



**BURUNDI CIVIL AVIATION  
AUTHORITY**

# ADVISORY CIRCULAR

CAA-AC-PEL014B

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**ISSUE, RENEWAL AND RE-ISSUE OF A CABIN CREW MEMBER  
CERTIFICATE (CMC), INCLUDING ADDITIONAL AIRCRAFT TYPE  
RATING.**

## **1.0 PURPOSE**

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for issue, renewal and re-issue of a Cabin Crew member Certificate.

## **2.0 REFERENCES**

- 2.1 Regulations 131 to 136 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 The prescribed application forms for issue, renewal and re-issue of a Cabin Crew member Certificate may be obtained from the Authority's Personnel Licensing (PEL) Offices.

#### **3.1.2 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.

#### **3.1.3 Category and Aircraft Type Ratings**

- a) A specific aircraft type must be placed on the CMC
- b) Type ratings are issued in the following aircraft:

- (i) All aircraft with a seating capacity of 20 or more passengers; or
- (ii) Any aircraft considered necessary by the Authority

#### **3.1.4 Eligibility Requirements**

a) An applicant for issue of a Cabin Crew member Certificate must meet the specific eligibility, knowledge, skill and experience requirements for a CMC under Regulations 132 to 134 of the Civil Aviation (Personnel Licensing) Regulations and must be an employee of Burundi Air Operator Certificate (AOC) holder

b) The applicant should –

- (i) be at least 18 years old;
- (ii) have passed all the knowledge and practical test as specified in Regulations 133 and 134 of the Civil Aviation (Personnel Licensing) Regulations;
- (iii) have been checked on English language proficiency under Regulation 132 of the Civil Aviation Personnel Licensing ) Regulations.
- (iv) have a current Class 2 medical certificate;
- (v) present an instructor's report or recommendation as evidence of having met the requirements for the issue of a certificate. For providing the Instructor's recommendation one of the following methods shall be used:
  - (aa) The endorsement can be provided in the relevant prescribed application Form or
  - (bb) in a letter to the Authority.
- (vi) The applicant for additional ratings must have passed a knowledge test relevant to the aircraft type rating sought.

#### **3.1.5 Application Requirements**

a) The applicant is required to bring the following documents attached to the application form on applying for the certificate:

- (i) A properly completed prescribed Application Form;
- (ii) A CMC for additional of an aircraft type rating;
- (iii) A Class 2 medical certificate;
- (iv) A knowledge test report (if applicable);
- (v) A certificate from an approved course of training;

Records substantiating the training shown on the Application Form;

- (vi) Two (2) recent passport size photographs (full face); and
- (vii) A photo Identification Card or Passport

#### **3.1.6 Requirements for additional aircraft type rating**

The applicant is required to obtain the necessary instruction and pass the knowledge test for the aircraft type rating sought.

### **3.1.7 Requirements for the Aircraft Type Rating Currency**

The applicant must have received annual safety and emergency procedures training (SEPT) from an authorized instructor and present proof of the SEPT training as endorsed in the personal training record.

### **3.1.8 Requirements For Renewal**

A cabin crew member certificate shall be renewed if the applicant meets the renewal requirements under Regulation 136 of the Civil Aviation (Personnel Licensing) Regulations.

### **3.1.9 The Renewal Process**

- a) The applicant should Complete the prescribed renewal application form;
- b) The applicant should present a valid Class 2 medical certificate from an authorized |medical examiner;
- c) The applicant should present proof of the required SEPT under Regulation 136 of the Civil Aviation (Personnel Licensing) Regulations.

### **3.1.10 Discrepancies or Ineligibility**

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

### **3.1.11 Issue or Renewal of the Certificate or Additional Rating**

When an applicant has satisfactorily met the requirements for the issue of the certificate , 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 certificate is issued or renewed .

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