

COVER SHEET TO AMENDMENT 171

**INTERNATIONAL STANDARDS
AND RECOMMENDED PRACTICES**

PERSONNEL LICENSING

**ANNEX 1
TO THE CONVENTION ON INTERNATIONAL CIVIL AVIATION**

ELEVENTH EDITION — JULY 2011

INTERNATIONAL CIVIL AVIATION ORGANIZATION

Checklist of Amendments to Annex 1

	<i>Effective date</i>	<i>Date of applicability</i>
Eleventh Edition (incorporates Amendments 1 to 170)	18 July 2011	17 November 2011
Amendment 171 (adopted by the Council on 25 February 2013) Replacement pages (vi), (xii), 1-2, 1-5, 1-8, 1-12, 1-13, APP 2-1 to APP 2-3, and ATT B-2.	15 July 2013	14 November 2013



Transmittal note

Amendment 171

to the

International Standards
and Recommended Practices

PERSONNEL LICENSING

(Annex 1 to the Convention on International Civil Aviation)

1. Insert the following replacement pages in Annex 1 (Eleventh Edition) to incorporate Amendment 171 which becomes applicable on 14 November 2013:
 - a) Page (vi) — Table of Contents
 - b) Page (xii) — Foreword
 - c) Pages 1-2, 1-5, 1-8, 1-12 and 1-13 — Chapter 1
 - d) Pages APP 2-1 to APP 2-3 — Appendix 2
 - e) Page ATT B-2 — Attachment B
 2. Delete Appendix 4 and Attachment C in their entirety.
 3. Record the entry of this amendment on page (iii).
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<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
159 (8th Edition)	Second, Third and Fourth Meetings of the Personnel Licensing and Training (PELT) Panel; November 1983, April 1985, May 1986. Air Navigation Commission.	Amendment of SARPs dealing with the licensing of flight crew members. Deletion of the senior commercial pilot licence — aeroplane, the controlled VFR rating, the flight radio operator licence and the flight instructor rating for gliders and free balloons. The dividing line of 5 700 kg maximum take-off mass is replaced by a dividing line based on the crew complement required by certification. All helicopter provisions have the status of Standards. The requirements for the issue of a type rating for aircraft certificated for two-pilot operation are strengthened. The provisions for the issue of each licence and rating have been updated. Flight instruction requirements are established for the private, commercial, glider and free balloon pilot licences and for the instrument and flight instructor ratings.	28 March 1988 31 July 1988 16 November 1989
160	Air Navigation Commission.	Amendment of SARPs for air traffic controllers, aeronautical station operators and flight operations officers.	24 March 1993 26 July 1993 10 November 1994
161	Air Navigation Commission.	Amendment of SARPs for aircraft maintenance technicians/engineers/mechanics and Specifications for Personnel Licences.	10 March 1997 21 July 1997 5 November 1998
162	First, Second, Third and Fourth Meetings of the Prevention of Substance Abuse in the Workplace Study Group (PSAWSG); December 1993, August 1994, January 1995, May 1995. Air Navigation Commission.	Amendment of SARPs dealing with the use of psychoactive substances by aviation personnel.	25 February 1998 20 July 1998 5 November 1998
163 (9th Edition)	Flight Safety and Human Factors Study Group (FSHFSG); May 1995. Vision and Colour Perception Study Group (VCPSG); June 1997 to May 1998. Air Navigation Commission.	Human Factors knowledge requirements; visual and colour perception requirements; the language used in personnel licences; deletion of the Attachment.	19 February 2001 16 July 2001 1 November 2001
164	32nd Session of the Assembly, MET Divisional Meeting (2002), Air Navigation Commission.	Amendment of definitions; new provisions requiring language proficiency for aeroplane and helicopter pilots, navigators using radiotelephony, air traffic controllers and aeronautical station operators; introduction of a Note on qualification and training for aeronautical meteorology personnel; amendment to the Human Factors knowledge requirements for Aircraft Maintenance Engineer.	5 March 2003 14 July 2003 27 November 2003
165	Air Navigation Commission.	Endorsement of type rating with a limitation of privileges to the cruise phase of the flight.	25 February 2004 12 July 2004 25 November 2004
166	Air Navigation Commission; Medical Provisions Study Group (MPSG); Flight Crew Licensing and Training Panel (FCLTP).	Amendment to the medical provisions; new provisions on approved training organizations.	21 February 2005 11 July 2005 24 November 2005

<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
167 (10th Edition)	Air Navigation Commission studies; Second meeting of the Flight Crew Licensing and Training Panel.	Revised and new medical provisions on the upper age limits for flight crew members; new personnel licensing requirements for airships and powered-lifts; introduction of the multi-crew pilot licence; amendments to the details of existing flight crew licensing Standards; amendments to the provisions on the role of flight simulation training devices in acquiring or maintaining the competencies required for the various levels of licences and ratings.	10 March 2006 17 July 2006 23 November 2006
168	Air Navigation Commission study.	The amendment concerns: <ul style="list-style-type: none"> a) the replacement of the approach and area radar control ratings by approach and area control surveillance ratings to reflect the fact that surveillance systems are not limited to radar; b) the harmonization of the Human Factors knowledge requirements for air traffic controllers with those recently adopted as part of Amendment 167 to Annex 1 for flight crew; c) the applicability of the existing Standards on approved training for flight crew (Annex 1, 1.2.8 and Appendix 2) to the approved training required for the air traffic controller licence and ratings; and d) new provisions for student air traffic controllers receiving instruction in an operational environment. 	23 February 2007 16 July 2007 22 November 2007
169-A	Secretariat with the assistance of the Medical Provisions Study Group	Amendment introducing some new concepts in the field of aviation medicine to better address current aeromedical risks to flight safety.	2 March 2009 20 July 2009 19 November 2009
169-B	Secretariat	Amendment concerning the development of harmonized provisions relating to safety management by introducing a framework for the implementation and maintenance of a State safety programme as of 18 November 2010.	2 March 2009 20 July 2009 18 November 2010
170	Secretariat with the assistance of the Next Generation of Aviation Professionals (NGAP) Task Force and the International Air Transport Association (IATA) Training and Qualifications Initiative (ITQI)	<ul style="list-style-type: none"> a) an enabler for an alternative means of compliance with the experience requirements for the aircraft maintenance technician licence when approved competency-based training programmes are used; b) an amendment to the definitions of approved training and approved training organization to simplify their wording and to relocate in new Standards the requirement that training for certain categories of personnel is to be conducted in an approved training organization; c) a harmonization of threat and error management (TEM) requirements for certain licensed personnel with those for flight crew licences; d) an extension of the transitional measures for licensing requirements for powered-lift aircraft; and e) various editorial amendments. 	4 March 2011 18 July 2011 17 November 2011
171	Special Meeting (SMP/SM/1) of the Safety Management Panel (SMP)	The transfer of safety management provisions to Annex 19.	25 February 2013 15 July 2013 14 November 2013

INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES

CHAPTER 1. DEFINITIONS AND GENERAL RULES CONCERNING LICENCES

1.1 Definitions

When the following terms are used in the Standards and Recommended Practices for Personnel Licensing, they have the following meanings:

Accredited medical conclusion. The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Aeroplane. A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Aircraft avionics. A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft — category. Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

Aircraft — type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

Airship. A power-driven lighter-than-air aircraft.

Approved maintenance organization. An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

Approved training. Training conducted under special curricula and supervision approved by a Contracting State.

Approved training organization. An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

ATS surveillance service. A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system. A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

Balloon. A non-power-driven lighter-than-air aircraft.

Note.— For the purposes of this Annex, this definition applies to free balloons.

Certify as airworthy (to). To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Competency. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Competency element. An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

Competency unit. A discrete function consisting of a number of competency elements.

Co-pilot. A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Credit. Recognition of alternative means or prior qualifications.

Cross-country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Dual instruction time. Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

Error. An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

Note.— See Chapter 1 of Annex 19 — Safety Management for a definition of operational personnel.

Error management. The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

Pilot-in-command. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Pilot-in-command under supervision. Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.

Powered-lift. A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

- a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- b) causes or worsens an occupational, social, mental or physical problem or disorder.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality system. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

Rating. An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Rendering (a licence) valid. The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

Sign a maintenance release (to). To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.

Significant. In the context of the medical provisions in Chapter 6, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.

Solo flight time. Flight time during which a student pilot is the sole occupant of an aircraft.

State safety programme (SSP). An integrated set of regulations and activities aimed at improving safety.

Threat. Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

Note.— See Chapter 1 of Annex 19 — Safety Management for a definition of operational personnel.

Threat management. The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states.

1.2 General rules concerning licences

Note 1.— Although the Convention on International Civil Aviation allocates to the State of Registry certain functions which that State is entitled to discharge, or obligated to discharge, as the case may be, the Assembly recognized, in Resolution A23-13, that the State of Registry may be unable to fulfil its responsibilities adequately in instances where aircraft are leased, chartered or interchanged — in particular without crew — by an operator of another State and that the Convention may not adequately specify the rights and obligations of the State of an operator in such instances until such time as Article 83 bis of the Convention enters into force. Accordingly, the Council urged that if, in the above-mentioned instances, the State of Registry finds itself unable to discharge adequately the functions allocated to it by the Convention, it delegate to the State of the Operator, subject to acceptance by the latter State, those functions of the State of Registry that can more adequately be discharged by the State of the Operator. While Article 83 bis of the Convention entered into force on 20 June 1997 in respect of Contracting States which have ratified the related Protocol (Doc 9318), the foregoing action will remain particularly relevant for those Contracting States which do not have treaty relations under Article 83 bis. It was understood that pending entry into force of Article 83 bis of the Convention, the foregoing action would only be a matter of practical convenience and would not affect either the provisions of the Chicago Convention prescribing the duties of the State of Registry or any third State. However, as Article 83 bis of the Convention entered into force on 20 June 1997, such transfer agreements will have effect in respect of Contracting States which have ratified the related Protocol (Doc 9318) upon fulfilment of the conditions established in Article 83 bis.

Note 2.— International Standards and Recommended Practices are established for licensing the following personnel:

a) Flight crew

- private pilot — aeroplane, airship, helicopter or powered-lift;
- commercial pilot — aeroplane, airship, helicopter or powered-lift;
- multi-crew pilot — aeroplane;
- airline transport pilot — aeroplane, helicopter or powered-lift
- glider pilot;
- free balloon pilot;
- flight navigator;
- flight engineer.

b) Other personnel

- aircraft maintenance (technician/engineer/mechanic);
- air traffic controller;
- flight operations officer/flight dispatcher;
- aeronautical station operator.

1.2.1 Authority to act as a flight crew member

A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.

Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation.

1.2.2 Method of rendering a licence valid

1.2.2.1 When a Contracting State renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended.

Note.— This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the licence holder before the Authorities of that State.

1.2.2.2 When an authorization under 1.2.2.1 is issued for use in commercial air transport operations, the Licensing Authority shall confirm the validity of the other Contracting State's licence before issuing the authorization.

1.2.2.3 **Recommendation.**— *A pilot licence issued by a Contracting State should be rendered valid by other Contracting States for use in private flights.*

Note.— Contracting States which, without formality, render valid a licence issued by another Contracting State for use in private flights are encouraged to notify this facility in their Aeronautical Information Publications.

1.2.3 Privileges of the holder of a licence

A Contracting State shall not permit the holder of a licence to exercise privileges other than those granted by that licence.

1.2.4 Medical fitness

Note 1.— Guidance material is published in the Manual of Civil Aviation Medicine (Doc 8984).

Note 2.— To satisfy the licensing requirements of medical fitness for the issue of various types of licences, the applicant must meet certain appropriate medical requirements which are specified as three classes of Medical Assessment. Details are given in 6.2, 6.3, 6.4 and 6.5. To provide the necessary evidence to satisfy the requirements of 1.2.4.1, the Licensing Authority issues the licence holder with the appropriate Medical Assessment, Class 1, Class 2 or Class 3. This can be done in several ways such as a suitably titled separate certificate, a statement on the licence, a national regulation stipulating that the Medical Assessment is an integral part of the licence, etc.

1.2.4.1 An applicant for a licence shall, when applicable, hold a Medical Assessment issued in accordance with the provisions of Chapter 6.

1.2.4.2 **Recommendation.**— *From 18 November 2010 States should apply, as part of their State safety programme, basic safety management principles to the medical assessment process of licence holders, that as a minimum include:*

- a) *routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and*
- b) *continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.*

Note.— A framework for the implementation and maintenance of a State safety programme is contained in Attachment A to Annex 19. Guidance on State safety programmes and safety management principles is contained in the Safety Management Manual (SMM) (Doc 9859) and the Manual of Civil Aviation Medicine (Doc 8984).

1.2.4.3 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 1.2.5.2.

1.2.4.3.1 The period of validity of a Medical Assessment may be extended, at the discretion of the Licensing Authority, 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 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.

1.2.4.4 Except as provided in 1.2.5.2.6, flight crew members or air traffic controllers shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.

1.2.4.5 Contracting States shall designate 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 Chapters 2 and 3, and of the appropriate licences specified in Chapter 4.

1.2.4.5.1 Medical examiners shall have received training in aviation medicine and shall receive refresher training at regular intervals. Before designation, medical examiners shall demonstrate adequate competency in aviation medicine.

1.2.4.5.2 Medical examiners shall have practical knowledge and experience of the conditions in which the holders of licences and ratings carry out their duties.

Note.— Examples of practical knowledge and experience are flight experience, simulator experience, on-site observation or any other hands-on experience deemed by the Licensing Authority to meet this requirement.

1.2.4.5.3 **Recommendation.**— *The competence of a medical examiner should be evaluated periodically by the medical assessor.*

1.2.4.6 Applicants for licences or ratings for which medical fitness is prescribed shall 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 shall indicate to the examiner whether a Medical Assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

1.2.4.6.1 Any false declaration to a medical examiner made by an applicant for a licence or rating shall be reported to the Licensing Authority of the issuing State for such action as may be considered appropriate.

1.2.4.7 Having completed the medical examination of the applicant in accordance with Chapter 6, the medical examiner shall coordinate the results of the examination and submit a signed report, or equivalent, to the Licensing Authority, in accordance with its requirements, detailing the results of the examination and evaluating the findings with regard to medical fitness.

1.2.4.7.1 If the medical report is submitted to the Licensing Authority in electronic format, adequate identification of the examiner shall be established.

1.2.4.7.2 If the medical examination is carried out by two or more medical examiners, Contracting States shall appoint one of these to be responsible for coordinating the results of the examination, evaluating the findings with regard to medical fitness, and signing the report.

Note.— *The periods of validity listed above are based on the age of the applicant at the time of undergoing the medical examination.*

1.2.5.2.6 *Circumstances in which a medical examination may be deferred.* 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 Licensing Authority, provided that such deferment shall only be made as an exception and shall not exceed:

- a) a single period of six months in the case of a flight crew member of an aircraft engaged in non-commercial operations;
- b) two consecutive periods each of three months in the case of a flight crew member of an aircraft engaged in commercial operations provided that in each case a favourable medical report is obtained after examination by a designated medical examiner of the area concerned, or, in cases where such a designated medical examiner is not available, by a physician legally qualified to practise medicine in that area. A report of the medical examination shall be sent to the Licensing Authority where the licence was issued;
- c) in the case of a private pilot, a single period not exceeding 24 months where the medical examination is carried out by an examiner designated under 1.2.4.5 by the Contracting State in which the applicant is temporarily located. A report of the medical examination shall be sent to the Licensing Authority where the licence was issued.

1.2.6 Decrease in medical fitness

1.2.6.1 Holders of licences provided for in this Annex 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.

1.2.6.1.1 **Recommendation.**— *States should ensure that licence holders are provided with clear guidelines on medical conditions that may be relevant to flight safety and when to seek clarification or guidance from a medical examiner or Licensing Authority.*

Note.— *Guidance on physical and mental conditions and treatments that are relevant to flight safety about which information may need to be forwarded to the Licensing Authority is contained in the Manual of Civil Aviation Medicine (Doc 8984).*

1.2.6.1.2 **Recommendation.**— *Each Contracting State should, as far as practicable, ensure that licence holders do 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.*

1.2.7 Use of psychoactive substances

1.2.7.1 Holders of licences provided for in this Annex shall not 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.

1.2.7.2 Holders of licences provided for in this Annex shall not engage in any problematic use of substances.

1.2.7.3 **Recommendation.**— *Contracting States should ensure, as far as practicable, that all licence holders who engage in any kind of problematic use of substances are identified and removed from their safety-critical functions. Return to the safety-critical functions may be considered after successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person's continued performance of the function is unlikely to jeopardize safety.*

Note.— Guidance on suitable methods of identification (which may include biochemical testing on such occasions as pre-employment, upon reasonable suspicion, after accidents/incidents, at intervals, and at random) and on other prevention topics is contained in the Manual on Prevention of Problematic Use of Substances in the Aviation Workplace (Doc 9654).

1.2.8 Approved training and approved training organization

Note.— The qualifications required for the issue of personnel licences can be more readily and speedily acquired by applicants who undergo closely supervised, systematic and continuous courses of training, conforming to a planned syllabus or curriculum. Provision has accordingly been made for some reduction in the experience requirements for the issue of certain licences and ratings prescribed in these Standards and Recommended Practices, in respect of an applicant who has satisfactorily completed a course of approved training.

1.2.8.1 Approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

1.2.8.2 The approval of a training organization by a State shall be dependent upon the applicant demonstrating compliance with the requirements of Appendix 2 to this Annex and the relevant provisions contained in Annex 19.

Note 1.— Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

Note 2.— Guidance on approval of a training organization can be found in the Manual on the Approval of Training Organizations (Doc 9841).

1.2.8.3 Approved training for flight crew and air traffic controllers shall be conducted within an approved training organization.

Note.— The approved training considered in 1.2.8.3 relates primarily to approved training for the issuance of an Annex 1 licence or rating. It is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of a licence or rating, as may be required for air traffic controllers or for flight crew, such as the approved training under Annex 6 — Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes, 9.3, or Part III — International Operations — Helicopters, Section II, 7.3.

1.2.8.4 Competency-based approved training for aircraft maintenance personnel shall be conducted within an approved training organization.

Note.— A comprehensive training scheme for the aircraft maintenance (technician/engineer/mechanic) licence, including the various levels of competency, is contained in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG).

1.2.9 Language proficiency

1.2.9.1 Aeroplane, airship, helicopter and powered-lift pilots and those flight navigators who are required to use the radio telephone aboard an aircraft shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

Note.— Pursuant to Article 42 of the Convention on International Civil Aviation, paragraph 1.2.9.1 does not apply to personnel whose licences are originally issued prior to 5 March 2004 but, in any case, does apply to personnel whose licences remain valid after 5 March 2008.

1.2.9.2 Air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

1.2.9.3 **Recommendation.**— *Flight engineers, and glider and free balloon pilots should have the ability to speak and understand the language used for radiotelephony communications.*

1.2.9.4 As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.

1.2.9.5 **Recommendation.**— *Aeroplane, airship, helicopter and powered-lift pilots, flight navigators required to use the radiotelephone aboard an aircraft, air traffic controllers and aeronautical station operators should demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.*

1.2.9.6 As of 5 March 2008, the language proficiency of aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

1.2.9.7 **Recommendation.**— *The language proficiency of aeroplane, airship, helicopter and powered-lift pilots, flight navigators required to use the radiotelephone aboard an aircraft, air traffic controllers and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) should be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:*

- a) *those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and*
- b) *those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.*

Note 1.— Formal evaluation is not required for applicants who demonstrate expert language proficiency, e.g. native and very proficient non-native speakers with a dialect or accent intelligible to the international aeronautical community.

Note 2.— The provisions of 1.2.9 refer to Annex 10, Volume II, Chapter 5, whereby the language used for radiotelephony communications may be the language normally used by the station on the ground or English. In practice, therefore, there will be situations whereby flight crew members will only need to speak the language normally used by the station on the ground.

APPENDIX 2. APPROVED TRAINING ORGANIZATION

(Chapter 1, 1.2.8.2 refers)

Note.— Annex 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

1. Issue of approval

1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix.

1.2 The approval document shall contain at least the following:

- a) organization's name and location;
- b) date of issue and period of validity (where appropriate);
- c) terms of approval.

2. Training and procedures manual

2.1 The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

- a) a general description of the scope of training authorized under the organization's terms of approval;
- b) the content of the training programmes offered including the courseware and equipment to be used;
- c) a description of the organization's quality assurance system in accordance with 4;
- d) a description of the organization's facilities;
- e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in 6.1;
- f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in 6.2;
- g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by 6.3;
- h) a description of the method used for the completion and retention of the training records required by 7;

- i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- j) when a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the Licensing Authority.

2.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

2.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

3. Training programmes

3.1 A Licensing Authority may approve a training programme for a private pilot licence, commercial pilot licence, an instrument rating or an aircraft maintenance (technician/engineer/mechanic) licence that allows an alternative means of compliance with the experience requirements established by Annex 1, provided that the approved training organization demonstrates to the satisfaction of the Licensing Authority that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

Note.— A comprehensive training scheme for the aircraft maintenance (technician/engineer/mechanic) licence, including the various levels of competency, is contained in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG).

3.2 When a Licensing Authority approves a training programme for a multi-crew pilot licence, the approved training organization shall demonstrate to the satisfaction of the Licensing Authority that the training provides a level of competency in multi-crew operations at least equal to that met by holders of a commercial pilot licence, instrument rating and type rating for an aeroplane certificated for operation with a minimum crew of at least two pilots.

Note.— Guidance on the approval of training programmes can be found in the Manual on the Approval of Training Organizations (Doc 9841).

4. Quality assurance system

The training organization shall establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements.

5. Facilities

5.1 The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the Licensing Authority.

5.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

5.3 Synthetic training devices shall be qualified according to requirements established by the State and their use shall be approved by the Licensing Authority to ensure that they are appropriate to the task.

Note.— *The Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625) provides guidance on the approval of flight simulation training devices.*

6. Personnel

6.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

6.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

6.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Licensing Authority.

6.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

Note.— *Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (Doc 9683).*

7. Records

7.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by the Licensing Authority.

7.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

7.3 The records required by 7.1 shall be kept for a minimum period of two years after completion of the training. The records required by 7.2 shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

8. Oversight

Contracting States shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

9. Evaluation and checking

When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the Licensing Authority or designated by the training organization in accordance with criteria approved by the Licensing Authority.

ATTACHMENT B

MULTI-CREW PILOT LICENCE — AEROPLANE LEVELS OF COMPETENCY

1. Core flying skills

The level of competency at which the applicant shall have complied with the requirements for the private pilot licence specified in Chapter 2, 2.3, including night flight requirements, and, in addition, have completed, smoothly and with accuracy, all procedures and manoeuvres related to upset training and flight with reference solely to instruments. From the outset, all training is conducted in an integrated multi-crew, competency-based and threat and error management (TEM) environment. Initial training and instructional input levels are high as core skills are being embedded in the ab initio application. Assessment at this level confirms that control of the aeroplane is maintained at all times in a manner such that the successful outcome of a procedure or a manoeuvre is assured.

2. Level 1 (Basic)

The level of competency at which assessment confirms that control of the aeroplane or situation is maintained at all times and in such a manner that if the successful outcome of a procedure or manoeuvre is in doubt, corrective action is taken. Performance in the generic cockpit environment does not yet consistently meet the Standards of knowledge, operational skills and level of achievement required in the core competencies. Continual training input is required to meet an acceptable initial operating standard. Specific performance improvement/personal development plans will be agreed and the details recorded. Applicants will be continuously assessed as to their suitability to progress to further training and assessment in successive phases.

3. Level 2 (Intermediate)

The level of competency at which assessment confirms that control of the aeroplane or situation is maintained at all times and in such a manner that the successful outcome of a procedure or manoeuvre is assured. The training received at Level 2 shall be conducted under the instrument flight rules, but need not be specific to any one type of aeroplane. On completion of Level 2, the applicant shall demonstrate levels of knowledge and operational skills that are adequate in the environment and achieves the basic standard in the core capability. Training support may be required with a specific development plan to maintain or improve aircraft handling, behavioural performance in leadership or team management. Improvement and development to attain the Standard is the key performance objective. Any core competency assessed as less than satisfactory should include supporting evidence and a remedial plan.

4. Level 3 (Advanced)

The level of competency required to operate and interact as a co-pilot in a turbine-powered aeroplane certificated for operation with a minimum crew of at least two pilots, under visual and instrument conditions. Assessment confirms that control of the aeroplane or situation is maintained at all times in such a manner that the successful outcome of a procedure or manoeuvre is assured. The applicant shall consistently demonstrate the knowledge, skills and attitudes required for the safe operation of an applicable aeroplane type as specified in the performance criteria.

Note.— Material on the development of performance criteria can be found in the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868).

— END —