversion of a foreign licence, the holder must;

- (a) complete, as a skill test, the type or class rating revalidation requirements of ANTR-FCL 1.245 relevant to the privileges of the licence held. A skill test or proficiency check previously conducted to EASA PART-FCL, or to a standard acceptable to the Authority, and valid at the time of application would meet this requirement.
- (b) demonstrate to the satisfaction of the BCAA that a knowledge of the relevant parts of ANTR-OPS and ANTR-FCL (see AMC FCL 1.005 & 1.015) has been acquired;
- (c) demonstrate a knowledge of English in accordance with ANTR-FCL 1.200 although a language endorsement on a foreign licence may be recognised without demonstration.
- (d) hold a valid ANTR-FCL 3 Class 1 medical certificate;
- (e) meet any published additional requirements that the Authority deems necessary; and
- (f) as from 01 January, 2018, comply with the experience requirements set out in Appendix 1 to ANTR-FCL 1.015/3.015.

##### 3.1.2 Application

An application for a licence must be made using form ALD/LIC/F068 for both pilots and Flight Engineers

##### 3.1.3 Supporting Documents

The following documents must accompany the application:

- Covering letter from the operator/organisation
- Proof of Identity (copy of CPR/Passport)
- Two recent photographs (3cm high x 2cm wide)
- Copy of Foreign Licence / Certificate
- Copy of Medical Certificate
- Copy of previous licence
- Copy of official receipt showing payment of fees (if applicable)



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- Copy of most recent Proficiency Check/Certificate of Test. This must include the LPC for the renewal of the instrument rating for an ATPL or PPL/CPL with Instrument Rating.
- Evidence of examination results as applicable
- Evidence of required training and experience
- Copy of flight time log book for the last 50 hours.

*Note 1: It is the responsibility of both the applicant and the operator to ensure that the qualifications, recency of proficiency and required training and experience are adequate and valid for the issue of the licence.*

*Note 2: Copy of supporting documents (where required) must be certified by the respective post holder of the department of the operator / organization.*

### 3.1.4 Verification

For an initial issue of a licence based on a foreign licence, verification must be obtained from the issuing authority of the Foreign Licence/Certificate.

### 3.1.5 Aeronautical Experience

An applicant shall have completed the aeronautical experience requirements as stated in the applicable ANTR FCL, for the licence and rating applied for. The training and experience used to meet the requirements for a licence or rating, or the recent flight experience requirements of the applicable ANTR FCL, must be shown in a flight crew log book.

### 3.1.6 Proficiency/Competency Check

The applicant shall successfully pass a proficiency check, inclusive of instrument rating as applicable, appropriate to the standard of the licence either conducted by a Designated Examiner or ATO / TRTO acceptable to the BCAA or supervised by a BCAA Aircraft Operations Inspector. A valid LPC conducted in accordance with ANTR-FCL 1.010 or EASA PART-FCL may be acceptable to the BCAA.

Bahrain CAA licences are issued in a format to ensure that other Contracting States are satisfied as to the validity of the licence in respect of category, rating, proficiency and medical.

*Note 1: Operators must ensure that records of competency are maintained for all flight crew members engaged in commercial air transport operations. Records must OPC/LPC, line checks and area competency flight checks completed in accordance with the applicable ANTR OPS 1/3, Subpart N.*

*Note 2: Maintenance of competency must be satisfactorily recorded in the operator's records, the licence holder's accompanying Certificate of Test.*

*Note 3: Flight crew members may demonstrate their continuing competency in approved flight simulators. Also refer to CAP 23 - Flight Synthetic Training Devices.*



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### 3.1.7 Radiotelephony

A Radiotelephony Operator Certificate/Licence, if separate to the flight crew licence, may be recognised if issued by a signatory of the International Telecommunications Union. From 5 March 2008, applicants for a licence and licence holders who are required to use the radio telephone shall demonstrate the ability to speak and understand the language used for radiotelephony communications in accordance with Appendix 1 to ANTR FCL 1.010; 2.010 or 4.010, as applicable.

### 3.1.8 Additional Considerations - Pilot Licence

(a) The required minimum experience for Aeroplanes and Helicopters, which must include ICAO Annex 1 requirements for navigation, instrument flight and night flight, is;

(i) PPL

- 40 hours (total) or 35 hours if conducted in approved training course
- 10 hours is pilot in command
- 5 hours of solo cross country flight time and at least one cross-country flight over 150 nm (100 nm for helicopters), which included full stop landings at two different aerodromes.

(ii) CPL

- 200 hours (150 for helicopters) total
- 100 hours as pilot in command (35 for helicopters)

(iii) ATPL

- 1500 hours (1000 for helicopter)
- 250 hours (pilot in command) of which 150 hours may be under supervision)

(iv) Instrument Rating. The inclusion of an instrument rating for PPL and CPL requires the completion of an approved course of training which includes 40 hours of instrument time and 50 hours of cross country flight time as pilot in command.

*Note: An ATPL issued by a foreign State (as well as the BCAA) includes the instrument rating as part of the licence so it is not required to be added as a rating.*

(b) Refer to ANTR FCL 1.050 (2.050 for helicopters) for Co-pilot flight time to be accredited towards the experience requirements for a higher licence.

(c) Experience must be obtained in certified aeroplanes or helicopters and ultralight/microlight or gyrocopter experience cannot be credited.

(d) Using the details on the application, the licence may be prepared.

(1) Enter the following details in database, based on the supporting documentation;





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- (i) Licence Type and assigned number.
- (ii) Correct Name (same as on foreign licence and passport).
- (iii) Nationality must be in correct English equivalent (e.g.; Swiss, not Helvetian or German, not Deutsch)
- (iv) Type Rating. Only aircraft which are on the Bahrain register and for which the applicant has a valid PPC, can be endorsed on the licence (Refer to Section 6). For single engine aircraft, it may be permissible to endorse the licence with "single-engine (land) or (sea)" as a group endorsement.

*Note: A multi engine PPC counts for single engine and multi engine for group type rating for initial issue.*

- (v) Limitations. This section is not used unless an Aircraft Operations Inspector stipulates the limitation (e.g.; "day VFR only" or "waiver").

*Note: Refer to ANTR FCL for multi-pilot rating conditions.*

### 3.2 RATINGS

#### 3.2.1 Requirement

The holder of a flight crew licence must hold appropriate rating(s) endorsed on the licence to exercise respective privileges (Refer to the applicable ANTR FCL). Type ratings remain on licences without change, regardless of recency. The holder of a Bahraini licence may be granted additional ratings upon application.

#### 3.2.2 Aircraft Type Rating

Recognition of a foreign licence for conversion to a Bahraini licence may extend only to type of licence and aircraft type ratings that currently appear on Bahrain Aircraft Register and for which a valid proficiency check is submitted

*Note 1: Refer to ANTR OPS 1.968 or 3.968 and its Appendix 1 for pilot qualification to operate in either pilot's seat.*

*Note 2: Refer to ANTR OPS 1.980 or 3.980 and its Appendix 1 for operation on more than one type or variant.*

#### 3.2.3 Instrument Rating

The holder of a licence shall not be entitled to perform the functions to which an instrument rating, a flight instructor's rating or an examiner authorisation (Pilot or Flight Engineer) relates unless the holder maintains a valid competency/proficiency check (Certificate of Test/Certificate of Experience) in accordance with the applicable ANTR FCL.

For each type of aircraft (i.e., Aeroplane or Helicopter) proof of 40 hours of instrument flying training and required examinations, as part of an BCAA approved syllabus, as well as an



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additional 50 hours of cross country flight time as pilot in command, and an instrument flight test (instrument PPC) is sufficient for the addition of an instrument rating. Holders of a foreign instrument rating are not required to provide proof, however a logbook check may be conducted to ensure the BCAA requirements are met. The Aircraft Operations Inspector is to ensure that no operator of any aircraft shall use a pilot nor shall any person serve as a pilot in command of these aircraft under IFR unless, that pilot has passed an instrument proficiency check. The period of validity of an Instrument Rating is 12 months.

A foreign ATPL automatically includes an instrument rating without issuance of a separate rating, whereas the CPL and PPL require a rating.

### 3.2.4 Flight Instructor Rating

The holder of a flight crew licence cannot exercise the privileges of a flight instructor rating contained in the licence on a flight unless the holder meets the requirements of the applicable ANTR FCL Subpart H.

### 3.2.5 Examiner

The holder of a flight crew licence cannot exercise the privileges of an Examiner on a flight unless the holder meets the requirements of the applicable ANTR FCL Subpart I and is approved by the BCAA.

ANTR FCL 1/2, Subpart I is the primary reference for Examiners. The following two roles of an examiner are recognised:

- (a) Type rating examiner – aeroplane (TRE(A) or helicopter FE(H)).
- (b) Synthetic flight examiner- aeroplane (SFE(A)) or helicopter (SFE(H))

An application must be made by the operator's training postholder using ALD/LIC/F132 with all necessary supporting documentation, including the Monitoring Report (ALD/LIC/F082). The Authority will designate and authorise as examiners suitably qualified persons of integrity to conduct on its behalf, skill tests and proficiency checks. Once approved, Examiners' responsibilities and privileges will be notified to them individually in writing by the Authority and a Designation Certificate (ALD/LIC/F096) will be issued with a validity of 3 years or less (at the discretion of the Chief based on the circumstances).

The Licensing Section administration personnel will maintain a list of authorised examiners specifying each role and any additional matters for which they have been authorised.

### 3.2.6 Acceptance of Temporary Airman Certificate

Some Regulatory Authorities (e.g. FAA) permit the issuance of a Temporary Airman Certificate by Flying Schools to permit a pilot to exercise the privileges of a licence. These certificates, being temporary and not issued by a Regulatory Authority, shall only be considered for the addition of a type rating. A Temporary Airman Certificate, issued by the US FAA for a rating on a licence, is effective for a period of not more than 120 days. A rating may be issued on a Bahraini licence to a qualified applicant pending receipt of the FAA licence with the rating added. Should that licence not be sighted within the expiry period the rating shall be removed.



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### 3.2.7 Temporary Flight Crew Certificates

In accordance with the ANTR Part II, A Temporary Flight Crew Certificate (ALD/LIC/F079), effective for a period of no more than 60 days, may be issued to a Bahraini flight crew licence holder for training, testing or specific special purpose non-revenue, non-passenger carrying flights operations only, pending a review of his/her qualifications for the issuance of an aircraft type rating. This certificate is only issued for the addition of a rating when the applicant remains overseas after completing the required rating training and checking and is required to fly the (Bahraini registered) aircraft type. The Certificate expires at the expiration date, which is limited in validity to the time needed to complete the specific flight or upon addition of the rating on the licence. An application for a Temporary Flight Crew Certificate must be made on ALD/LIC/F068 with a covering letter from the operator and supporting documentation. A Temporary Flight Crew Certificate shall be carried by the holder when exercising the privileges of their licence.

*Note: The issuance of this certificate should be arranged in advance.*

### 3.3 RENEWAL/REVALIDATION OF LICENCE

A licence may be renewed/revalidated upon application at least 30 days prior to the expiry date when the applicable requirements are met. With the exception of Bahraini nationals, renewal/revalidation is only available to persons who are employed by an Operator registered in Bahrain and which operates Bahraini registered aircraft or by the Bahrain CAA.

### 3.4 UPGRADE OF LICENCE

An upgrade of a Private Pilot Licence or Multi-crew Pilot Licence to Commercial Pilot Licence and Commercial Pilot Licence to Airline Transport Pilot Licence can be issued when an applicant meets the requirements, described in the applicable ANTR FCL for an appropriate upgrade of a licence. Verification of the foreign licence is required.

The upgraded licence will be issued with the same ratings, which appeared on the previous licence (except the instrument rating on an ATPL, which is part of the licence). The licence number remains the same.

### 3.5 OVER 65 EXTENSION

The BCAA, on an individual case basis, may grant applications from the Operator for extensions to a flight crew licence beyond the maximum age limitation basis provided;

- (a) the flight crew member does not conduct international commercial operations.
- (b) pilots undergo a special medical evaluation;
- (c) the operator specifically requests the extension in writing and the applicant holds a management or instructional role or will participate in an activity mutually beneficial to the operator and/or BCAA.
- (d) renewals do not exceed a birthday specified by the BCAA.
- (e) for all operations, pilots over 60 years of age shall fly with another licensed and appropriately rated pilot under the age of 60.



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### 3.6 VALIDITY EXTENSION PROCEDURES

#### 3.6.1 General

Flight crewmembers must be properly qualified before they are scheduled for flying duties. They must be properly trained and their proficiency check, instrument rating and medical must be valid. All required training, tests and checks are valid for either six or twelve calendar months including the remainder of the month in which the training or test was taken.

### 3.7 CERTIFICATE OF TEST

#### 3.7.1 General

The holder of a flight crew licence is authorised to exercise the privileges of the licence only with a current and appropriate Certificate of Test. The Certificate of Test Form ALD/LIC/F010 includes a section on rating issue or revalidation (see below). The Certificate of Test is intended for the initial issue, renewal and revalidation of;

- (a) Aircraft group rating
- (b) Aircraft type rating
- (c) Instructor rating
- (d) Instrument rating
- (e) PBN operations privilege under Instrument Rating upon compliance to all applicable parts of Subpart E & Subpart J of ANTR FCL 1

*Note: The skill test for aircraft group rating, aircraft type rating and instrument rating (with or without PBN Operations privilege) are normally conducted during the required periodic OPC/LPC.*

#### 3.7.2 Initial Issue, Renewal and Revalidation

The Certificate of Test shall be completed by the approved Examiner who conducts the test. Alternatively, at the discretion of the Authority, revalidating entries may be made by the Authority. The Examiner, being a person authorised by Bahrain CAA to sign this form in respect of issue/revalidation of a rating, to certify that on the date specified, the holder of this certificate passed a test/check/evaluation test as PIC (annotated P1) or SIC (annotated P2) or Flight Engineer, (annotated FE) on the aircraft type or Simulator approved for this purpose by Bahrain Civil Aviation Affairs.

Instructor ratings and SE piston class ratings may also at the discretion of the Authority be revalidated in the Certificate of Test by the Examiner who forms a part of the revalidation process.

Ratings that are not validated may remain in the Certificate of Test form until a new form is utilised. Flight crew should retain any obsolete Certificate of Test forms.



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### CERTIFICATE OF TEST

RATING ISSUE OR REVALIDATION RECORD						
Ratings	P1	P2	FE	Date of Test/Check	Valid Until or Base Month	Examiner Sig. & Auth. No.
A320/IR	P1			01/01/2002	01/04/2002	
A330/340/IR		P2		10/02/2002	31/10/2002	
BP0/1//1/00M	P1			30/00/2002	31/02/2002	
(A)FI				31/01/2002	31/02/2010	
(Land) MEP	P1			14/00/2002	01/02/2002	

*Note 1: The types/classes are available from the BCAA, or they can be obtained from the EASA website at [www.easa.europa.eu](http://www.easa.europa.eu).*

*Note 2: The check must be conducted within the revalidation period.*

*Note 3: A multi-pilot instrument rating (IR) is not valid for single-pilot aeroplanes.*

*Note 4: Pilots holding both multi-pilot and single-pilot type/class ratings are required to have a current single-pilot IR to maintain instrument rating privileges on single-pilot aeroplanes and are not permitted to use their multi-pilot instrument rating for that purpose.*

*Note 5: The Certificate of Test must be carried with the licence whenever exercising the privileges of the licence.*



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### 3.7.3 Abbreviations used in C of T

Abbreviations used in Certificate of Test	
ATPL	Airline Transport Pilot Licence
CPL	Commercial Pilot Licence
PPL	Private Pilot Licence
IR	Instrument Rating
(A)	Aeroplane
(H)	Helicopter
SE	Single - engine
ME	Multi - engine
MPA	Multi - Pilot Aeroplane
SPA	Single - Pilot Aeroplane
R/T	Radio Telephony
MEP	Multi - engine Piston Aeroplanes
SEP	Single - engine Piston Aeroplanes
FI	Flight Instructor
CRI	Class Rating Instructor
TRI	Type Rating Instructor
IMC	Instrument Meteorological Conditions
IRI	Instrument Rating Instructor
P1	Pilot in command
P2	Second in command
FE	Flight Engineer

### 3.7.4 English Language Proficiency Test

The reverse side of the Certificate of Test is intended for the English Language Proficiency Test and the entries are made by the training organisation accepted by the BCAA.

*Note: Refer to Chapter 1, Para 1.6.*

## 3.8 VALIDATION OF LICENCE

### 3.8.1 General

Subject to the provisions of ANTR FCL 1.015; 2.015 and 4.015 and paragraph 1.4 of this CAP, a flight crew licence granted by an ICAO Contracting State may be validated at the discretion of the BCAA to authorise that foreign licence holder to act as a crewmember in a Bahraini registered aircraft for the following purposes;

- (a) Operational support
- (b) Training
- (c) Delivery flights
- (d) Ferry flights (under Permit to Fly)



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### (e) Maintenance Flight tests

The maximum validity for validation is one year and consideration will only be given to licence holders employed/contracted by a Bahraini operator. A validation may be further extended under extenuating circumstances.

It is the responsibility of the operator and foreign licence holder to ensure the licence, ratings, checks / tests, medical and recurrent training requirements remain valid. A validation will automatically be cancelled when either of these requirements and / or the limitations given under Chapter 1.4(b) are no longer met, or when a Bahraini licence is issued, or the holder fails the written examination for a Bahraini licence.

### 3.8.2 Requirements

For validation of a foreign licence, the holder must;

- (a) complete, as a skill test, the type or class rating revalidation requirements of ANTR-FCL 1.245 or FCL 2.240 or FCL 4.240 relevant to the privileges of the licence held. A skill test or proficiency check previously conducted to FCL 2.240 or FCL 4.240, or to a standard of an authority of ICAO Contracting State, acceptable to the Authority, and valid at the time of application would meet this requirement;
- (b) demonstrate to the satisfaction of the BCAA that a knowledge of the relevant parts of the applicable ANTR parts has been acquired;

*Note: For multi-crew operations, where the other pilot holds a Bahraini licence, the knowledge and Air Law examination may be waived by the BCAA.*

- (c) demonstrate a knowledge of English in accordance with ANTR-FCL 1.200 although a language endorsement on a foreign licence may be recognised without demonstration;
- (d) hold a valid (in case of Flight Engineer) medical certificate issued by the state that issued the license and its validity remains for the period of the proposed licence validation.
- (e) meet any published additional requirements that the Authority deems necessary; and
- (f) The foreign licence has been verified and confirmed with the ICAO Member State that has issued the licence.
- (g) A valid Radio Telephony License / certificate issued by the Contracting state of the license.

### 3.8.3 Application

The application should be made in writing by the operator/organisation and the following documents must accompany the application:

- Covering letter from the operator/organisation
- Proof of Identity (copy of CPR/Passport)
- Two recent non glossy photographs with white background (3cm high x 2cm wide)



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- Foreign Licence/Certificate (original with one copy)
- Copy of foreign Medical Certificate (original)
- Copy of official receipt showing payment of fees (if applicable)
- Copy of most recent Proficiency Check
- Evidence of required training and experience





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### CHAPTER 4

#### AIRCRAFT MAINTENANCE LICENSING

##### 4.1 Types of AME Licence

The following Aircraft Maintenance Engineers licences and ratings are issued by the BCAA Aeronautical Licensing Directorate:

- (a) Licence Without Type Rating (LWTR) – Basic Licence.
- (b) Licence Endorsed With Type Rating.

##### 4.2 Licence Categories

The categories within the aircraft maintenance licence are:

- Category A – Aircraft Maintenance Licence
- Category B1 – Aircraft Maintenance Licence (Mechanical)
- Category B2 – Aircraft Maintenance Licence (Avionics)
- Category C – Base Maintenance Licence

Categories A and B1 are subdivided into subcategories relative to combinations of aeroplanes, helicopters, turbine and piston engines. These subcategories are:

- A1 and B1.1 Aeroplanes Turbine
- A2 and B1.2 Aeroplanes Piston
- A3 and B1.3 Helicopters Turbine
- A4 and B1.4 Helicopters Piston

##### 4.3 INITIAL ISSUE OF AME LICENCE BASED ON CONTRACTING STATES LICENCE

###### 4.3.1 Conversion of a Foreign Licence

Aircraft Maintenance licences, issued by ICAO Contracting States, may be recognised by the BCAA and converted to a Bahraini licence provided that the requirements stipulated under Chapter 1.3 and the following are adhered to:

- (a) The applicant, with the exception of a Bahraini national, is employed by a Bahrain registered operator/organisation or by the Bahrain CAA; and
- (b) The applicant successfully passes an examination on Bahrain aviation law as applicable & relevant parts of ANTR and regulations conducted by BCAA unless exempted.

*Note : Refer to CAP 21 for Examination conduct procedures.*

- (c) The applicant is competent to read, speak and understand the English language; and

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- (d) Only one such licence is used as a basis for recognition.

### 4.3.2 Additional Considerations

- (a) Airframe and powerplant (A & P) certificate, issued by the Federal Aviation Administration of the USA and other ICAO Contracting States utilising a similar system, may be considered provided the holder has at least five years of work experience in aircraft maintenance and applicable human factors training.

In the case of acceptance of licences from ICAO contracting states whose examination / training syllabus is non-similar to the ANTR 66 / EASA PART 66, the differences shall be identified and considered for additional limitation on the licence as applicable. The course curriculum / syllabus, training and / or examination reports / results may be consulted for identifying the differences.

- (b) The BCAA issues categories A, B1, B2 and C licences. The Licence Without Type Rating (LWTR) does not permit the holder to exercise maintenance certification privileges leading to issuing Certificate of Release to Service (CRS), unless the licence is appropriately endorsed with the aircraft type rating. Additionally, it is the responsibility of the organisation to ensure that the licence holder is issued with a company authorisation in accordance with the ANTR 145 regulation and relevant exposition of the maintenance organisation.

In the case of Category A licence, the holder without Type rating license (LWTR), may exercise the privileges of the license upon completion of the appropriate training and subsequent authorization in accordance with ANTR 145 regulation.

- (c) Aircraft Maintenance Engineers are recommended to utilise an AME's logbook to record satisfactory basic training and skills attainment as a pre-requisite for basic licence issue, both for applicants who have completed an ANTR 147 training course and applicants who have not had formal technical training. The use of a logbook is still voluntary, however, if submitted in support of an application it will enable the BCAA to process the application more efficiently and reduce the handling time for the application. Logbook Assessors responsible for verifying the logbook details can be;

- (1) nominated by an ANTR 145 or ANTR 147 organisation by virtue of holding a supervisory or management position within the approved organisation. In this case the BCAA would expect the nominated person or persons to be included in that organisation's exposition. This will allow the person or persons of that organisation to act as an Assessor for that organisation for the duration of that organisation's ANTR 145 or ANTR 147 approval or whilst they remain in the employ of that organisation; or
- (2) for applicants working outside of ANTR 145 or ANTR 147 organisations, the assessor will be a senior engineer holding an aircraft maintenance licence, whose licence coverage encompasses that for which the application is being made; or
- (3) the assessor will be a person with acceptable experience who holds or who has held a senior position in an approved aircraft maintenance organisation. In this case an application will need to be made to the BCAA.



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- (d) On the Job Training assessors designated by ANTR 145 organisations are to be included in that organisation's exposition.

### 4.3.3 Application

An applicant must submit an application, using BCAA Form ALD/LIC/F037, with the required supporting documentation.

*Note: Further details on Aircraft Maintenance licences can be found in ANTR 66.*

### 4.3.4 Supporting Documents

The following documents must accompany the application:

- Covering letter from the operator/organisation
- Proof of Identity (copy of CPR/Passport)
- Work Permit / Visa in the case of non-Bahrainis
- Two recent photographs (3cm high x 2cm wide)
- Foreign Licence/Certificate (original with one certified true copy).
- Verification of Licence and other particulars as considered necessary from the issuing authority
- Copy of official receipt showing payment of fees (if applicable)
- Copy of most recent privileges
- Evidence of required training and experience (log book)
- Evidence to the compliance to the requirement of passing Theoretical Knowledge Examination (ANTR 66.A.25 & Appendix I to ANTR 66),
- Evidence to support compliance to the requirement of Practical Experience (general / On type)- (ANTR 66.A.30 & Appendix III to ANTR 66),
- Evidence to support compliance to structured "On The Job" Training requirement (Appendix III to ANTR 66),

*Note: It is the responsibility of both the applicant and the operator/organisation to ensure that the qualifications and required training and experience are adequate and valid for the issue of the licence.*

### 4.3.5 Verification

For an initial issue of a licence based on a foreign licence, verification must be obtained from the issuing authority of the Foreign Licence/Certificate.



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### 4.3.6 B1/B2 Licence Privileges and Limitations

Unless otherwise specified by Bahrain CAA, when a BCAA B1, B2 licence is issued based on a foreign licence, the privileges and limitations of the BCAA licence shall be that of the foreign licence.

### 4.3.7 Aircraft Type Endorsement

A licence holder for B1, B2 & C categories may not exercise privileges unless his/her licence is appropriately endorsed with the aircraft type rating.

An application for a Type Rating endorsement in respect of the type of aircraft, engine or system will be considered provided that:

- (a) The applicant holds a valid Aircraft Maintenance Licence;
- (b) The aircraft is of a type, or the engine or system is installed in a type that is registered in the Kingdom of Bahrain;
- (c) The applicant has successfully passed the theoretical examination and practical assessment of the type rating course, and is issued with certificates of recognition by an appropriately approved ANTR-147 training organisation, or to an equivalent standard accepted by BCAA;

*Note: A practical type training course is not required for category C licence holders.*

- (d) The type rating training course was completed within three years prior to the date of the application;
- (e) For the first type endorsement, the applicant should have completed an On the Job Training, duly assessed by a designated assessor as per paragraph 4.1.2 above.
- (f) Aircraft Maintenance Licence holders issued with a LWTR prior to 01 January 2019 will be entitled to type endorsements based on grandfather rights, provided that the licence holders are already holding an existing and current authorisation.
- (g) In addition to the requirements stated above, the applicant must submit the following documents to support the application:
  - Evidence of required training and experience, including certificates of recognition, Structured On-The-Job Training course certificate, or certification authorisation, as applicable.
  - Evidence of theoretical knowledge training certificate of recognition attended at an approved ANTR 147 training organisation, or an equivalent certificate;
  - Evidence of practical training certificate of recognition attended at an approved ANTR 147 training organisation, or an equivalent certificate;
  - For first type endorsement, certificate of completion of structured on job training;
  - Authorisation certificate issued by maintenance organisation (if applicable).

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### 4.4 RENEWAL OF LICENCE

A licence may be renewed at least 30 days prior to the expiry date when the applicable requirements are met.

A licence, which has expired for more than two years, may be re-issued when the applicant meets the requirements for initial issue.

With the exception of Bahraini nationals, renewal is only available to persons who are employed by an Operator/organisation registered in Bahrain and which operates or maintains Bahraini registered aircraft or employed by Bahrain CAA.

#### 4.4.1 Application and Supporting Documentation

The following documents must accompany the application form (ALD/LIC/F037):

- Covering letter from the operator/organisation/personnel;
- Copy of official receipt showing payment of fees (if applicable).

### 4.5 VALIDATION OF LICENCE

#### 4.5.1 General

An Aircraft Maintenance Licence granted by an ICAO Contracting State may be validated at the discretion of the BCAA to authorise that foreign licence holder to conduct maintenance on a Bahraini registered aircraft under the following circumstances;

- (a) Temporary employment with a Bahraini maintenance organisation; and
- (b) Maintenance conducted by the aircraft manufacturer.

The maximum validity for validation is normally one year. A validation may be further extended under extenuating circumstances. An organisation requiring a validation for longer than one year should apply for a Bahraini licence.

The expiry date for a validation would be;

- (a) up to one year and may be extended if justified; or
- (b) the expiry date of the foreign licence.

whichever comes first.

It is the responsibility of the organisation and foreign licence holder to ensure the licence and any training requirements remain valid. Further, engineer's training and are well conversant with the aspects such as:

- (i) Approved maintenance system;
- (ii) Organisation's structure;

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- (iii) MOE/ Procedure manual;
- (iv) Quality system;
- (v) Engineering management;
- (vi) Duties & responsibilities assigned to him.

A validation will automatically be cancelled when either of these requirements are no longer met, or when a Bahraini licence is issued, or the holder fails the written examination for a Bahraini licence.

*Note: Refer also to paragraph 1.4 of this CAP*

### 4.5.2 Application

The application should be made in writing by the operator/organisation and the following documents must accompany the application:

- Covering letter from the operator/organization
- Justification from the operator for utilizing the services of a certifying personnel whose licence is issued by any ICAO contracting state, on a short term basis under the validation provisions and the circumstances requiring the use of such licences.
- Proof of Identity (copy of CPR/Passport)
- Two recent non glossy photographs with white background (3cm high x 2cm wide)
- Foreign Licence/Certificate (original with one copy)
- No Objection and or sponsorship agreement from his employer if the certifying personnel are not employed by Bahraini Operator, where the services are required for a specific purpose and period.
- Copy of official receipt showing payment of fees (if applicable)
- Evidence of required training and experience (logbook)

## 4.6 LIMITATIONS ON A CONVERTED AME LICENCE

### 4.6.1 Limitation Codes

Limitation codes may be applied singly or in combination to basic categories and type ratings. They are issued on BCAA form ALD/LIC/F137.

The limitation codes are listed below:

1. Excluding electrical power generation & distribution systems.
2. Excluding instrument systems, INS/IRS and Flight Directors systems.
3. Excluding autopilot systems on aeroplanes.
4. Excluding autopilot systems on helicopters.



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5. Excluding automatic landing and auto throttle systems on aeroplanes.
6. Excluding radio communication/navigation and radar systems.
7. Excluding radio radar systems.
8. *Reserved.*
9. Excluding avionic LRUs.
10. Excluding airframe.
11. Excluding engine.
12. Excluding all pressurised aeroplanes.
13. *Reserved.*
14. Excluding pressurised aeroplanes above 5700 Kg MTOM.
15. Excluding supercharged piston engines in aeroplanes.
16. Excluding navigational and electronic instrument systems, FDR, GPWS and vibration monitoring systems.
17. Excluding radio-coupled autopilot systems in aeroplanes.
18. Excluding radio-coupled autopilot systems in helicopters.
19. Excluding all tasks with the exception of Compass Compensation and adjustment only.
20. Excluding propeller-turbine engines.
21. Excluding all tasks with the exception of minor scheduled line maintenance up to and including Daily Inspections.
22. Excluding all tasks with the exception of Cabin Maintenance tasks.
23. Excluding all tasks with the exception of DC electrical components in mechanical systems.
24. Excluding all systems with the exception of LRUs within In-flight Entertainment Systems.
25. Excluding electrical power generation and distribution systems on aircraft above 5700 kg MTOW.
26. Excluding Avionic LRU replacement and BITE checks on aircraft above 5700 Kg MTOM.
27. Excluding Antenna and Antenna Feeder Systems relating to radio and radar systems.
28. Excluding maintenance tasks on Wooden Structures and Fabric Coverings.

*Note: The Limitation code if exist in the original license issued by any contracting state, shall be carried forward to the converted license equating to the limitations listed above.*

### 4.6.2 Removing Limitations from a Basic Licence

To remove limitations from a basic B1 or B2 licence issued by BCAA, the applicant must produce the license issued by the contracting state without the respective limitations.



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### CHAPTER 5

#### FLIGHT DISPATCHER

##### 5.1 INTRODUCTION

###### 5.1.1 Regulatory Requirement

A person shall not act as a Flight Dispatcher without a valid and appropriate Bahraini licence or validation to a foreign licence. Licence holders cannot exercise the privileges of their licence if that licence has not been renewed prior to the expiry date.

###### 5.1.2 References

The following references must be reviewed by an applicant for a Flight Dispatcher Licence;

- (a) ANTR-OPS 1/3, Subpart D;
- (b) ANTR Part II, Chapter 4; and
- (c) CAP 26 – Flight Dispatcher

##### 5.2 LICENSING POLICY

###### 5.2.1 Eligibility

A Flight Dispatch licence is issued only to persons who are employed by an operator which operates Bahraini registered aircraft or Bahrain CAA employees.

###### 5.2.2 Conversion

Flight Dispatcher licences, issued by ICAO Contracting States, may be recognised by the BCAA, and converted to a Bahraini licence provided that the following requirements are adhered to:

- (a) A licence is issued by a Contracting State to the Convention on International Civil Aviation, in accordance with Annex 1 to the Convention, and is valid at the time of application;

*Note: The BCAA may not recognise, or recognise with added requirements, any foreign licence which doesn't meet the requirements of ICAO Annex 1 or ANTR-Part II, Chapter IV.*

- (b) The applicant is employed by a Bahrain registered operator or Bahrain CAA; and
- (c) The applicant successfully passes an examination on Bahrain aviation law and regulations as applicable & relevant parts of ANTR.

*Note : Refer to CAP 21 for Examination conduct procedures.*

- (d) The applicant is competent to read, speak and understand the English language; and



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(e) Only one such licence is used as a basis for recognition.

### 5.3 INITIAL ISSUE BASED ON ICAO CONTRACTING STATE LICENCE

#### 5.3.1 Application

An application for a licence must be made using application form ALD/LIC/F055

#### 5.3.2 Supporting Documents

The following documents must accompany the application:

- Covering letter from the operator/organisation
- Proof of Identity (copy of CPR/Passport)
- Two recent photographs (3cm high x 2cm wide)
- Foreign Licence/Certificate (original with one copy) See paragraph 5.3.3 below.
- Copy of official receipt showing payment of fees (if applicable)
- Copy of most recent Competency Test
- Evidence of required training and experience

*Note: It is the responsibility of both the applicant and the operator to ensure that the qualifications, competency and required training and experience are adequate and valid for the issue of the licence.*

#### 5.3.3 Verification

For an initial issue of a licence based on a foreign licence, verification must be obtained from the issuing authority of the Foreign Licence/Certificate.

### 5.4 RENEWAL

A licence may be renewed/revalidated upon application using form ALD/LIC/F055 at least 30 days prior to the expiry date when the applicable requirements are met. With the exception of Bahraini nationals, renewal/revalidation is only available to persons who are employed by an Operator registered in Bahrain and which operates Bahraini registered aircraft or employees of Bahrain CAA.

### 5.5 VALIDATION

#### 5.5.1 General

To permit a foreign licence holder to exercise the privileges of their licence in Bahrain without holding a Bahraini licence a letter of validation will be issued by the BCAA for the following purposes;

- (a) Training
- (b) Dispatch in accordance with an authorisation from the Bahraini organisation

The maximum validity for validation is one year. A validation may be further extended under extenuating circumstances. Operators requiring a validation for longer than one year should apply for a Bahraini licence. It is the responsibility of the operator and foreign



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licence holder to ensure the licence and recurrent training requirements remain valid. A validation will automatically be cancelled when either of these requirements are no longer met, or when a Bahraini licence is issued, or the holder fails the written examination for a Bahraini licence.

The expiry date for a validation would be;

- (a) up to one year and may be extended if justified; or
- (b) the expiry date of the foreign licence.

whichever comes first.

*Note: Refer also to paragraph 1.4 of this CAP.*

### 5.5.2 Application

The application should be made in writing by the operator/organisation and the following documents must accompany the application:

- Covering letter from the operator/organisation
- Proof of Identity (copy of CPR/Passport)
- Two recent non glossy photographs with white background (3cm high x 2cm wide)
- Foreign Licence/Certificate (original with one copy)
- Copy of official receipt showing payment of fees (if applicable)
- Evidence of required training and experience



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### CHAPTER 6

#### AIR TRAFFIC CONTROLLER'S LICENSING PROCEDURE

##### 6.1 INTRODUCTION

The BCAA is responsible for the licensing of air traffic controllers and students within Bahrain. The Regulation / requirement with respect to Air Traffic Controllers / Student Air Traffic Controllers license are stipulated under CAR 003 and published in BCAA web site <http://mtt.gov.bh/sites/default/files/car003.pdf> . The process for issue of such license are as follows:

##### 6.2 APPLICABILITY

Applicant for an Air Traffic Controller or Student Air Traffic Controller license be

- 1 employed by the BCAA, or
- 2 employed by certified air navigation service providers, or
- 3 in receipt of written offers of employment by the BCAA or a certified ANSP, or
- 4 others accepted by the BCAA as requiring such licenses in the normal performance of their duties.

##### 6.3 CATEGORIES OF RATING

Air traffic controller ratings in Bahrain shall comprise of the following categories:

1. Aerodrome control rating (ADC)
2. Approach control procedural rating (APP)
3. Approach control surveillance rating (APS)
4. Area control procedural rating (ACP)
5. Area control surveillance rating (ACS)

*Note: The approach precision radar control rating is not applicable to Bahrain.*

6. Air Traffic Control Assistant (ATA)

*Note: The grant of an ATA rating is not a validation of an Air Traffic Control License. It is a component of a Student Air Traffic Control License.*

##### 6.4 LICENSING APPLICATION PROCEDURE

1. Applications for Student Air Traffic Controller Licenses, Air Traffic Controller Licenses, ratings and endorsements, shall be made in accordance with the relevant requirements, Annexes and Attachments of CAR003. Refer to Appendix 2 for the application.
2. The Head of ATC or his designated representative shall be responsible for making the licensing applications on behalf of the applicant. The signed application represents that the applicant is compliant with the CAR003 ATC training, assessment and licensing requirements.



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3. A person whose license has been lost or destroyed shall obtain a temporary copy, which shall be carried as proof of the license holder's status until the Air Traffic Controller License has been replaced.

### 6.5 STUDENT AIR TRAFFIC CONTROLLER LICENSE

1. Satisfy the appropriate requirements for age, knowledge, experience, competence, skill, linguistic ability and physical and mental fitness as detailed in CAR 003.
2. Be not greater than 65 years of age on application date; and
3. Successfully complete an ICAO ATC course, or equivalent, OJT approved by the BCAA (ASSD); or acted as a certified civilian air traffic controller performing full time operational duties for a minimum period of 3 years,
4. the ability to speak and understand the English language used for radiotelephony communications to the level specified in the ICAO language proficiency requirements in CAR 003
5. Hold a current ATC Medical Certificate.

### 6.6 AIR TRAFFIC CONTROLLER LICENSE

1. Satisfy the appropriate requirements for age, knowledge, experience, competence, skill, linguistic ability and physical and mental fitness as detailed in CAR 003.
2. Be not less than 21 years of age and not greater than 65 years of age on application date;
3. Hold a Student Air Traffic Controller License
4. the ability to speak and understand the English language, used for radiotelephony communications, to the level specified in the ICAO language proficiency requirements;
5. Minimum Experience Requirements (MER) for the entry qualifications, rating and unit as detailed in CAR 003
6. Assessed as being competent to provide a specific category of air traffic control service at a particular ATSU; and
7. Hold a current ATC Medical Certificate from an approved Aero Medical Examiner;
8. provide the following evidence for the issue of an Air Traffic Controller License:
  - a) Certification that the applicant has successfully completed the relevant requirements of the Unit Training and Assessment Plan (UTAP); and
  - b) Certification that the applicant has met the Minimum Experience Requirement (MER); and
  - c) A valid Certificate of Competence (CoC) for the applicable rating.



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### Applicants seeking issue of ratings shall submit:

1. Proof of the applicant's age (valid passport copy);
2. Certification that the applicant has successfully completed an ICAO ATC course, or equivalent, approved by the Authority; or
3. Certification that the applicant has met the previous requirements and
4. Certification that the applicant has demonstrated at least the minimum operational English Level of Proficiency.
5. Provide copies of their Foreign Air Traffic Controller License(s);
6. Provide a Verification Letter from the Civil Aviation Authority having issued their Air Traffic Controller License(s);
7. submit an Assessment of Previous Competence (APC) by an ATC Examiner

### 6.7 AIR TRAFFIC CONTROLLER RATINGS AND ENDORSEMENTS

#### Endorsements:

1. ATC Examiner (EXM)
2. Local Competency Examiner (LCE)
3. OJT Instructor (OJT)

An air traffic controller may be endorsed as an ATC Examiner at the discretion of the Authority, provided that:

1. He currently holds a Local Competency Examiner endorsement which has been held for at least 1 year;
2. He holds and maintains Certificates of Competence for the sectors or operational positions for which examinations will be conducted; and
3. He has conducted at least 2 initial or subsequent issues of CoC examinations under the supervision of an ATC Examiner.

*Note: The 1 year requirement in A.3.8.(g).1 may be reduced by the Authority after consideration of previous suitable ATC control and examination experience and following a submission from the ATS unit.*

An air traffic controller may be endorsed as a Local Competency Examiner at the discretion of the Authority provided that:

1. He has at least 5 years full time operational ATC experience in the rating for which the examinations will be conducted;
2. He maintains and has held for a minimum period of 2 years, Certificates of Competence for the sectors or operational positions for which examinations will be conducted;



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3. He currently holds an OJT Instructor endorsement, which has been held for at least 1 year, at the unit for which the examinations will be conducted;
4. He has completed an examiners course acceptable to the BCAA (ASSD); and
5. He has conducted at least 2 CoC renewal examinations under the supervision of an ATC Examiner.

*Note: The time requirement in A.3.8.(h).2 and 3.8.(h).3 may be reduced by the Authority after consideration of previous suitable ATC control and examination experience and following a submission from the ATS unit.*

An air traffic controller may be endorsed as an OJT Instructor, at the discretion of the Authority, providing:

1. He has at least 2 years full time operational experience in the rating for which instruction will be conducted;
2. He maintains, and has held for a minimum period of 1 year, Certificates of Competence for the sectors or operational positions for which instruction will be conducted;
3. He has completed an OJT Instructor course acceptable to the BCAA (ASSD); and
4. He has completed unit specified training on the conduct of the UTAP scheme.

The ATS unit shall provide the following evidence for the issue of a rating:

1. Certification that the applicant has successfully completed an approved ATC course for the applicable rating; or
2. Evidence that the applicant has acted as a certified civilian air traffic controller performing full time operational duties for a minimum period of 3 years, in the applicable rating, at a civilian air navigation facility under the jurisdiction of an authority, whose ATC licensing system has been deemed by the Authority as meeting the requirements laid down in these regulations; and
3. Certification that the applicant has met the Minimum Experience Requirements (MER) associated with that rating; or
4. Certification that the applicant has successfully completed the UTAP associated with that rating; and
5. A valid CoC for the applicable rating.

### 6.8 ENGLISH LANGUAGE PROFICIENCY

1. All air traffic controllers and student air traffic controllers, shall be required to demonstrate an English language proficiency at the operational level, (level 4) or greater. See Attachment 1.



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2. Air traffic controllers and student air traffic controllers, who demonstrate an English language proficiency at the Expert Level (Level 6), are normally not required to undergo further evaluation unless doubt is raised at a later date, by unit management or the Authority, as to the English proficiency level of the person.
3. Air traffic controllers and student air traffic controllers, who demonstrate English language proficiency below the Expert Level (Level 6), shall be formally evaluated at time intervals as follows:
  - a) Those demonstrating English language proficiency at the Operational Level (Level 4) shall be formally evaluated at least once every 3 years;
  - b) Those demonstrating language proficiency at the Extended Level (Level 5) shall be formally evaluated at least once every 6 years.
4. Prior to the issue of a Student Air Traffic Controller License for the issue of an ATC Rating, the applicant shall demonstrate an English language proficiency at the Operational Level (Level 4), or greater.
5. When a formal English language proficiency assessment is required, the assessment shall be conducted at an English testing facility approved by the Authority.
6. Instructors conducting approved ATC courses shall demonstrate English language proficiency at the Extended Level (Level 5).

*Note: Refer to CAR 003, Attachment 1 for ICAO LANGUAGE PROFICIENCY RATING SCALE.*

### 6.9 APPLICATION PROCESS FOR ISSUE / RENEWAL / VALIDATION

The procedure similar to that is given under Chapter 5.3 to 5.5 may be followed for the purpose of Issue / renewal / validation.

### 6.10 AIR TRAFFIC CONTROLLER LICENCE AND THEIR MEDICAL VALIDITY

1. The Validity of License of Student Air Traffic Controllers and Air Traffic Controllers is 2 years unless another period specified by the license issuer and approved by ASSD, BCAA (Ref. A.3.7 of CAR 003).

A Student Air Traffic Controller License shall not be extended beyond a total duration of 2 years. In cases where training has been interrupted due to exceptional circumstances, the Authority may, at its discretion renew, extend or re-issue a Student Air Traffic Controller License (Ref. A.3.4 of CAR 003).

2. The validity of the medical of Air Traffic Controller is 4 years until the age of 40, 2 years until the age of 50 and 1 year after the age of 50, unless endorsed with a shorter period by an Aero Medical Examiner (Ref. A.3.10 of CAR 003).



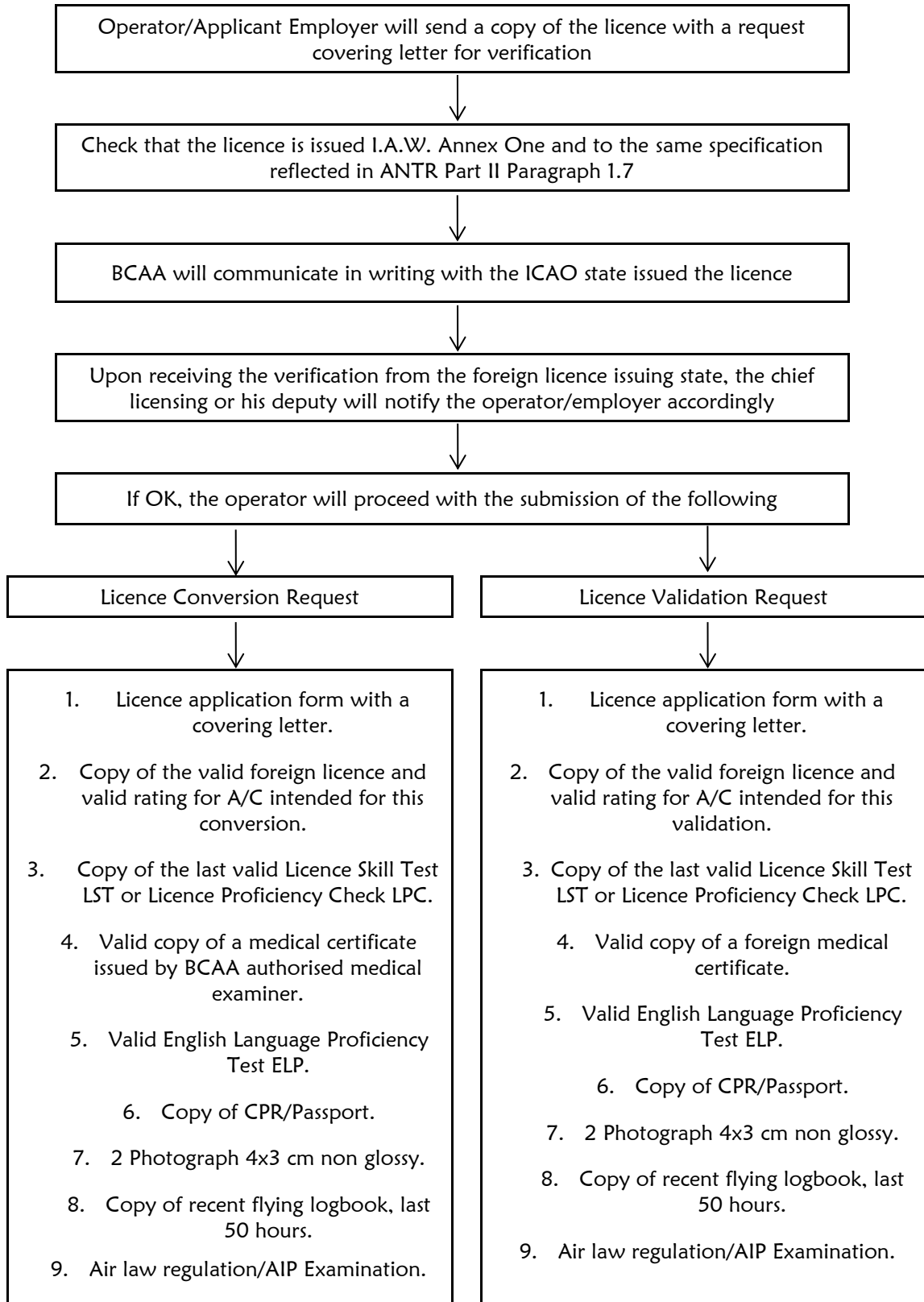


## CIVIL AVIATION PUBLICATIONS

### APPENDIX 1

#### FORM NO. ALD/LIC/F178

#### Licence Conversion/ Validation Process Map





## CIVIL AVIATION PUBLICATIONS

### APPENDIX 2 APPLICATION FOR AIR TRAFFIC CONTROLLER'S LICENCE

#### BAHRAIN AIR TRAFFIC CONTROLLER LICENCE APPLICATION FORM

1. Personal Details		PHOTO 3X4 CMS (with white background & Matt finish)
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Full name:		
Date of birth:		
Nationality:		
Passport No.:		
CPR No.:		
Address:		
Applicant signature and date:		(cross applicable boxes, date format dd/mm/yy)

2. Application Type		
<input type="checkbox"/>	Initial Application	<input type="checkbox"/>
<input type="checkbox"/>	Air Traffic Controller	<input type="checkbox"/>
<input type="checkbox"/>	Student License	<input type="checkbox"/>
<input type="checkbox"/>	Revalidation of License	<input type="checkbox"/>
<input type="checkbox"/>	Additional Rating	
3. Ratings Applied For		
<input type="checkbox"/>	(ADC) Aerodrome Control	<input type="checkbox"/>
<input type="checkbox"/>	(APS) Approach Control Surveillance	<input type="checkbox"/>
<input type="checkbox"/>	(ACS) Area Control Surveillance	<input type="checkbox"/>
<input type="checkbox"/>	(APP) Approach Control Procedural	<input type="checkbox"/>
<input type="checkbox"/>	(ACP) Area Control Procedural	<input type="checkbox"/>
<input type="checkbox"/>	(ATA) ATC Assistant	
4. Endorsement Applied For		
<input type="checkbox"/>	(OJTI) On-the-job Training Instructor	<input type="checkbox"/>
<input type="checkbox"/>	(EXM) ATC Examiner	<input type="checkbox"/>
<input type="checkbox"/>	(LCE) Local Competency Examiner	<input type="checkbox"/>
<input type="checkbox"/>	(ATSI) Air Traffic Services Instructor	

5. ATC Licence Information	
Bahrain ATC License Number:	
Bahrain License Date of Issue:	
Bahrain Licence Date of Expiry:	
Other ATC License (Origin & Number):	
Ratings Already Held:	
ELP Level:	
Medical Expiry:	
Medical Limitations/Conditions:	
Unit:	
Date of Training Commencement:	

6. Documents required to be submitted to support this application:			
<input type="checkbox"/>	2 Passport photos - Electronic photos are accepted in high resolution	<input type="checkbox"/>	ATC License or relevant ICAO training course
<input type="checkbox"/>	Passport and CPR	<input type="checkbox"/>	Certificate of Competence
<input type="checkbox"/>	English Language Proficiency	<input type="checkbox"/>	Medical Certificate Class 3
<input type="checkbox"/>	Employment requirement		



## CIVIL AVIATION PUBLICATIONS

### BAHRAIN AIR TRAFFIC CONTROLLER LICENCE APPLICATION FORM

The above documents have been reviewed and meet the requirements of CAR003 for the issuance the requested qualification (copies attached):

**7. For Official Use Only**

Declaration: The applicant's details and documentation provided have been verified and meet the requirements as stipulated in CAR003, and is recommended for the issuance of the requested qualification.

HATC or Designate		Sign		Date	
BCAA ASSD Review:					
DASS or Designate		Sign:		Date:	
BCAA ALD Final Review/ Approval					
CAL	Recommended / Not Recommended	Sign:		Date:	
DAL	Approved/ Not Approved	Sign:		Date:	
	Recommended / Not Recommended (For Issue of Initial License)				

Approval of USCA (For Issue of Initial License)

USCA Approval	Approved/ Not Approved	Sign:		Date:	
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