

**Kingdom of Saudi Arabia  
General Authority of Civil Aviation**

**SAFETY AND ECONOMIC  
REGULATIONS**

**Aviation Standards**



**Certification and Licensing Division**

**Personnel Licensing  
GUIDE**

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## FOREWORD

This document has been promulgated to describe the General Authority of Civil Aviation (GACA) Certification and Licensing Division staff procedures.

The existing General Authority of Civil Aviation Processes & Procedural Guidance – will be periodically reviewed to reflect the latest updates of International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs); it will be also amended to reflect the latest aviation safety provisions issued by Regional and International Civil Aviation Organizations. A complete revised edition incorporating all amendments will be published every three years from the original effective date of this regulation.

The Safety and Economic Regulation Sector (S&ER) of GACA is responsible for the preparation and distribution of this document within the GACA Departments for use as guidance material to be followed whenever a procedure is required to comply with the current regulation.

### APPROVED:

Vice President Safety and Economic Regulation  
General Authority of Civil Aviation,  
Kingdom of Saudi Arabia,

Capt. Mohammed Ali Jamjoom  
Effective Date: June, 2009G

<b>GACA SAFETY &amp; ECONOMIC REGULATIONS</b>	<b>AVIATION STANDARDS</b>
<b>PERSONNEL LICENSING GUIDE (PLG)</b>	<b>TABLE OF CONTENTS</b>

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GACA SAFETY & ECONOMIC REGULATIONS	AVIATION STANDARDS
PERSONNEL LICENSING GUIDE (PLG)	PROCESSES AND PROCEDURAL GUIDANCE- BRIDGING GACA REGULATIONS TO ICAO SARPS

## PROCESSES AND PROCEDURAL GUIDANCE – BRIDGING GACA REGULATIONS TO ICAO SARPS

This Personnel and Licensing Guide (1-02) provides the basic processes and procedural guidance for the operation of the GACA Certification and Licensing Division. To that end, the GACA regulations that apply to the ICAO personnel certification and licensing standards are applied as follows:

- ICAO requires the State (Kingdom of Saudi Arabia-KSA) to develop and promulgate personnel licensing regulations to enable KSA to implement the provisions of Annex 1. GACA regulations follow ICAO compliance check listings (as noted below).
- Note #1: GACA Document Section 1 authorizes the use of FAA regulations as listed on page iv. The below Compliance Check Listing is provided to describe a comprehensive (Certification and Licensing) listing of FARs which are used to satisfy ICAO USOAP 2009 requirements. Note #2; Additionally FAA Regulations are utilized to conduct detailed GACA Certification and Licensing Division Processes and Procedures, which are contained in GACA Document 1-04.
- The following is a consolidated description of the actual application of FAA CFR Parts as referenced to GACA regulations with in GACA Certification and Licensing Division:

### **COMPLIANCE CHECK LISTING FOR CERTIFICATION AND LICENSING:**

1. **DEFINITIONS:** less differences listed in compliance check list.
  - a. 14 CFR Part 1.1
  - b. 14 CFR Parts 11, 21, 60, 61, 67, 91, 119, 141, 142, 145, 183
  - c. 49 USC
  - d. Advisory Circulars
  - e. Orders 8900.1, 8900.1, 8520.2E
  - f. Practical Test Standards Publications
  - g. Safety Management Systems Publications
2. **GENERAL RULES – LICENSING (CREW MEMBERS):** less differences listed in compliance check list.
  - a. 14 CFR Part 11, 61, 63, 65, 67, 91, 121, 135, 141, 183,
  - b. Orders 8900.1, 3930.3A, 8520.2E
  - c. FAA ISO Procedures FAA-AAM-300-007, FAA-AAM-300-01
3. **LICENSES AND RATINGS FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS:**
  - a. 14 CFR Part 11, 61, 65, 141
4. **SPECIFICATIONS FOR PERSONNEL LICENSES:**
  - a. 49 USC 44703
5. **MEDICAL PROVISIONS FOR LICENSING;** less difference listed in compliance check list.
  - a. 14 CFR Part 11, 61, 63, 65, and 67.
  - b. FAA Forms 8500-8, 8500-7,
  - c. FAA Orders 8520.2E, 8900.1, 3930.3A,
  - d. FAA AME Guide; Pilot Brochures (Vision)
  - e. FAA Medical Guideline Letter #94

**Note:** Aeromedical requirements for certification of all personnel are documented in 14 CFR Part 61.23. This section “61.23” specifically designates the requirements for medical certificates and the duration of medical certificates. This regulation is to be followed by all license applicants and certification personnel.

<b>GACA SAFETY &amp; ECONOMIC REGULATIONS</b>	<b>AVIATION STANDARDS</b>
<b>PERSONNEL LICENSING GUIDE (PLG)</b>	<b>PROCESSES AND PROCEDURAL GUIDANCE- BRIDGING GACA REGULATIONS TO ICAO SARPS - SUMMARY</b>

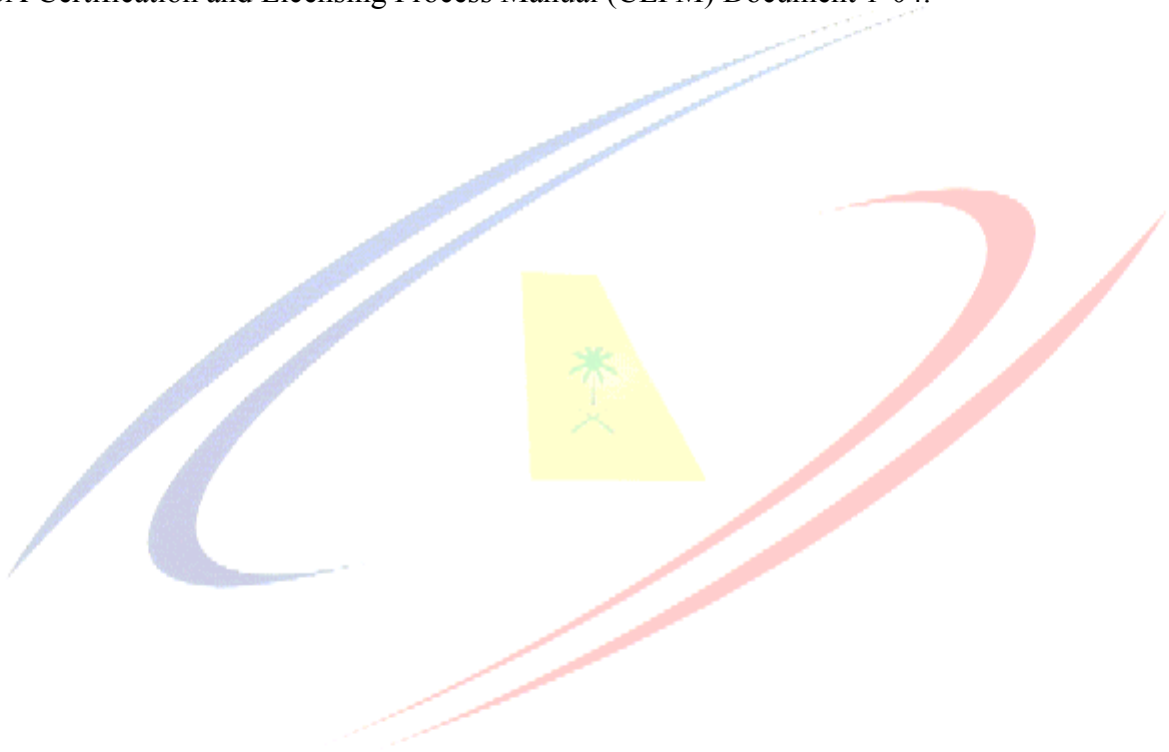
**SUMMARY:**

Bridging GACA Regulations to ICAO SARPS may be summarized as GACA Certification and Licensing Division follows the above FAA guidance/regulations and has developed organic GACA/FAA Regulations listed in this Section 1. Listed herein are specifications and detail for the day to day handling of licensing, certification, supervision and controlling matters that is otherwise not considered part of the ICAO General Requirements.

Ref.; ICAO Doc 9734-AN/959 First Edition-1999; Chapter 1 Paragraph 3.3.1.

Wherever and whenever a GACAR is used (as described in GACA Section 1) or herein Document 1-01, the respective FAA FARs are directly addressed.

Note: Further detailed processes and procedural guidance is provided in an internal document, titled GACA Certification and Licensing Process Manual (CLPM) Document 1-04.



<b>GACA SAFETY &amp; ECONOMIC REGULATIONS</b>	<b>AVIATION STANDARDS</b>
<b>PERSONNEL LICENSING GUIDE (PLG)</b>	<b>CHAPTER 1 – DEFINITIONS AND ABBREVIATIONS</b>

## CHAPTER 1 – DEFINITIONS AND ABBREVIATIONS

When the following terms are used in this Personnel & Licensing Guide (PLG), they shall have the following meanings

### 1.1.1. DEFINITIONS AND ABBREVIATIONS:

ACC	Area Control Center or Area Control
AD;	Aircraft Dispatcher
AG;	Advisory Guide/Advisory Guide
AIP;	Aeronautical Information Publication
AIRMAN;	Aircrew member performing duties during flight
ATA;	Air Transport Association of America
ASI;	GACA Aviation Safety Inspector
ASI;	GACA Airworthiness Inspector
ATP;	Air Transport Pilot
CERTIFICATE:	Application for a combination of any Airman, FA, Dispatcher, RM, IA, ME
CP;	Commercial Pilot
CFI;	Check Flight Instructor
Error	An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.
FE;	Flight Engineer
FA	Flight Attendant
FAA;	Federal Aviation Administration
FAR;	Federal Aviation Regulations
GACAR/FAR;	GACA regulations
GACA	Certificate holder; certificated repairman or IA means the holder of a GACA-S & ER Airman certificate.
IA;	GACA/FAR Part 65.91 Inspection Authorization
KSA;	Kingdom of Saudi Arabia
ME;	Mechanic
PMI;	Principal Maintenance Inspector
RM	Repairman
S & ER;	Safety & Economic Regulation
SP;	Student Pilot
Supervision;	The person who is responsible for the proper performance of any work and is in close proximity and readily available for consultation to the persons performing that work and who has monitored the execution of the work to its completion.
Threat	Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.
VP-GACA;	Vice President, Safety & Economic Regulation.

**CHAPTER 2 – GENERAL****2.1. PURPOSE:**

2.1.1. This AG provides guidance to the Aviation Industry in the Kingdom of Saudi Arabia for successful accomplishment of the GACA-S & ER certification requirements. Specifically addressed herein are the requirements for completion of GACA Airman Certificate for AIRMEN, DISPATCHER, FLIGHT ATTENDANT, MECHANIC, REPAIRMAN and INSPECTION AUTHORIZATION (IA). A properly completed application is accepted and may be approved with compliance with the GACA/FAR 61, 65, 67, 91, 103, 105, 121, 125, 135, 141, 142 and relevant subparts. Compliance with the current GACA Airman's Information Publication (AIP) is required. All certification is primarily conducted with specific reference to the particular requirement as noted in FAA Orders 8900.1 & 8900.1.

**2.2. POLICY STATEMENT.**

2.2.1. The GACA-S & ER has adopted FAR's 61, 65, 67, 91, 103, 105, 121, 125, 135, 141, 142 and relevant subparts as its policy for the issuance of Airman's Certificates. Compliance with GACA Airman's Information Publication (AIP) also is required. All applicant communications will be in the English language including support documentation for all certificate actions.

**2.3 CANCELLATION:**

2.3.1. This document shall remain in force until cancelled or superseded.

2.3.2. This issue supersedes all previously issued notices, circulars, guides, letters and other communications issued by the GACA-S & ER concerning the guide subject matter.

**2.4 BACKGROUND:**

2.4.1. The GACA-S & ER in the meeting of its statutory obligations pursuant to the convention on the international Civil Aviation is responsible for the issuance of the Airman certificates in accordance with ICAO Annex 1

license requirements. In so doing it must ensure that applicants utilizing the GACA-S & ER Airman Certificate, Airmen, Dispatchers, Flight Attendants, Mechanics, Inspection Authorization and Repairmen meet the GACA/FAR referenced in paragraph 1.1 above.

2.4.2. This AG is intended to provide GACA-S & ER airworthiness and operations personnel and applicants with comprehensive guidance to achieve GACA-S & ER Airman Certificate a process standards which complies with the GACA Rules and Regulations.

**2.5 EXPLANATION OF CHANGES:**

This AG is a revision to the current AG-1, issue3, dated Feb.1 2004.

**2.6 REFERENCE DOCUMENTS:**

(Royal decree & Ministerial Directives) see forward.

**2.7 PRIMARY REGULATION;**

The Royal Decree (M/44) dated 18/7/1426H (24/8/2005) and ministerial Directive (4-26) dated 28/8/1428H (10/09/2007) concerning adoption of the FAA-FAR's.

**2.8 PRIMARY DOCUMENT;** This document is established and published as the primary GACA Policy and Procedure to effect (as applicable) to perform as the work **document** of the Certification and Licensing Division of GACA, utilizing the FAA-FAR's, FAA Advisory Circulars, FAA Order 8900.1 (Inspector Handbook), and the GACA AIP.

**2.9 RELATED FORMS;** Airman Certificate for AIRMEN, DISPATCHER, FLIGHT ATTENDANT, ME & RM; Certificate application GACA form 400/B. Airman Certificate ME or RM, GACA Form 8060-02. Airman Certificate I.A, GACA Form 8310-1 & GACA Form 8060-4.

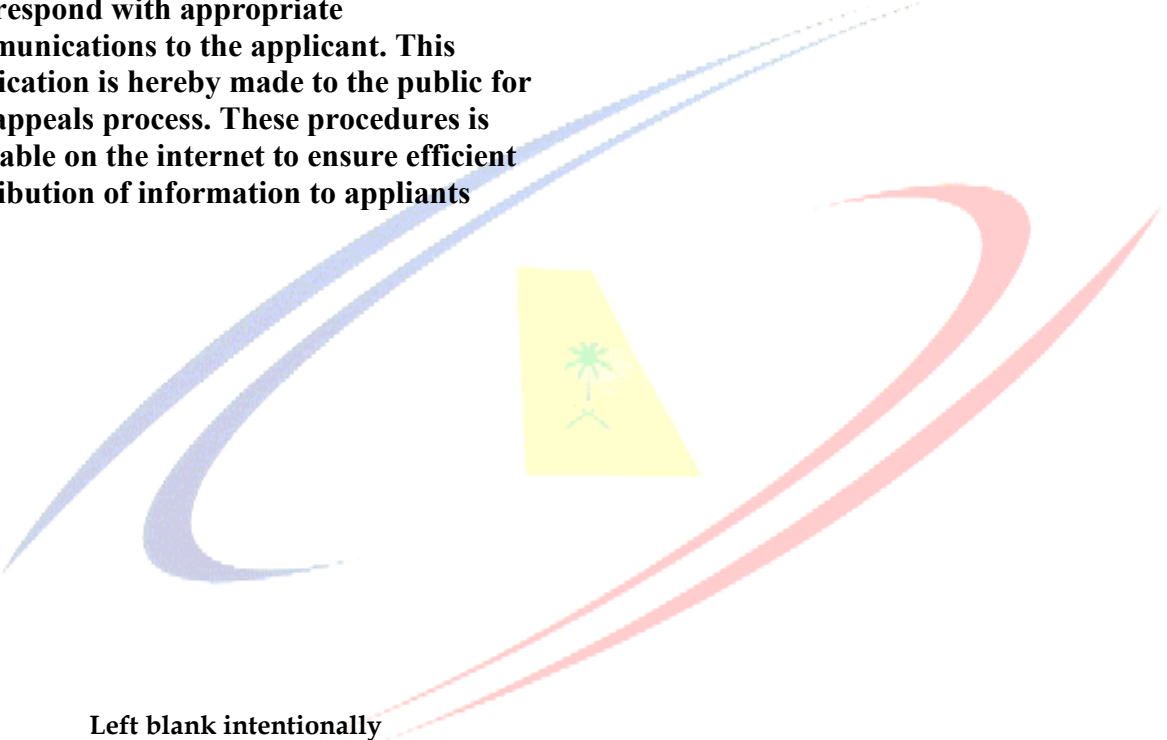
**2.10 DISTRIBUTION:** Internal and external on GACA web site [www.gaca.gov.sa](http://www.gaca.gov.sa)



**2.11 APPROVAL:** GACA regulation Section 1 Personnel Licensing approval: see Forward Page ii.

**2.12 Appealing licensing decisions:** Procedures for issuing of licenses/ratings may be appealed. Appeals will be addresses directly to the Certification and Licensing Division Manager. The applicant will review all associated pertinent regulatory,

procedural and/or advisory information prior to submission of appeal. GACA Licensing Division may review applicability and respond with appropriate communications to the applicant. This notification is hereby made to the public for this appeals process. These procedures is avialable on the internet to ensure efficient distribution of information to appliants



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## CHAPTER 3 – AIRMAN CERTIFICATE REQUIREMENTS – AIRWORTHINESS

### 3.1 GENERAL:

3.1.1. Pending ratification of the Kingdom of Saudi Arabia's Civil Aviation Regulations, the GACA has adopted and is presently operating in accordance with the United States Federal Aviation Administration Regulations and GACA Aeronautical Information Publication.

3.1.2. Procedures contained in this Advisory Guide will govern the method of issuing and renewing GACA Airman Certificates and validating a foreign certificate or license issued by another ICAO member state authority.

3.1.3. Applicants for a GACA Airman Certificate are normally employed by a GACA Part 91, 91K, 121, 125, 133, 135, 137, 141 and 142 certificated domestic sponsors or certificate holders operating under the provisions of the GACA/FAR Parts 91, 91K, 121, 125, 133, 135, 137, 141 or 142.

3.1.4. Applicants for a GACA Airman Certificate, Repairman, are normally employed by a GACA 145 certificated repair stations or certificate holders operating under the provisions of the GACA/FAR Part 121, 125, 135, or 137.

3.1.5. When a GACA certificated Repairman is employed by a certificate holder operating under the provisions of the GACA/FAR Part 121,125,135 or 137 and that certificate holder operates a single Airman certificate provided that the ratings held are relevant to the organizations.

3.1.6. An applicant for a GACA certificate IA must be the holder of a current FAA, IA certificate and a GACA Mechanics certificate A & P and is in compliance with GACA/FAR Part 65, Section 65.91, 92 and 95.

3.1.7. An applicant for a GACA Airman certificate Repairman must be qualified to

perform maintenance on aircraft or components thereof, appropriate to job for which he is employed. He also must be employed for a specific job requiring those special qualifications by a certificated repair station, certificated commercial operator, or certificated air carrier.

3.1.8 Only a GACA certificate holder may perform or supervise and certify for the maintenance, preventative maintenance, or alternation of aircraft components and appliances appropriate to his job and within the scope of his ratings and duties to which he was employed. If the work was performed by a person who is not a GACA Airman certificate holder it is the responsibility of an appropriately qualified GACA Airman certificate holder to properly supervise the person performing the work and to certify for its completion.

3.1.9 Only a GACA certificate holder Mechanic, rating dual Airframe and power plant, or an IA may certify in accordance with GACA/FAR Part 43, for the final release of an aircraft.

3.1.10 A Certificate holder may only exercise the privileges of his certificate providing he has been properly trained (Approved courses, Manufacturer, OJT etc) and is fully familiar with the Aircraft, component or appliance he is certifying for.

### 3.2. COMPLIANCE:

3.2.1 Aircraft owners, operators, repair station and airman certificate holders must comply with the instructions contained within this Advisory guide. The requirements become effective as of March 1, 2009. Applications received prior to the effective date will be assessed against AG 1 issue 3 dated Feb. 2004. All sponsors utilizing this Advisory Guide must ensure that their employees are well informed about the GACA-S & ER requirements. It is incumbent that Individual applicants utilize this AG to ensure complete

applications are submitted accurately and ensure that submission is timely.

### 3.3 VALIDITY OF GACA AIRMAN'S CERTIFICATE:

3.3.1. Unless the certificate is suspended or revoked by the GACA-S & ER, an Airman certificate is valid until;

- a. Validity as endorsed on the certificate is expired.
- b. The certificate holder can not comply with the authorizations and responsibilities of the certificate.
- c. The holders of I.D. (Passport) or Iqama details change that affectively changes the details stated on their Airman Certificate.
- d. I.A, holder cannot comply with GACA/FAR 65.29 requirements.
- e. I.A, holder certificate expires on the 31 May of each year.

### 3.4. TEMPORARY CERTIFICATE:

3.4.1. A temporary certificate may be issued, based on ICAO member state temporary certificate for a period of not more than 120 calendar days. GACA issuance of a permanent certificate may be granted pending GACA-S & ER review of Applicants' applications and supporting documentation. It is incumbent on the applicant to be proactive and ensure his certificate privileges do not expire. If the applicant has not received his permanent airman certificate 90 days after issuance, he must initiate actions to ensure processing of the permanent certificate is commenced prior to the 120 days form issuance of the temporary certificate.

### 3.5. SURRENDERED CERTIFICATES

3.5.1 When a certificate no longer valid, the holder is responsible for returning the certificate to the GACA-S & ER within 30 calendar days of it becoming invalid.

### 3.6 DISPLAY OF CERTIFICATE

3.6.1 The holder of Airman Certificate shall keep the original certificate immediately available and shall present it for inspection

upon request of an authorized representative of the GACA-S & ER.

3.6.2 The holder of Repairman, ME and IA certificate shall keep the original certificate within easy access to his workplace and shall present it for inspection upon request of an authorized representative of the GACA-S & ER.

### 3.7 CHANGE OF HOLDER'S NAME

3.7.1 An application for a GACA Airman Certificate holder for a change of name on his certificate must be accompanied by the Applicants current GACA airman certificate and Saudi Arabia Court orders or other legal documents authenticating the name change to include National Identification (Passport).

### 3.8 CHANGE OF ADDRESS

3.8.1 A Certificate holder must advise the GACA-S & ER of any change affecting his/her address within 30 calendar days of the address change. Failure to notify GACA-S & ER after 30 days from the address change shall invalidate the certificate.

3.8.2 A certificate holder of a foreign Airman Certificate or License which is endorsed with a foreign address must attach a copy of the notification sent to the foreign certificate or license issuing Authority concerning the change in his address.

### 3.9 RENEWAL

3.9.1. Following proper timely submission of an airman application, GACA may renew a Certificate when its date of expiry is due or has been exceeded.

3.9.2 Renewal of certificates will be submitted 30 prior of the certification expiration date.

3.9.3 It is the responsibility of the sponsor and the applicant to ensure applications are complete and accurate, they must be submitted in a timely manner, and i.e. submission must be accomplished 30 days prior to expiration.

**3.10 RE ISSUE OF LOST OR DESTROYED CERTIFICATE**

3.10.1 GACA-S & ER may reissue the certificate pending satisfactory submission of and application for a lost or destroyed GACA certificate. The application must be accompanied by a letter to the GACA-S & ER, Certification & Licensing Division Manager containing details of how the certificate was lost or destroyed and include holders name, mailing address and telephone contact and the number of the lost or destroyed GACA certificate.

possession, transportation or importation of narcotic drugs, alcohol, marijuana, depressant or stimulant drugs or substances is grounds for:

- a. GACA-S & ER refusal of an application for any GACA Airman Certificate or rating.
- b. GACA-S & ER Suspension or revocation of any GACA Airman Certificate or rating.

**3.11 FALSIFICATION, REPRODUCTION OR ALTERATION:**

- 3.11.1 No person may make or cause to make;
- a. Any fraudulent or intentionally false statement on any application for an Airman certificate.
  - b. Any fraudulent or intentionally false entry in any application document, logbook, maintenance records, GACA forms.
  - c. Any fraudulent or intentionally false entry in any required report that is to show compliance with any GACA requirement for any GACA certificate or rating.
  - d. Any reproduction, alteration, of any GACA certificate or rating.

3.11.2 The making by any person of an act prohibited under sub paragraph 2.12.1 (a) above is a basis for the GACA-S & ER to suspend or revoke any GACA Airman certificate held by that person and take legal action considered appropriate.

3.11.3 Notification may be made to ICAO Member State Authority of any suspension or revocation of a GACA Airman certificate (that was issued on the basis of a foreign certificate).

**3.12 OFFENCES INVOLVING ALCOHOL OR DRUGS:**

3.12.1 A conviction for the violation of any Saudi Arabian Law relating to the disposition,

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## CHAPTER 4 – AIRMAN CERTIFICATE REQUIREMENTS – OPERATIONS

### 4.1 GENERAL:

4.1.1. Pending ratification of the Kingdom of Saudi Arabia's Civil Aviation Regulations, the GACA has adopted and is presently operating in accordance with the United States Federal Aviation Administration Regulations and GACA Aeronautical Information Publication.

4.1.2. Procedures contained in this Advisory Guide will govern the method of issuing and renewing GACA Airman Certificates and validating a foreign certificate or license issued by another ICAO member state authority.

4.1.3. Applicants for a GACA Airman Certificate are normally employed by a GACA Part 91, 91K, 121, 125, 133, 135, 137, 141 and 142 certificated domestic sponsors or certificate holders operating under the provisions of the GACA/FAR Parts 91, 91K, 121, 125, 133, 135, 137, 141 or 142.

### 4.2 COMPLIANCE:

4.2.1. Aircraft owners, operators, repair station and airman certificate holders must comply with the instructions contained within this Advisory guide. The requirements become effective as of 01 March, 2009. Applications received prior to the effective date will be assessed against AG 1 issue 3 dated Feb. 2004. All sponsors utilizing this Advisory Guide must ensure that their employees are well informed about the GACA-S & ER requirements. It is incumbent that Individual applicants utilize this AG to ensure complete applications are submitted accurately and ensure that submission is timely.

### 4.3 VALIDITY OF GACA AIRMAN'S CERTIFICATE:

4.3.1. Unless the certificate is suspended or revoked by the GACA-S & ER, an Airman certificate is effective until the holder;

- a. Validity as endorsed on the certificate is expired.
- b. The certificate holder can not comply with the authorizations and responsibilities of the certificate.
- c. The holders of I.D. (Passport) or Iqama details change that affectively changes the details stated on their Airman Certificate.
- d. Certificate holder has not complied with applicable parts of GACA/FAR requirements.

### 4.4 TEMPORARY CERTIFICATE:

4.4.1 A temporary certificate may be issued, based on ICAO member state temporary certificate for a period of not more than 120 calendar days. GACA issuance of a permanent certificate may be granted pending GACA-S & ER review of Applicants' applications and supporting documentation. It is incumbent on the applicant to be proactive and ensure his certificate privileges do not expire. If the applicant has not received his permanent airman certificate 90 days after issuance, he must initiate actions to ensure processing of the permanent certificate is commenced prior to the 120 days form issuance of the temporary certificate.

### 4.5 SURRENDERED CERTIFICATES

4.5.1 When a certificate no longer valid, the holder is responsible for returning the certificate to the GACA-S & ER within 30 calendar days of it becoming invalid.

### 4.6 DISPLAY OF CERTIFICATE

4.6.1 The holder of Airman Certificate shall keep the original certificate immediately available and shall present it for inspection upon request of an authorized representative of the GACA-S & ER.

### 4.7 CHANGE OF HOLDER'S NAME

4.7.1 An application for a GACA Airman Certificate holder for a change of name on his certificate must be accompanied by the applicants current GACA airman certificate



and Saudi Arabia Court orders or other legal documents authenticating the name change to include National Identification (Passport).

#### 4.8 CHANGE OF ADDRESS

4.8.1 A Certificate holder must advise the GACA-S & ER of any change affecting his/her address within 30 calendar days of the address change. Failure to notify GACA-S & ER after 30 days from the address change shall invalidate the certificate.

#### 4.9 RENEWAL

4.9.1 Following proper timely submission of an airman application, GACA may renew a Certificate when its date of expiry is due or has been exceeded.

4.9.2 Renewal of certificates will be submitted 30 prior of the certification expiration date.

4.9.3 It is the responsibility of the sponsor and the applicant to ensure applications are complete and accurate, they must be submitted in a timely manner, and i.e. submission must be accomplished 30 days prior to expiration.

#### 4.10 ISSUE OF LOST OR DESTROYED CERTIFICATE

4.10.1 GACA-S & ER may reissue the certificate pending satisfactory submission of and application for a lost or destroyed GACA certificate. The application must be accompanied by a letter to the GACA-S & ER, Certification & Licensing Division Manager containing details of how the certificate was lost or destroyed and include holders name, mailing address and telephone contact and the number of the lost or destroyed GACA certificate.

#### 4.11 FALSIFICATION, REPRODUCTION OR ALTERATION:

4.11.1 No person may make or cause to make;

- a. Any fraudulent or intentionally false statement on any application for an Airman certificate.

- b. Any fraudulent or intentionally false entry in any application document, logbook, maintenance records, GACA forms.

- c. Any fraudulent or intentionally false entry in any required report that is to show compliance with any GACA requirement for any GACA certificate or rating.

- d. Any reproduction, alteration, of any GACA certificate or rating.

4.11.2 The making by any person of an act prohibited under sub paragraph 2.12.1 (a) above is a basis for the GACA-S & ER to suspend or revoke any GACA Airman certificate held by that person and take legal action considered appropriate.

4.11.3 Notification may be made to ICAO Member State Authority of any suspension or revocation of a GACA Airman certificate (that was issued on the basis of a foreign certificate).

#### 4.12 OFFENCES INVOLVING ALCOHOL OR DRUGS

4.12.1 A conviction for the violation of any Saudi Arabian Law relating to the disposition, possession, transportation or importation of narcotic drugs, alcohol, marijuana, depressant or stimulant drugs or substances is grounds for;

- a. GACA-S & ER refusal of an application for any GACA Airman Certificate or rating.
- b. GACA-S & ER Suspension or revocation of any GACA Airman Certificate or rating.

#### 4.13 ELIGIBILITY REQUIREMENTS, FLIGHT CREW MEMBERS; PILOTS, FLIGHT ENGINEERS, FLIGHT ATTENDANTS AND AIRCRAFT DISPATCHERS:

4.13.1 GACA Airman eligibility, aeronautical knowledge and flight proficiency requirements are provided in each

GACA/FAR regulation as specifically noted. (GACA/FAR Parts 61, 63, 65, Part 121,125 and 135).

4.13.2 The sponsor and the applicant are required to ensure that all eligibility, aeronautical knowledge and flight proficiency prerequisites are complied with and documented with each application.

4.13.3 Note 1: Foreign Pilot Licenses Conversion may be applied as prerequisite for GACA airman certification; please refer to Official GACA Web site: [www.gaca.gov.sa](http://www.gaca.gov.sa) for specific requirements. Conversion of an airman certificate requires the airman to satisfy all the specific requirements of the appropriate FAA FAR(s) prior to issuance of a GACA airman certificate.

4.13.4 Note 2: Verification of Flight Proficiency for conversion Foreign Pilot and must be provided from FAA certified Part 141 or 142 training facilities. Reference: GACA “Training Center / Simulator Interim Policy” dated 03 July 2007. Dispatcher License conversion are accomplished with official documentation from ICAO State CAA and the accomplishment of the requirements of GACA Part 65.

4.13.5 Note 3: Foreign Aircrew License Validation – GACA has established procedures for the issuance of licences and ratings on the basis of foreign licences. Validation to temporarily operate aircraft may be granted in order to enhance operational requirements. Upon receipt of request, GACA S&ER may grant the issuance of Temporary Flight Authorization (TFA) letter. Operators may apply and be granted the TFA depending on the level or privileges required. In order to ensure that adequate operational control is maintained, the following specific requirements/conditions must be complied as follows:

- a. Pilots must hold a license issued by another ICAO Contracting State;

- b. TFA is only valid when used in conjunction with the supporting license;
- c. Supporting license must be maintained valid in accordance with the issuing state;
- d. TFA is more restrictive (in term of duration and privileges) whereas TFA operations are valid for only 30 days. Exceptions may be granted on an individual basis;
- e. TFA does not provide more privileges than the supporting license;
- f. TFA application requests must contain the following:
  - 1.) Letter explaining in detail the operation(s) to be conducted, including the designated aircrew position(s);
  - 2.) Copies of pilot licenses and medical certificates that are clear and readable, including aircrew qualification, currency documentation provided for the specific make, model and series of HZ aircraft.
  - 3.) Statements of crew compliance:
    - a. Crews must be familiar with Aeronautical Information Publication (AIP) of the Kingdom of Saudi Arabia;
    - b. Copy of the TFA will be carried when ever operating registered aircraft.
    - g. TFA will be applicable to only HZ registered aircraft.

4.13.5 Sponsor/applicants must comply with the current requirements reviewed on the official (faa.gov) web site. It is imperative that the applicant’s sponsor have a thorough working knowledge of these prerequisites to ensure applications are submitted accurately.

4.13.6 To be eligible for a GACA Airman certificate will present an accurate application with valid support documentation. All applicants must comply with applicable parts of GACA/FAR Part 61, 65, 67, 91, 121, 125,

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135, 133, 141, or 142 and relevant subpart requirements, including flight proficiency.

4.13.7 Eligibility requirements: accurate application and support documentation is dependent upon satisfying regulatory compliance. It is imperative that the applicant and sponsor ensure that regulatory understanding and due diligence is performed to negate repetitive returned applications.

4.13.8 Airmen eligibility references: the following are the required specific regulations that are required reference for all applicants:

4.13.9 PILOTS General; Aircraft Ratings & Pilot Authorizations; Ref GACA/FAR Part 61 Subpart A & B.

4.13.10 Student Pilots: Ref GACA/FAR Subpart C.

4.13.11 Recreational Pilot: Ref GACA/FAR Subpart J

4.13.12 Private Pilots: Ref GACA/FAR Subpart E.

4.13.13 Commercial Pilots: Ref GACA/FAR Subpart F

4.13.14 Airline Transport Pilots: Ref GACA/FAR Subpart G

4.13.15 Flight Instructors Other than Flight Instructors with a Sport Pilot Rating: Ref GACA/FAR Subpart H

4.13.16 Ground Instructors: Ref GACA/FAR Subpart I

4.13.17 Sport Pilot: Ref GACA/FAR Subpart J

4.13.18 Flight Instructors with a Sport Pilot Rating: Ref GACA/FAR Subpart K

4.13.19 Flight Engineers; Ref GACA/FAR Part 63 Subpart B

4.13.20 Flight Navigators: Ref GACA/FAR Part 63 Subpart C

4.13.21 FLIGHT ATTENDANTS; Ref GACA/FAR Part 121

4.13.22 DISPATCHERS: Ref GACA/FAR Part 65.53

**4.14 APPLICATION-INITIAL ISSUANCE:**

4.14.1 Completed applications will be presented 30 days prior to expiration of an existing Certificate.

4.14.2 Application renewal or reissuance: Completed application will be presented 30 days prior to expiration of an existing Certificate or 30 days prior to the requested date of action for reissuance and ensure that flight proficiency is complied with in 60 days of the date of the application.

4.14.3 Application competition: it is imperative that the sponsor and applicant ensure that complete information is provided on the application as required. The responsibility for complete information remains that of the sponsor/applicant. When required accurate information is not provided the application will be returned unapproved.

4.14.4 Application attachments and follow up actions: The applicant will initiate and provide all documentation in support of all application data. The sponsor will support all documentation and provide all actions to ensure accurate documentation is submitted to ensure timely application processing. When required support document is not provided the application will be returned unapproved.

4.14.5 Specific application data must be clearly entered and accurate per the following:

- a. Names must exactly coincide with identification data.
- b. Addresses & phone numbers; both home and work must be entered.



- c. Foreign License/Certificate must be entered exactly as they appear on the Foreign License/Certificate.
- d. Signatures of the applicant and sponsor must be entered.
- e. List of attachments must be initialed and checked.
- f. Completion of a written test on the GACA Airman's Information Publication (AIP) is required prior to this issuance of an airman's certificate. AIP tests remain valid for the same period of the validity of the airman's certificate. Note: Reapplication of an expired airman's certificate requires the AIP to be accomplished if a period of 6 months has expired since the date of the airman's certification expiration.

with other ICAO Airman Licensing Authorities is supported, however all suspense actions are the responsibility of the applicant/sponsor.

4.14.12 Prior employment verification (where applicable, i.e. Flight Attendants) must be provided

4.14.6 Support documentation listing: the following is an Individual listing of prerequisite documents application.

4.14.7 Saudi national applicant must possess an accurate and current Saudi Passport, and ID document.

4.14.8 Non-Saudi national applicants must possess an accurate and current Passport and current Visa.

4.14.9 Receipt of payment must coincide with current Fees Department requirements.

4.14.10 Crew member training and/or proficiency documentation; the exact GACA/FAR must be entered to reflect the exact regulation that was complied with and that reflects the airman's performance.

4.14.11 Foreign License/Certificate Verification; this documentation must be received directly from the issuing ICAO member state Civil Aviation Authority (CAA). It is imperative that the applicant with support of his/her sponsor be responsible for this action. GACA support in coordination



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## CHAPTER -5. AIRMAN CERTIFICATE APPLICATION REQUIREMENTS - AIRWORTHINESS

**5.1. RATINGS:** GACA Airman Certificate ratings coincide with their specialized skill or talent for the specific job for which they are employed.

**5.1.1. Mechanics;** (Ref, GACA/FAR Part 65 Subpart D).

- a. Ratings will be limited to individual Airframe or Powerplant, or dual Airframe-Powerplant.
- b. The certificate will be serialized with Pre-fix letters ME.

**5.1.2. Repairman;** (Ref, GACA/FAR Part 65 Subpart E).

- a. Ratings will be limited to specialized skills to which the Repairman is employed as stated on Company letter of recommendation. (App # 1)
- b. The certificate will be serialized with Pre-fix letters RM.

**5.1.3. I.A;**(Ref, GACA/FAR Part 65 Subpart D, 65.91 through 95).

- a. Rating IA.
- b. The certificate will contain the same number as the holders Mechanics certificate.

## 5.2. PRIVILEGES AND LIMITATIONS

**5.2.1** GACA Airman Privileges and limitations are provided in each GACA/FAR regulation as specifically noted. (GACA/FAR Part 61).

**5.2.2** The GACA Airman Certificate holders, IA, Mechanic and Repairman, may perform, supervise and certify for the maintenance, preventative maintenance or alteration of aircraft components or appliances in accordance with the privileges and limitations stated in GACA/FAR Part 65, subpart D & E as applicable. (Ref

GACA/FAR Part 65.103 & 65.95) and Applicable required parts of FAA Order 8900.1.

**5.2.3** GACA certificate holders may not exercise privileges of their certificate unless they fully understand the current GACA/FAR requirements and their Employer's Company manual of policies and procedures. (Ref GACA/FAR Part 65.103 & 65.95).

**5.2.4** GACA Certificate holders must not perform, supervise or certify for any maintenance, preventative maintenance or alteration of aircraft components or appliances except in accordance with GACA/FAR regulations, Approved aircraft data or work instructions approved by the GACA-S & ER.

**5.2.5** GACA Certificate holders must not perform, supervise or certify for any maintenance, preventative maintenance or alteration of aircraft components or appliances except in accordance with GACA/FAR regulations, Approved aircraft data or work instructions approved by the GACA-S & ER.

## 5.3 RECENT EXPERIENCE REQUIREMENTS MECHANICS ONLY: (Ref GACA/FAR Part 65.83)

**5.3.1** A GACA Airman certificate holder, Mechanic may not exercise the privileges of his certificate and ratings unless the holder meets GACA/FAR Part 65.83 requirements. An invalid Mechanics' certificate automatically invalidates any IA or other certificate issued by the GACA-S & ER or Company authorization based on its issue.

## 5.4 EXPERIENCE REQUIREMENTS: AIRWORTHINESS

**5.4.1** To be eligible for GACA Airman Certificate, IA, Mechanic or Repairman, GACA/FAR Part 65 requires the Applicant should to show that they have the basic knowledge and skill of the procedures,

practices, alteration, maintenance and inspection over the prescribed time period.

5.4.2 In consideration of the training and experience requirements, the GACA-S & ER has determined that standards equivalent to the FAA-ATA specification 104 guidelines for aircraft maintenance training, are the basic standards acceptable. ATA 104 refers to and uses the ATA 100 system subjects in its training schedule.

5.4.3 Recurrent training will be dependant upon the complexity of the work tasks, functions, and manpower turnover, training maybe as frequent as biannual.

5.4.4 It is the responsibility of the man in charge of the organization to determine and ensure that adequate and proper training is given to all maintenance personnel by specialties and functions to maintain currency and consistency of training at all times.

5.4.5 Notwithstanding GACA/Section 65.75 (knowledge), GACA/Section 65.77 (experience), GACA/Section 65.79 (skills), and ICAO annex 1 Personal licensing, additional requirements maybe imposed by GACA.

## **5.5 ATA 100 SYSTEM SUBJECTS airworthiness**

5.5.1 The GACA-S & ER when assessing an applicant's submission will need to be satisfied that the applicant has the required training and experience necessary for the issue of a GACA Airman certificate. The Applicant should document appropriate amount of experience directly applicable to the Certificate and Ratings sought. The GACA-S & ER has determined that all training and records of practical experience should be referenced against ATA 100 system subjects in a readily identifiable format. This format may be computerized records, log book, diary or equivalent means.

5.5.2 Accurate, timely submission and completion of all applications is required with the cooperative effort of both the sponsor/applicant and the Certification and Licensing Division of GACA. As a responsibility of the sponsor, each sponsor representative will maintain direct contact with the Certification and Licensing Division on a regular basis to attain status of each application.

5.5.3 Where the applicants documented training and experience does not equate directly with the ATA 100 system subjects, it will be the Applicants' responsibility to provide the other documented evidence that they have achieved the required knowledge that enables them to properly perform the work relevant to the ratings sought.

5.5.4 The GACA-S & ER will view maintenance documents to establish authentication and verify eligibility of the Applicant for a GACA Certificate against the ratings sought.

5.5.5 The GACA-S & ER reserves the right to test the Applicants knowledge by examination either written or oral to satisfy Para 3.5.1 and 3.5.3 standards.

5.6.6 Refer to Appendix # 2 for details relevant to the ATA 100 system subjects as are appropriate to the Airman Certificate ratings.

## **5.6 GACA STANDARD, ATA 104 REQUIREMENTS FOR TRAINING airworthiness**

5.6.1 The ATA 104 program is a deliberate and orderly process for planning and developing instructional programs which ensure that maintenance personnel are taught the knowledge, skills and attitudes essential for successful job performance. Accordingly the GACA-S & ER has adopted ATA 104 as the minimum level of training for the issue of an Airman Certificate

5.6.2 The minimum level of training required before granting of a GACA-S & ER Airman Certificate, **MECHANIC and I.A, is ATA 104, Level 3.** (Line and Base maintenance training).

5.6.3 Specialized trades require formal specialized skill training and experience relevant to the Repairman Ratings sought. In this instance the application will need to be assessed against the particular specialized trade standards. The GACA-S & ER will give a determination based on the merits of each case individually.

5.6.4 The GACA-S & ER reserves the right to test the Applicant's knowledge and skills of any subject applicable to the ratings sought. The examination may be written or oral or a combination of both.

5.6.5 The GACA-S & ER will accept Airframe and/or Power plant, their components issued by the FAA, or any other ICAO member state Authority is acceptable to the GACA-S & ER. However, GACA may enforce additional requirements as required.

5.6.6 The GACA will issue a GACA Airman certificate if the GACA finds that the Applicant meets the GACA requirements, possesses the proper qualifications and is physically able to perform the duties of the ratings sought. The GACA will conduct a thorough check of the applicants employment and training records or could enforce direct testing to assure that the applicant has the required experience and training appropriate to the ratings sought. In certain circumstances standards may require medical evidence that the person is physically able to perform certain specialized work. In these cases validation of the GACA certificate will depend upon regular medical checks.

5.6.7 Recurrent training will be dependant upon the complexity of the work tasks,

functions, and manpower turnover, training maybe as frequent as biannual.

5.6.8 The Minimum level of training required before the granting of a GACA-S & ER Airman Certificate, **REPAIRMAN is ATA 104, Level 4.** (Specialized training).

5.6.9 Initial/recurrent training should include; Maintenance Human Factor, Hazardous Material Awareness, GACA Rules and Regulations, and Organization Policy and Procedures Manuals.

5.6.10 It is the responsibility of the man in charge of the organization to determine and ensure that adequate and proper training is given to all maintenance personnel by specialties and functions to maintain currency and consistency of training at all times.

5.6.11 Notwithstanding GACA/Section 65.75 (knowledge), GACA/Section 65.77 (experience), GACA/Section 65.79 (skills), and ICAO annex 1 Personal licensing, additional requirements maybe imposed by GACA.

## **5.7 GACA-S & ER RULES AND REGULATIONS:**

5.7.1 An Applicant seeking their initial or new Certificate and/or Rating must satisfy the GACA-S & ER that they fully understand the GACA rules and Regulations and their employers' policy, procedures and department manuals. The Applicant may be required to perform written examination on the pertinent GACA/FAR Rules and Regulations. GACA-S & ER reserves the right to require Airman Certificate holders to take this examination when it is deemed necessary.

5.7.2 A Certificate holder who fails to apply to the GACA for the revalidation of their Certificate before the expiration date of their Certificate may be required to pass a GACA rules and regulation examination before the reissuance of their certificate.

**5.8 Fees.**

5.8.1 An applicant who is required to pay GACA fees for the issue and/or renewal of a GACA Airman Certificate should refer to Civil Aviation Tariff System at GACA website [www.gaca.gov.sa](http://www.gaca.gov.sa)

5.8.2 All GACA Airman Certificates are renewable for a period of one, three or five years (Hijrah) at request of the sponsor/applicant.

**5.9 TRAINING AND EXPERIENCE;**

5.9.1 Applicants must be able to provide document proof of their training and experience in detail. Training and experience must be relevant to the rating sought and in a clear format that is easily read and understood within the requirements herein (Chapter 3).



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## CHAPTER 6 - AIRMAN OTHER THAN FLIGHT CREW MEMBERS- CERTIFICATES, ELIGIBILITY- AIRWORTHINESS

### 6.1 ELIGIBILITY REQUIREMENTS, MECHANIC:(Ref GACA/FAR Par 65.71)

6.1.1. To be eligible for a GACA Airman certificate, MECHANIC, each Saudi national applicant must possess a Saudi ID document and each non-Saudi national applicant must possess a valid Iqama and Passport. All applicants must comply with GACA/FAR Part 65 subpart D requirements and:

- a. Have a current valid FAA mechanic certificate or ICAO Annex 1, class 2 license issued by an Authority acceptable to the GACA-S & ER.
- b. Have completed specialized formal training, acceptable to the GACA-S & ER, on the type of aircraft and/or powerplant appropriate to the ratings sought.
- c. Have at least 12 months of practical experience on at least one of the aircraft's type for which he is to be employed.
- d. Have completed training and is familiar with the Employers technical policies and procedures.
- e. Provide a letter of recommendation from his Employer attesting to the Applicants training, qualifications and eligibility for the issue of a GACA Airman certificate.
- f. Have completed training and is familiar with those GACA/FAR rules and regulations applicable to the Employers operation.
- g. Successfully completed the GACA test on GACA/FAR regulations either through an approved training School or GACA-S & ER examination.

### 6.2 ELIGIBILITY REQUIREMENTS, REPAIRMAN: (Ref GACA/FAR Part 65.101 and AC 65-24).

6.2.1. To be eligible for a GACA Airman certificate, REPAIRMAN, each Saudi national applicant must possess a nationality Identification document and each non-Saudi applicant must possess a valid Iqama and Passport. All applicants must comply with GACA/FAR Part 65 subpart E requirements and as applicable to the aircraft and/or engine, their components appliances or specialized job appropriate to the ratings sought:

- a. Be at least 18 years of age.
- b. Be specifically qualified to perform maintenance of aircraft or components thereafter, appropriate to the job for which he is hired.
- c. Be employed of a specific job requiring those special qualifications and;
  - i. Be employed for a specific job requiring those special qualifications that are required by a GACA/FAR Part 121, 135 approved Operator's maintenance organization or GACA/FAR Part 145 Repair station certificate holders as stated in their Operations specifications or certificates.
  - ii. Provide a letter recommendation for his Employer attesting to the Applicants training, qualifications and eligibility for the issue of a GACA Airman Certificate relevant to the components, appliances or specialized job appropriate to the ratings sought.
  - iii. Have completed training and is familiar with Employers technical policies and procedures.
  - iv. Have completed training and is familiar with those

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GACA/FAR rules and regulations applicable to the Employers operation.

- v. Successfully completed GACA test on GACA/FAR regulation either through an approved training School or GACA-S & ER administered examination.

6.4.3 The GACA-S & ER, when satisfied that the applicant meets the requirements of GACA/FAR 65.77 will certify to that extent on the appropriate document. The Applicant is then able to process his application to the FAA.

**6.3 ELIGIBILITY REQUIREMENTS for an I.A.** (Ref GACA/FAR Part 65.91).

6.3.1. To be eligible for a GACA Airman Certificate, I.A, each Saudi national applicant must possess a Nationality Identification document and each non-Saudi applicant must possess a valid Iqama and Passport. All applicants must comply with GACA/FAR Part 65 subpart D as applicable and have held a current GACA Certificate Mechanic A & P for a period not less than 3 years.

**6.4 ELIGIBILITY for an FAA AIRMAN’S CERTIFICATE, MECHANIC.**

(Refer GACA/FAR Part 65.71).

6.4.1. In order to comply with FAA-FAR Part 65.77, Saudi Nationals intending to apply for a FAA Airman’s certificate, category MECHANIC, must in the first instance seek a letter from the GACA-S & ER to the FAA authenticating their application record of time and experience



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6.4.2 To be eligible for a FAA Airman mechanic, Airframe and/or Power-plant, each Saudi national applicant must possess a;

- a. Nationality Identification document.
- b. Applicants must comply with GACA/FAR Part 65 subpart D requirement and;
- c. The applicant must be able to show documentary evidence that he has required training and practical experience that makes him eligible for the FAA A & P Mechanics certificate.

**CHAPTER 7 - AIRMAN CERTIFICATE  
APPLICATION - AIRWORTHINESS****7.1 APPLICATION GENERAL  
REQUIREMENTS:**

7.1.1. The Applicant should refer to their Company's Policy and Procedure Manual for specific Company requirements appropriate to their applications.

**7.2 GACA AIRMAN CERTIFICATE  
MECHANIC or REPAIRMAN**

7.2.1 Unless otherwise authorized by the GACA-S & ER requires that each applicant for an Airman Certificate, Mechanic or Repairman, submit with his application;

- a. GACA-S & ER Application form 400/B, completed properly.
- b. For Certificate renewals submit at least 30 working days prior to the Certificate expiry date.
- c. Meet the minimum age, language, training and experience requirements.
- d. For Saudi Nationals, a copy of their Passport and Saudi Arabian I.D.
- e. For Foreign Employees, proof that their Iqama states that they are employed by the Company who is supporting their application.
- f. Meet GACA/FAR Part 65.83 Recent experience requirements (renewal of Mechanics certificate only).
- g. Copy of expiring Certificate.
- h. Original to be returned to the GACA-S & ER upon receipt of a new Certificate.
- i. Two photographs, size 3 x 3 cm. (color or plain). Head must be uncovered.
- j. Where fees are required then proof of payment.
- k. Schedule of experience as an attachment. (GACA/FAR Part 65. subpart D or E).

- l. Schedule of training as an attachment. (GACA/FAR Part 65. subpart D or E).
- m. Copy of any current and valid FAA Mechanics certificate or Annex 1, class 2 licenses issued by Authorities acceptable to the GACA-S & ER.
- n. Copy of any Certificates/diploma's issued by GACA-S & ER approved training colleges. Certificates or diploma must be accompanied by a summary of the courses attended, topics or subjects studied, examination results and attendance record.
  - o. Note: The Schedule of training and experience should address each topic as applicable to ATA 100 system subject format or equivalent pertinent to the Ratings sought.
  - p. Employer recommendations must be on Company letter head and in original form. (Refer to Appendix # 1).
  - q. Previous employment verification. (Applicable to new employee).
  - r. Any other documentation that the GACA-S & ER may require from time to time.

7.2.2. A person whose certificate has been revoked or suspended may not apply for another certificate or rating until such time as determined by the GACA-S & ER.

7.2.3. If an application is disapproved then it will be returned with any supporting documents and an explanation from the GACA-S & ER concerning the disapproval.

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## CHAPTER 8 - RENEWAL of GACA AIRMAN CERTIFICATE MECHANIC & REPAIRMAN

### 8.1 APPLICATION GENERAL REQUIREMENTS:

8.1.1 GACA Airman Certificates cannot be back dated. In order to ensure the continuity of the certificate coverage, an application for a renewal must be received at least 21 working days prior to the expiry date of the original certificate.

8.1.2 Certificates will normally be renewed on application that the holder has exercised the privileges of his certificate ratings for at least six (6) months during the preceding twenty four (24) months. AND;

8.1.3 The applicant has paid the GACA fees. AND;

8.1.4 The applicant continues to meet the requirements of GACA/FAR 65, subpart D & E as applicable.

### 8.2 GACA AIRMAN CERTIFICATE I.A.

8.2.1 Unless otherwise authorized, the GACA-S & ER requires that each applicant from Airman Certificate I.A, complies with GACA/FAR Part 65 subpart D and submits with his application;

8.2.2 GACA-S & ER Application form 8310-1, for an I.A, completed properly.

8.2.3 Copy of his GACA Airman Certificate Mechanic A & P.

8.2.4 Passed the GACA written test to prove his ability to inspect according to safety standards for returning aircraft to service after major repairs, major alterations, annual and progressive inspection performed pursuant to GACA/FAR Part 43.

8.2.5 Comply with IA Eligibility GACA requirements.

### 8.3 GACA AIRMAN CERTIFICATE I.A RENEWAL.

8.3.1 To be eligible for renewal of an I.A, for a two year period, an Applicant must present evidence to the GACA-S & ER annually, during the month of March that he met the requirements or GACA/FAR Part 65 sub part D.

Note: The holder of a GACA Certificate I.A, that has been in effect for less than 90 days before its expiration date need not comply with GACA/FAR Part 65.93 (1) through (5).

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**CHAPTER 9 - REISSUANCE, RENEWAL OF A CERTIFICATE OR CHANGE TO A CERTIFICATE RATING- AIRWORTHINESS & OPERATIONS**

**9.1. AIRMAN CERTIFICATE APPLICANT/SPONSOR OBLIGATIONS AND RESPONSIBILITIES:**

9.1.1 The GACA-S & ER will reissue or renew a certificate on proper application and conditional upon the applicant meeting all of the applicable GACA-S & ER requirements.

9.1.2 When an application is for the reissuance or renewal, the current certificate must be returned to the GACA-S & ER at the same time the applicant receives his new certificate.

9.1.3 A person whose certificate has been revoked or suspended may not apply for another certificate or rating until such time as determined by the GACA-S & ER, after the date of the revocation or suspension. Reference GACA/FAR Part 61, 63, 65 as applicable.

9.1.4 A person seeking an additional rating must meet the GACA-S & ER requirements applicable to an initial issue of an Airman certificate, Mechanic or Repairman, in regards to the employment, training and experience requirements as applicable to the rating(s) sought. Reference GACA/FAR Part 61, 63, 65 as applicable.

9.1.5 Holders of Airman Certificate are themselves responsible to ensure that the certificate remains valid at all times. The GACA-Airman Certificates are normally issued based on the holder having held a current and valid GACA medical certificate. It stands to reason that the GACA Airman Certificate “date of expiry” is validated to the holder’s national license validity date. Organizations operating to GACA-FAR Standards of Parts 91, 91K, 121, 125, 135 and Certificate of approval holders pursuant to GACA-FAR Part 145 are required, in part, to ensure that any person performing any inspection on their aircraft, component or appliances are appropriately certificated, properly trained, qualified and authorized to do so. The Organization therefore is also responsible to ensure that their Employees hold valid Airman Certificates.

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**CHAPTER 10 - GACA-S&ER  
PROCEDURE OF APPLICATION  
APPROVAL; AIRWORTHINESS AND  
OPERATIONS**

**10.1 APPROVAL PROCEDURES  
AND PROCESS  
REQUIREMENTS:**

10.1 Name and Signature is identical with the Saudi ID and other appropriate document. (Certificate, license, passport).

- a. Photographs attached (3cm X 3cm) (Not required for I.A.).  
(Note: Applicants' head must be uncovered).
- b. The Employer/Sponsor relationship with applicant is valid.

10.1.2 Applicant has submitted all of the required information.

10.1.3 Supporting documentation is relevant to the application.

10.1.4 Applicant ID, Proficiency, License/Certificate, Employment details are substantiated.

- a. Saudi Arabian Airlines computer TIS details are supplied. (Saudi Arabian Airlines applicants only).

10.1.5 Applicants practical experience and training;

- a. Relevant and, meets scope, proficiency level for the time period required.
- b. Certificates/diplomas are authentic and supported by proof of attendance, examination results and time period of course and other requirements as needed.

c. Supporting certificates or ICAO Member State License/Certificate is current and valid.

d. Validation of work experience letter is completed properly. (FAA, A and/or P application only and requirements met).

e. Proof of using certificate for 6 months out of 14 months (Renewal A and/or P application) and requirements met.

10.1.6 Proof of previous employment. (initial issuance applications only).

10.1.7 Applicant meets age and English language requirements (Level 4).

10.1.8 Proof of paying of fees (copy of receipt is required). If exemption is granted, then proof of exemption is required.

10.1.9 Able to show familiarization with Company policies and GACA-S & ER Regulations.

- a. Passed GACA-S & ER Regulation examination (airworthiness).

10.1.10 I.A, Applicant meets GACA/FAR Part 65.91 requirements.

10.1.11 Prior to approval of the application, the ASI, when making his assessment, may wish to interview the Applicant or Company representative to substantiate and verify issues and documentation concerning the application.

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10.1.12 The ASI approves the “GACA INSPECTOR’S REPORT” section of application from 400/B indicating his/her decision.

**10.2 APPLICATION APPROVED.**

10.2.1 The ASI directs the application, all supporting documentation to the Administration Support Personnel for processing.

**10.3 APPLICATION REJECTED.**

10.3.1 If the ASI determines that the Applicant fails to meet the GACA requirements, the ASI;

- a. May enter on application reason for the rejection.
- b. May enter the time period for the Applicant to re-apply.
- c. Returns the application letter or the Administration Support Personnel.

**10.4 INVALID CERTIFICATES.**

10.4.1. If the applicant submits his/her certificate for GACA renewal after its expiry date then the ASI should;

- a. Ensure the application and all supporting documentation is valid.
- b. Interview the applicant to determine the need for him to retake the GACA Rules and Regulation examination and action accordingly. (i.e. AIP testing)
- c. Communicate with the sponsor to establish the reasons for the failure and alert the applicant/sponsor that his/her Certificate invalidation.



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<b>GACA SAFETY &amp; ECONOMIC REGULATIONS</b>	<b>AVIATION STANDARDS</b>
<b>PERSONNEL LICENSING GUIDE (PLG)</b>	<b>APPENDIX NUMBER 1: SUBJECT: LETTER OF RECOMMENDATION FOR THE ISSUANCE OF A GACA AIRMAN CERTIFICATE</b>

**APPENDIX NUMBER 1: SUBJECT: LETTER OF RECOMMENDATION FOR THE ISSUANCE OF A GACA AIRMAN CERTIFICATE**

*Company letter head*

Dear Sir,

As the sponsor of this applicant, I have reviewed the training records of Mr. .... (Company Employee) and:

Have determined that he/she meets the requirements of GACA/FAR \_\_\_\_\_ (i.e. Part 65 Sub section D & E) as applicable to his application.

This office further attests that Mr. ....has received formal training on the relevant GACA/FAR rules and regulations and this \_\_\_\_\_ (companies) Technical Policies and Procedures.

Company records show that the employee; Mr. / Mrs. \_\_\_\_\_:

**ME** Has completed appropriate specialized training on the; Aircraft  
.....  
Aircraft system.....

**RM** Has completed appropriate specialized training on the;  
Workshop component/Appliance.....

Specialized work.....

Please issue the above mentioned Employee with a GACA Airman Certificate consistent with his application.

Thank you and regards,

Director/Manager.

<b>GACA SAFETY &amp; ECONOMIC REGULATIONS</b>	<b>AVIATION STANDARDS</b>
<b>PERSONNEL LICENSING GUIDE (PLG)</b>	<b>APPENDIX NUMBER 2 (Applicable to ME and RM applicants)</b>

**APPENDIX NUMBER 2:  
(Applicable to ME and RM applicants)**

**ATA 100 System subjects;** The following ATA 100 system as revised 1999. For clarity purposes the GACA-S & ER has designated the ATA 100 system subjects as Primary and Secondary.

The Primary ATA 100 system subjects address the subject contents as appropriate for the rating sought. The applicant must satisfy the GACA-S & ER they have full understanding and detailed knowledge of subject matter.

The Secondary ATA 100 system subjects address those sub parts within other ATA 100 subject contents as appropriate for the rating sought. The Applicant must satisfy the GACA-S & ER they are aware and have some knowledge of the subject matter.

**Mechanic**

**Airframe:**

Primary;                   5, 7, 8, 9, 10, 11, 12,  
20, 21, 25, 26, 27, 28,  
29, 30, 32, 35, 36, 37,  
38, 51, 52, 53, 54, 55,  
56, 57, .65.

Secondary;               22, 24, 31, 33, 39, 49,  
71, 80, 82.

**Powerplant:**

Primary;               5, 9, 12, 26, 49, 61, 71, 72,  
73, 74, 75, 76, 77, 78, 79,  
80, 81, 82,.

Secondary;           11, 24, 28, 31, 54, 65,

**Repairman avionics.**

**Avionics:**

Primary;               5, 22, 23, 24, 31, 33, 34, 39,  
45, 77.

Secondary;           11, 21, 25, 26, 27, 28, 29,  
32, 36, 37, 49, 52, 56, 65,  
71, 75.

**Repairman specialized.**

ATA 100 subject as stated under Mechanic (above), applicable specifically to the ratings sought.

Where as Applicant is applying for specialized ratings that do not encompass all of the topics within a specific ATA 100 system subject, then the applicant should state the subject that supports his specialty and then specify exactly the component or appliance within the ATA 100 subject rating that he seeks.

I.e. (support) ATA 100 code 32, Landing gear, (Rating) B 747 Hydraulic ram.

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**APPENDIX NUMBER 3: Organization Chart I/A/W ICAO Doc. 937**

**Kingdom of Saudi Arabia**  
 General Authority of Civil Aviation  
 Safety & Economic Regulation



المملكة العربية السعودية  
 الهيئة العامة للطيران المدني  
 السلامة و الترخيص الاقتصادية

