



**AVIATION DIRECTIVE**

Reference Number NCAA/001/2023

Personnel Licensing

July 2023

Conversion of foreign pilot, cabin crew, air traffic service and aircraft maintenance engineers' licenses and ratings held by persons who are not Namibian citizens and persons who do not hold Namibian permanent residence

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Namibia Civil Aviation Authority

**AVIATION DIRECTIVE  
PEL/001/2023**

Conversion of foreign pilot, cabin crew, air traffic service and engineers' licenses and ratings by non-Namibians and non-Namibian permanent residence holders

Approval

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	Position	Name	As signed	Date
Developed by:	Senior Manager: PEL	Rodney Theron		01/08/2023
Legal revision:	Chief Legal Counsel	Christoph Seimelo		01/08/2023
Checked and Recommended for Approval by:	General Manager: Safety	Ericsson M. Nengola		01/08/2023
NCAA Approval:	Executive Director of NCAA	Toska Sem		01/08/2023



## 1. Legal Authority

Pursuant to section 38 (6) of the Civil Aviation Act, the Executive Director may issue an Aviation Directive (“AD”) comprised of a permission, approval or procedure, or the imposition of a condition, restriction or prohibition which the Executive Director believes on reasonable grounds to be –

- 1.1. consistent with the objectives of applicable regulatory requirements, procedures or documents; and
- 1.2. necessary and expedient to better achieve the objectives of the Act.

## 2. Background


- 2.1. On 26 June 2023, the Minister of Works and Transport published personnel licensing regulations under Government Gazette number 8119, Notice number 178 (the “**PEL Regulations**”).
- 2.2. The PEL Regulations, *inter alia*, prescribe conditions which must be met in order for the holder of a foreign pilot, cabin crew, air traffic controller or aircraft maintenance engineer licence, issued by an appropriate authority, to convert such a license and its associated ratings to a Namibian equivalent licence and rating.
- 2.3. The PEL Regulations are, however, silent on the conversion of foreign pilot, cabin crew, air traffic service and aircraft maintenance engineer licenses, issued by an appropriate authority, held by persons who are not Namibian citizens and persons who do not hold Namibian permanent residence.

## 3. Purpose

This AD sets in place requirements for the conversion of a foreign pilot, cabin crew, air traffic service and aircraft maintenance engineer license, issued by an appropriate authority, to a Namibian equivalent licence and rating, which is held by persons who are not Namibian citizens and persons who do not hold Namibian permanent residence.

## 4. Applicability and duration

- 4.1. This AD applies to pilots, cabin crew, air traffic service personnel and aircraft maintenance engineers who wish to convert their foreign licences, issued by an appropriate authority, to a Namibian equivalent licence and rating, and who are not Namibian citizens or persons who do not hold Namibian permanent residence.

	<p style="text-align: center;"><b>Namibia Civil Aviation Authority</b></p>	<p style="text-align: center;"><b>AVIATION DIRECTIVE PEL/001/2023</b></p> <p style="text-align: center;"><b>Conversion of foreign pilot, cabin crew, air traffic service and engineers' licenses and ratings by non-Namibians and non- Namibian permanent residence holders</b></p>
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- 4.2. This AD shall be published in the Government Gazette as soon as possible.
- 4.3. This AD shall, however, come into force on the date upon which it is signed by the Executive Director.
- 4.4. Terms contained within this AD, which are defined in the Civil Aviation Act, 2016 (the "Act") and its Regulations, the Namibian Civil Aviation Regulations, 2001 ("NAMCARS"), shall bear the same meaning as ascribed to such terms in the Act and NAMCARS.
- 4.5. This AD may be reviewed, amended or repealed after public consultation.

**5. Requirements to convert foreign licences by persons who are not Namibian citizens and persons who do not hold Namibian permanent residence**

**Conversion of foreign pilot licence issued by appropriate authority**

5.1 (1) This AD applies to a holder of a foreign pilot licence and rating who is not a Namibian citizen or who is not a Namibian permanent resident and who wishes to apply for a licence conversion to a Namibian equivalent pilot licence.


(2) A holder of a foreign pilot licence and rating issued by an appropriate authority may apply to the Executive Director for a conversion of the licence and its associated rating and the Executive Director may, subject to the provisions of the Act, applicable regulations and technical standards convert the licence and rating in a form determined by the Executive Director.

(3) A Namibian pilot licence issued wholly or in part on the basis of a foreign licence must indicate the appropriate authority that issued the licence upon which the conversion is based.

(4) The holder of a validation issued in terms of regulation 61.01.10, may apply for a conversion of his or her licence, without having to meet the theoretical knowledge examinations: Provided that:

- (a) the validation has been held for an uninterrupted period of three years or more; and
- (b) the holder has acquired not less than 750 hours flight time in Namibian airspace.

(5) If issuing a Namibian pilot licence or rating on the basis of a conversion the Executive Director must, in determining whether any foreign examination credits should be applied, take into account any foreign licences or ratings held by the applicant.

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(6) An application for the issuing of a Namibian pilot licence or any rating on the basis of the conversion of a foreign pilot licence or rating, must:

- (a) be made to the Executive Director in the appropriate form set out in Document NAM-CATS-FCL 61; and
- (b) be accompanied by:
  - (i) a copy of the foreign pilot licence and rating to which the conversion pertains;
  - (ii) a valid Namibian Medical Certificate, as applicable;
  - (iii) a letter of motivation for conversion of the licence;
  - (iv) an up-to-date curriculum vitae;
  - (v) a certified copy of the pages of his or her logbook containing:
    - (aa) the last 12 months' summary;
    - (ba) endorsements of all class or type ratings; and
    - (ca) endorsements of the last revalidation of his or her licence, class or type and instrument flight ratings;
  - (vi) two recent passport size photographs of the applicant; and
  - (vii) the appropriate fee as prescribed in Part 187.

(7) All applicants for the conversion of a foreign pilot licence must pass the following Namibian theoretical examinations:

- (a) **Private Pilot Licence (PPL/VFR):**
  - (i) Air law;
  - (ii) Meteorology; and
  - (iii) Flight Performance and Planning
- (b) **Private Pilot Licence with Instrument Rating:**
  - (i) Air law;



(ii) Meteorology; and

(iii) Flight Performance and Planning;

**(c) Commercial Pilot Licence (CPL/VFR):**

(i) Air law;

(ii) Meteorology; and

(iii) Flight Performance and Planning;

**(d) Commercial Pilot Licence with Instrument Rating (CPL/IR):**

(i) Air law;

(ii) Meteorology; and

(iii) Flight Performance and Planning;

**(e) Airline Transport Pilot Licence:**

(i) Air law at CPL level;

(ii) Meteorology; and

(iii) Flight Performance and Planning.


(8) An applicant for the conversion of a foreign pilot licence is required to attend training at an approved ATO, and receive tuition on the recommendation of the Chief Flying Instructor (CFI) with respect to differences in Namibian airspaces, flight performance and planning and typical Namibian weather patterns.

(9) The Chief Flying Instructor must issue a letter of recommendation that the applicant for a conversion of a foreign pilot licence be allowed to do the required examinations.

(10) An applicant for the conversion of a foreign pilot licence must undergo a skills test conducted by a Designated Flight Examiner as follows:

(a) Private Pilot Licence (PPL/VFR) – skills test for an initial issue;

(b) Private Pilot Licence with Instrument Rating (PPL/IR) – skills test for revalidation of an Instrument Rating;

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- (c) Commercial Pilot Licence (CPL/VFR) – skills test for an initial issue;
- (d) Commercial Pilot Licence with Instrument Rating (CPL/IR) – skills test for revalidation of an Instrument Rating; and
- (e) Airline Transport Pilot Licence—skills test for revalidation of an Instrument Rating.

(11) A foreign flight instructor rating may be converted after the conversion of the CPL/IR or ATPL.

(12) The requirements for the validity, privileges and limitations of any Namibian pilot licence and ratings issued on the basis of a foreign licence are those prescribed in Part 61 of the Regulations for the validity, privileges and limitations of the equivalent Namibian licence or rating.

(13) Despite the provisions of sub-paragraph (7), the Executive Director may in terms of the Regulations and technical standards require the applicant to do additional examinations, if the standard of the foreign licence on which the conversion is based, is not equivalent to the standards in the Regulations.


**Conversion of foreign cabin crew licence issued by appropriate authority**

**5.3** (1) This AD applies to a holder of a foreign cabin crew licence and rating who is not a Namibian citizen or who is not a Namibian permanent resident and who wishes to apply for a licence conversion to a Namibian equivalent cabin crew licence.

(2) A Namibian cabin crew licence issued wholly or in part based on a foreign licence must indicate the appropriate authority that issued the licence upon which the conversion was based.

(3) The holder of a validation issued in terms of regulation 64.01.13 may apply for a conversion of his or her licence, without having to meet the theoretical knowledge examinations: Provided that:

- (a) the validation has been held for an uninterrupted period of three years or more; and
- (b) the holder has acquired not less than 200 hours flight time during the same three year period.

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(4) In issuing a Namibian cabin crew licence or rating based on a conversion the Executive Director must determine whether any foreign examination credits should be applied, take into account all foreign licences or ratings held by the applicant.


(5) An applicant for the conversion of a foreign cabin crew licence is required to:

- (a) attend training at an approved ATO and on the operational procedures of the air operator at which the cabin crew member will be employed;
- (b) undergo a skills test conducted by a designated cabin examiner;
- (c) successfully pass a Namibia Air law examination; and
- (d) undergo any additional examinations or tests as determined by the Executive Director as referred to in sub-paragraph (6).

(6) The Executive Director may require any additional examinations if the standard of the foreign cabin crew licence on which the conversion is based, is not equivalent to the standards in the Regulations.

(7) An application for the issuing of a Namibian cabin crew licence or any rating on the basis of a conversion of a foreign cabin crew licence or rating, must:

- (a) be made to the Executive Director in the appropriate form set out in Document NAM-CATS 64; and
- (b) be accompanied by:
  - (i) a copy of the foreign cabin crew licence and rating to which the conversion pertains;
  - (ii) a valid Namibian medical certificate, as applicable;
  - (iii) an up-to-date curriculum vitae;
  - (iv) a certified copy of the pages of his or her logbook containing –
    - (aa) the last 12 months' summary;
    - (ba) endorsements of all class or type ratings; and

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(ca) endorsements of the last revalidation of his or her licence, class or type ratings;

(v) one recent passport size photographs of the applicant;

(vi) proof of successful completion of an English Language Proficiency test; and

(vii) the appropriate fee as prescribed in Part 187.

(8) The requirements for the validity, privileges and limitations of any Namibian cabin crew licence and ratings issued based on a foreign licence, are those prescribed in Part 64 of the Regulations for the validity, privileges and limitations of the equivalent Namibian licence or rating.

#### **Conversion of foreign air traffic service licence issued by appropriate authority**

**5.4** (1) This AD applies to a holder of a foreign air traffic service licence and rating who is not a Namibian citizen or who is not a Namibian permanent resident and who wishes to apply for a licence conversion to a Namibian equivalent air traffic service licence.

(2) The application for a conversion referred to in sub-paragraph (1) must be accompanied by:

(a) the appropriate fee as prescribed in Part 187;

(b) a certified true copy of the licence to which the conversion pertains;


(c) a valid Namibian medical certificate; and

(d) a recognised English Language Proficiency endorsement or certificate of at least operational level 4 or higher.

(3) An air traffic service licence or rating issued by an appropriate authority may be recognised by the Executive Director subject to the same restrictions which apply to such licence or rating and in accordance with and subject to the requirements set out in Document NAM-CATS-AT SPL 65.

(4) Before the Executive Director converts a foreign air traffic service licence or rating the Executive Director must confirm the validity of the foreign licence or rating with the appropriate authority who issued the licence or rating.

(5) The Executive Director may convert an air traffic service licence or rating issued by an appropriate authority in the appropriate form determined by the Executive Director.

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(6) The conversion of a licence or rating issued by the Executive Director in terms of this paragraph is deemed to be an aviation document for the purposes of the Act.

(7) The holder of an air traffic service licence or rating issued by an appropriate authority and converted by the Executive Director must at all times comply with the Act, the Regulations and with the requirements set out in Document NAM-CATS 65.

**Conversion of foreign aircraft maintenance engineer licence issued by appropriate authority**

**5.5** (1) This AD applies to a holder of a foreign aircraft maintenance engineer licence and rating who is not a Namibian citizen or who is not a Namibian permanent residence holders and who wishes to apply for a licence conversion to a Namibian equivalent aircraft maintenance engineer licence and rating.


(2) The application for a conversion referred to in sub-paragraph (1) must be accompanied by:

- (a) a certified true copy of the licence or rating for which the conversion is sought;
- (b) a true certified copy of the pages of his or her logbook as set out in Document NAM-CATS 66;
- (c) one recent passport size photographs of the applicant; and
- (d) the appropriate fee as prescribed in Part 187;
- (e) in the case of an application for the conversion of a licence or rating for the purpose of being employed as aircraft maintenance engineer in Namibia, a letter of appointment from an employer who requires the services of the applicant.

(3) A licence or rating issued by an appropriate authority may be accepted by the Executive Director subject to the same requirements which apply to such licence or rating and in accordance with and subject to the requirements set out in Document NAM-CATS 66.

(4) Before the Executive Director converts a foreign aircraft maintenance engineer licence or rating the Executive Director must confirm the validity and authenticity of the foreign licence or rating with the appropriate authority.

(5) The conversion of a licence or rating issued by the Executive Director in terms of this paragraph is deemed to be an aviation document for the purposes of the Act.

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(6) The holder of a licence or rating issued by an appropriate authority and converted by the Executive Director, must at all times comply with the Act, the Regulations and with the requirements set out in Document NAM-CATS 66

ISSUED BY:



MS. TOSKA SEM  
EXECUTIVE DIRECTOR



ISSUE DATE 01 August 2023