



*International Civil Aviation Organization*

**Third Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/3)**  
*(Bangkok, Thailand, 7 – 10 May 2013)*

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#### **Agenda Item 4: State/Industry Presentations**

### **AUTHENTICATION OF FOREIGN LICENCES**

(Presented by the Republic of Korea and Singapore)

#### **SUMMARY**

This paper suggests the standardised information that could be provided when responding to requests for flight crew licence authentication from other States.

## **1. INTRODUCTION**

1.1 Pursuant to Article 32(a) of the Chicago Convention, States shall issue pilot licences, convert or validate licences from other States.

1.2 Further, in accordance with Standard 1.2.5.1 of Annex 1, which states "A Contracting State, having issued a licence, shall ensure that the privileges granted by that licence, or by related ratings, are not exercised unless the holder maintains competency and meets the requirements for recent experience established by that State".

1.3 Therefore, a necessary part of the foreign licence conversion process is to verify the authenticity of the licence submitted by the applicant. For consistency and completeness in verifying licence information, a standardised format for the exchange of licence-related information among States would be beneficial.

## **2. INFORMATION NEEDED FOR THE AUTHENTICATION OF LICENCES**

2.1 The Republic of Korea and Singapore each has a procedure in place to authenticate licences submitted for the conversion of foreign licences. In addition, we receive requests for authentication of licences from time to time.

2.2 From our experience, the licence conversion process for a flight crew licence can be better facilitated if the following information is provided and validated:

- (1) Name of Licence Holder
- (2) Date of Birth
- (3) Passport/Identification Number
- (4) Nationality of holder
- (5) Type of Licence (PPL, CPL, MPL, ATPL)

- (6) Licence Number
- (7) Date of Initial Issue
- (8) Licence Expiry Date
- (9) Licence conversion history (if any)
- (10) Level of Language Proficiency
- (11) Expiry Date of Language Proficiency (if applicable)
- (12) Class of Medical Assessment
- (13) Expiry Date of Medical Assessment
- (14) Limitations (if any) endorsed on the Licence
- (15) Aircraft Type Ratings Endorsed on the Licence
- (16) Instrument Rating Expiry Date (if applicable)
- (17) Flying Instructors' Rating Expiry Date (if applicable)
- (18) Aircraft Type Authorised for Instruction (if applicable)
- (19) Any other Endorsements or Authorisations
- (20) Information on incidents/ accidents that the licence holder has been involved in, if any
- (21) Information on enforcement action taken against the licence holder, if any
- (22) Information on the last proficiency check and recent flight experience, if any

2.3 Items 19 to 22 above are optional and depend on the requirements of the Contracting State converting the licence. Subject to the availability of such information, the licensing authority of the Contracting State that issued the licence may choose to provide the information relevant to the licence authentication.

2.4 In addition to the information above, we may also request for the licence holder's past examination results to facilitate our evaluation. For example, we may request for examination results in order to determine whether a person has been trained in human factors, or to determine whether a CPL holder has passed exams at the ATPL level (which is necessary for operation in a multi-crew environment).

### **3 CONCLUSION**

3.1 It would be useful to define the information needed to authenticate a flight crew licence to facilitate the licence conversion process. APRAST may wish to use the list in paragraph 2.2 as a starting point.

### **4 ACTION BY THE MEETING**

4.1 The meeting is invited to:

- a) note the information contained in this working paper; and
- b) request ICAO to include the list of information in paragraph 2.2 in ICAO DOC 9379 (Manual of Procedures for Establishment and Management of a State's Personnel Licensing).