



AVIATION DIRECTIVE  
Validation and Conversion of Cabin Crew Licenses.

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ISSUE DATE 03 June 2020

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Issued By: Interim Executive Director



03 June 2020


 <p><b>NCAA</b> NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p align="center"><b>Namibia Civil Aviation Authority - Safety Division</b></p>	<p align="center"><b>AVIATION DIRECTIVE</b></p> <p align="center"><b>Implementation Namibia Civil Aviation Regulations related to  Cabin Crew licencing.</b></p>
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## **AVIATION DIRECTIVE**

Issued by the Executive Director for Civil Aviation pursuant to section 38 (6), read with Part 6, of the Civil Aviation Act, 2016, (Act no. 6 of 2016 – hereinafter, “the Act”), and the Namibia Civil Aviation Regulations, 2001 (as amended by NAMCARs NAMCATS Amendment, 2019 per Government Gazette 6874 (Notice 79) dated 15<sup>th</sup> April 2019, hereinafter “the Regulations”) on Part 64 Cabin Crew Licensing.


### **1. PURPOSE**

- 1.1 Pursuant to section 38 (6) of the 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 –
- a) consistent with the objectives of applicable regulatory requirements, procedures or documents; and
  - b) necessary and expedient to better achieve the objects of the Act.
- 1.2 There are currently no regulations governing the validation and conversion of foreign Cabin Crew Licences. This Directive is intended to fill the inadequacy in the NAMCARS, 2001, until promulgation of the new regulations which includes regulations for the validation and conversion of foreign cabin crew licences.
- 1.3 This AD sets in place the requirements for the validation and conversion of foreign Cabin Crew licences and the procedures for application thereof.


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## 2. REQUIREMENTS FOR VALIDATION OF A FOREIGN CABIN CREW LICENCE

- 2.1 The holder of a cabin crew licence and rating or competency card issued by an appropriate authority, who desires to act as a cabin crew member on a Namibian registered aircraft, must apply to the Executive Director in terms of 2.2 below for a validation of such licence, rating or competency card.
- 2.2 The application for a validation referred to in 2.1 above must be made on form FSS PEL 64.01, accompanied by –
- a) Certified true copies of his/her valid cabin crew licence with rating issued by an appropriate authority or of his/her valid competency card issued by an operator approved by an appropriate authority,
  - b) Certified true copy of valid Class 2 medical certificate issued by an appropriate authority,
  - c) Certified true copies of the summary of his/her logbook,
  - d) Proof of English Language proficiency certification,
  - e) Proof of having met the following requirements:
    - i. the applicant must pass an examination in air law conducted by the holder of an aviation training organization approval, issued in terms of Part 141;
    - ii. the applicant must pass a practical skill test with a cabin crew designated examiner;
    - iii. the applicant must have flown a minimum of **200** hours as a cabin crew member in the country of issue of the foreign cabin crew licence or competency card; and
    - iv. the proof of payment of N\$ 300.
  - f) a work permit issued by the Ministry of Home Affairs of Namibia to operate as a cabin crew member.

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- 2.3 Applicants must note that the validation is based solely on the original licence of the issuing authority and no additions can be made to a cabin crew validation regarding the types of aircraft which may be flown.
- 2.4 A licence, rating or competency card issued by an appropriate authority may be validated by the Executive Director –
- a) if the Executive Director is of the opinion that the standard of such licence, rating or competency card is equivalent to, or higher than, the standard prescribed in this Part for the issuing of a cabin crew licence;
  - b) subject to the same restrictions that apply to such licence, rating or competency card to be validated; and
  - c) subject to such additional conditions and limitations as the Executive Director may consider necessary in the interest of aviation safety.
- 2.5 If the Executive Director is satisfied –
- a) that the applicant complies with the requirements referred to herein, and
  - b) that the issue of the validation is not contrary to the interests of aviation safety, the Executive Director may, to ensure compatibility with the standards prescribed herein, require the applicant –
    - i. to undergo bridging training and prescribe the extent of such training on an individual basis; and
    - ii. to undergo further assessment of competency.
- 2.5 Before the Executive Director validates a foreign licence, rating or competency card he or she must confirm the validity of the foreign licence or rating with the appropriate authority of the issuing Contracting State.
- 2.6 The duration of a validation issued by the Executive Director shall be –

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- a) calculated from the date of issue of such a validation by the Executive Director for 12 months or;
- b) the period of validity of the licence, rating or competency card issued by the appropriate authority concerned, whichever period is the lesser period.

2.7 The holder of a validation issued by the Executive Director may, apply to the Executive Director for the renewal of such validation at least 21 days immediately preceding the date of expiry of such validation.

2.8 The Executive Director may renew a validation of a licence, rating or competency card, after compliance with the requirements in 3. below for the same period as referred to in 2.6.


### **3 RENEWAL OF A VALIDATION ISSUED BY THE EXECUTIVE DIRECTOR**

3.1 The Executive Director may renew the validation of a foreign cabin crew licence or competency card provided that the holder of such validation has, for the duration of the validation.

- a) exercised the privileges of the cabin crew licence to which the validation refers, in accordance with the provisions of the Act, the Regulations and this Directive, and
- b) operated safely and professionally, with a degree of competency appropriate to the privileges granted to the holder of a similar licence.

3.2 The application for the renewal of a validation referred to in 3.1 above must be made on form FSS PEL 64.07 accompanied by –

- a) Certified true copies of his/her valid cabin crew licence with rating issued by an appropriate authority or of his/her valid competency card issued by an operator approved by an appropriate authority,
- b) Certified true copy of valid Class 2 medical certificate issued by an appropriate


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authority,

- c) Certified true copies of the summary of his/her logbook,
- d) Proof of English Language proficiency certification,
- e) Proof of having met the following requirements:
  - i. the applicant must pass a practical skill test with a cabin crew designated examiner; and
  - ii. a work permit issued by the Ministry of Home Affairs of Namibia to operate as a cabin crew member.


#### **4 Conversion of foreign cabin crew licence**

- 4.1 This section applies to holders of a foreign cabin crew licence and rating who wishes to convert their licences to a Namibian cabin crew licence and rating.
- 4.2 The holder of a foreign cabin crew licence and rating issued by an appropriate authority may apply to the Executive Director for a conversion of the licence and its associated rating/s and the Executive Director may, subject to the provisions of the Act, applicable regulations and standards contained herein convert the licence and rating.
- 4.3 The holder of a validation issued in terms of paragraph 2 or 3 of this directive may apply for a conversion of his or her foreign 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.
- 4.4 When issuing a Namibian cabin crew licence or rating based on a conversion of a foreign licence the Executive Director must, in determining whether any foreign

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examination credits should be applied, consider any foreign licences or ratings held by the applicant.

- 4.5 An application for the issuing of a Namibian cabin crew licence or any rating based on the conversion of a foreign cabin crew licence or rating, must be made to the Executive Director on form FSS PEL 64-07; and be accompanied by -
- a) a copy of the foreign cabin crew licence and rating to which the conversion pertains;
  - b) a valid Namibian medical certificate, as applicable;
  - c) a letter of motivation for conversion of the licence;
  - d) an up-to-date curriculum vitae;
  - e) a certified copy of the pages of his or her logbook containing -
    - i. the last 12 months' summary;
    - ii. endorsements of all class or type ratings;
    - iii. endorsements of the last revalidation of his or her licence, class or type ratings;
  - f) two recent passport size photographs of the applicant; and
  - g) Proof of successful completion of an English Proficiency test
  - h) the appropriate fee of N\$300.00
- 4.6 The applicant for the conversion is required to –
- a) attend training at an approved ATO,
  - b) pass an theoretical examination on Namibia Air Law, and
  - c) undergo a skills test conducted by a Designated Cabin Examiner.
- 4.7 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

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Part 64 for the validity, privileges and limitations of the equivalent Namibian licence or rating.

- 4.8 The Executive Director may require any additional examinations, if the standard of the foreign licence on which the conversion is based, is not equivalent to the standards in this directive and in Part 64.

## 5 **EFFECTIVE DATE (AND INTERVENING EVENTS)**

This AD will come into force on the date of issue and will expire once the new Part 64 regulations have been promulgated.

## 6 **CONTACT**

Cabin Crew requiring further information should contact:

Senior Manager, Mr. Gordon Nanub at [nanubg@ncaa.com.na](mailto:nanubg@ncaa.com.na) or

Cabin Safety Inspector, Hildegard Olivier at [olivierhl@ncaa.com.na](mailto:olivierhl@ncaa.com.na).