



Advisory Circular

CONVERSION OF FOREIGN PROFESSIONAL PILOT LICENCES

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1 GENERAL. Advisory Circulars (ACs) are issued by the Civil Aviation Authority of Singapore (CAAS) and contain information about standards, practices and procedures acceptable to the Authority. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

2 PURPOSE. This AC is issued to describe the requirements and procedures for the conversion of a foreign professional pilot licence to a Singapore professional pilot licence, i.e. Airline Transport Pilot's Licence (ATPL) and Commercial Pilot's Licence (CPL). This revision describes changes to (i) possible exemptions and credits for Technical Group and Navigation Group of papers in paragraph 10; and (ii) the requirements for upgrading a converted CPL(A) to an ATPL(A) in paragraph 13.

3 APPLICABILITY. This AC applies to holders of a foreign professional pilot licence who wish to convert to a Singapore equivalent in order to work as a pilot for a Singapore AOC Holder.

Note: As specified in the Singapore Air Safety Publication Part 2 (SASP-2), pilots who intend to fly for a Singapore AOC Holder for a period of three months or more are required to convert their foreign licence to a Singapore professional licence before they commence their work. In the case where the period of employment is less than three months, the pilot should apply for a Certificate of Validation. (Details on the application for a Certificate of Validation can be found in Chapter 9 of SASP-2.)

Pilots who are required to fly in a Singapore registered aircraft as part of their training with a Singapore AOC Holder may apply for a Certificate of Validation prior to their licence conversion.

4 CANCELLATION. This AC supersedes AC FCL-1(0) dated 1 January 2007.

5 EFFECTIVE DATE. This Advisory Circular is effective on 1 November 2007.

6 REFERENCES. Singapore Air Safety Publication Part 2 (SASP-2).

7 INTRODUCTION.

This Advisory Circular specifies in greater detail the requirements and procedures currently contained in Chapter 12 of SASP-2 for the conversion of a foreign professional pilot licence to a Singapore licence.

8 PRE-REQUISITES.

Before embarking on any training or attempt for any Singapore examination, the applicant should ensure that the following pre-requisites are fulfilled:

- a) The applicant must hold a professional pilot licence issued by an ICAO contracting state in accordance with ICAO Annex 1. Licences issued by any non-contracting State will not be accepted for conversion. (The list of ICAO contracting States can be obtained from the ICAO website at <http://www.icao.int>.) The licence and its associated ratings must be issued by a single licensing authority and must be valid at the point of application for conversion. A combination of certificates or ratings issued by different licensing authorities will not be accepted for licence conversion.
- b) ICAO CPL holders must have passed the theoretical knowledge examinations at the ATPL level.
- c) The medical certificate on the foreign pilot licence must have at least 1 month of validity remaining at the point of application for conversion.
- d) The most recent proficiency check must not be more than 12 months old from the date of application for conversion. If the most recent proficiency check is more than 12 months old, the applicant will be required to undergo a proficiency check with the foreign licensing authority or with an operator authorised by the foreign licensing authority. Alternatively, subject to the Authority's agreement, the applicant may undergo a simulator evaluation process by a Singapore AOC Holder and perform to a level that is considered satisfactory by the AOC Holder.
- e) The applicant must possess a valid Radiotelephony Licence from the foreign licensing authority, unless the foreign licence contains the Radiotelephony privileges.
- f) The applicant must meet the minimum flying experience requirements specified in Chapter 4 of SASP-2 for the grant of a Singapore CPL or ATPL, as applicable.
- g) The applicant must be below the maximum age specified in paragraph 20 of the Air Navigation Order. (The maximum age is currently 65 years.)
- h) The applicant must be in possession of a letter indicating prospective employment from a Singapore AOC Holder.

9 TRAINING AND EXAMINATIONS REQUIRED FOR CONVERSION.

In addition to meeting the pre-requisites in paragraph 8, the applicant must also:

- a) Pass the Class 1 initial medical examination at the premises of the Singapore Civil Aviation Medical Board. The Singapore medical certificate must have at least 1 month of validity remaining at the point of application for conversion.
- b) Pass all theoretical knowledge examinations i.e. Singapore Technical Group of papers and the ATPL Navigation Group of papers. (See paragraph 10 for possible exemptions and credits that can be granted.)
- c) Pass the Aviation Law, Flight Rules and Procedures paper.

- d) Pass the Human Performance and Limitations (HPL) paper. The applicant may be exempted from the HPL paper if documentary evidence (e.g. result slip, letter from the foreign licensing authority) is produced to show a pass in an equivalent paper before.
- e) Complete the Aircraft Type Course and pass the Aircraft Type Technical Examination for the aircraft rating to be endorsed on the Singapore licence. (See paragraph 11 for possible exemptions and reduction on the training course.)
- f) Pass the Aircraft Rating Flight Test with an Authorised Flight Examiner (AFE) or CAAS Flight Operations Inspector (FOI).
- g) Pass the Initial Instrument Rating Flight Test with an AFE or CAAS FOI, if applicable.

10 POSSIBLE EXEMPTIONS AND CREDITS FOR THE TECHNICAL GROUP OF PAPERS AND NAVIGATION GROUP OF PAPERS.

Holders of Foreign ATPL(A)

- 10.1 Holders of foreign ATPL(A) seeking to convert to a Singapore ATPL(A) must have at least 3,000 total flying hours, of which at least 500 hours must be on civil registered transport aircraft certificated for multi-crew operation according to the manufacturer's flight manual. Such applicants are exempted from the Technical Group of papers and ATPL Navigation Group of papers. Holders of foreign ATPL(A) meeting the 3,000 total flying hour requirement but who have with less than 500 hours on civil registered transport aircraft certificated for multi-crew operation may convert their licence to a Singapore CPL(A)/IR.
- 10.2 Holders of foreign ATPL(A) who do not have the flying experience as stated in 10.1 may sit for the Performance A Paper in lieu of the Technical Group of papers and ATPL Navigation Group of papers, for the purpose of converting to a Singapore CPL(A)/IR. Each applicant is allowed a maximum of three attempts to pass the Performance A Paper, failing which the applicant is required to pass the full set of Navigation Group of papers (See "Note" at end of paragraph 10).

Holders of Foreign CPL(A)

- 10.3 Holders of foreign CPL(A) seeking to convert to a Singapore CPL(A) may sit for the Performance A Paper in lieu of the Technical Group of papers and ATPL Navigation Group of papers. Each applicant is allowed a maximum of three attempts to pass the Performance A Paper, failing which the applicant is required to pass the full set of the Navigation Group of papers. (See "Note" at end of paragraph 10).

Holders of Foreign ATPL(H)

- 10.4 Holders of JAR-FCL ATPL(H) issued by a JAA full member state or ATPL(H) issued by HK CAD or DCA Malaysia seeking to convert to a Singapore ATPL(H) are exempted from the Technical Group of papers and the ATPL Navigation Group of papers. (The list of JAA full member states can be obtained from the JAA website at www.jaa.nl.)
- 10.5 Holders of ATPL(H) from other CAO contracting states seeking to convert to a Singapore ATPL(H) must have at least 1,500 total flying hours in helicopters on scheduled public transport or charter operations on international routes, of which at least 700 flying hours must be P1 hours with an established operator. These holders may sit for the Special Assessment Paper (SAP) in lieu of the Technical Group of papers and ATPL Navigation Group of papers.

Holders of Foreign CPL(H)

- 10.6 Holders of JAR-FCL CPL(H) issued by a JAA full member state or CPL(H) issued by HK CAD or DCA Malaysia seeking to convert to a Singapore CPL(H) are exempted from the Technical Group of papers and the ATPL Navigation Group of papers. (The list of JAA full member states can be obtained from the JAA website at www.jaa.nl.)

Note: A pass in Performance A Paper that is taken under JAR-FCL issued by a JAA full member state, or under HK CAD or DCA Malaysia will be considered as the equivalent for the purpose of paragraphs 10.2 and 10.3 of this AC.

11 POSSIBLE EXEMPTIONS AND REDUCTION IN THE AIRCRAFT TYPE COURSE AND DEVIATION IN THE CONDUCT OF THE AIRCRAFT RATING FLIGHT TEST.

- 11.1 The Aircraft Type Course generally consists of ground instruction on the aircraft type, Aircraft Type Technical Examination, simulator training and base training in an aircraft. Pilots with prior flying experience on the aircraft type to be endorsed on the Singapore licence may be eligible for exemptions or reduction in the Aircraft Type Course.
- 11.2 The Aircraft Rating Flight Test is conducted in accordance with the requirements stated in the Attachment to Form CAAS(FO)32 specific to the aircraft type. Items under No 1 of the Attachment are normally completed in an aircraft in flight. Pilots with current experience on the aircraft type to be endorsed on the Singapore licence may complete items under No 1 of the Attachment in an approved simulator.
- 11.3 The possible exemptions and reduction in the Aircraft Type Course and deviation from having to complete items under No 1 of the Attachment to Form CAAS(FO)32 in an aircraft, with the respective qualifying conditions, are summarised in Appendix 1 of this AC.
- 11.4 AOC Holders seeking exemptions, reduction in the Aircraft Type Course, or deviation to complete items under No 1 of the Attachment to Form CAAS(FO)32 in an approved simulator for eligible pilots should use Appendix 1 as a guide. Any exemptions, reduction or deviation sought should be clearly stated in Part 2 of Form CAAS(FO)1 to be submitted to the Authority for approval.

Note: The exemptions, reduction and deviation stated in Appendix 1 are applicable to the endorsement of an aircraft type rating in the Singapore professional pilot licence only. In order to function as a line pilot for the AOC Holder, the pilot is also required to fulfill other training requirements as specified in the Air Navigation Order and Air Operator Certificate Requirements (e.g. airline procedure training, systems differences training, base check, line training and line check).

12 ADMINISTRATIVE PROCEDURE FOR CONVERSION OF A FOREIGN PROFESSIONAL PILOT LICENCE.

- 12.1 A completed Form CAAS(FO)01 should be submitted to the Authority through the AOC Holder for conversion of a foreign professional pilot licence. Completeness and validity of the submitted documents should be verified before submission to the Authority.
- 12.2 Upon receipt of the application, the Authority would perform an evaluation and provide confirmation to the AOC Holder regarding the eligibility of the applicant based on the documents presented, suitability of the training programme proposed, as well as any special conditions that need to be fulfilled in order to convert the foreign licence. The Authority may contact the applicant or the AOC Holder to seek clarifications or request for additional documents to be presented. It is recommended that all training and attempts of examinations should only commence after receiving confirmation from the Authority.
- 12.3 Once all training and examinations are completed, the applicant is required to complete Form CAAS(FO)05 and forward, through the AOC Holder, the foreign pilot licence, flying logbook and other supporting documents for the conversion of the licence to the Authority. Photocopies of all licences, flying logbooks and documents should be made and submitted with the originals. It is the responsibility of the applicant and AOC Holder to ensure that the application package submitted is complete. Incomplete submission will hinder and delay the conversion process, or may result in the application being rejected.

- 12.4 As part of the process of licence conversion, the Authority may contact the foreign licensing authority to verify details in the foreign licence to ascertain their validity and authenticity. To minimise delays, the applicant should check the requirements of the foreign licensing authority for releasing the licensing details to the Authority and make the necessary arrangements so that the Authority can receive a timely response to a request for verification of the licence. (For example, the UK CAA will not release details until the licence holder has completed a specific authority and made the prescribed payment.) Applicants should therefore take into account additional time for possible delays during the verification process when applying for conversion of the licence.
- 12.5 The foreign licence and its ratings, on which conversion to the Singapore licence is based, must be valid at the time of issue of the Singapore licence. Hence, the validity periods as stated in paragraph 8 for the certificates are minimum periods which are required by the Authority in order to accept an application for licence conversion. They should not be construed as an undertaking by the Authority to complete the conversion of the licence within those periods.

13 UPGRADING A CONVERTED CPL(A)/IR TO ATPL(A)

Holders of a converted CPL(A)/IR issued on or after 1 January 2007

- 13.1 To qualify for an upgrade to a Singapore ATPL(A), the holder of a Singapore CPL(A)/IR converted from a foreign licence on or after 1 January 2007 must have at least 3,000 flying hours, of which at least 500 hours are in civil registered transport aircraft certificated for multi-crew operation according to the manufacturer's flight manual. This is in addition to meeting the other flying experience requirements specified in Chapter 4 of SASP-2 for the issue of an ATPL(A).

Holders of a converted CPL(A)/IR issued prior to 1 January 2007

- 13.2 For holders of a converted CPL(A)/IR issued before 1 January 2007, the upgrade of their CPL(A)/IR to ATPL(A) will continue to be governed by the terms set out in the letters of conversion provided to holders' employer during the process of their licence conversion. (For example, holders of a Singapore CPL(A)/IR converted from a foreign ATPL(A) prior to 1 January 2007 who did not pass the SAP at the time of their licence conversion are still required to obtain a pass in the SAP before their CPL(A)/IR can be upgraded to an ATPL(A), in addition to meeting the other flying experience requirements specified in Chapter 4 of SASP-2 for the issue of an ATPL(A).)
- 13.3 Holders who are required to pass the SAP referred to in paragraph 13.2 may elect to sit for the Performance A Paper in lieu of the SAP, for the purpose of upgrading their CPL(A)/IR to ATPL(A).

APPENDIX 1 : Possible Exemptions / Reduction in Aircraft Type Course and Deviation in the Conduct of the Aircraft Rating Flight Test

| Qualifying Conditions | Ground Instruction on Aircraft Type | Aircraft Type Technical Examination | Simulator Training | Aircraft Base Training | Items under No 1 of the Attachment to Form CAAS(FO)32 |
|---|--|--|---|-------------------------------|--|
| (1) Pilot has > 500 hours and is current* for the aircraft type sought. | May be exempted | May be exempted | As proposed by AOC Holder (minimum 1 session) | May be exempted | May be completed in an approved simulator |
| (2) Pilot has > 500 hours and but is not current* (< 5 years lapse) for the aircraft type sought. | As proposed by AOC Holder | No exemption | As proposed by AOC Holder (minimum 4 sessions) | No exemption | Must be done in an aircraft |
| (3) Pilot has > 500 hours but is not current* (> 5 years lapse) for the aircraft type sought. | No exemption | No exemption | As required for a full aircraft conversion training | No exemption | Must be done in an aircraft |
| (4) Pilot has < 500 hours and is current* for the aircraft type sought. | May be exempted | May be exempted | As proposed by AOC Holder (minimum 3 sessions) | May be exempted | May be completed in an approved simulator |
| (5) Pilot has < 500 hours and but is not current* (< 5 years lapse) for the aircraft type sought. | As proposed by AOC Holder | No exemption | As proposed by AOC Holder (minimum 4 sessions) | No exemption | Must be done in an aircraft |
| (6) Pilot has < 500 hours but is not current* (> 5 years lapse) for the aircraft type sought. | No exemption | No exemption | As required for a full aircraft conversion training | No exemption | Must be done in an aircraft |

* "Current" means the pilot

- (i) is currently rated on the aircraft type sought in the foreign licence;
- (ii) has completed at least 1 flight in the aircraft within the preceding 12 months of the aircraft type sought;
- (iii) has completed 2 proficiency checks (in an aircraft or approved simulator) within the preceding 12 months of the aircraft type sought. The 2 proficiency checks must not occur within a period of four consecutive months; and
- (iv) has operated the flight controls during at least three take-offs and landings within the preceding 90 days in the aircraft or approved simulator of the aircraft type sought.

Note: The exemptions, reduction and deviation above are applicable towards the endorsement of an aircraft type rating in the Singapore professional pilot licence only. In order to function as a line pilot for the AOC Holder, the pilot is also required to fulfill other training requirements as specified in the Air Navigation Order and Air Operator Certificate Requirements (e.g. airline procedure training, systems differences training, base check, line training and line check).