

PART 64: CABIN CREW LICENSING

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SUBPART 1: GENERAL

Applicability

64.01.1

This Part applies to the application for and issuing of licences for cabin crew members, the privileges and limitations of such licences and matters related thereto.

Authority to act as cabin crew member

64.01.2

- (1) No person may act as a cabin crew member of a Namibian registered aircraft unless such person is the holder of a valid cabin crew member licence issued by the Director in terms of this part.
- (2) No cabin crew member may exercise privileges other than the privileges granted by the licence held by such cabin crew member.
- (3) The holder of a cabin crew member licence must pay the annual currency fees as prescribed in Part 187 applicable to the type of licence on the anniversary date of such licence.

Ratings for cabin crew members

64.01.3

A cabin crew member licence must be endorsed with a type rating.

Competency

64.01.4

- (1) No cabin crew member may exercise the privileges granted by a cabin crew member licence unless such cabin crew member maintains competency by complying with the requirements prescribed in this part.
- (2) The holder of a cabin crew member licence must submit copies of all documentation reflecting continued maintenance of competency to the Director within 7 days after compliance with the appropriate requirements prescribed in this Part.
- (3) The requirements of sub-regulation (1) are subject to the condition imposed by section 68(4) of the Act.

Documentation

64.01.5

The Director must ensure that a cabin crew member licence is issued in such a manner that the validity thereof may readily be determined by any appropriate authority.

Logbooks

64.01.6

- (1) A cabin crew member must maintain a logbook and must record therein all flight time spent as a cabin crew member.

- (2) The form of and information to be contained in a logbook referred to in sub-regulation (1) and the manner in which such logbook has to be maintained, shall be prescribed in Document NAM-CATS 64.

Medical fitness

64.01.7

An applicant for or the holder of a cabin crew member licence must obtain a Class 2 medical certificate issued in terms of Part 67.

Register of licences

64.01.8

- (1) The Director must maintain within the Civil Aviation Registry a register of all cabin crew member licences issued in terms of the regulations in this part.
- (2) The register must contain the following particulars –
 - (a) the full name of the holder of the licence;
 - (b) the postal address of the holder of the licence;
 - (c) the date on which the licence was issued;
 - (d) the nationality of the holder of the licence.
- (3) The particulars referred to in sub-regulation (2) must be recorded in the register within seven days from the date on which the licence is issued by the Director.
- (4) The Director must provide access to the particulars referred to in sub-regulation (2) in accordance with the provisions of section 52 of the Act.

Language

64.01.9

- (1) Cabin crew members must have sufficient ability in reading, speaking and understanding the English language to satisfy the Director that the holder will not be impaired or impeded in the due performance of his or her responsibilities as a cabin crew member by reason of insufficient English language proficiency.
- (2) A person may not be issued with a cabin crew licence under this Part unless he or she has demonstrated or provided proof that he or she meets the language proficiency requirements prescribed in Document NAM-CATS 64.

Designation of examiner

64.01.10

- (1) The Director may designate an examiner to conduct skill tests and to issue skill test reports.
- (2) The privileges referred to in sub-regulation (1) must be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NAM-CATS 64.
- (3) The Director must sign and issue to each designated examiner a document which must state the full name of such examiner and contain a statement that –
 - (a) such examiner has been designated in terms of sub-regulation (1); and
 - (b) such examiner is empowered to exercise the privileges referred to in sub-regulation (1).

- (4) A designation document issued by the Director in accordance with sub-regulation (3) is deemed to be an aviation document for the purposes of the Act.
- (5) An applicant for designation as examiner in terms of sub-regulation (1) must comply with the requirements prescribed in Document NAM-CATS 64 and the application must be accompanied by –
 - (a) detail of the licence and ratings to which the application applies; and
 - (b) the appropriate fee as prescribed in Part 187.
- (6) An inspector must conduct surveillance over the activities of an examiner on an annual basis, as prescribed in Document NAM-CATS 64.
- (7) An inspector may suspend a designation issued in terms of sub-regulation (1) if –
 - (a) immediate suspension is necessary in the interest of aviation safety;
 - (b) the inspector is prevented by the designated examiner from carrying out any safety inspection and audit or from performing any of the functions that the inspector is permitted to perform in terms of the Act and these Regulations; or
 - (c) it is evident that the designated examiner does not comply with the relevant requirements prescribed in this Part, after such examiner has been given at least 14 days within which to comply therewith and has been notified of the possibility of suspension in the event of continued non compliance and the purpose thereof.
- (8) A suspension in terms of this sub-regulation is without prejudice to the Director’s powers of suspension under the Act.
- (9) The provisions of regulation 185.00.2 apply, with the necessary changes, with regard to the suspension referred to in sub-regulation (7).

Designation of instructors

64.01.11

- (1) The Director may designate an instructor to conduct safety and emergency training for cabin crew.
- (2) The privileges referred to in sub-regulation (1) must be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NAM-CATS 64.
- (3) An applicant for designation as instructor in terms of sub-regulation (1) must comply with the requirements prescribed in Document NAM-CATS 64.
- (4) An inspector must conduct surveillance over the activities of an instructor on an annual basis, as prescribed in Document NAM-CATS 64.
- (5) An inspector may suspend a designation issued in terms of sub-regulation (1) if –
 - (a) immediate suspension is necessary in the interest of aviation safety;
 - (b) the inspector is prevented by the designated instructor from carrying out any safety inspection and audit or from performing any of the functions that the inspector is permitted to perform in terms of the Act and these Regulations; or
 - (c) it is evident that the designated instructor does not comply with the relevant requirements prescribed in this Part, after such instructor has been given at least 14 days within which to comply therewith and has been notified of the possibility of suspension in the event of continued non compliance and the purpose thereof.
- (6) The powers of an inspector to suspend under sub-regulation (5) are without prejudice to the Director’s powers to suspend, vary or revoke aviation documents in accordance with the provisions of the Act.

- (7) The provisions of regulation 185.00.2 apply, with the necessary changes, with regard to the suspension referred to in sub-regulation (5).

Designation of the First Aid Examiner

64.01.12

- (1) The Director may designate a First Aid Examiner to moderate training of designated First Aid Instructors.
- (2) The procedure and qualifications criteria for designation shall be as prescribed in document NAM-CATS 64.
- (3) The privileges referred to in sub-regulation (1) must be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NAM-CATS 64.
- (4) The Director must sign and issue to each designated First Aid Examiner a document which must state the full name of such an examiner, allocate a designated number to the examiner and contain a statement that –
 - (a) such examiner has been designated in terms of sub- regulation (1)
 - (b) such examiner is empowered to exercise the privileges referred to in sub-regulation (1).
- (5) An application for designation as referred to in sub-regulation (1) must be made to the Director in the appropriate form and must be accompanied by the appropriate fee as prescribed in Part 187.
- (6) An authorized aviation medical inspector must conduct surveillance over the activities of the First Aid Examiner on an annual basis, as prescribed in Document NAM-CATS 64.
- (7) The Director may withdraw a designation, if it becomes evident that the designated examiner does not comply with the provision of these Regulations.
- (8) The First Aid Examiner must, upon the withdrawal of the designation by the Director, forthwith surrender all documents issued by the Director.

Designation of the First Aid Instructor

64.01.13

- (1) The Director may designate a First Aid Instructor to conduct first aid theoretical, practical training.
- (2) The procedure and qualifications criteria for designation shall be as prescribed in document NAM-CATS 64.
- (3) The privileges referred to in sub-regulation (1) must be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NAM-CATS 64.
- (4) The Director must sign and issue to each designated First Aid Instructor a document which must state the full name of such an instructor, allocate a designation number and contain a statement that –
 - (a) such instructor has been designated in terms of sub- regulation (1).
 - (b) such instructor is empowered to exercise the privileges referred to in sub-regulation (1).
- (5) An application for designation as referred to in sub-regulation (1) shall be made to the Director in the appropriate form and must be accompanied by the appropriate fee as prescribed in Part 187.
- (6) An authorized aviation medical inspector must conduct surveillance over the activities of the First Aid Instructor on an annual basis, as prescribed in Document NAM-CATS 64.
- (7) The Director may withdraw a designation, if it becomes evident that the First Aid Instructor does not comply with the provision of these Regulations.

- (8) The First Aid Instructor must, upon the withdrawal of the designation by the Director, forthwith surrender all documents issued by the Director.

Training

64.01.14

Training as required by this Part may only be provided by the holder of an aviation training organisation approval issued in terms of Part 141.

Validation of foreign licence issued by an appropriate authority

64.01.15

- (1) The holder of a 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 Director in the appropriate form as prescribed by the Director, for a validation of such licence, rating or competency card.
- (2) The application for a validation referred to in sub-regulation (1) must be accompanied by –
- (a) the documents listed in Document NAM-CATS 64; and
 - (b) the appropriate fee as prescribed in Part 187.
- (3) A licence, rating or competency card issued by an appropriate authority may be validated by the Director –
- (a) if the 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 Director may consider necessary in the interest of aviation safety.
- (4) If the Director is satisfied -
- (a) that the applicant complies with the requirements referred to in this regulation, and
 - (b) that the issue of the validation is not contrary to the interests of aviation safety.
- the Director may, to ensure compatibility with the standards prescribed in this Part for the issuing of a cabin crew licence, 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.
- (5) Before the 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.
- (6) The duration of a validation issued by the Director shall be –
- (a) 12 months calculated from the date of issue of such a validation by the Director; 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.

- (7) The holder of a validation issued by the Director may, subject to the provisions of sub-regulation (5), apply to the Director for the renewal of such validation which must be done at least 21 days immediately preceding the date of expiry of such validation.
- (8) The Director may renew a validation of a licence, rating or competency card in the circumstances and on conditions as prescribed in Document NAM-CATS 64 provided that a validation of a licence, rating or competency card, the privileges of which are to be exercised for commercial purposes, may only be renewed for the same period as referred to in sub-regulation (6).
- (9) The holder of a validation by the Director must comply with the provisions prescribed in this part and the requirements and conditions as prescribed in Document NAM-CATS 64.
- (10) The validation of a licence, rating or competency card issued by the Director pursuant to this regulation is deemed to be an aviation document for the purposes of the Act.

Suspension and cancellation of licence and appeal

64.01.16

- (1) An authorised officer, inspector or authorised person may suspend a cabin crew member licence or rating, if-
 - (a) it is evident that the holder of the licence or rating does not comply with the requirements prescribed in this Part, and such holder fails to remedy such non-compliance within 30 days after receiving notice in writing from the authorised officer, inspector or authorised person to do so; or
 - (b) the suspension is necessary in the interests of aviation safety.
- (2) The authorised officer, inspector or authorised person who has suspended a licence or rating in terms of sub-regulation (1), must deliver a report in writing to the Director, stating the reasons why the licence or rating was suspended.
- (3) The authorised officer, inspector or authorised person concerned must submit a copy of the report referred to in sub-regulation (2), to the holder of the licence, rating or validation which has been suspended.
- (4) The holder of a licence or rating whose licence or rating has been suspended, may appeal against such suspension to the Director, within 30 days after such holder becomes aware of such suspension.
- (5) An appellant must deliver his or her an appeal in writing, stating the reasons why, in the opinion of the appellant, the suspension should be varied or set aside, and the appeal must include, if applicable, full particulars of any remedial action which may have been taken by the appellant to rectify the circumstances which resulted in such suspension.
- (6) The Director must forthwith acknowledge receipt of an appeal in writing.
- (7) The Director may, within 14 days, subject to such conditions which the Director may determine, confirm, vary or set aside the suspension referred to in sub-regulation (1), or cancel the licence or rating.
- (8) The rights of suspension contained in this regulation are without prejudice to the powers of the Director to suspend, vary and revoke aviation documents in accordance with the provisions of the Act.

Change of name or address

64.01.17

- (1) If a cabin crew member licence and rating issued in terms of this Part -
 - (a) does not correctly reflect the name or address of the holder thereof; or
 - (b) contains a photograph which is no longer a recognisable image of the holder thereof, such holder must, within 30 days from the date on which such name or address was changed, or such photograph became an unrecognisable image,apply to the Director for the issuing of a new licence and rating.

- (2) An application for the issuing of a new licence and rating must be made in the appropriate form as prescribed in Document NAM-CATS 64 and accompanied by:
 - (a) the original licence and rating;
 - (b) in the case of a change of name, a copy of a certificate issued in terms of the Marriage Act, 1961 (Act 25 of 1961), the court order or any other legal document which verifies the change of name;
 - (c) two recent passport size photographs of the applicant; and
 - (d) the appropriate fee as prescribed in Part 187.
- (3) The Director must –
 - (a) issue a new licence and rating if the applicant complies with the requirements referred to in subregulation (2); and
 - (b) cancel and destroy the original licence and rating.
- (4) Upon the issuing of a new licence the holder thereof must forthwith affix his or her signature in ink in the space on the new licence provided for such purpose.

Duplicate cabin crew member licence

64.01.18

- (1) The holder of a cabin crew member licence and rating which has been lost, destroyed or defaced to such an extent that the particulars thereon are illegible, must apply to the Director for the issuing of a duplicate licence and rating.
- (2) An application for the issuing of a duplicate licence and rating must be -
 - (a) made in the appropriate form as prescribed in Document NAM-CATS 64; and
 - (b) accompanied by -
 - (i) a valid Class 2 medical certificate issued in terms of Part 67;
 - (ii) two recent passport size photographs of the applicant; and
 - (iii) the appropriate fee as prescribed in Part 187.
- (3) The Director must -
 - (a) issue a duplicate licence and rating if the applicant complies with the requirements referred to in subregulation (2); and
 - (b) endorse the duplicate licence and rating with the word "DUPLICATE" thereon.
- (4) Upon the issuing of a duplicate licence the holder thereof must forthwith affix his or her signature in ink in the space on the duplicate licence provided for such purpose.
- (5) If, after the issuing of a duplicate licence and rating, the original licence and rating is found, the holder of the duplicate licence and rating must take all reasonable steps to obtain such original licence and rating and surrender it forthwith to the Director.

Duties of cabin crew member

64.01.19

A cabin crew member must -

- (a) carry the cabin crew member licence and rating issued to him or her, on his or her person when exercising the privileges thereof;
- (b) produce such licence and rating to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person; and produce such licence and rating to the authorised representative of an appropriate authority if so request by such representative.

Unauthorised conduct

64.01.20

- (1) No person may provide another person with, or obtain from another person, any examination paper, or part or copy thereof, unless authorised by the Director to do so.
- (2) During any written examination under this Part, no person may -
 - (a) copy from another person;
 - (b) use any unauthorised source of information;
 - (c) communicate in any way with another person, except the invigilator;
 - (d) take the examination on behalf of another person; or
 - (e) remove any written or printed material from the examination room, unless authorised by the Director to do so.
- (3) Any unauthorised conduct referred to in sub-regulations (1) and (2) may result in
 - (a) disqualification in the subject concerned;
 - (b) disqualification in any or all subjects already passed;
 - (c) debarment from taking further examinations for a period not exceeding 12 months; and cancellation of that licence.

SUBPART 2: CABIN CREW MEMBER LICENCE

Requirements for cabin crew member licence

64.02.1

An applicant for the issuing of a cabin crew member licence must –

- (a) be not less than 18 years of age;
- (b) hold a valid Class 2 medical certificate issued in terms of Part 67;
- (c) hold an English Language Proficiency certification as prescribed in Document NAM-CATS 64;
- (d) have successfully completed the training referred to in regulation 64.02.2;
- (e) have passed the theoretical knowledge examination referred to in regulation 64.02.3; and
- (f) have undergone the skills test referred to in regulation 64.02.4.

Training

64.02.2

- (1) An applicant for the issuing of a cabin crew member licence must have successfully completed the appropriate training as prescribed in Document NAM-CATS 64.

- (2) The training referred to in sub-regulation (1) must be conducted by an instructor accredited by the Director as prescribed in Document NAM-CATS 64.

Theoretical knowledge examination

64.02.3

- (1) An applicant for the issuing of a cabin crew member licence must have passed the appropriate written examination as prescribed in Document NAM-CATS 64.
- (2) The applicant who fails a theoretical knowledge examination, may apply for retesting after the appropriate period specified in Document NAM-CATS 64.

Skills test

64.02.4

- (1) An applicant for the issuing of a cabin crew member licence must demonstrate to a designated examiner, the ability to perform as cabin crew member of an aircraft, the procedures as prescribed in Document NAM-CATS 64, with a degree of competency appropriate to the privileges granted to the holder of a cabin crew member licence.
- (2) The applicant must undergo the skills test referred to in sub-regulation (1) within six months of passing the theoretical knowledge examination referred to in regulation 64.02.3 and within the 90 days immediately preceding the date of application.

Application for cabin crew member licence

64.02.5

An application for the issuing of a cabin crew member licence must be made to the Director in the appropriate form as prescribed by the Director; and accompanied by –

- (a) original or certified proof of –
 - (i) the identity of the applicant; and
 - (ii) the age of the applicant;
- (b) a valid Class 2 medical certificate issued in terms of Part 67;
- (c) original or certified proof that the applicant has passed the theoretical knowledge examination referred to in regulation 64.02.3;
- (d) the skill test report as prescribed in Document NAM-CATS 64, signed by a designated examiner;
- (e) the appropriate fee as prescribed in Part 187; and
- (f) two recent passport size photographs of the applicant.

Issuing of cabin crew member licence

64.02.6

- (1) The Director must issue a cabin crew member licence if the Director is satisfied;
 - (a) that the applicant complies with the requirements referred to in regulation 64.02.1.
 - (b) that the applicant is a fit and proper person to exercise the privileges of an aviation document in accordance with the provisions of the Act, and

- (c) that the issue of the license is not contrary to the interests of aviation safety.
- (2) A licence must be issued on the appropriate form as prescribed by the Director.
- (3) Upon the issuing of a licence the holder thereof shall forthwith affix his or her signature in ink in the space on the licence provided for such purpose.
- (4) A license issued by the Director pursuant to this regulation is deemed to be an aviation document for the purposes of the Act.

Period of validity

64.02.7

A cabin crew member licence shall be valid for an indefinite period: Provided that the privileges of such licence shall not be exercised by the holder thereof unless –

- (a) he or she is the holder of a valid Class 2 medical certificate issued in terms of Part 67; and
- (b) he or she undergoes the recurrent training prescribed in Part 121 required for the revalidation of the type rating.
- (c) he or she satisfies the condition imposed by section 68(4) of the Act.

Privileges

64.02.8

The holder of a valid cabin crew member licence shall be entitled to act as a cabin crew member for the type of aircraft in respect of which the holder received his or her training referred to in regulation 64.02.2 and which is specified on such licence.

SUBPART 3: TYPE RATING

Requirements for type rating

64.03.1

An applicant for the issuing of a type rating must -

- (a) hold a valid cabin crew member licence;
- (b) have successfully completed the training as prescribed in Document NAM-CATS 64;
- (c) have passed the theoretical knowledge examination prescribed in Document NAM-CATS 64 and
- (d) have undergone the skill test referred to in regulation 64.03.2.

Skill test

64.03.2

- (1) An applicant for the issuing of a type rating must have demonstrated to a designated examiner, the ability to perform the duties and procedures as prescribed in Document NAM-CATS 64, with a degree of competency appropriate to the privileges granted to the holder of such type rating.

- (2) The applicant must have undergone the skill test referred to in sub-regulation (1) within 12 months of passing the theoretical knowledge examination referred to in regulation 64.03.1 and within the 90 days immediately preceding the date of application.

Temporary certificate of competency

64.03.3

The holder of a cabin crew examiner designation may issue the applicant for the issuing of a type rating, with a temporary certificate of competency, which shall permit the applicant to exercise the privileges of such type rating, for a period of 30 days calculated from the date of issue of such temporary certificate.

Application for type rating

64.03.4

- (1) An application for the issuing of a type rating must be -
- (2) made to the Director in the appropriate form as prescribed in Document NAM-CATS 64; and
 - (a) accompanied by -
 - (i) a copy of the cabin crew member licence held by the applicant;
 - (ii) proof that the applicant has passed the theoretical knowledge examination referred to in regulation 64.03.1;
 - (iii) the skill test report as prescribed in Document NAM-CATS 64; and
 - (iv) the appropriate fee as prescribed in Part 187.
- (3) The Director must issue a type rating if the applicant complies with the requirements referred to in regulation 64.03.1.

Period of validity

64.03.5

A type rating shall be valid for a period of 12 months calculated from the date of issue, renewal or reissue of the rating.

Privileges

64.03.6

The holder of a valid type rating shall be entitled to act as a cabin crew member in the type of aircraft for which the holder is rated.

Renewal

64.03.7

- (1) To renew a type rating, the holder of the rating must complete the refresher training required in terms of Part 121, and within the 90 days immediately preceding the date of expiry of such rating, have undergone

the proficiency check as prescribed in Document NAM-CATS 64, conducted by a cabin crew designated examiner.

- (2) The cabin crew designated examiner must, upon compliance with the requirements prescribed in subregulation (1) by the holder of the rating, issue the proficiency check report and endorse the logbook of such holder.
- (3) If the result of the proficiency check contemplated in subregulation (1) reveals that the holder of the rating has failed to maintain the minimum standard required to exercise the privileges referred to in regulation 64.03.6, the cabin crew designated examiner must -
 - (a) submit the proficiency check report to the Director; and
 - (b) not endorse the logbook of the holder with the rating.
- (4) An application for the renewal of the rating in terms of this regulation, must, within the 90 days immediately preceding the date of expiry of such rating, be -
 - (a) made to the Director in the appropriate form as prescribed in Document NAM-CATS 64; and
 - (b) be accompanied by -
 - (i) a copy of such rating;
 - (ii) a copy of a summary of the logbook of the applicant;
 - (iii) the proficiency check report referred to in subregulation (2); and
 - (iv) the appropriate fee as prescribed in Part 187.

Reissue

64.03.8

- (1) The holder of a type rating which has expired due to the lapse of the period referred to in regulation 64.03.4, who wishes to apply for the reissuing of the expired rating, may, with the approval of the Director and subject to such conditions as the Director may determine, act as a cabin crew member for the purpose of complying with the requirements prescribed in sub-regulation (2).
- (2) The applicant must, within the 90 days immediately preceding the date of application, have undergone the skill test referred to in regulation 64.03.2(1), conducted by a designated examiner.
- (3) The designated examiner must, upon compliance with the requirements prescribed in sub-regulation (2) by the holder of the expired rating -
 - (a) issue the skill test report as prescribed in Document NAM-CATS 64; and
 - (b) endorse the logbook of such holder.
- (4) An application for the reissuing of the expired rating must be -
 - (a) made to the Director in the appropriate form as prescribed in Document NAM-CATS 64; and accompanied by -
 - (i) a copy of such expired rating;
 - (ii) a copy of a summary of the logbook of the applicant,
 - (iii) the skill test report referred to in sub-regulation (3)(a); and
 - (iv) the appropriate fee as prescribed in Part 187.
- (5) If the result of the skill test contemplated in sub-regulation (2) reveals that the holder of the expired rating has failed to maintain the minimum standard required to exercise the privileges referred to in regulation 64.03.6, the designated examiner must -

- (a) submit the skill test report to the Director; and
 - (b) not endorse the logbook of the holder of the expired rating.
- (6) If a period of 60 months has lapsed after the date of expiry of the rating, the holder of the expired rating may apply to the Director for the reissuing of the rating and the Director shall reissue the rating if the applicant complies with the requirements referred to in regulation 64.03.1.
- (7) The provisions of regulation 64.03.5 shall apply *mutatis mutandis* to an application made in terms of sub-regulation (8).