

CIVIL AVIATION ACT  
(Cap. 71:01)

**CIVIL AVIATION (PERSONNEL LICENSING) (OTHER PERSONNEL)  
REGULATIONS, 2013**

*(Published on 22nd February, 2013)*

ARRANGEMENT OF REGULATIONS

REGULATION

PART I — *Preliminary*

1. Citation
2. Interpretation

PART II — *General Requirements for Licences and Ratings*

3. Licences
4. Ratings
5. General requirements for licences and ratings

PART III — *Aircraft Maintenance Engineer's Licence and Ratings*

6. Aircraft maintenance engineer licence
7. Application for aircraft maintenance engineer licence
8. Knowledge required for aircraft maintenance engineer licence
9. Issue of aircraft maintenance engineer licence
10. Duration and renewal of aircraft maintenance engineer licence
11. Aircraft maintenance engineer licence ratings
12. Knowledge required for aircraft maintenance engineer licence ratings
13. Experience required for aircraft maintenance engineer licence ratings
14. Practical experience for licence and ratings
15. Privileges for aircraft maintenance engineer licence
16. Validation of foreign aircraft maintenance engineer licence
17. Conversion of foreign aircraft maintenance engineer licence
18. Recognition of military competency
19. Display of aircraft maintenance engineer licence

PART IV — *Inspection Authorisation*

20. Inspection authorisation
21. Knowledge required for inspection authorisation
22. Duration and renewal of inspection authorisation
23. Privileges and limitations for inspection authorisation

PART V — *Aviation Repair Specialist Licence*

24. Aviation repair specialist licence
25. Application for aviation repair specialist licence
26. Ratings for aviation repair specialist licence
27. Privileges and limitations for aviation repair specialist licence
28. Display of aviation repair specialist licence

PART VI — *Aviation Engineer Instructor Rating and Aviation Engineer Examiner Certificate*

29. Aircraft maintenance engineer instructor rating
30. Application for aircraft maintenance engineer instructor rating
31. Experience for aircraft maintenance engineer instructor rating
32. Privileges for aircraft maintenance engineer instructor rating
33. Duration and renewal of aircraft maintenance engineer instructor rating
34. Aircraft maintenance engineer designated examiner certificate
35. Application for aircraft maintenance engineer designated examiner certificate
36. Knowledge required for aircraft maintenance engineer designated examiner certificate
37. Skills test for aircraft maintenance engineer designated examiner certificate
38. Recent experience for aircraft maintenance engineer designated examiner certificate
39. Duration and renewal of aircraft maintenance engineer designated examiner certificate

PART VII — *Air Traffic Controller Licence and Air Traffic Controller Ratings*

40. Air traffic controller licence
41. Application for air traffic controller licence
42. Knowledge required for air traffic controller licence
43. Experience required for air traffic controller licence
44. Duration of air traffic controller licence
45. Air traffic controller rating
46. Knowledge required for air traffic controller rating
47. Knowledge testing for air traffic controller rating
48. Experience required for air traffic controller rating
49. Skills test for air traffic controller rating
50. Privileges and limitations for air traffic controller rating
51. Duration of air traffic controller rating

PART VIII — *Flight Operations Officer Licence, Instructor Rating and Designated Examiner Certificate*

52. Flight operations officer licence
53. Application for flight operations officer licence
54. Knowledge required for flight operations officer licence
55. Experience for flight operations officer licence
56. Skills test for flight operations officer licence
57. Privileges of flight operations officer licence
58. Duration and renewal of flight operations officer licence
59. Flight operations officer instructor rating
60. Application for flight operations officer instructor rating

61. Experience for flight operations officer instructor rating
62. Privileges for flight operations officer instructor rating
63. Duration and renewal of flight operations officer instructor rating
64. Flight operations officer examiner certificate
65. Application for flight operations officer examiner certificate
66. Knowledge required for flight operations officer examiner certificate
67. Skills test for flight operations officer examiner certificate
68. Recent experience for flight operations officer examiner certificate
69. Privileges for flight operations officer examiner certificate
70. Duration and renewal of flight operations officer examiner certificate

*PART IX — Aeronautical Station Operator Licence*

71. Aeronautical station operator licence
72. Knowledge required for aeronautical station operator licence
73. Experience required for aeronautical station operator licence
74. Skills for aeronautical station operator licence
75. Privileges for aeronautical station operator licence
76. Duration and renewal for aeronautical station operator licence

*PART X — Parachute Rigger Licence, Instructor Rating and Designated Examiner Certificate*

77. Parachute rigger licence
78. Application for parachute rigger licence
79. Senior parachute rigger licence
80. Master parachute rigger licence
81. Skills for parachute rigger licence
82. Type ratings for parachute rigger licence
83. Additional type ratings for parachute rigger licence
84. Privileges for parachute rigger licence
85. Facilities and equipment for parachute rigger licence
86. Recent experience for parachute rigger licence
87. Records for parachute rigger licence
88. Parachute seal
89. Duration and renewal of parachute rigger licence
90. Display of parachute rigger licence
91. Parachute rigger instructor rating
92. Knowledge required for parachute rigger instructor rating
93. Experience for parachute rigger instructor rating
94. Privileges for parachute rigger instructor rating
95. Duration and renewal of parachute rigger instructor rating
96. Parachute rigger examiner certificate
97. Eligibility for parachute rigger examiner certificate
98. Knowledge required for parachute rigger examiner certificate
99. Skills test for parachute rigger examiner certificate
100. Recent experience for parachute rigger examiner certificate
101. Privileges for parachute rigger examiner certificate
102. Duration and renewal of parachute rigger examiner certificate

PART XI — *Cabin Crew Licence*

- 103. Eligibility requirements
- 104. Specific requirements
- 105. Training courses, examinations and checking
- 106. Initial safety training and examinations
- 107. Aircraft type specific training and checking
- 108. Operator's aircraft type training and differences training
- 109. Operator's refresher training
- 110. Recurrent training and checking
- 111. Number and composition of cabin crew
- 112. Conditions for assignment of cabin crew to duties

PART XII — *Miscellaneous Provisions*

- 113. Penalties
  - 114. Transitional provisions
  - 115. Savings
- SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Act, and on the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

PART I — *Preliminary*

1. These Regulations may be cited as the Civil Aviation (Personnel Licensing) (Other Personnel) Regulations, 2013. Citation
2. In these Regulations unless the context otherwise requires — Interpretation
- “aeronautical experience” means pilot time obtained in an aircraft or approved flight simulation training device for meeting the training and flight time requirements of these Regulations;
- “airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces including rotors, but excludes propellers and rotating airfoils of a powerplant, and landing gear of an aircraft and their accessories and controls;
- “appliance” means an instrument, mechanism, equipment, part, apparatus, appurtenance or accessory, including communications equipment, that is —
- (a) used or intended to be used in operating or controlling an aircraft in flight; or
  - (b) installed in or attached to the aircraft and is not part of an airframe, powerplant or propeller;
- “approved maintenance organisation” means an organisation approved by the Authority to perform specific aircraft maintenance activities including the inspection, overhaul, maintenance, repair or modification and release to service of aircraft or aircraft component;
- “approved training” means training conducted under curricula and supervision approved by the Authority and in the case of a flight crew member means training conducted by an Approved Training Organisation;
- “Approved Training Organisation” means an organisation as defined in the Civil Aviation (Approved Training Organisations) Regulations;
- “authorised instructor” means a person who —
- (a) holds a valid and current ground or flight instructor rating issued under these Regulations for conducting ground training or flight training; or
  - (b) is authorised by the Authority to provide ground training, flight training, or other training under these Regulations and the Civil Aviation (Approved Training Organisations) Regulations;
- “cabin crew member” means a crew member who performs duties assigned by the operator or the pilot-in-command of the aircraft, in the interest of safety of passengers, but who shall not act as a flight crew member;
- “complex aeroplane” means an aeroplane that has retractable landing gear, flaps, and a controllable pitch propeller, or in the case of a seaplane, flaps and a controllable pitch propeller;
- “Contracting State” means a State that is a signatory to the Convention on International Civil Aviation (Chicago Convention);
- “course” means a programme of instruction to obtain a licence, rating, qualification, authorisation or current experience required under these Regulations;

- “examiner” means a person authorised by the Authority to conduct a pilot proficiency test, a practical test for a licence or rating, or a knowledge test under these Regulations;
- “glider” means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain fixed under given conditions of flight;
- “heavier-than-air aircraft” means an aircraft deriving its lift in flight chiefly from aerodynamic forces;
- “human performance” means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;
- “ICAO Annex 1” means Annexure 1 to the Convention on International Civil Aviation;
- “instrument approach procedure” means a series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter; and if a landing is not completed, to a position at which holding or enroute obstacle clearance criteria apply;
- “instrument time” means time in which cockpit instruments are used as the sole means for navigation and control;
- “instrument training” means training which is received from an authorised instructor under actual or simulated instrument meteorological conditions;
- “knowledge test” means a test on the aeronautical knowledge areas required for a licence or rating that can be administered in written form or by a computer;
- “maintenance” means a task required to ensure the continued airworthiness of an aircraft or aircraft component, including any one or combination of overhaul, repair, inspection, replacement, modification and defect rectification;
- “night” means the time between fifteen minutes after sunset and fifteen minutes before sunrise; sunrise and sunset being determined at surface level, and includes any time between sunset and sunrise when an unlighted aircraft or other unlighted prominent object cannot clearly be seen at a distance of 4,572 metres;
- “powered-lift” means a heavier-than-air aircraft capable of vertical takeoff, vertical landing and low speed flight that depends principally on engine driven lift devices or engine thrust for lift during these flight regimes and on non-rotating airfoil for lift during horizontal flight;
- “powerplant” means an engine that is used or intended to be used for propelling aircraft, and it includes turbo superchargers, appurtenances and accessories necessary for its functioning, but does not include propellers;
- “practical test” means a competency test on the areas of operations for a licence, certificate, rating or authorisation that is conducted by having the applicant respond to questions and demonstrate manoeuvres in flight, in an approved synthetic flight trainer or in a combination of these;
- “pressurised aircraft” means an aircraft fitted with means of controlling out flow of cabin air in order to maintain maximum cabin altitude of not more than 10,000 feet to enhance breathing and comfort of passengers and crew;

- “proficiency check” means the process of the check pilot administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period;
- “propeller” means a device for propelling an aircraft that has blades on a powerplant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation and it includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of powerplants;
- “rating” means an authorisation entered on or associated with a licence or certificate and forming part of the certificate or licence, stating special conditions, privileges or limitations pertaining to such licence or certificate;
- “repair” means the restoration of an aircraft or aircraft component to a serviceable condition in conformity with standards approved by the Authority;
- “specific operating provisions” means a document describing the ratings class or limited in detail and shall contain reference material and process specifications used in performing repair work, along with any limitations applied to an aircraft maintenance organisation; and
- “training programme” means a programme that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective; and includes a core curriculum and a specialty curriculum.

## PART II — *General Requirements for Licences and Ratings*

- 3.** The Authority may, where on application, an applicant satisfies the requirements of these Regulations, issue — Licences
- (a) a flight operations officer licence;
  - (b) an aircraft maintenance engineer licence;
  - (c) an aviation repair specialist licence;
  - (d) a parachute rigger licence;
  - (e) an air traffic controller licence;
  - (f) an aeronautical station operator licence;
  - (g) a flight radiotelephone operator licence;
  - (h) a cabin crew licence; and
  - (i) any other licence as may be considered necessary by the Authority.
- 4.** (1) The Authority may issue — Ratings
- (a) in relation to an air traffic controller licence —
    - (i) an aerodrome control rating,
    - (ii) an approach control rating,
    - (iii) an approach radar control rating,
    - (iv) an area control rating,
    - (v) an area radar control rating,
    - (vi) an air traffic control instructor rating,
    - (vii) an air traffic control examiner rating, and
    - (viii) an aerodrome flight information services rating;

General requirements for licences and ratings

- (b) in relation to an aircraft maintenance engineer licence —
    - (i) an airframe rating,
    - (ii) a powerplant rating, and
    - (iii) an avionics rating;
  - (c) ratings for an aviation repairman specialist licence; and
  - (d) ratings for a parachute rigger's licence for seat, back, chest, and lap.
- (2) A rating issued under subregulation (1) shall be shown in the licence that it relates to.
- 5.** An applicant shall be eligible for a licence or rating if —
- (a) he or she is a fit and proper person;
  - (b) he or she has sufficient ability in reading, speaking and understanding the English language in order to carry out responsibilities of licence or rating applied for;
  - (c) he or she meets the eligibility requirements appropriate for the licence or rating applied for; and
  - (d) the issue of the licence or rating is not contrary to aviation safety.

### PART III — *Aircraft Maintenance Engineer's Licence and Ratings*

Aircraft maintenance engineer licence

**6.** (1) A person shall not act as an aircraft maintenance engineer unless he or she is issued with an aircraft maintenance engineer licence by the Authority in accordance with these Regulations.

(2) A person shall not qualify to act as an aircraft maintenance engineer unless he or she is at least 18 years of age.

Application for aircraft maintenance engineer licence

**7.** (1) An application for an aircraft maintenance engineer licence and any associated rating shall be made in Form A set out in the Schedule to these Regulations.

(2) A person who applies for an aircraft maintenance engineer licence shall —

- (a) demonstrate the ability to read, write, speak, and understand the English language, by reading and explaining appropriate maintenance publications and by writing defect and repair statements when required to do so by the Authority;

- (b) comply with the knowledge, experience, and competency requirements prescribed for the licence and rating sought; and

- (c) have passed all of the prescribed tests or examinations for the licence and rating sought, within a period of 24 months.

(3) An aircraft maintenance engineer who applies for an additional rating shall meet the requirements of this Part, and shall, within a period of 24 months, pass the tests prescribed for the additional rating sought.

Knowledge required for aircraft maintenance engineer licence

**8.** (1) An applicant for an aircraft maintenance engineer licence shall pass a general knowledge test covering the following areas —

- (a) air law and airworthiness requirements, in particular, rules and regulations relevant to an aircraft maintenance engineer licence holder, including —

- (i) applicable airworthiness requirements governing certification and continuing airworthiness of aircraft, and

- (ii) approved aircraft maintenance organisation procedures;

- (b) natural science and aircraft general knowledge, including —
  - (i) basic mathematics,
  - (ii) units of measurement, and
  - (iii) fundamental principles and theory of physics and chemistry applicable to aircraft maintenance;
- (c) aircraft engineering in particular characteristics and applications of the materials of aircraft construction, including —
  - (i) the principles of construction and functioning of aircraft structures,
  - (ii) fastening techniques,
  - (iii) powerplants and their associated systems,
  - (iv) mechanical, fluid, electrical and electronic power sources,
  - (v) aircraft instrument and display systems,
  - (vi) aircraft control systems, and
  - (vii) airborne navigation and communication systems;
- (d) aircraft maintenance, in particular tasks required to ensure the continuing airworthiness of an aircraft, including —
  - methods and procedures for the overhaul, repair, inspection, replacement, modification or defect rectification of aircraft structures, components and systems in accordance with the methods prescribed in the relevant maintenance manuals and the applicable requirements of airworthiness; and
- (e) human performance and limitations relevant to the duties of an aircraft maintenance engineer licence holder.

**9.** Where an applicant for an aircraft maintenance engineer licence meets the requirements of this Part, the Authority may issue an aircraft maintenance engineer licence subject to such conditions as may be specified in the licence.

Issue of aircraft maintenance engineer licence

**10.** (1) An aircraft maintenance licence shall be valid for five years from the date of issue and may be renewed at the end of such period for an additional five years if the holder presents evidence, to the Authority, that he or she has, within the past 24 months, exercised the privileges of the licence for not less than six months.

Duration and renewal of aircraft maintenance engineer licence

(2) Where the aircraft maintenance engineer licence expires before an application for renewal is made, the applicant shall receive refresher training acceptable to the Authority in order to qualify for a renewal of the licence.

**11.** The Authority may issue an airframe rating, powerplant rating, avionics rating and any other rating, as may be determined by the Authority, in relation to an aircraft maintenance engineer licence.

Aircraft maintenance engineer licence ratings

**12.** (1) An applicant for an airframe rating shall pass a knowledge test covering the following areas —

Knowledge required for aircraft maintenance engineer licence ratings

- (a) wood structures;
- (b) aircraft covering;
- (c) aircraft finishes;
- (d) sheet metal and non-metallic structures;
- (e) welding;
- (f) assembly and rigging;
- (g) airframe inspection;
- (h) fuel systems;
- (j) aircraft landing gear systems;
- (k) hydraulic and pneumatic power systems;

- (l) cabin atmosphere control systems;
- (m) aircraft instrument systems;
- (n) communication and navigation systems;
- (o) aircraft fuel systems;
- (p) aircraft electrical systems;
- (q) position and warning systems;
- (r) ice and rain control systems; and
- (s) fire protection systems.

(2) An applicant for a powerplant rating shall pass a knowledge test covering the following areas —

- (a) reciprocating systems;
- (b) turbine engines;
- (c) engine inspection;
- (d) engine instrument systems;
- (e) engine fire protection systems;
- (f) engine electrical systems;
- (g) lubrication systems;
- (h) ignition and starting systems;
- (i) fuel metering;
- (j) engine fuel systems;
- (k) induction and engine airflow systems;
- (l) engine cooling systems;
- (m) engine exhaust and reverser systems;
- (n) propellers; and
- (o) auxiliary power units.

(3) An applicant for an avionics rating shall pass a knowledge test covering the following areas —

- (a) aircraft electrical systems;
- (b) aircraft instrument systems;
- (c) automatic flight control systems;
- (d) aircraft radio and radio navigation systems;
- (e) aircraft navigation systems; and
- (f) aircraft systems, components or avionics.

(4) An applicant shall pass each section of any test before applying for the skills tests prescribed in this Part.

Experience  
required  
for aircraft  
maintenance  
engineer  
licence ratings

**13.** (1) An applicant for an aircraft maintenance engineer licence or associated rating may qualify by either practical experience or through completion of an approved training in an Approved Training Organisation.

(2) An applicant, under subsection (1), relying on practical experience shall provide documentary evidence, acceptable to the Authority, of the following experience in the inspection, servicing and maintenance of aircraft or its components —

- (a) in the case of airframe and powerplant rating for aeroplane piston or helicopter piston and avionics rating —
  - (i) four years of practical maintenance experience on operating aircraft, if the applicant has no previous relevant technical training,
  - (ii) two years of practical maintenance experience on operating aircraft as a skilled worker and completion of training, considered relevant by the Authority, in the relevant technical trade, or

- (iii) two years of practical maintenance experience on operating aircraft and completion of basic training course by an Approved Training Organisation; or
  - (b) in the case of airframe and powerplant rating for aeroplane turbine or helicopter turbine and avionics rating;
    - (i) airframe and powerplant ratings for 30 months;
    - (ii) avionics rating for eight months in an Approved Training Organisation and 12 months practical work experience; and
    - (iii) airframe, powerplant and avionics ratings for 42 months in an Approved Training Organisation and 12 months practical work experience.
- 14.** An applicant for an aircraft maintenance engineer licence and rating relying on practical experience shall provide documentary evidence, acceptable to the Authority, of the following experience in the inspection, servicing and maintenance of aircraft or its components —
- (a) airframe rating for 30 months;
  - (b) powerplant rating for 30 months;
  - (c) airframe and powerplant ratings for 48 months;
  - (d) avionics rating for 36 months; and
  - (e) airframe, powerplant and avionics ratings for 60 months.
- 15.** (1) A holder of an aircraft maintenance engineer licence may —
- (a) perform or supervise the maintenance, preventive maintenance, modification or inspection of any aircraft and airframe, aircraft engine, propeller, appliance, component; and
  - (b) approve for return to service, any aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof, for which he or she is rated, provided the licensed aircraft maintenance engineer has —
    - (i) satisfactorily performed the service at an earlier date,
    - (ii) demonstrated the ability to perform the service to the satisfaction of the Authority,
    - (iii) received training acceptable to the Authority on the tasks to be performed,
    - (iv) performed the work while working under the direct supervision of a licensed aircraft maintenance engineer or a licensed aviation repairman who is appropriately rated and has previous experience in the specific operation concerned, or
    - (v) received training acceptable to the Authority on the task to be performed.
- (2) A person issued with an aircraft maintenance engineer licence shall not exercise the privileges of the licence or rating within the preceding 24 months unless —
- (a) the Authority has found that he or she is able to do the engineering work; and
  - (b) he or she has, for at least six months, within the preceding 24 months —
    - (i) served as an aircraft maintenance engineer,
    - (ii) technically supervised other aircraft maintenance engineers,
    - (iii) provided aircraft maintenance instruction or served as the direct supervisor of persons providing aviation maintenance instruction for a course or training acceptable to the Authority, or
    - (iv) supervised the maintenance and alteration of any aircraft, airframe aircraft engine, propeller appliance, components or part thereof.

Practical  
experience for  
licence and  
ratings

Privileges  
for aircraft  
maintenance  
engineer  
licence

- (3) Notwithstanding the provisions of subregulation (1), a person issued with an aircraft maintenance engineer licence may —
- (a) with an airframe rating, after he or she has performed the 100 hour inspection required in this Part on an airframe, or any related part or appliance, approve and return the airframe to service;
  - (b) with a powerplant rating, perform the 100 hour inspection required in this Part on a powerplant or propeller or any related part or appliance, approve and return the powerplant to service.
  - (c) with an avionics rating, inspect, repair, maintain, function test and return to service aircraft avionics systems and components.
- (4) An aircraft maintenance engineer with an airframe or powerplant or avionics rating shall not —
- (a) supervise the maintenance, preventive maintenance, or modification of, or approve and return to service, any aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof, for which he or she is rated unless he or she has satisfactorily performed the work concerned at an earlier date;
  - (b) exercise the privileges of the licence under subregulation (1), unless he or she understands the current instructions for continued airworthiness and the maintenance instructions for the specific operation concerned; and
  - (c) perform a major repair or major modification of a propeller.
- (5) An aircraft maintenance engineer with an airframe or powerplant rating shall not, in addition to the provisions of subregulation (4), —
- (a) perform or supervise, unless under the direct supervision and control of an air operator certificate holder that is authorised to perform maintenance, preventative maintenance, or modifications under an equivalent system, any repair or alteration of instruments; or
  - (b) approve for return to service —
    - (i) any aircraft, airframe, aircraft engine, propeller, appliance, component or part thereof after completion of a major alteration or major repair, or
    - (ii) any instrument after the completion of any repair or alteration.
- (6) An aircraft maintenance engineer shall exercise the privileges of his or her licence only in respect of —
- (a) aircrafts as specified in the licence; and
  - (b) airframes, powerplants and aircraft systems or components specified in the licence.
- (7) An aircraft maintenance engineer shall only exercise certification privileges on a specific type of aircraft after completing aircraft task training relevant to the type of aircraft and conducted by an Approved Training Organisation.
- (8) The training under subregulation (7) shall include —
- (a) theoretical and practical elements specific to the type of aircraft; and
  - (b) additional elements introduced by technological changes to the aircraft.

**16.** (1) A person who holds a current and valid aircraft maintenance engineer licence issued by a foreign Contracting State may apply to the Authority for validation of such licence for use on an aircraft registered in Botswana.

Validation of  
foreign aircraft  
maintenance  
engineer licence

(2) The Authority may issue a validation certificate to an applicant under subregulation (1), if the Authority is satisfied that —

- (a) the applicant's licence is not suspended or revoked by the country that issued the licence;
- (b) the applicant's licence was issued in accordance with ICAO Annex 1; and
- (c) the applicant does not hold a licence issued by the Authority.

(3) The Authority shall, before issuing a validation certificate, verify the authenticity of the licence being validated with the foreign Contracting State that issued the licence.

(4) An applicant for a validation certificate shall —

- (a) demonstrate the ability to read, speak, write and understand the English language;
- (b) demonstrate to the satisfaction of the Authority, knowledge relevant to the licence being validated; and
- (c) complete a skills test relevant to the licence and ratings and privileges of the licence.

(5) A person who holds a validation certificate may exercise the privileges of the certificate on an aircraft registered in Botswana, subject to the limitations and restrictions on the licence being validated.

(6) A validation certificate issued under subregulation (2) shall be valid for a period of 12 months, provided that the foreign licence remains valid.

**17.** (1) A person who holds a current and valid aircraft maintenance engineer licence issued by a foreign Contracting State may apply to the Authority for conversion of that licence and be issued with an aircraft maintenance engineer licence, by the Authority, for use on an aircraft registered in Botswana, if he or she —

Conversion of  
foreign  
aircraft  
maintenance  
engineer  
licence

- (a) holds a valid and current aircraft maintenance engineer licence, issued in accordance with ICAO Annex 1;
- (b) satisfies the applicable aeronautical experience requirements, as may be determined by the Authority; and
- (c) passes a knowledge test, relevant to the licence held.

(2) An applicant who fails a knowledge test under subregulation (1) shall be disqualified for further testing, until the applicant proves that he or she has gained a practical experience of one month.

**18.** (1) A military aircraft maintenance engineer may apply to the Authority, on the basis of his or her military training, for an aircraft maintenance engineer licence.

Recognition  
of military  
competency

(2) An applicant under subregulation (1) shall —

- (a) submit to the Authority, a certificate of discharge from military service; and
- (b) provide evidence of experience of not less than six years in aircraft maintenance, which shall include six months recent experience acquired within the 12 months preceding the application.

(3) The Authority may issue an aircraft maintenance engineer licence to an applicant under subregulation (1), if it is satisfied that the applicant meets the knowledge and skills requirements under these Regulations.

Display  
of aircraft  
maintenance  
engineer  
licence

**19.** A person who holds an aircraft maintenance engineer licence shall display it where he or she normally exercises the privileges of the licence and shall present it for inspection upon the request by the Authority.

#### PART IV — *Inspection Authorisation*

Inspection  
authorisation

**20.** (1) An applicant for an inspection authorisation shall —

- (a) hold a currently effective and valid aircraft maintenance engineer licence with both an airframe and powerplant rating, each of which is valid and has been in effect for a total of at least three years;
- (b) have been actively engaged, for at least two years before the date of application, in the maintenance of certified aircraft and maintained in accordance with these Regulations;
- (c) have a fixed base of operations at which the applicant may be located in person or by telephone during normal working hours but which need not be the place where the applicant exercises his or her inspection authority;
- (d) have available the equipment, facilities, and inspection data necessary to properly inspect airframes, aircraft engines, propellers, or any related component, part or appliance; and
- (e) pass a knowledge test that demonstrates the applicant's ability to inspect according to safety standards for approving aircraft for return to service after major and minor repairs, major and minor modifications, annual inspections, and progressive inspections.

(2) An applicant who fails the knowledge test prescribed in subregulation (1) (e) may not apply for retesting until at least 90 days after the date he or she failed the test.

Knowledge  
required for  
inspection  
authorisation

**21.** (1) An applicant for an inspection authorisation shall pass a knowledge test covering, at least, the following areas —

- (a) certification procedures for products and parts;
- (b) airworthiness standards for an aircraft or rotocraft;
- (c) airworthiness directives;
- (d) maintenance, preventive maintenance, rebuilding, and alteration;
- (e) identification and registration marking;
- (f) certification for maintenance licensing;
- (g) general operating and flight rules; and
- (h) aircraft weight and balance.

(2) An inspection authorisation shall cease to be valid where —

- (a) the authorisation is surrendered, suspended, or revoked;
- (b) the holder of the authorisation no longer has a fixed base of operation; or
- (c) the holder of the authorisation no longer has the equipment, facilities, and inspection data required under subregulation (1).

Duration and  
renewal of  
inspection  
authorisation

**22.** (1) An inspection authorisation shall be valid for 12 months from the date of issue and may be renewed at the end of such period if the holder of the authorisation, presents evidence to the Authority that he or she still meets the requirements under these Regulations and shows that he or she —

- (a) has performed at least one annual inspection every three months during the time that the applicant held the inspection authorisation;

- (b) has performed inspection on at least two major repairs or major modifications every three months during the time he or she held the inspection authorisation;
- (c) has performed or supervised and approved at least one progressive inspection in accordance with standards prescribed by the Authority;
- (d) has performed any combination of paragraphs (a), (b) or (c);
- (e) has successfully completed an inspection authorisation refresher course or series of courses acceptable to the Authority, of not less than 16 hours of instruction during the one year period preceding the application for renewal; and
- (f) has passed a knowledge test administered by the Authority to determine that the applicant's knowledge of applicable regulations and standards is current.

(2) The holder of an inspection authorisation that has been in effect for less than three months before the expiration date need not comply with this regulation.

**23.** (1) The holder of an inspection authorisation may, when exercising the privileges of the authorisation —

- (a) keep it available for inspection by the aircraft owner and aircraft maintenance engineer submitting the aircraft repair or alteration, if any, for approval; and
- (b) present it on the request by the Authority.

(2) The holder of an inspection authorisation with a valid aircraft maintenance engineer licence may —

- (a) inspect and approve for return to service any aircraft, airframe, aircraft engine, propeller appliance, component, or part thereof on any aircraft with a maximum take-off weight of 5,700 kg or less, after completion of a major repair or major alteration performed in accordance with these Regulations and done in accordance with technical data approved by the Authority;
- (b) perform an annual inspection, or perform or supervise a progressive inspection, on any aircraft with a maximum take-off weight of 5,700 kg or less, except those aircraft on a continuous maintenance program, and approve the aircraft for return to service; or
- (c) exercise the privileges of the authorisation until he or she has notified the Authority in writing of any changes in the fixed base of operation and equipment, facilities or inspection data and received approval in writing from the Authority for the proposed change.

(3) The holder of an inspection authorisation with a valid aircraft maintenance engineer licence shall not —

- (a) exercise the privileges of the authorisation unless he or she holds a current and valid aircraft maintenance engineer licence with airframe and powerplant ratings;
- (b) inspect and approve for return to service any aircraft with a maximum take-off weight exceeding 5,700 kg ;
- (c) inspect and approve any airframe, aircraft engine, propeller, appliance, component, or part thereof which is subject to a maintenance program;
- (d) inspect and approve for return to service any aircraft maintained in accordance with a continuous maintenance program; or

Privileges  
and  
limitations  
for inspection  
authorisation

- (e) exercise any privilege of an inspection authorisation whenever he or she no longer —
  - (i) has a fixed base of operation, and
  - (ii) has access to the equipment, facilities or inspection data.

*PART V — Aviation Repair Specialist Licence*

Aviation repair specialist licence

**24.** A person shall not perform the functions of an aviation repair specialist unless he or she is issued by the Authority with an aviation repair specialist licence in accordance with these Regulations.

Application for aviation repair specialist licence

**25.** (1) An application for an aviation repair specialist licence shall be made to the Authority in Form B set out in the Schedule to these Regulations.

- (2) An applicant for an aviation repair specialist licence and ratings shall —
  - (a) be at least 18 years of age;
  - (b) demonstrate the ability to read, write, speak, and understand the English language, by reading and explaining appropriate maintenance publications and by writing defect and repair statements;
  - (c) demonstrate a level of knowledge relevant to the privileges to be granted and appropriate to the duties to be performed;
  - (d) be employed for a specific job requiring special qualifications by an approved maintenance organisation or an air operator certificated that provides maintenance, preventive maintenance, or modifications to aircrafts with a continuous maintenance program;
  - (e) be recommended for certification by his or her employer, to the satisfaction of the Authority, as able to satisfactorily maintain aircraft or components, appropriate to the job for which he or she is employed; and
  - (f) have —
    - (i) at least 24 months of practical experience in the procedures, practices, inspection methods, materials, tools and equipment generally used in the maintenance duties of the specific job the applicant is employed to do and be licensed; or
    - (ii) completed formal training that is acceptable to the Authority specifically designed for an aviation repairman.

Ratings for aviation repair specialist licence

**26.** The Authority may issue the following ratings to a person who holds an aviation repair specialist licence —

- (a) propeller rating;
- (b) computer rating;
- (c) instrument rating;
- (d) accessory rating;
- (e) components rating;
- (f) welding rating;
- (g) non-destructive testing rating; or
- (h) any other ratings as may be determined by the Authority.

Privileges and limitations for aviation repair specialist licence

**27.** (1) An aviation repair specialist licence shall not be issued with an airframe and powerplant or avionics rating to circumvent the process of obtaining an aircraft maintenance engineer licence.

(2) Ratings for an applicant employed by an approved maintenance organisation shall coincide with the ratings issued at the approved maintenance organisation limited to the specific job for which the applicant is employed to perform, supervise or approve for return to service.

(3) Ratings for an applicant employed by an air operator shall coincide with the approved specific operating provisions and the approved maintenance control manual that identifies the air operator's authorisations limited to the specific job for which the person is employed to perform, supervise, or approve for return to service.

(4) An aviation repair specialist may perform or supervise the maintenance or alteration of aircraft, airframes, aircraft engines, propellers, appliances, components, and parts appropriate to the designated speciality area for which the aviation repair is licensed and rated, but only in connection with employment by an approved maintenance organisation or a holder that is authorised to perform maintenance or modifications under an equivalent system.

(5) An aviation repair specialist shall not perform or supervise any duties unless the aviation repair specialist understands the current instructions of the employing certificate holder and the instructions for continued airworthiness, which relate to the specific operations concerned.

(6) An aviation repair specialist licence shall be surrendered to the Authority at the time the licence holder leaves the employ of the approved maintenance organisation.

**28.** A person who holds an aviation repair specialist licence shall display it where he or she normally exercises the privileges of the licence and shall present it for inspection upon the request by the Authority.

Display of aviation repair specialist licence

#### PART VI — *Aircraft Maintenance Engineer Instructor Rating and Designated Examiner Certificate*

**29.** (1) A person shall not act as an aircraft maintenance engineer instructor unless he or she is issued with an aircraft maintenance engineer instructor rating.

Aircraft maintenance engineer instructor rating

(2) A person shall not qualify to be an aircraft maintenance engineer instructor unless he or she is at least 21 years of age.

**30.** An application for an aircraft maintenance engineer instructor rating shall be made to the Authority in Form A set out in the Schedule to these Regulations and shall meet the requirements in this Part and any additional requirements as may be specified by the Authority.

Application for aircraft maintenance engineer instructor rating

**31.** An applicant for an aircraft maintenance engineer instructor rating shall hold at least a current and valid aircraft maintenance engineer licence and rating for which the instructor rating is sought, and shall have a minimum of three years experience as an aircraft maintenance engineer.

Experience required for aircraft maintenance engineer instructor rating

**32.** The holder of an aircraft maintenance engineer instructor rating may give instruction to an aircraft maintenance engineer licence applicant and endorse the applicant for a knowledge or skills test as applicable.

Privileges for aircraft maintenance engineer instructor rating

Duration and renewal of aircraft maintenance engineer instructor rating

Aircraft maintenance engineer designated examiner certificate

Application for aircraft maintenance engineer designated examiner certificate

Knowledge for aircraft maintenance engineer designated examiner certificate

Skills test for aircraft maintenance engineer designated examiner certificate

**33.** (1) An aircraft maintenance engineer instructor rating shall be valid for a period of two years.

(2) The holder of an aircraft maintenance engineer instructor rating may renew his or her rating for an additional two years, if the holder presents to the Authority evidence that he or she has, within the past 12 months —

- (a) conducted at least six exercises in an approved course for a aviation engineer licence or rating; or
- (b) received a refresher training acceptable to the Authority.

**34.** A person shall not qualify to be an aircraft maintenance engineer designated examiner unless he or she is at least 23 years of age.

**35.** An applicant for an aircraft maintenance engineer designated examiner certificate shall —

- (a) show evidence of a high level of aeronautical knowledge in the subject areas for an aircraft maintenance engineer certification in both reciprocating and turbine engine aircraft;
- (b) have held a valid aircraft maintenance engineer licence with the ratings to which the designation shall apply for a period five years;
- (c) have been actively exercising the privileges of the aircraft maintenance engineer licence in the previous three years;
- (d) have a good record as an aircraft maintenance engineer and a person engaged —
  - (i) to test at least 25 percent of all level 1, level 2, level 3 skill elements listed in objective 3 of each subject area in the STS for the general, airframe and powerplant, and
  - (ii) to perform all of the core competencies elements identified in objective 2 of each subject area in the STS for general, airframe and powerplant ratings;
- (e) have a fixed base of operation, equipment and materials adequate for an applicant to demonstrate the basic skills of the rating sought;
- (f) have an airworthy aircraft, other aircrafts, aircraft subassemblies, operational mock-ups, and other aids that may be used for testing; and
- (g) have tools, equipment, material, current publications, and the necessary apparatus required to complete a project assignment recommended by aircraft manufacturers or accepted in the aviation industry.

**36.** An applicant for an aircraft maintenance engineer designated examiner certificate shall pass a pre-designation test on —

- (a) air law and regulations for aircraft maintenance engineer personnel;
- (b) current practices for the fleet of aircraft to be utilised;
- (c) best industry practices; and
- (d) recent improvement in technology, testing and tooling.

**37.** (1) An applicant for an aircraft maintenance engineer designated examiner certificate shall conduct a complete, actual skills test using the approved STS in a satisfactory manner and shall be observed by the Authority when conducting such test.

(2) The applicant shall complete the required documentation in a satisfactory manner and shall be observed by the Authority when completing such documentation.

**38.** (1) An aircraft maintenance engineer designated examiner shall maintain currency by —

(a) attending initial and recurrent training conducted by the Authority; and

(b) maintaining a current and valid aircraft maintenance engineer licence and applicable ratings.

(2) The aircraft maintenance engineer designated examiner shall conduct at least six skills tests during any 12 months period in order for the designation to remain current.

(3) The aircraft maintenance engineer designated examiner shall be observed by the Authority in the conduct of a skills test, at least once each year.

**39.** (1) An aircraft maintenance engineer examiner certificate shall be valid for 12 months.

(2) The aircraft maintenance engineer designated examiner certificate may be renewed by the Authority, if —

(a) the need for the designation remains valid;

(b) the performance of the aircraft maintenance engineer designated examiner has been satisfactory; and

(c) the aircraft maintenance engineer examiner has attended the aviation engineer examiner training conducted by the Authority in the previous 12 months.

Recent experience for aircraft maintenance engineer designated examiner certificate

Duration and renewal of aircraft maintenance engineer designated examiner certificate

#### PART VII — *Air Traffic Controller Licence and Air Traffic Controller Ratings*

**40.** (1) A person shall not act as an air traffic controller unless he or she is issued with an air traffic controller licence by the Authority in accordance with these Regulations.

(2) A person applying for an air traffic controller licence shall be at least 21 years of age.

**41.** (1) An application for air traffic controller licence shall be made in Form C set out in the Schedule to these Regulations.

(2) An applicant shall, before being issued with an air traffic controller licence, meet such requirements in respect of age, knowledge, experience, skill, medical fitness and language proficiency as are specified for that licence or rating.

(3) An applicant for an air traffic controller licence shall hold a class 3 medical certificate issued under these Regulations.

**42.** (1) An applicant for an air traffic controller licence shall receive knowledge instruction through an approved training course on the knowledge areas appropriate to the holder of an air traffic controller licence on the following —

(a) air law, in particular rules and regulations relevant to the air traffic controller;

(b) air traffic control equipment, in particular principles, use and limitations of equipment used in air traffic control;

(c) general knowledge, in particular principles of flight, principles of operation and functioning of aircraft, powerplants and systems, aircraft performances relevant to air traffic control operations;

Air traffic controller licence

Application for air traffic controller licence

Knowledge required for air traffic controller licence

- (d) human performance relevant to air traffic control;
- (e) meteorology in particular aeronautical meteorology use and appreciation of meteorological documentation and information, origin and characteristics of weather phenomena affecting flight operations and safety;
- (f) altimetry;
- (g) navigation, in particular principles of air navigation, principle, limitation and accuracy of navigation systems and visual aids; and
- (h) operational procedures, in particular air traffic control, communication, radiotelephony and phraseology procedures routine, non-routine and emergency, use of the relevant aeronautical documentation, safety practices associated with flight.

(2) An applicant for an air traffic controller licence shall —

- (a) receive an endorsement for the knowledge test from an authorised instructor who —
  - (i) conducted the training on the knowledge areas, and
  - (ii) certifies that the applicant is prepared for the required knowledge test; and
- (b) pass the required knowledge test.

Experience required for air traffic controller licence

**43.** (1) The applicant shall have completed —

- (a) an approved training course; and
- (b) three months' satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller.

(2) The experience requirements specified for air traffic controller ratings shall be credited as part of the experience specified in this regulation.

Duration of air traffic controller licence

**44.** An air traffic controller licence shall be valid for five years.

Air traffic controller rating

**45.** Air traffic controller ratings shall comprise the following categories —

- (a) aerodrome control rating;
- (b) approach control rating;
- (c) approach radar control rating;
- (d) approach precision radar control rating;
- (e) area control rating; and
- (f) area radar control rating.

Knowledge required for air traffic controller rating

**46.** (1) An applicant for an air traffic controller rating shall receive knowledge instruction through an approved training course on the knowledge areas appropriate to an air traffic controller rating on the subjects, as specified below, for each rating sought —

- (a) aerodrome control rating —
  - (i) aerodrome layout, physical characteristics and visual aids,
  - (ii) airspace structure,
  - (iii) applicable rules, procedures and source of information,
  - (iv) air navigation facilities,
  - (v) air traffic control equipment and its use,
  - (vi) terrain and prominent landmarks,
  - (vii) characteristics of air traffic,
  - (viii) weather phenomena, and
  - (ix) emergency, search and rescue plans;

- (b) approach control and area control ratings —
    - (i) airspace structure,
    - (ii) applicable rules, procedures and source of information,
    - (iii) air navigation facilities,
    - (iv) air traffic control equipment and its use,
    - (v) terrain and prominent landmarks,
    - (vi) characteristics of air traffic and traffic flow,
    - (vii) weather phenomena, and
    - (viii) emergency, search and rescue plans; and
  - (c) approach radar, approach precision radar and area radar control ratings.
- (2) The applicant shall meet the requirements specified in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in the following additional subjects —

- (a) principles, use and limitations of radar, other surveillance systems and associated equipment; and
- (b) procedures for the provision of approach, precision approach or area radar control services, as appropriate, including procedures to ensure appropriate terrain clearance.

**47.** An applicant for an air traffic controller rating shall —

- (a) receive an endorsement for the knowledge test from an authorised instructor who —
  - (i) conducted the training on the knowledge areas, and
  - (ii) certifies that the applicant is prepared for the required knowledge test; and
- (b) pass the required knowledge test.

Knowledge testing for air traffic controller rating

**48.** (1) An applicant for an air traffic controller rating shall have —

- (a) satisfactorily completed an approved training course; and
- (b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller —
  - (i) aerodrome control service for a period of not less than 90 hours or one month, whichever is greater, at the unit for the rating sought,
  - (ii) approach radar, area or area radar control rating for the control service for the rating sought for a period of not less than 180 hours or three months, whichever is greater, at the unit for the rating sought, and
  - (iii) approach precision radar control rating for not less than 200 precision approaches with not more than 100 carried out on a radar simulation approved for that purpose by the Authority and not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for the rating sought; and

Experience required for air traffic controller rating

(2) Where the privileges of the approach radar control rating include surveillance radar approach duties, the experience under subregulation (1) shall include 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for the rating sought and under the supervision of an appropriately rated approach radar controller.

(3) The experience specified under subregulation (1) shall be completed within the six months period immediately preceding the application.

Skills test for air traffic controller rating

**49.** An applicant shall demonstrate, by passing the required skills test, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly and expeditious control service.

Privileges and limitations for air traffic controller rating

**50.** (1) A holder of an air traffic controller licence may —

- (a) in relation to aerodrome control rating, provide or supervise the provision of aerodrome control services for the aerodrome for which the licence holder is rated;
- (b) in relation to approach control rating, provide or supervise the provision of approach control services for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control services;
- (c) in relation to approach radar control rating, provide and supervise the provision of approach control services with the use of radar or other surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control services;
- (d) in relation to approach precision radar control rating, provide and supervise the provision of precision approach radar services at the aerodrome for which the licence holder is rated;
- (e) in relation to area control rating, provide and supervise the provision of area control services within the control area or portion thereof, for which the licence holder is rated; and
- (f) in relation to area radar control rating, provide and supervise the provision of area control services with the use of radar, within the control area or portion thereof, for which the licence holder is rated.

(2) A licence holder shall be familiar with all current information before exercising the privileges indicated in subregulation (1).

(3) A holder of an air traffic controller licence and ratings shall not provide instruction in an operational environment unless the licence holder has received proper authorisation from the Authority.

Duration of air traffic controller rating

**51.** A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period of six months and the rating shall remain invalid until the air traffic controller's ability to exercise the privileges of the rating has been re-established.

#### PART VIII — *Flight Operations Officer Licence, Instructor Rating and Designated Examiner Certificate*

Flight operations officer licence

**52.** A person shall not act as a flight operations officer unless he or she is issued with a flight operations officer licence by the Authority in accordance with these Regulations.

(2) An applicant for a flight operations officer licence shall be at least 21 years of age.

Application for flight operations officer licence

**53.** An application for a flight operations licence shall be made in Form D set out in Schedule 1 to these Regulations.

Knowledge required for flight operations officer licence

**54.** (1) An applicant for a flight operations officer licence shall receive and log training from an authorised instructor on the following subjects appropriate to the privileges of the flight operations officer —

- (a) air law, including —
    - (i) rules and regulations relevant to the holder of a flight operations officer licence, and
    - (ii) appropriate air traffic services practices and procedures;
  - (b) aircraft general knowledge, including —
    - (i) principles of operation of aeroplane powerplants, systems and instruments,
    - (ii) operating limitations of aeroplanes and powerplants, and
    - (iii) minimum equipment list;
  - (c) flight performance calculation and planning procedures, including —
    - (i) the effects of loading and mass distribution on aircraft performance and flight characteristics, mass and balance calculations,
    - (ii) operational flight planning, fuel consumption and endurance calculations, alternate airport selection procedures, en-route cruise control extended range operation,
    - (iii) the preparation and filing of air traffic services flight plans, and
    - (iv) the basic principles of computer-assisted planning systems;
  - (d) human performance relevant to dispatch duties;
  - (e) meteorology, including —
    - (i) aeronautical meteorology, the moment of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions, and
    - (ii) interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations, use of, and procedures for obtaining meteorological information;
  - (f) principles of air navigation with particular reference to instrument flight;
  - (g) operational procedures, including —
    - (i) the use of aeronautical documentation,
    - (ii) operational procedures for the carriage of freight and dangerous goods,
    - (iii) the procedures relating to aircraft accidents and incidents, and emergency flight procedures, and
    - (iv) the procedures relating to unlawful interference and sabotage of aircraft;
  - (h) radio communication, in particular, procedures for communicating with aircraft and relevant ground stations; and
    - (i) principles of flight relating to the appropriate category of aircraft.
- (2) An applicant for a flight operations officer licence shall —
- (a) have received an endorsement for the knowledge test from an authorised instructor who —
    - (i) conducted the training on the knowledge areas, and
    - (ii) certifies that the person is prepared for the required knowledge test; and
  - (b) pass the required knowledge test.

**55.** (1) An applicant for a flight operations officer licence shall have satisfactorily completed a course or approved training and gained —

- (a) a total of two years experience in any one or in any combination of the following capacities, provided that in any combination of experience the period served in any capacity shall be at least 12 months —

Experience  
for flight  
operations  
officer licence

Skills test for flight operations officer licence	<p>(i) as a flight crewmember in air transportation,</p> <p>(ii) as a meteorologist in an organisation dispatching aircraft in air transportation, or</p> <p>(iii) as an air traffic controller, or a technical supervisor of flight operations officers or air transportation flight operations system; and</p> <p>(b) 12 months experience as an assistant in the dispatching of air transport.</p> <p>(2) The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the six months immediately preceding the application.</p> <p><b>56.</b> The applicant shall have demonstrated by passing the required skills test, at a level appropriate to the privileges being granted, his or her ability to —</p>
Privilege for flight operations officer licence	<p>(a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports;</p> <p>(b) provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route;</p> <p>(c) forecast weather trends pertinent to air transportation with particular reference to destination and alternates;</p> <p>(d) determine the optimum flight path for a given segment, and create accurate manual and computer generated flight plans;</p> <p>(e) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions as appropriate to the duties of the holder of a flight operations officer licence; and</p> <p>(f) recognise and manage threats and errors.</p> <p><b>57.</b> A holder of a flight operations officer licence may serve in that capacity with responsibility for each area for which the applicant meets the relevant requirements.</p>
Duration and renewal of flight operations officer licence	<p><b>58.</b> (1) A flight operations officer licence shall be valid for five years.</p> <p>(2) The flight operations officer licence shall become invalid when a flight operations officer has ceased to exercise the privileges of the licence for a period of six months and remain invalid until the flight operations officer's ability to exercise the privileges of the licence has been re-established.</p> <p>(3) The flight operations officer licence may be renewed by presenting to the Authority evidence of successfully passing a competency check on the relevant areas of operation.</p>
Flight operations officer instructor rating	<p><b>59.</b> (1) A person shall not act as a flight operations officer instructor unless he or she is issued by the Authority with a flight operations officer instructor rating.</p> <p>(2) A person shall not be qualified to be a flight operations officer instructor unless he or she is at least 21 years of age.</p>
Application for flight operations officer instructor rating	<p><b>60.</b> An application for a flight operations officer instructor rating shall be made in Form E set out in the Schedule to these Regulations.</p>
Experience required for flight operations officer instructor rating	<p><b>61.</b> An applicant for a flight operations officer instructor rating shall hold at least a current and valid flight operations officer licence and have a minimum of three years experience as a flight operations officer.</p>

<p><b>62.</b> A holder of a flight operations officer instructor rating may give instruction to flight operations officer licence applicants and endorse those applicants for a knowledge or skills test as applicable.</p>	<p>Privileges for flight operations officer instructor rating</p>
<p><b>63.</b> (1) A flight operations officer instructor rating shall be valid for two years.</p>	<p>Duration and renewal of flight operations officer instructor rating</p>
<p>(2) A flight operations officer instructor rating that has not expired but due to expire in the next month may be renewed for an additional 24 calendar months if the holder presents to the Authority evidence that he or she has, within the past 12 months preceding the expiry date —</p>	
<p>(a) conducted at least six exercises in a course for flight operations officer licence; or</p>	
<p>(b) received refresher training acceptable to the Authority.</p>	
<p>(3) Where the flight operations officer instructor rating has expired, the applicant shall have received refresher training acceptable to the Authority.</p>	<p>Flight operations officer examiner certificate</p>
<p><b>64.</b> (1) A person shall not act as a flight operations officer examiner unless he or she is issued by the Authority with a flight operations officer examiner certificate.</p>	
<p>(2) A person shall not be qualified to be a flight operations officer examiner unless he or she is at least 23 years of age.</p>	
<p><b>65.</b> An application for a flight operations officer examiner certificate shall be made in Form F set out in the Schedule to these Regulations and shall —</p>	<p>Application for flight operations officer examiner certificate</p>
<p>(a) show evidence of a high level of aeronautical knowledge in the subject areas for the flight operations officer certification;</p>	
<p>(b) have held a flight operations officer licence for at least five years prior to the designation;</p>	
<p>(c) have been actively exercising the privileges of the flight operations officer licence in commercial air transport in the previous three years;</p>	
<p>(d) have a good record as a flight operations officer and a person engaged in the industry and community with a reputation for honesty and dependability;</p>	
<p>(e) have satisfactorily completed the flight operations office examiner orientation program with the Authority; and</p>	
<p>(f) have a test site that is fully capable of doing all items required for the proper dispatch of a commercial flight in accordance with the regulatory requirements for a flight operations office of an active commercial airline.</p>	
<p><b>66.</b> An applicant for a flight operations officer examiner certificate shall have passed a pre-designation test on —</p>	<p>Knowledge required for flight operations officer examiner certificate</p>
<p>(a) air law and regulations for flight operations officer personnel;</p>	
<p>(b) aircraft knowledge on the aircraft used for testing;</p>	
<p>(c) flight performance calculation and planning procedures;</p>	
<p>(d) human performance;</p>	
<p>(e) meteorology;</p>	
<p>(f) navigation;</p>	
<p>(g) radio communication; and</p>	
<p>(h) recent changes in technology to include fly-by-wire aircraft systems, GPS navigation, required navigation performance (RNP) requirements, TCAS, ADS-B, as well and enhanced wind shear systems.</p>	
<p><b>67.</b> (1) The Authority shall observe the applicant for a flight operations officer examiner certificate conducting a complete actual certification using the approved STS in a satisfactory manner.</p>	<p>Skills test for flight operations officer examiner certificate</p>

(2) The applicant for a flight operations officer examiner certificate shall complete all required paper work for the certification as required by the Authority.

Recent experience for flight operations officer examiner certificate

**68.** (1) A flight operations examiner shall maintain currency by —  
(a) attending initial and recurrent training conducted by the Authority; and  
(b) maintaining a current and valid flight operations officer licence.

(2) The flight operations officer examiner shall conduct at least six skills tests during any 12 months period in order for the designation to remain current.

(3) The flight operations officer examiner shall be observed by the Authority in the conduct of a skills test at least once each year.

Privileges for flight operations officer examiner certificate

**69.** The flight operations officer examiner may —  
(a) conduct a skills test for the flight operation officer licence in accordance with approved STS standards; or  
(b) conduct or monitor any portion of a computerized knowledge test.

Duration and renewal of flight operations officer examiner certificate

**70.** (1) The flight operations officer examiner certificate shall be valid for 12 months.

(2) The flight operations officer examiner designation may be renewed by the Authority if —

- (a) the need for the designation remains valid; and
- (b) the performance of the examiner has been satisfactory.

#### PART IX — *Aeronautical Station Operator Licence*

Aeronautical station operator licence

**71.** (1) A person shall not act as an aeronautical station operator unless he or she is issued with an aeronautical station operator licence by the Authority in accordance with these Regulations.

(2) The applicant for an aeronautical station operator licence shall be at least 18 years of age.

(3) An application for an aeronautical station operator licence shall be made in Form G set out in the Schedule to these Regulations.

Knowledge required for aeronautical station operator licence

**72.** (1) The applicant for an aeronautical station operator licence shall receive and log ground training from an authorised instructor on the following subjects appropriate to the privileges of an aeronautical station operator —

- (a) general knowledge of air traffic services provided within Botswana;
- (b) operational procedures of radiotelephony procedures; phraseology, telecommunication network;
- (c) knowledge of rules and regulations applicable to the aeronautical station operator; and
- (d) knowledge of principles, use and limitations of telecommunication equipment in an aeronautical station.

(2) An applicant for an aeronautical station operator licence shall —

- (a) receive an endorsement for the knowledge test from an authorised instructor who —
  - (i) conducted the training on the knowledge areas, and
  - (ii) certifies that the applicant is prepared for the required knowledge test; and
- (b) pass the required knowledge test.

- 73.** An applicant for an aeronautical station operator licence shall have —
- (a) satisfactorily completed a course within the 12 months period immediately preceding the application, and have served satisfactorily under a qualified aeronautical station operator for not less than two months; or
  - (b) satisfactorily served under a qualified aeronautical station operator for not less than six months during the 12 month period immediately preceding application.
- 74.** An applicant for an aeronautical station operator licence shall demonstrate or have demonstrated competence in —
- (a) operating the telecommunication equipment in use; and
  - (b) transmitting and receiving radiotelephony messages with efficiency and accuracy.
- 75.** (1) A holder of an aeronautical station operator licence may act as an operator in an aeronautical station.
- (2) Before exercising the privileges of the licence, the holder of an aeronautical station operator licence shall be familiar with all pertinent and current information regarding the types of equipment and operating procedures used at the aeronautical station.
- 76.** (1) An aeronautical station operator licence shall be valid for a period of five years.
- (2) The licence shall become invalid when an aeronautical station operator ceases to exercise the privileges of the licence for a period of six months and shall remain invalid until the aeronautical station operator's ability to exercise the privileges of the licence is re-established.
- (3) An aeronautical station operator licence that has not expired may be renewed for an additional five years if the holder presents to the Authority, one month before the expiry date, evidence that he or she has, within the past six months preceding the expiry date —
- (a) been actively engaged in the duties of an aeronautical station operator; or
  - (b) received refresher training acceptable to the Authority.

Experience required for aeronautical station operator licence

Skills for aeronautical station operator licence

Privileges for aeronautical station operator licence

Duration and renewal of aeronautical station operator licence

**PART X — Parachute Rigger Licence, Instructor Rating and Designated Examiner Certificate**

- 77.** (1) A person shall not pack, maintain, or alter any personnel carrying parachute intended for emergency use in connection with an aircraft of Botswana unless he or she holds an appropriate current licence and type rating issued under this Part.
- (2) The Authority may issue the following parachute rigger licences under this Part —
- (a) a senior parachute rigger licence; and
  - (b) a master parachute rigger licence.
- 78.** (1) An application for a parachute rigger licence shall be made in Form B set out in the Schedule to these Regulations.
- (2) A person shall be eligible for a parachute rigger licence, if he or she —
- (a) is at least 18 years of age;
  - (b) is able to read, speak, write, and understand the English language; and
  - (c) complies with the requirements of this Part that apply to the licence and type rating he or she seeks.

Parachute rigger licence

Application for parachute rigger licence

Senior  
parachute  
rigger licence

- 79.** An applicant for a senior parachute rigger licence shall —
- (a) present evidence satisfactory to the Authority that he or she has packed at least 20 parachutes of each type for which he or she seeks rating, in accordance with the manufacturer's instructions and under the supervision of a licensed parachute rigger holding a rating for that type or a person holding an appropriate military rating;
  - (b) pass a knowledge test, with respect to a parachute applicable to at least one type parachute appropriate to the type rating sought, on —
    - (i) construction, packing, and maintenance, and
    - (ii) the manufacturer's instructions; and
  - (c) pass a skills test showing the ability to pack and maintain at least one type of parachute appropriate to the type rating sought and meet the requirements for the relevant skills test.

Master  
parachute  
rigger licence

- 80.** (1) An applicant for a master parachute rigger licence shall meet the following requirements —
- (a) present evidence satisfactory to the Authority of at least three years of experience as a parachute rigger; and
  - (b) having satisfactorily packed at least 100 parachutes of each of two types appropriate to type ratings held, in accordance with the manufacturer's instructions —
    - (i) while a licensed and appropriately rated senior parachute rigger, or
    - (ii) while under the supervision of a licensed and appropriately rated parachute rigger or a person holding an appropriate military ratings.
- (2) Where the applicant is not the holder of a senior parachute rigger licence, the applicant shall pass a knowledge test with respect to parachutes appropriate to the type rating sought on their construction, packing, maintenance and manufacturer's instructions.

Skills for master  
parachute rigger  
licence

**81.** An applicant for a master parachute rigger licence shall pass a skills test and show the ability to pack and maintain two types of parachutes appropriate to the type ratings sought.

Type ratings  
for parachute  
rigger licence

- 82.** (1) The Authority may issue the following type ratings under this Part —
- (a) seat rating;
  - (b) back rating;
  - (c) chest rating; and
  - (d) lap rating.

(2) The holder of a senior parachute rigger licence who qualifies for a master parachute rigger licence shall be entitled to have placed on the master parachute rigger licence the ratings that were on the senior parachute rigger licence.

Additional  
type ratings  
for parachute  
rigger licence

**83.** A person who holds a parachute rigger licence who applies for an additional type rating shall —

- (a) present evidence satisfactory to the Authority of having packed at least 20 parachutes of the type rating sought, in accordance with the manufacturer's instructions and under the supervision of a licensed parachute rigger holding a rating for that type or a person holding an appropriate military rating; and
- (b) pass a skills test, to the satisfaction of the Authority, showing the ability to pack and maintain the type of parachute for which the applicant seeks a rating.

- 84.** (1) A person who holds senior parachute rigger licence may —
- (a) pack or maintain, except for major repair, any type of parachute for which he or she is rated; and
  - (b) supervise any person packing any type of parachute for which he or she is rated.
- (2) A person who holds a master parachute rigger licence may —
- (a) pack, maintain, or alter any type of parachute for which he or she is rated; and
  - (b) supervise any person packing, maintaining or altering any type of parachute for which he or she is rated.
- 85.** A licensed parachute rigger shall not exercise the privileges of the licence unless he or she has at least the following facilities and equipment available —
- (a) a smooth top table at least three feet wide by 40 feet long;
  - (b) suitable housing that is adequately heated, lighted, and ventilated for drying and airing parachutes;
  - (c) enough packing tools and other equipment to pack and maintain the types of parachutes serviced; and
  - (d) adequate housing facilities to perform applicable duties and to protect tools and equipment.
- 86.** A person who holds a parachute rigger licence shall not —
- (a) pack, maintain, or alter any parachute unless he or she is rated for that type;
  - (b) pack a parachute that is not safe for emergency use;
  - (c) pack a parachute that has not been thoroughly dried and aired;
  - (d) alter a parachute in a manner that is not specifically authorised by the Authority or the manufacturer;
  - (e) pack, maintain, or alter a parachute in any manner that deviates from procedures approved by the Authority or the manufacturer of the parachute; or
  - (f) exercise the privileges of the licence and type rating,
- unless he or she understands the current manufacturer's instructions for the operation involved and has performed duties under the licence for at least 90 days within the preceding 12 months, or shown to the Authority his or her ability to perform those duties.
- 87.** (1) A licensed parachute rigger shall keep a record of the packing, maintenance, and alteration of parachutes performed or supervision of those activities.
- (2) A licensed parachute rigger who packs a parachute shall —
- (a) enter the date and place of the packing on the parachute packing record attached to the parachute;
  - (b) note any defects found during any inspection on the packing record; and
  - (c) sign the record with his or her name and licence number.
- (3) The record required in subregulation (1) shall contain, with respect to each parachute worked on, a statement of —
- (a) its type and make;
  - (b) its serial number;
  - (c) the name and address of its owner or user;
  - (d) the kind and extent of the work performed;

Privileges  
for parachute  
rigger  
licence

Facilities and  
equipment  
for parachute  
rigger licence

Recent  
experience  
for parachute  
rigger licence

Records for  
parachute  
rigger licence

	(e) the date when and place where the work was performed; and (f) the results of any drop tests made with it.
	(4) A person who makes a record under subregulation (1) shall keep it for at least two years after the date of recording.
Parachute seal	<b>88.</b> (1) A holder of a parachute rigger licence shall have a seal with an identifying mark prescribed by the Authority, and a seal press. (2) A parachute rigger shall, after packing a parachute, seal the pack with his or her seal in accordance with the manufacturer's recommendation for that type of parachute.
Duration and renewal of parachute rigger licence	<b>89.</b> (1) A parachute rigger licence shall be valid for a period of five years. (2) A licence shall become invalid when a parachute rigger ceases to exercise the privileges of the licence for a period of six months and shall remain invalid until the parachute rigger's ability to exercise the privileges of the licence is re-established. (3). A parachute rigger licence that has not expired may be renewed for an additional five years if the holder presents to the Authority evidence that he or she has, within the past six months preceding the expiry date — (a) been actively engaged in the duties of a parachute rigger; or (b) received refresher training acceptable to the Authority.
Display of parachute rigger licence	<b>90.</b> A person who holds a parachute rigger licence shall display it where he or she normally exercises the privileges of the licence and shall present it for inspection upon the request by the Authority.
Parachute rigger instructor rating	<b>91.</b> An applicant for parachute rigger instructor rating shall be at least 21 years of age.
Knowledge required for parachute rigger instructor rating	<b>92.</b> An applicant for a parachute rigger instructor rating shall meet the instructor requirements as may be specified by the Authority.
Experience required for parachute rigger instructor rating	<b>93.</b> An applicant for a parachute rigger instructor rating shall hold at least a current and valid parachute rigger licence and ratings applicable to the instructor rating sought, and have a minimum of three years experience as a parachute rigger.
Privileges for parachute rigger instructor rating	<b>94.</b> A holder of a parachute rigger instructor rating may give instruction to a parachute rigger licence applicant and endorse the applicant for a knowledge or skills test, as applicable.
Duration and renewal of parachute rigger instructor rating	<b>95.</b> (1) A parachute rigger instructor rating shall be valid for a period of two years. (2) A parachute rigger instructor rating that has expired may be renewed for an additional two years if the holder presents to the Authority evidence that he or she has, within the past 12 months preceding the expiry date — (a) conducted at least six exercises in an approved training or course for a parachute rigger licence; or (b) received refresher training acceptable to the Authority.
Parachute rigger examiner certificate	<b>96.</b> An applicant for a designated parachute rigger examiner certificate shall be at least 23 years of age.
Eligibility for parachute rigger examiner certificate	<b>97.</b> An applicant for a designated parachute examiner certificate shall — (a) show evidence of a high level of aeronautical knowledge in the relevant subject areas; (b) have held a parachute rigger licence for at least five years prior to the designation;

- (c) have been actively exercising the privileges of the parachute rigger licence for the previous three years;
- (d) have a good record as a parachute rigger licence and a person engaged in the industry and community with a reputation for honesty and dependability;
- (e) have satisfactorily completed the designated parachute rigger examiner orientation program with the Authority;
- (f) have a fixed base of operations adequately equipped for all practical subject areas to return to service condition;
- (g) have at the fixed base of operation adequate equipment to test the tasks in each area of operation; and
- (h) have tools, equipment, current publications, and materials required to complete a project assignment as recommended by the parachute manufacturer or industry standards.

**98.** An applicant for a parachute rigger examiner certificate shall have passed a pre-designation test on —

- (a) air law and regulations for parachute rigger personnel;
- (b) packing and maintaining a wide variety of parachutes;
- (c) alterations of parachutes in accordance with manufacture's and industry standards;
- (d) proper use of seals for identification purposes; and
- (e) proper record keeping requirements.

Knowledge required for parachute rigger examiner certificate

**99.** (1) The Authority shall observe the applicant conducting a complete actual senior parachute or master parachute rigger certification using the approved equipment in a satisfactory manner.

Skills test for parachute rigger examiner certificate

(2) The applicant shall complete all required paper work for the certification as required by the Authority.

**100.** (1) After designation, a parachute rigger examiner shall maintain currency by —

- (a) attending initial and recurrent training conducted by the Authority; and
- (b) maintaining a current and valid parachute rigger licence and applicable ratings.

Recent experience for parachute rigger examiner certificate

(2) The designated parachute rigger examiner shall —

- (a) conduct six skills tests during the 12 months period in order for the designation to remain current; and
- (b) be observed by the Authority when conducting the skills test at least once each 12 months.

**101.** (1) A designated parachute rigger examiner may conduct a skills test for the senior parachute rigger and master parachute rigger licence in accordance with approved STS standards.

Privileges for parachute rigger examiner certificate

(2) The designated parachute rigger examiner may conduct or monitor any portion of a computerised knowledge test.

**102.** (1) The designated parachute rigger examiner certificate shall be valid for 12 months.

Duration and renewal of parachute rigger examiner certificate

(2) The designated parachute rigger examiner certificate may be renewed by the Authority if the —

- (a) need for the designation remains valid;
- (b) performance of the examiner has been satisfactory; or
- (c) parachute rigger examiner has attended the parachute rigger examiner seminar conducted by the Authority in the previous 12 months period.

PART XI — *Cabin Crew Licence*

Eligibility requirements

- 103.** An applicant for a cabin crew licence shall —
- (a) be at least 18 years of age;
  - (b) be able to read, speak and understand the English language sufficiently to adequately carry out the responsibilities of a cabin crew member;
  - (c) have completed a training course approved by the Authority; and
  - (d) have passed a knowledge test.

Specific requirements

- 104.** (1) The Authority may issue a cabin crew licence, where an applicant successfully completes —
- (a) an initial medical examination and an assessment done in accordance with this part; and
  - (b) an initial safety training course and an associated examination in as required under this Part.

(2) A cabin crew licence issued under subregulation (1) shall be in Form H set out in the Schedule to these Regulations.

(3) A person who holds a cabin crew licence shall carry the licence, when exercising the privileges of the licence, on the appropriate type of aircraft.

Training courses, examinations and checking

**105.** (1) A training course and an associated examination or checking specified in this Part shall be —

- (a) conducted according to a programme approved by the Authority;
- (b) provided by an operator, an Approved Training Organisation or the Authority; and
- (c) performed by a person who is suitably qualified and experienced, as may be determined by the Authority.

(2) An operator shall establish a detailed programme for a training course, in accordance with the requirements set by the Authority or an approved training organisation, to cover the duties and responsibilities performed by the cabin crew members.

(3) The programme under subregulation (2) shall, in order to enable a cabin crew member to achieve the adequacy level of proficiency, include —

- (a) theoretical and practical instruction; and
- (b) individual or collective practice, relevant to each training subject.

(4) An operator shall conduct a proficiency check on a cabin crew member for all training received, except for crew resource management training.

Initial safety training and examinations

**106.** (1) An applicant for a cabin crew licence shall undergo an initial safety training course to —

- (a) familiarise himself or herself with the aviation environment; and
- (b) acquire the adequate general knowledge and basic proficiency required to perform cabin crew duties and responsibilities.

(2) A programme of an initial safety training course shall include theoretical and practical training on —

- (a) the general theoretical knowledge on aviation, aviation regulations relevant to cabin crew and safety functions and responsibilities of cabin crew;
- (b) communication;
- (c) an introductory course to —
  - (i) human factors in aviation, and
  - (ii) crew resource management, conducted by at least one cabin crew resource management instructor;

- (d) passenger handling and cabin surveillance;
- (e) aero-medical aspects and first aid;
- (f) dangerous goods;
- (g) security;
- (h) fire and smoke training; and
- (i) survival training on the ground and in water.

**107.** (1) A cabin crew member may extend the privileges of his or her cabin crew licence, as may be appropriate to the type of aircraft operated, if he or she undertakes —

Aircraft type specific training and checking

- (a) a training course to acquire the adequate proficiency to perform all cabin crew duties, relevant to the type of aircraft; and
- (b) an associated checking, covering all training subjects to demonstrate that he or she has attained the required level of proficiency.

(2) A programme of the training course, for a cabin crew member, shall —

- (a) be based on the specific data provided for the relevant type of aircraft;
- (b) include training and practice on a representative training device or on the actual aircraft; and
- (c) cover training elements that are aircraft type-specific, for —
  - (i) the aircraft general description,
  - (ii) all safety equipment and systems installed,
  - (iii) normal and emergency procedures,
  - (iv) actual operation and opening of each type or variant of normal doors and emergency exits of the aircraft in normal and emergency modes by a cabin crew member, and demonstration by a cabin crew member of the operation on the other exits;
  - (v) fire and smoke training,
  - (vi) evacuation procedures including slide training where fitted,
  - (vii) pilot incapacitation, and
  - (viii) crew resource management.

(3) A cabin crew member shall, in addition to the training required under subregulation (2), undertake a related operator's aircraft type training, as may be specified in this Part, before exercising the privileges of the cabin crew licence on an aircraft type to be operated.

(4) An operator or person responsible for training a cabin crew member may combine elements of training which require individual practical participation with practical checks.

**108.** (1) An operator shall ensure that a cabin crew member undergoes an appropriate aircraft type training before —

Operator's aircraft type training and differences training

- (a) a cabin crew member's first assignment to act as a member of the cabin crew of the particular aircraft type; or
- (b) assignment on another aircraft type.

(2) For purposes of subregulation (1) (b), a cabin crew member shall undergo an appropriate differences training on —

- (a) a variant of an aircraft type currently operated; or
- (b) currently operated aircraft types or variants with different safety equipment, safety equipment location and safety procedures.

(3) A programme of the operator's aircraft type training and differences training shall —

- (a) involve training and practice on a representative training device or on the actual aircraft;

- (b) comprise training in the operator's standard operating procedures for cabin crew members on first assignment of duties by the operator; and
- (c) cover, in addition to the aircraft type-specific training subjects specified in this Part, the following —
  - (i) description of the cabin configuration,
  - (ii) location, removal and use of all portable safety equipment carried on-board the aircraft type or variant,
  - (iii) the operator's normal and emergency procedures,
  - (iv) passenger briefing, safety demonstrations and crowd control;
  - (v) fire and smoke training using the operator's equipment;
  - (vi) the operator's evacuation procedures;
  - (vii) pilot incapacitation; and
  - (viii) the operator's crew resource management training.

(4) A cabin crew member with no previous comparable experience shall complete appropriate familiarisation training on an aircraft type or a variant, under supervision, before being assigned by the operator as one of the minimum number of cabin crew required for the aircraft type or variant.

Operator's  
refresher  
training

**109.** (1) A cabin crew member who has not undertaken any flying duties for more than six months shall undergo refresher training on the aircraft type to be operated before being assigned duties by the operator.

(2) A cabin crew member who has not undertaken flying duties on one particular aircraft type during the preceding six months shall, before being assigned on that aircraft type, complete —

- (a) an applicable refresher training in accordance with subregulation (3); or
- (b) two refresher sectors, on the aircraft type, under appropriate supervision.

(3) A programme for a refresher training under subregulation (2) shall cover, as a minimum for each aircraft type —

- (a) emergency procedures;
- (b) evacuation procedures;
- (c) actual operation and opening, by a cabin crew member, of each type or variant of normal and emergency exits in the normal and emergency modes;
- (d) demonstration of the operation of all other exits; and
- (e) location and handling of all safety and emergency equipment carried on the aircraft.

Recurrent  
training and  
checking

**110.** (1) A cabin crew member shall undergo, every 12 months —

- (a) a recurrent training course to maintain the proficiency required to perform all cabin crew duties and responsibilities; and
- (b) an associated testing covering all subjects of the training programme to demonstrate that he or she has maintained the required level of proficiency.

(2) A programme of a recurrent training course required under subregulation (1) shall cover —

- (a) within the 12 months —
  - (i) review and update of the relevant aviation regulations, crew resource management, incident and accident review and effects of surface contamination, and
  - (ii) for each aircraft type or variant to be operated, the type specific emergency and evacuation procedures and individual touch-drill for opening each type or variant of normal and emergency doors and exits for passenger evacuation; and

- (b) within intervals not exceeding three years —
  - (i) actual operation and opening in a representative training device or in the actual aircraft of each type or variant of normal and emergency exits, in the normal and emergency modes, and
  - (ii) training on the use of equipment and systems relevant to pilot incapacitation;

**111.** (1) An operator shall assign —

- (a) at least one cabin crew member per a pair of floor level emergency exits, for the operation of an aircraft with a maximum passenger seating configuration of more than 19; or
- (b) one cabin crew member for every 50, or fraction of 50 passengers carried on the same deck of an aircraft; and

Number and composition of cabin crew

(2) Where the operation requires more than with more than one cabin crew member, the operator shall nominate a cabin crew member responsible to the pilot-in-command.

(3) The operator shall take into account the type and duration of operations, when determining the number and composition of the cabin crew.

(4) Where more than one cabin crew member is required, the composition of the cabin crew shall comprise of a senior cabin crew member nominated by the operator.

**112.** (1) An operator may assign a cabin crew member duties on an aircraft, if he or she —

- (a) is at least 18 years of age;
- (b) has been assessed as physically and mentally fit to perform all assigned duties safely, in accordance with the requirements applicable to the type of operation;
- (c) has successfully completed all training requirements under this Part; and
- (d) has been checked as proficient to perform all assigned duties.

Conditions for assignment of cabin crew to duties

(2) The operator shall ensure that all cabin crew members and their functions with regard to the flight and passenger safety —

- (a) are easily identifiable to the passengers; and
- (b) wear the operator’s cabin crew uniform provided that such uniform is compatible with the safety functions of cabin crew and is clearly identifiable to the passengers.

## PART XII — *Miscellaneous Provisions*

**113.** (1) Where any provision of these Regulations is contravened in relation to an aircraft, the operator of that aircraft and the pilot-in-command, if the operator or, the pilot-in-command is not the person who contravened that provision he or she shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this regulation to have contravened that provision.

Penalties

(2) Subregulation (1) shall not apply if the person proves that the contravention occurred without his consent or connivance and that he or she exercised all due diligence to prevent the contravention.

(3) Any person who contravenes any provision to these Regulations commits an offence and shall be liable to the penalties specified under section 88 of the Act.

Transitional provisions

**114.** (1) Notwithstanding any other provision of these Regulations, a person who, at the commencement of these Regulations, is carrying out aviation related training shall, within 12 months from the date of commencement of these Regulations, or within such longer period as the Minister may, by notice in the Gazette prescribe, comply with the requirements of these Regulations or cease to carry out such operations.

(2) A person who fails to comply with these Regulations within the prescribed period commits an offence and shall be liable, to the penalties specified under section 88 of the Act.

Savings

**115.** A valid licence, certificate, permit or authorisation issued or granted by the Authority before the commencement of these Regulations shall remain valid until it is expired or are revoked.

SCHEDULE  
Form A  
(regulations 7 (1) and 30)

APPLICATION FOR AIRCRAFT MAINTENANCE ENGINEER INSTRUCTOR/EXAMINER RATING		
<b>A. THIS APPLICATIONS IS FOR:</b>		
<b>4. Tick/check the applicable box</b>		
<input type="checkbox"/> Aircraft Maintenance Engineer Instructor		
<input type="checkbox"/> Aircraft Maintenance Engineer Examiner		
5. State purpose of application		
<input type="checkbox"/> Original Issuance <input type="checkbox"/> Additional Rating <input type="checkbox"/> Renewal <input type="checkbox"/> Conversion of foreign license		
6. Specify Rating sought (if applicable)		
<b>B. APPLICANT INFORMATION</b>		
14. Surname		15. Other Names
16. Nationality		17. ID/Passport Number
18. Place of Birth		19. Date of Birth (day-month-year)
20. Mailing Address		
21. Telephone No.		22. E-mail
23. Have you ever had na Instructor or Examiner Licence Suspended or Revoked		
	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	(Explain on a separate sheet keying to appropriate item number)
24. Do you now or have ever held a CAAB Aircraft Maintenance Engineer Instructor or Examiner Rating?		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
25. Have you ever been denied to exercise privileges of an Aircraft Maintenance Engineer Instructor or Examiner Rating?		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
26. If you answered "Yes" to item 12 above, state reason(s) for denial on a separate sheet.		
<b>C. EMPLOYMENT INFORMATION</b>		
3. For applicant for Instructor authority, provide particulars of the Approved Training Organisation (ATO) below:		
F. Name and physical Address of ATO	G. ATO Number	H. ATO Stamp showing ATO Name and Number
4. For applicant for Examiner authority, please provide details of the current employer:		
NAME AND PHYSICAL ADDRESS OF COMPANY		

5. AIRCRAFT OR EQUIPMENT TYPES ON WHICH INSTRUCTION/EXAMINATION WILL BE CONDUCTED: (Continue on separate sheet if necessary and attach any other supporting documentation)											
<b>D. RECORD OF EXPERIENCE</b>											
5. List experience relating to license/rating applied for. (Continue on separate sheet if necessary and attach any other supporting documentation)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">DATES: MONTH &amp; YEAR</th> <th rowspan="2" style="text-align: left; padding: 2px;">ATO/EMPLOYER AND LOCATION</th> <th rowspan="2" style="text-align: left; padding: 2px;">TYPE OF WORK PERFORMED (include equipment type worked on)</th> </tr> <tr> <th style="text-align: left; padding: 2px;">From</th> <th style="text-align: left; padding: 2px;">To</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	DATES: MONTH & YEAR		ATO/EMPLOYER AND LOCATION	TYPE OF WORK PERFORMED (include equipment type worked on)	From	To					
DATES: MONTH & YEAR		ATO/EMPLOYER AND LOCATION			TYPE OF WORK PERFORMED (include equipment type worked on)						
From	To										
<b>E. RENEWAL OF INSTRUCTOR OR EXAMINER LICENSE</b>											
NOTE: Complete this Section only if applying for Renewal of a License											
6. License Number <input style="width: 150px;" type="text"/>	6. Expiry Date <input style="width: 150px;" type="text"/>										
7. Precise nature of duties since last application, stating type(s) or equipment and appropriate date.	<input style="width: 100%; height: 30px;" type="text"/>										
8. Are you conversant with the Botswana Civil Aviation Regulations? Yes <input type="checkbox"/> No <input type="checkbox"/>											
9. I hereby certify that during the period <input style="width: 80px;" type="text"/> to <input style="width: 80px;" type="text"/> I have exercised the privileges of my Instructor/Examiner License Number:	<input style="width: 100%; height: 30px;" type="text"/>										
<b>F. APPLICANT'S DECLARATION</b>											
I, the undersigned, hereby certify that:											
1. I am aware that delegation is at the sole discretion of the Authority, is a privilege and not a right, and may be withdrawn at any stage.											
2. I am aware that I will be subjected to annual oversight by the CAAB for the purpose of maintenance of standards and re-designation,											
3. I am aware that honesty and integrity are essential pre-requisites for designation and the maintenance thereof.											
<b>CODE OF CONDUCT</b>											
I understand that I am mandated:-											
1. To act professionally, with integrity and with honesty;											
2. To comply with all Regulations; and,											
3. To be unbiased and fair in my assessment.											
4. Date <input style="width: 100px;" type="text"/>	5. Signature of Applicant _____										

**FORM B**  
(regulations 25 (1) and 78 (1))

APPLICATION FOR AIRMAN LICENCE AND/OR RATING					
<b>A THIS APPLICATIONS IS FOR:-</b>					
<p><b>1. Tick/check the applicable box</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Aircraft Maintenance Engineer's Licence  <input type="checkbox"/> Aviation Repair Specialist Licence                      Airframe Rating                      Powerplant                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Parachute Rigger Lcense  <input type="checkbox"/> Senior  <input type="checkbox"/> Seat  <input type="checkbox"/> Back                 </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Master  <input type="checkbox"/> Chest  <input type="checkbox"/> Lap                 </td> <td></td> </tr> </table> <p>2. Specify Rating sought (if applicable) <input style="width: 150px; height: 20px;" type="text"/></p> <p>3. State purpose of application</p> <p> <input type="checkbox"/> Original Issuance                    <input type="checkbox"/> Additional Rating                    <input type="checkbox"/> Renewal                    <input type="checkbox"/> Conversion of foreign license             </p>		<input type="checkbox"/> Aircraft Maintenance Engineer's Licence <input type="checkbox"/> Aviation Repair Specialist Licence Airframe Rating Powerplant	<input type="checkbox"/> Parachute Rigger Lcense <input type="checkbox"/> Senior <input type="checkbox"/> Seat <input type="checkbox"/> Back	<input type="checkbox"/> Master <input type="checkbox"/> Chest <input type="checkbox"/> Lap	
<input type="checkbox"/> Aircraft Maintenance Engineer's Licence <input type="checkbox"/> Aviation Repair Specialist Licence Airframe Rating Powerplant	<input type="checkbox"/> Parachute Rigger Lcense <input type="checkbox"/> Senior <input type="checkbox"/> Seat <input type="checkbox"/> Back				
<input type="checkbox"/> Master <input type="checkbox"/> Chest <input type="checkbox"/> Lap					
<b>B. APPLICANT INFORMATION</b>					
<p>1. Surname <input style="width: 150px;" type="text"/>      2. Other Names <input style="width: 150px;" type="text"/></p> <p>3. Nationality <input style="width: 150px;" type="text"/>      4. ID/Passport Number <input style="width: 150px;" type="text"/></p> <p>5. Place of Birth <input style="width: 150px;" type="text"/>      6. Date of Birth (day-month-year) <input style="width: 100px;" type="text"/></p> <p>7. Mailing Address <input style="width: 550px;" type="text"/></p> <p>8. Telephone No. <input style="width: 150px;" type="text"/>      9. E-mail <input style="width: 200px;" type="text"/></p> <p>10. Have you ever had na Instructor or Examiner Licence Suspended or Revoked?    <input type="checkbox"/> No  <input type="checkbox"/> Yes    (Explain on a separate sheet keying to appropriate item number)</p> <p>11. Do you now or have ever held a CAAB Airman License?    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p>12. Have you ever been convicted for violation of any statutes pertaining to narcotic drugs, marijuana, and depresant or stimulant drugs or substances?    <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p>13. If you answered "Yes" to item 12 above, state date of final conviction.</p>					
<b>C. BASIS FOR APPLICATION</b>					
<p>1. This application is made on the basis of:</p> <p> <input type="checkbox"/> CIVIL EXPERIENCE                    <input type="checkbox"/> MILITARY EXPERIENCE                    <input type="checkbox"/> GRADUATE APPROVED COURSE                    <input type="checkbox"/> LETTER OF RECOMMENDATION repairman (Attach copy)             </p> <p>2. For graduate of approved course, provide particulars of the school below:</p>					
A. NAME AND LOCATION OF SCHOOL	B. SCHOOL NUMBER				

<b>C. CURRICULUM FROM WHICH GRADUATED</b>		<b>D. DATE</b>	
E. STUDENT HAS MADE SATISFACTOR PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST		(1) SCHOOL NAME AND NUMBER	(2) SCHOOL OFFICIAL'S SIGNATURE
<b>D. RECORD OF EXPERIENCE</b>			
1. List experience relating to license/rating applied for. (Continue on separate sheet if necessary and attach any other supporting documentation)			
DATES: MONTH & YEAR		EMPLOYER AND LOCATION	TYPE OF WORK PERFORMED (include equipment type work on)
From	To		
2. Parachute Rigger Applicants: Indicate by type and number of parachutes packed		SEAT	CHEST    BACK    LAP
3. For Parachute Master Rating only – Packed as a: <input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER			
<b>E. RENEWAL OF LICENSE</b>			
NOTE: Complete this Section only if applying for Renewal of a License			
1. License Number <input style="width: 100px;" type="text"/>		4. Expiry Date <input style="width: 100px;" type="text"/>	
2. Date of last certification in accordance with the Civil Aviation Regulations		<input style="width: 100px;" type="text"/>	
3. Precise nature of duties since last application, stating type(s) or equipment and appropriate date.		<input style="width: 100px;" type="text"/>	
4. Are you conversant with the Botswana Civil Aviation Regulations?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. I hereby certify that during the period the privileges of my Airman License Number:		<input style="width: 50px;" type="text"/>	to <input style="width: 50px;" type="text"/> I have exercised
<b>F. APPLICANT'S DECLARATION</b>			
I hereby declare that all the information in this application and all attached documentation are true in any respect.			
1. Date <input style="width: 100px;" type="text"/>		2. Signature of Applicant.....	
<b>G. FEES</b>			
1. Fees payable in accordance with the Civil Aviation (Personell Licensing) Regulations. (Note: Select only the applicable fees)			
(a) <input type="checkbox"/> Application fee			
(b) <input type="checkbox"/> Issue of license			
(c) <input type="checkbox"/> Renewal of license			
(d) <input type="checkbox"/> Additional Rating			
(e) <input type="checkbox"/> Conversion of a foreign license			
2. Payment method – Please indicate method of payment below			
<input type="checkbox"/> Cash	[Please do not enclose cash in the application]	<input type="checkbox"/> Cheque	<input type="checkbox"/> Bank deposit [CAAB Account details below]
3. CAAB Account Details – For additional information please contact CAAB Accounts Office at +3688200			
Name of Account:	Civil Aviation Authority Botswana		Branch Name: Barclays House
Name of Bank:	Barclays Bank of Botswana		Swift Code: BARCBWGX
Branch Code:	29 06 67	Account Number: 1002208	

**FORM C**  
*(regulation 41 (1))*

APPLICATION FOR ISSUE OF AIR TRAFFIC CONTROLLER LICENCE					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
DATES OF MEDICAL		FROM			TO
GENDER	MALE		FEMALE		
RATING		STATION	VALIDATED BY	DATE	
TELEPHONE NUMBER		EMAIL ADDRESS			
Date of last competency check		CAAB Authorised Examiner/Observer			
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS		DATE	
<b>FOR OFFICIAL USE ONLY</b>					
Details checked by:					
OFFICIAL'S SIGNATURE		NAME IN BLOCK LETTERS		DATE	
AMOUNT PAID	P	RECEIPT NUMBER			

**FORM D**  
(*regulation 53*)

APPLICATION FOR FLIGHT OPERATIONS OFFICER LICENCE					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
DATES OF MEDICAL	FROM		TO		
GENDER	MALE		FEMALE		
NAME AND ADDRESS OF APPROVED TRAINING ORGANISATION					
APPLICANT'S POSTAL ADDRESS IN BOTSWANA					
RESIDENTIAL ADDRESS					
TELEPHONE NUMBER		EMAIL ADDRESS			
		TYPE RATING			
Type (s) of Aircraft to be rated on		Date of last Recurrent Training			
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS			DATE	
FOR OFFICIAL USE ONLY					
Details checked by:					
OFFICIAL'S SIGNATURE	NAME IN BLOCK LETTERS			DATE	
AMOUNT PAID	P	RECEIPT NUMBER			

**FORM E**  
(*regulation 60*)

APPLICATION FOR FLIGHT OPERATIONS OFFICER INSTRUCTOR RATING					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
LICENCE TYPE		DATE OF ISSUE			
LICENCE NUMBER		EXPIRY DATE			
GENDER	MALE		FEMALE		
NAME AND ADDRESS OF AVIATION TRAINING ORGANISATION					
POSTAL ADDRESS					
APPLICANTS POSTAL ADDRESS IN BOTSWANA					
TELEPHONE NUMBER		EMAIL ADDRESS			
STAMP SHOWING NAME OF TRAINING ORGANISATION AND ATO NUMBER:					
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS		DATE	
FOR OFFICIAL USE ONLY :					
Details checked by:					
OFFICIAL'S SIGNATURE	NAME IN BLOCK LETTERS			DATE	
AMOUNT PAID	P	RECEIPT NUMBER			

**FORM F**  
*(regulation 65)*

APPLICATION FOR FLIGHT OPERATIONS OFFICER EXAMINER CERTIFICATE																		
DETAILS OF APPLICANT				Company														
Surname				First Names														
Date of Birth				Nationality														
Postal Address				Phone Number														
				Email Address														
Licence Number				Identity/Passport Number														
Have you previously been denied to exercise the FOOE privileges?								YES		No								
If YES, please state the reason for denial:																		
DETAILS OF COMPANY																		
Name of Company																		
Physical Address																		
DECLARATION BY APPLICANT																		
<p>I, the undersigned, hereby certify that: –</p> <ol style="list-style-type: none"> <li>4. I am aware that delegation is at the sole discretion of the Authority, is a privilege and not a right, and may be withdrawn at any stage.</li> <li>5. I am aware that I will be subjected to annual oversight by the CAAB for the purpose of maintenance of standards and re-designation</li> <li>6. I am aware that honesty and intergrity are essential prerequisites for designation and the maintenance thereof.</li> </ol> <p>CODE OF CONDUCT I, understand that I am mandated:</p> <ol style="list-style-type: none"> <li>4. To act professionally, with intergrity and with honesty;</li> <li>5. To comply with all Regulations; and</li> <li>6. To be unbiased and fair in my assessment.</li> </ol>																		
SIGNATURE OF APPLICANT				NAME IN BLOCK LETTERS				DATE										
FOR OFFICIAL USE ONLY																		
Recommended								Not Recommended										
Period of Validity																		
		d	d	m	m	y	y	y	y	to	d	d	m	m	y	y	y	y
PRIVILEGES/RESTRICTIONS																		
OFFICIAL'S SIGNATURE				NAME IN BLOCK LETTERS				DATE										

**FORM G**  
(*regulation 71 (3)*)

APPLICATION FOR AERONAUTICAL STATION OPERATOR LICENCE					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
LICENCE TYPE		DATE OF ISSUE			
LICENCE NUMBER		EXPIRY DATE			
GENDER	MALE		FEMALE		
TELEPHONE NUMBER		EMAIL ADDRESS			
SIGNATURE OF APPLICANT			NAME IN BLOCK LETTERS		DATE
<b>FOR OFFICIAL USE ONLY</b>					
Details checked by:					
OFFICIAL'S SIGNATURE		NAME IN BLOCK LETTERS			DATE
AMOUNT PAID	P	RECEIPT NUMBER			

**FORM H**  
*(regulation 104 (2))*

APPLICATION FOR CABIN CREW LICENCE					
SURNAME		NAME			
PASSPORT NUMBER		DATE OF BIRTH			
NATIONALITY		PLACE OF BIRTH			
DATES OF MEDICAL		FROM		TO	
GENDER	MALE		FEMALE		
NAME AND ADDRESS OF EMPLOYER					
APPLICANT'S POSTAL ADDRESS IN BOTSWANA					
RESIDENTIAL ADDRESS					
TELEPHONE NUMBER		EMAIL ADDRESS			
TYPE RATING & EMERGENCY DRILL					
Type (s) of Aircraft rated on	Dated of last Evaluation	Date of last Ditching	Date of last fire Drill		
Date of last Recurrent Training		Name of CAAB Authorised Instructor			
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS			DATE	
<b>FOR OFFICIAL USE ONLY</b>					
Details checked by:					
OFFICIAL'S SIGNATURE	NAME IN BLOCK LETTERS			DATE	
AMOUNT PAID	P	RECEIPT NUMBER			

MADE this 22nd day of January, 2013.

NONOFO E. MOLEFHI,  
*Minister of Transport and Communications.*