



Jamaica Civil Aviation Authority

FSN-GN-2021-01

Revision: 0

27 January 2021

Flight Safety Notification

General

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

Conversion of Foreign Airman Licences and Ratings

Purpose

This FSN is intended to add clarity to the information provided in The Civil Aviation Regulations, in force as amended, regarding the matter of “*Conversion of Foreign Airman Licences and Ratings*”.

References:

Eight “A” Schedule – SUBPART C: 8.050, 8.055, 8.060 and 8.065:

8.050 *Conversion – General*

8.055 *Conversion of airman licences and ratings for Jamaican citizens*

8.060 *Conversion of non-citizen airman licences for work in Jamaica*

8.065 *Conversion of non-citizen airman licences for private pilot privileges*

Applicability

This FSN is applicable to **ALL** airmen seeking to convert their foreign licence and ratings to a Jamaican licence.

Background

Overtime, the Authority has been sensitive to the various inquiries received from various stakeholders; Jamaican Operators seeking to employ non-Jamaican citizens and Jamaican citizens who are holders of foreign licences; non-Jamaican citizens, in possession of a Jamaican Validation Certificate and are employed to a Jamaican Operator and will be for an extended period of time, which exceeds the validation period.

Action Required

The applicant for conversion of foreign licence shall provide the following:

Proof of Jamaican Citizenship and Age:

- Birth Certificate/Baptismal Certificate
- Citizenship Certificate
- Passport

Proof of Identity and Residential Address:

- Driver's licences
- Government identification cards

In the absence of a government issued photographic identification, the applicant shall submit a passport sized photograph, certified by a Justice of the Peace to be a true photograph of the applicant.

Conversion of licence general eligibility requirements

For all licence types, the following requirements apply:

- (a) The foreign licence is **valid and current** under the laws of the ICAO Contracting State and **valid** for the requested privileges. This licence shall be printed in the English language or accompanied by an English language transcription that has been signed by an official or representative of the foreign aviation authority.
- (b) The foreign licence **shall not** be under an order of revocation or suspension by the country that issued the licence.
- (c) The foreign licence **shall not** contain an endorsement stating that the applicant has not met all the standards of ICAO for that licence.
- (d) A valid foreign medical certificate. (Not applicable to Aircraft Maintenance Engineers [AMEs] and Flight Dispatchers)
- (e) A valid Jamaican Medical Certificate for the required class. (Not applicable to Aircraft Maintenance Engineers [AMEs] and Flight Dispatchers)

- (f) Obtain **not less than** 70% in the appropriate written Aviation Law, Flight Rules and Procedures examination.
- (g) Is able to read, speak, write and understand the English language.
- (h) Provide qualification, training records and proof of experience.
- (i) Provide logbook endorsement from Qualified/Approved Instructor.
- (j) The Authority shall decide, after a review of the applicant's licence, supporting documents, interview and contact with the Civil Aviation Authority of the issuing State, what further showing of knowledge or proficiency will be required.
- (k) Operating privileges and limitations. A person who receives a licence under the provisions of this Subpart and Subsections 8.060 (Conversion of non-citizen airman licences for work in Jamaica) or 8.065 (Conversion of non-citizen airmen licences for private pilot privileges)
 - 1. Shall be limited to the privileges placed on the licence by the Authority.
 - 2. Shall be subject to the limitations and restrictions on the person's licence issued by the Authority and foreign licence when exercising the privileges of that licence within Jamaica and with respect to aircraft registered in Jamaica; and
 - 3. Shall not exercise the privileges of the licence issued by the Authority when the person's foreign licence has been revoked, suspended or otherwise becomes invalid except when the foreign licence becomes invalid for failure to renew the medical fitness certificate of the Contracting State.

Conversion of licence eligibility requirements for Aircraft Maintenance Engineers

For AME licence types, the following requirements apply:

- (a) The foreign licence is **valid and current** under the laws of the ICAO Contracting State and **valid** for the requested privileges. This licence shall be printed in the English language or accompanied by an English language transcription that has been signed by an official or representative of the foreign aviation authority.
- (b) The foreign licence **shall not** be under an order of revocation or suspension by the country that issued the licence.
- (c) The foreign licence **shall not** contain an endorsement stating that the applicant has not met all the standards of ICAO for that licence.
- (d) Photographic proof of identity (indicating residential address), issued by a governmental body.
- (e) The Authority shall decide, after a review of the applicant's licence, supporting documents, interview and contact with the Civil Aviation Authority of the issuing State, what further or lesser showing of knowledge or proficiency will be required as stated in item "f" below.
- (f) Obtain **not less than** 80% in the appropriate written and oral examinations.

Conversion of Non-Citizen Airman Licences for work in Jamaica

In addition to the general eligibility requirements for a licence conversion, a Non-Citizen shall satisfy the following:

- (a) General. A person who is not a citizen of Jamaica and is the holder of a current airman licence issued by another Contracting State is eligible to apply for and be issued an airman licence with the appropriate ratings for the purpose of working in aviation for a Jamaican operator.
- (b) The applicant must be sponsored by a Jamaican business or government entity and, if required for the specific tasks or period of time, hold a work visa issued by immigration.
- (c) Ratings issued. The Authority may place upon the airman licence that it issues only the ratings listed on that person's foreign licence that are appropriate to the tasks to be performed.

Conversion of Non-Citizen Airman Licences for Private Pilot Privileges

In addition to the general eligibility requirements, the following shall be applicable for PPL privileges: -

- (a) A person who is not a citizen of Jamaica and is the holder of a current pilot licence issued by another ICAO Contracting State is eligible to apply for and be issued a Jamaican private pilot licence with the appropriate ratings, without any further showing of proficiency.
- (b) Aircraft ratings issued: The Authority may place upon a private pilot licence that it issues, the aircraft ratings listed on that pilot's foreign pilot licence.
- (c) Instrument ratings issued: The Authority may issue an Instrument Rating on a private pilot licence to a person who holds an Instrument Rating on a licence issued by another Contracting State provided: -
 - (1) Within 24 months preceding the month in which the person applies for the Instrument Rating, the applicant passed the appropriate practical test; and
 - (2) The applicant is able to read, speak, write and understand the English language.
- (d) Operating privileges and limitations: A person who receives a private pilot licence under the provisions of this Sub-section, may act as a pilot of a civil aircraft of Jamaican registry in accordance with the private pilot privileges authorized by the Tenth Schedule of the Civil Aviation Safety Regulations, as amended.

It is important to note that the Authority will NOT convert a Licence that was previously converted.

Jamaica Civil Aviation Authority



Date: 25 January 2021