

State Of Libya  
Ministry Of Transport  
Civil Aviation Authority



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وزارة المواصلات والنقل  
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Advisory Circular LYCAA/AC-PEL-018

## (General Requirement for Personnel Licences Issuance and Renewal)

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Approved By:



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Director General

**1. SUBJECT:**

Licences Issuance General Requirements including required documents and time required

**2. Applicability:**

This AC applicable to all licence applicants.

**3. General**

This AC will be enforce upon publishing.

**4. Purpose**

This AC details the requirement of Licences issuance and the required time needed for the issuance administrative work by PEL Staff.

**5. Related Regulations**

- LYCAR Air Crew and its AMC/GM
- LYCAR Part 66 and its AMC/GM
- LYCAR Part 65

**6. Change Notice**

This is issue 01 of LYCAA – AC - PEL 018

**7. Contents****1. Requirements for the Issue ATPL (A) Licences**

Type of Licence	Working Days	Required Documents
<b>Airlines Transport Pilot Licence (Aeroplanes) ATPL (A)</b>	<b>5 working days After meeting the requirements</b>	<b>(1) Minimum age is 21 years.</b>
		<b>(2) Certificate of (ELP) minimum Operational English Language Proficiency Level 4.</b>
		<b>(3) A Valid Medical Certificate Class ( I ) issued by LYCAA approved AME.</b>
		<b>(4) A Valid CPL(A) and a Multi-Engine Instrument Rating (IR) for aeroplanes.</b>
		<b>(5) the applicant shall have received instruction MCC in ATO approved By LYCAA</b>
		<b>(6) Have successfully passed an ATPL(A) LYCAA Theoretical Knowledge Exam.</b>
		<b>(7) shall have completed a minimum of 1 500 hours of flight time in aeroplanes, including at least:(Supported by signed and stamped logbook)</b> <ol style="list-style-type: none"> <li>a. 500 hours in multi-pilot operations on aeroplanes;</li> <li>b. <ol style="list-style-type: none"> <li>i. 500 hours as PIC under supervision; or</li> <li>ii. 250 hours as PIC us; or</li> <li>iii. 250 hours, including at least 70 hours as PIC, and the remaining as PIC under supervision;</li> </ol> </li> <li>c. 200 hours of cross-country flight time of which at least 100 hours shall be as PIC or as PIC under supervision;</li> <li>d. 75 hours of instrument time of which not more than 30 hours may be instrument ground time; and</li> <li>e. 100 hours of night flight as PIC or co-pilot.</li> <li>f. Of the 1 500 hours of flight time, up to 100 hours of flight time may have been completed in an FFS and FNPT. Of these 100 hours, only a maximum of 25hours may be completed in an FNPT.</li> </ol>
		<b>(8) Completed correctly and singed the appropriate form.</b>
		<b>(9) Completed ATPL(A) Skill Test Form signed by Authorised Examiner</b>
		<b>(10)(3) Personal recent photos</b>

Type of Licence	Working Days	Required Documents
		(11) Copy of passport or ID with personal Photo
		(12) Proof of payment
		(13) High school certification or equal to it

### 1.1. Requirements for the renewal ATPL Licences

Type of Licence	Working Days	Required Documents
ATPL (A)	2 working days After meeting the requirements	(1) A Valid Medical Certificate Class I issued by LYCAA approved AME.
		(2) Form hours & Application for pilot lic. renewal
		(3) valid LPC + IR
		(4) Valid ELP
		(5) Letter from the commercial air operator ( <i>if applicable</i> )

## 2. Requirements for the Issue CPL (A) Licences

Type of Licence	Working Days	Required Documents
Commercial Pilot License (Aeroplanes) CPL (A)	5 working days After meeting the requirements	(1) Minimum age is 18 years.
		(2) Certificate of (ELP) minimum Operational English Language Proficiency Level 4.
		(3) Medical Certificate Class I issued by LYCAA approved AME.
		(4) Have successfully passed CPL (A) LYCAA Theoretical Knowledge Exam.
		(5) shall have completed a minimum of 180 hours of flight time (of which up to 40 hours may be instrument ground time, and shall have completed at least: (Supported by Copy of the logbook)
		a. 80 hours of dual instruction, of which up to 40 hours may be instrument ground time;
		b. 50 hours of cross-country flight as PIC, including a VFR cross-country flight of at least 540 km (300 NM), in the course of which full stop landings at two aerodromes different from the aerodrome of departure shall be made;
		c. 5 hours flight time shall be completed at night, comprising 3 hours of dual instruction, which shall include at least 1 hour of cross-country navigation and 5 solo take-offs and 5 solo full stop landings; and
		d. 100 hours of instrument time comprising, at least
		i. 20 hours as SPIC; and; <b>and</b>
		ii. 50 hours of instrument flight instruction, of which up to:
A. 25 hours may be instrument ground time in an FNPT I; or		
B. 40 hours may be instrument ground time in an FNPT II, FTD 2 or FFS, of which up to 10 hours may be conducted in an FNPT I.;		
e. 5 hours to be carried out in an aeroplane certificated for the carriage of at least 4 persons that has a variable pitch propeller and retractable landing gear.		
(6) Completed and signed the appropriate form.		
(7) Completed CPL(A) Skill Test Form signed by Authorised Examiner		
(8) (3) Personal recent photos		
(9) Copy of passport or ID with personal Photo		
(10) Proof of payment		
(11) High school certification or equal to it		

### 2.1 Requirements for the renewal CPL Licences

Type of Licence	Working Days	Required Documents
CPL(A)	2 working days After meeting the requirements	(1) A Valid Medical Certificate Class I issued by LYCAA approved AME.
		(2) Copy of the last 3 pages of personnel log book
		(3) valid LPC + IR
		(4) Valid ELP
		(5) Form hours & Application for pilot licence. Renewal

Type of Licence	Working Days	Required Documents
		(6) Letter from the commercial air operator ( <i>if applicable</i> )

### 3. Requirements for Issuing PPL (A) Licences

Type of Licence	Working Days	Required Documents
<b>Private Pilot License (Aeroplanes) PPL (A)</b>	<b>5 working days After meeting the requirements</b>	(1) Minimum age is 17 years.
		(2) Certificate of (ELP) minimum Operational English Language Proficiency Level 4.
		(3) Medical Certificate Class II issued by LYCAA approved AME.
		(4) Have successfully passed a PPL(A) LYCAA Theoretical Knowledge Exam.
		(5) Applicants for a PPL(A) shall have completed at least 45 hours of flight instruction in aeroplanes, 5 of which may have been completed in an FSTD, including at least: <ul style="list-style-type: none"> <li>a. 25 hours of dual flight instruction; and</li> <li>b. 10 hours of supervised solo flight time, including at least 5 hours of solo cross-country flight time with at least 1 cross-country flight of at least 270 km(150 NM), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made.</li> </ul>
		(6) Completed and signed the appropriate form.
		(7) Completed CPL(A) Skill Test Form signed by Authorised Examiner
		(8) (3) Personal recent photos
		(9) Copy of passport or ID with personal Photo
		(10) Proof of payment
		(11) High school certification or equivalent

## 4. Requirements for Issuing Cabin Crew attestation

Type of Licence	Working Days	Required Documents
Cabin Crew attestation	5 working days After meeting the requirements	(1) Minimum age is 18 years.
		(2) Able to speak , write & read English
		(3) Certificate of Cabin crew initial training completed successfully
		(4) Cabin Crew Medical Certificate issued by LYCAA approved AME
		(5) Pass Libyan Civil aviation exams
		(6) Completed & signed the appropriate form.
		(7) (3) recent Personal photos
		(8) Copy of passport
		(9) High school certification or equivalent
		(10) Proof of payment

### 4.1 Renewal Requirements

Type of Licence	Working Days	Required Documents
CABIN CREW	2 working days After meeting the requirements	(1) Certificate of completion refresher course on the appropriate type from training organisation approved by LYCAA , Medical Certificate issued by LYCAA approved AME.
		(2) Letter from the commercial air operator ( <i>if applicable</i> )

## 5. Requirements for issuance of Flight Operation Officer (flight dispatcher) Licences

Type of Licence	Working Days	Required Documents
Flight Dispatcher License	5 working days After meeting the requirements	(1) minimum age is 21 years.
		(2) Certificate of (ELP) minimum Operational English Language Proficiency Level 4.
		(3) Class III Medical Certificate issued by LYCAA approved AME.
		(4) Pass Libyan Civil aviation exam
		(5) Completed and signed the appropriate form.
		(6) Certificate of Flight Dispatcher initial training completed successfully
		(7) High school certification or equal to it
		(8) (3) Personal photos
		(9) Copy of passport
		(10) Proof of payment

### 5.1 Renewal Requirements Flight Operation Officer (flight dispatcher) Licences

Type of Licence	Working Days	Required Documents
Flight Dispatcher License	2 working days after meeting the requirements	(1) Route check for flight on the type which indorsed on the Lic
		(2) Refresh training in LYCAA approved ATO on type or (basic)
		(3) A Valid Medical Certificate Class III issued by LYCAA approved AME
		(4) Letter from the commercial air operator ( <i>if applicable</i> )

## 6. Requirements for conversion Foreign Flight Crew License

Type of Licence	Working Days	Required Documents
conversion Foreign Flight Crew License	5 working days After meeting the requirements	(1) Copy of the license Foreign License ( must present the original license)
		(2) Copy of the last three pages of personal log book.
		(3) Class I Medical Certificate issued by LYCAA approved AME.
		(4) Certificate proves that passed: <ul style="list-style-type: none"> <li>a. Libyan air law</li> <li>b. Theoretical exams (Flight planning &amp; Performance) for licences issued by other than EASA states.</li> </ul>
		(5) Pass a Conversion Skill test conducted by LYCAA'S Examiner
		(6) Completed correctly & signed the application Form issue of Flight Crew license Or Prime Rating
		(7) Completed correctly & signed the application Form for conversion of a flight Crew License.
		(8) (3) Recent Personal photos
		(9) Copy of passport or ID with personal Photo
		(10) Verification letter from the issuing authority.
		(11) Proof of payment
		(12) High school certification or equivalent

## 7. Requirements for issuing Flight Crew validation certificate

Type of Licence	Working Days	Required Documents
validation certificate	3 working days After meeting the requirements	(1) Copy of Foreign License ( must present the original license )
		(2) Copy of last three pages of log book.
		(3) Copy of Class I Medical Certificate.
		(4) Copy of ELP Certificate
		(5) Letter from commercial air operator
		(6) Copy of passport
		(7) Acceptance letter from Ministry of Labour & Capacity building
		(8) Proof of payment
		(9) Verification letter from the issuing authority.



## 8. Requirements For Issuance Aircraft Maintenance Engineer Licence

Type of Licence	Working Days	Required Documents
Aircraft Maintenance Engineer Licence	5 working days After meeting the requirements	(1) at least 21 years of age
		(2) Libyan nationality ; or a legal proof that he/she an employee of Libyan operator/organisation with proper justification for a need to hold a LYCAA aircraft maintenance engineer licence.
		(3) a holder of: <ul style="list-style-type: none"> <li>a. academic degree/high national diploma/certificate or equivalent in a technical discipline (aeronautical, mechanical, electrical, electronic, avionic) from a LIBYAN university or other higher educational institution or equivalent; or</li> <li>b. (ii) Certificate of General Secondary Education (Scientific) or equivalent and a holder of Certificates of Completion of Aircraft Maintenance Engineering from training institute approved under LYCAR.147 / EASA Part.147.</li> </ul>
		(4) Student Transcript of result.
		(5) Basic experience requirements : An applicant for an aircraft maintenance engineer licence shall have acquired: <ul style="list-style-type: none"> <li>a. For category A, subcategories B1.2 and B1.4 and category B3: <ul style="list-style-type: none"> <li>i. 2 years of practical maintenance experience on operating aircraft;</li> </ul> </li> <li>b. For category B2 and subcategories B1.1 and B1.3: <ul style="list-style-type: none"> <li>i. (i) 3 years of practical maintenance experience on operating aircraft</li> </ul> </li> </ul>
		(6) Letter from commercial air operator if applicable.
		(7) Copy of passport, 4 photos (4x4) , file.
		(8) Examinations of civil aviation authority.
		(9) the applicant has not been the subject of any Judicial or administrative proceedings or charged of any such crime
		(10) submit Application form 19
		(11) Proof of payment

## 9. Requirements For Renewal Aircraft Maintenance Engineer Licence (AMEL)

Type of Licence	Working Days	Required Documents
<b>Aircraft Maintenance Engineer Licence</b>	<b>3 working days After meeting the requirements</b>	(1) Submit expired original licence .
		(2) Submit Application form 19.
		(3) 2 photos dim(4x4) .
		(4) Letter from commercial air operator if applicable.
		(5) Proof of payment.