

Notification of the Department of Civil Aviation

Application for and Validation of Personnel License issued by States Parties to the Convention or States

having Executed Agreements with Thailand

B.E. 2558 (2015)

By virtue of Section 4 and Section 7 of Ministerial Regulation No. 3 (B.E. 2497 (1954)), which was issued in accordance with the Air Navigation Act B.E. 2497 (1954), a person who is desirous of obtaining a Certificate for validating a Personnel License which was issued by a state party to the convention or states that have executed agreements with Thailand shall submit an application using the form of the Department of Civil Aviation along with the Personnel License issued by the above state; and the competent official shall then consider the application. The Director General of the Department of Civil Aviation hereby issues the following regulation:

Clause 1 The Notification of the Department of Civil Aviation, Re: Application for and Validation of the Personnel License issued by States Parties to the Convention or States having Executed Agreements with Thailand B.E. 2557 (2014) issued on 26 August 2014 shall be repealed.

Clause 2 This Notification shall be called the “Notification of the Department of Civil Aviation, Re: Application for and Validation of the Personnel License issued by States Parties to the Convention or States having Executed Agreements with Thailand B.E. 2558 (2015) (the “Notification”).

Clause 3 This Notification shall be in full force and effect from the date on which it is published.

Clause 4 In this Notification:

“Certificate” means the document which renders a Personnel License which has been issued by a state party to the convention or state which executed an agreement with Thailand valid; and

“Convention” means the Convention on International Civil Aviation executed in Chicago on 7 December 1944, and its appendices, and all amendments thereto.

Clause 5 A person who is desirous of obtaining a validation certificate for a Personnel License which was issued by a state party to the Convention or a state which executed an agreement with Thailand shall possess the following qualifications and characteristics:

(1) Being a holder of a Personnel License which was issued by a state party to the Convention or state which executed an agreement with Thailand.

(2) Having no history of any infringement or violation of the laws, rules, regulations, or requirements prescribed by the Department of Civil Aviation; the manuals, operational manuals, or safety practices approved by the Department of Civil Aviation, and such violation endangers safe air navigation; or the governing laws prescribed by an authority in the relevant country.

In applying for the validation of a Personnel License issued by a state party to the Convention or state which executed an agreement with Thailand under the first paragraph, the applicant shall use the form annexed hereto and submit the following documents and evidence:

(1) The Personnel License issued by a state party to the Convention or state which executed an agreement with Thailand;

(2) Medical certificate issued by a state party to the Convention or state which executed an agreement with Thailand, except in the case of the validation of the Ground Maintenance Mechanic License.

(3) Documents evidencing that the applicant passed all of the examinations and was granted a License as detailed in Clause 5 (1) from a civil aviation regulatory authority in a state party to the Convention or state which executed an agreement with Thailand; the document shall state that the license and the conditions therein are effective and that the license is not suspended or revoked, and shall have been issued within 90 days prior to the date on which the complete set of the documents was submitted.

(4) The following certification letters from the supervising organisation, as the case may be:

(a) Certification of employment as a staff member or employee issued by the Air Operator Certificate holder, Air Operating License holder, or Repair Station Certificate Holder;

(b) Certification of employment as a staff or member or member of an association, foundation, or society whose rules, regulations, or requirements on air operation have been approved by the Director General;

(c) Certification of employment as a staff member or employee of an aviation training organisation which have been approved by the Department of Civil Aviation; and

(d) Letter of consent issued by the holder of the Private Aircraft Operating License which states that the applicant shall perform his/her duties as an air Personnel.

(5) A document evidencing that the applicant has passed the theoretical examinations issued by the Department of Civil Aviation, particularly in the following topics:

(a) Thai Air law; and

(b) Human performance, except in the case of an application for the validation of the Private Aircraft Operating License and of a Personnel License for air operation for sports or leisure purposes.

The documents and evidence listed in Clause 5 (5) shall not be required in the case of an application for a provisional certificate for a period of less than 90 days as stated in Clause 9 (2).

Clause 6 Additional documents shall also be submitted in the case of an application for the validation of a Pilot License or Flight Engineer License, as the case may be:

(1) If the supervising authority of the pilot or flight engineer is an Air Operating License holder and Air Operator Certificate holder, evidence of previous training, particularly the operations manual (OM), flight operations manual (FOM), and details of the standard operating procedures (SOP) and flight crew training program issued by the supervising authority shall also be submitted.

(2) If the supervising authority of the pilot or flight engineer is an association, foundation, or society, evidence of previous training in accordance with the rules of the association, foundation, or society shall also be submitted.

(3) If the supervising authority of the pilot or flight engineer is an aviation training organisation, evidence of previous training in accordance with the training and procedures manual of the

aviation training organisation and which was approved by the Department of Civil Aviation shall also be submitted.

(4) If the supervising authority is an Air Operating License holder, evidence of the completion of the flight operation using simulators or actual aircrafts issued by a competent official of the Department of Civil Aviation, check airman, or designated check pilot (DCP) who was appointed by the Director General or a person assigned by him/her, shall also be submitted. This provision shall not apply to an application for a provisional certificate for a period of less than 60 days in Clause 9 (1).

The documents and evidence in Clause 6 do not have to be submitted in the case of an applicant who is desirous of obtaining a provisional certificate for a period of less than 90 days as detailed in Clause 9 (2) (a), (b), and (c).

Clause 7 Upon receipt of the application, the competent official shall check the qualifications and characteristics of the applicant as detailed in the first paragraph of Clause 5, the documents and evidence in the second paragraph of Clause 5, or Clause 6, as the case may be. The competent official shall then consider whether or not approval should be granted. If approval can be granted after taking the above information into account, the competent official shall charge an issuance fee and issue the document to the applicant without delay. In doing so, the competent official may also prescribe terms or conditions in the Certificate.

The type rating or aircraft type-specific performance according to the design of the aircraft for pilots and flight engineers shall be the same as the rating for flight operation or aircraft type-specific capacity specified in the Personnel License issued by a state party to the Convention or state which executed an agreement with Thailand.

The type rating for all other types of personnel shall be the same as the type rating specified in the Personnel License issued by a state party to the Convention or state which executed an agreement with Thailand.

Clause 8 In determining the validity period of the Certificate, the competent official shall base its consideration on:

(1) Validity period of the Personnel License issued by a state party to the Convention or state which executed an agreement with Thailand;

(2) Validity period of the type rating;

(3) Validity period of the medical certificate issued by a state party to the Convention or state which executed an agreement with Thailand; and

(4) Validity period of the medical certificate as prescribed in the Ministerial Regulation governing the Personnel License B.E. 2550 (2007).

If the validity period in (1), (2), (3), or (4) expires prior to the intended expiry date of the Certificate, the expiry date of the Certificate to be issued shall be changed to be consistent with the relevant validity period in (1), (2), (3), or (4), provided that the expiry of the validity period in (1), (2), (3), or (4) is within one year from the date of issuance of the Certificate. This shall not apply to the issuance of a provisional Certificate in Clause 9, in which case the Certificate shall be valid for less than 60 days or 90 days, as the case may be.

Clause 9 The competent official shall consider the issuance of a provisional Certificate to the applicant and, in doing so, prescribe the aircraft type-specific performance for use with Thai aircraft according to the validity period as follows:

(1) The validity period is less than 60 days:

- (a) School flights;
- (b) Initial Operating Experience (IOE) or Route Introduction (RI); and
- (c) Pilot proficiency checks.

(2) The validity period is less than 90 days:

- (a) Delivery/ Ferry flights;
- (b) Test flights;
- (c) Flight instructors; or
- (d) Aircraft maintenance engineers who are instructors and/or who signed their names

to certify the airworthiness for Thai aircraft.

Clause 10 If it appears that the Certificate holder undertakes any of the following acts, the competent official shall have the authority to revoke the Certificate. The Certificate holder:

- (1) Violates or fails to comply with the laws, rules, regulations, and requirements prescribed by the Department of Civil Aviation; or
- (2) Violates or fails to comply with the manuals, operational manuals, or safety practices approved by the Department of Civil Aviation, and such violation endangers safe air navigation; or
- (3) Violates or fails to comply with the governing laws prescribed by an authority in the relevant country.

Clause 11 The Certificate holder shall have the right to perform duties according to the rating and limitations prescribed in the Certificate and the Air Navigation Act B.E. 2497 (1954), unless the state party to the Convention or state which executed an agreement with Thailand has suspended or revoked the Personnel Certificate.

Published on 9 July 2015

Mrs. Parichat Kotcharat

Director General of the Department of Civil Aviation

APPLICATION FOR WRITTEN TEST AND RENDERING A PERSONAL LICENSE VALID

1. Name and Surname หมายเลขประจำตัวสอบ 	ID Card Number Passport Number
2. Address of applicant Email Address Tel. Moblie	
3. Occupation..... Office of applicant Tel.	
4. Nationality Race Religion	
5. Date of Birth : (d/m/y)/...../..... Place of Birth : (Province) Country	
6. Person to be notified in emergency Address of person to be notified in emergency.....Tel.	
7. Type of license	
8. License No. Valid From to Issued By	
9. Medical certificated Valid fromto	
10. Reason for Application	
11. Enclosed herewith <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Letter of recommendation and reason for application from company or Flying Club <input type="checkbox"/> Form PEL-033 : License Authentication From <input type="checkbox"/> Each type of the Licenses For rendering <input type="checkbox"/> Certified copy of Medical Certificate <input type="checkbox"/> PPC Form : Pilot Proficiency Check <input type="checkbox"/> Certified copy of Passport <input type="checkbox"/> Certified copy of Log Book <input type="checkbox"/> Certified copy of work Permit or any document that mention in Thailand (if any) <input type="checkbox"/> 3 -1 inch uncapped photographs <input type="checkbox"/> License fee 2,000 Baht </div> <div style="width: 50%;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="checkbox"/> ATPL <input type="checkbox"/> CPL <input type="checkbox"/> PPL <input type="checkbox"/> F/E </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> AMEL <input type="checkbox"/> FOO <input type="checkbox"/> Other, Please specify..... </div> </div> </div>	
Remark : 1. Item 1,2 shall be clearly filled out in both Thai & English 2. Department of Civil Aviation will not refund examination fee in any case.	

<p>1. I hereby certify that there is no record of my violation against or failure to follow laws, rules and regulations prescribed by DCA Thailand as well as my breach against manuals, operations specifications or procedures concerning safety approved by DCA and that violation or breach has negative impacts on air navigations or record of the violation against laws prescribed by the competent authority of the State concerned.</p> <p>2. I hereby certify that all statements provided by me in this application form are complete and true in every respect.</p>					
<p>...../...../.....</p> <p>Date of Application</p>				<p>.....</p> <p>(.....)</p> <p>Signature of Applicant</p>	
Official use only					
<p>To Head of Registration and Licensing Group</p> <p><input type="checkbox"/> Checked and found that documents supporting the application are complete</p> <p><input type="checkbox"/> Checked qualifications and characteristics of the applicant and found that the applicant has no record of violating or failing to comply with laws, rules, procedures, regulations prescribed by the Department of Civil Aviation, or violating handbook, operating directives or safety measures approved by the Department of Civil Aviation which caused harm to air navigation, and violating laws of a competent agency of the related country</p> <p><input type="checkbox"/> Documents supporting the application are not complete (specify).....</p> <p>.....</p> <p>.....</p>					<p>SignApplicant</p> <p>.....Position</p> <p>.....Date</p>
Receiving the application		Granting a license		Certificate awarding fee	
				2,000 Baht	
Date	Date	Number	Volume	Date of payment	
				Recorder.....	
				Date.....	
<p>Each Application For Rendering The Thai License Must Submit The Following Document To DCA:-</p> <ol style="list-style-type: none"> 1. Letter of recommendation And Reason From Company Or Flying Club. 2. Application for Rendering a Personnel License Valid (Pel-012) 3. Form PEL-033 : License Authentication Form 4. Certified Copy With Original Each Type Of The Licenses Held. 5. Certified Copy With Original Of The Medical Certificate (Flight Crew). 6. Certified Copy With Original Of The Pilot Log Book (Flight Crew). 7. Certified Copy With Original Of The Pilot Proficiency Check (Flight Crew) 8. Certified Copy With Original Of The Passport. 9. Certified Copy With Original Of work Permit Or Any Document That Mention in Thailand (if any). 10. 3 -1 inch uncapped photographs. 11. License fee 2,000 Baht 					