



# ADVISORY CIRCULAR

CAA-AC-PEL012B

October 2013

**BURUNDI CIVIL AVIATION  
AUTHORITY**

---

## **APPLICATION FOR ISSUE, RENEW AND RE-ISSUE A FLIGHT OPERATIONS OFFICER LICENCE**

### **1.0 PURPOSE**

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal, re-issue, Conversion or validation of a Flight Operations Officer Licence under the Civil Aviation (Personnel Licensing) Regulations as amended.

### **2.0 REFERENCES AND FORMS**

- 2.1 Regulations 112 to 117 of the Civil Aviation (Personnel Licensing) Regulations as amended;
- 2.2 The prescribed Application Forms

### **3.0 GUIDANCE AND PROCEDURES**

#### **3.1 General Information**

3.1.1 Flight Operations Officers are employed by AOC holders for the dispatch and monitoring functions and flight supervision. A person wishing to obtain a Flight Operations Officer Licence must demonstrate to the Authority that he has successfully completed an approved course of training resulting in either:-

- a) A certificate of competency from an Air Operator certificated by the Authority as evidence of having completed an approved Flight Operations Officer training program; or
- b) A Flight Operations Officer licence issued by an ICAO contracting State.

3.1.2 Regulation 170 of the Civil Aviation (Operation of Aircraft) Regulations requires a licensed Flight Operations Officer not to release a scheduled passenger carrying commercial air transport operation aircraft unless he is qualified by an AOC holder for the operations and type of aircraft used.

3.1.3 The prescribed application forms, for issue, renewal, re-issue, conversion or validation of a Flight Operations Officer Licence may be obtained from the Authority's Personnel Licensing (PEL) Office.

### **3.2 The Applicant's Identity**

Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

### **3.3 Eligibility Requirements**

The applicant must meet the specific eligibility requirements for the issue of a Flight Operations Officers Licence under Regulation 112 of the Civil Aviation (Personnel Licensing) Regulations.

### **3.4 Documents to be Submitted by an Applicant**

3.4.1 A properly completed Prescribed Application Form

3.4.2 A competency Certificate from an Air Operator certificated by the Authority certifying attendance at an approved course and successful completion of all the modules;

3.4.3 Certification from an Air Operator certificated by the Authority that the applicant has operated under the supervision of a Flight Operations Officer for at least ninety working days within the six months immediately preceding the date of application;

3.4.4 A knowledge test report;

3.4.5 Two (2) current passport size photographs (full face);

3.4.6 An ATO Certificate certifying that the applicant has satisfactorily completed a course of approved training;

3.4.7 Records substantiating the experience shown on the application Form.

### **3.5 Requirements for Renewal and the Renewal Process**

3.5.1 The applicant should complete the renewal prescribed application form;

3.5.2 The applicant should show that he has satisfactorily met the professional competence requirements *required* under Regulation 117 of the Civil Aviation (Personnel Licensing) Regulations.

3.5.3 The applicant should present a certified record by an Air Operator certificated by the Authority to substantiate the required experience and

3.5.4 The applicant should pay the renewal prescribed fees.

### **3.6 Discrepancies or Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

### **3.7 Issue of the Licence**

When an applicant has satisfactorily met all the requirements for the issue of a licence and the prescribed application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence is issued.

---

**Director General**  
**Burundi Civil Aviation Authority**