



NAMIBIAN CIVIL AVIATION AUTHORITY


Advisory Pamphlet (AP)

AP 1/1/2/4/4-1

PROCEDURE FOR APPEALING AGAINST THE NCAA ON LICENSING DECISIONS

Advisory Pamphlets (APs) are intended to provide recommendations and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain Regulatory requirements by providing interpretative and explanatory material.

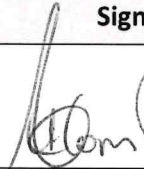





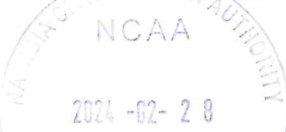
APs should always be read in conjunction with the referenced regulations

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p align="center">Namibia Civil Aviation Authority - Safety Division</p>	<p align="center">ADVISORY PAMPHLET</p> <p align="center">PROCEDURE FOR APPEALING AGAINST THE NCAA ON LICENSING DECISIONS</p>
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Approval Page


Document Control

Approval

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	Position	Name	Signature	Date
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Change Summary

Edition Number	Brief Description of Change	Prepared by	Effective Date
1.0	First Edition	PEL	

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NOTE:

1. When amended, this document will be re-issued in full. Each page will indicate the edition number and the effective date. The edition number shall be the same on each page.
2. When printed this document is uncontrolled.

Advisory Pamphlets (AP) system.

1. The Namibian Civil Aviation Authority (NCAA) issues Advisory Pamphlets. Advisory Pamphlets in accordance with NAMCARs 2001, NAMCAR 2018, Part 3, regulation 3.04.4 to inform the aviation public in a systematic way of non-regulatory material and acceptable means of compliance. Unless incorporated into a regulation by reference, the contents of an advisory circular Pamphlet are non-binding on the public. Advisory Pamphlets are issued in a numbered-subject system corresponding to the subject areas of the Namibian Civil Aviation Regulations (NAMCARs) and the Namibian Civil Aviation Regulations (NAMCARs) approved NCAA File Plan.
2. Advisory Pamphlets are intended to provide information and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain Regulatory requirements by providing interpretative and explanatory material. Where an AP is referred to in a 'Note' below the regulation, the AP remains as guidance material.
3. Advisory Pamphlets should be read in conjunction with the referenced regulations.
4. Procedure for Appealing Against the Decisions of Personnel Licensing Section is set out in the schedule hereto.
5. Advisory pamphlets may also be accessed at <https://www.ncaa.com.na>.
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Effective date: 28 February 2024



**Ms. Toska Sem
Executive Director**



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PROCEDURE FOR APPEALING AGAINST THE NCAA ON LICENSING DECISIONS

This Advisory Pamphlet addresses uniform guidance and procedures for appealing against any decision given by the Personnel Licensing section.

2.1 Reference

Namibia Civil Aviation Act no.6 2016 Part 17: RIGHTS OF APPEAL

2.2 Who may lodge an Appeal

Applicants or aviation document holders who are not satisfied with the actions taken or decisions made by the Personnel Licensing section, concerning any of the personnel licensing activities carried out, and recommendations made within the Personnel Licensing section.

2.3 Grounds For Appeal

An Appeal shall be made if the aggrieved person thinks:

- a. the decision made was not based on evidence produced;
- b. there was an error in the application of the law;
- c. the procedures and other statutory requirements applicable to the Authority were not complied with and the non-compliance materially affected the determination.

2.4 Appeal to High Court

Any person feeling aggrieved with a decision made with respect to the enforcement action taken against him or her, has the right to appeal in accordance with Part 17 of the Civil Aviation Act, 2016.

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