

FORM N AVIATION PERSONNEL LICENSING AND TRAINING

Reporting Instructions

FILING REQUIREMENTS

General

This form is to be used by ICAO Member States to report aviation personnel qualifications and aviation personnel training capacities. This form should include aggregate data for the twelve months of the calendar year (January to December) it refers to.

Part I

Aviation personnel qualifications. The data requested under this Part cover:

- a) Licences/ratings/authorizations (hereafter “qualifications”) issued (initial issue, not renewal) by the reporting State during the twelve month reporting period and in total; and
- b) Conversions or validations of qualifications issued by another State, issued by the reporting State during the reporting period and in total.

Part II

Aviation personnel training capacities. The data requested under this Part cover:

- a) Number of civil aviation training organizations in the reporting State (existing at the end of the reporting period and as forecast in five years hence); and
- b) Annual training capacities of the reporting State (as forecast in five years).

Filing schedule

This form should be completed on an annual basis and filed with ICAO within two months of the end of the reporting period.

Electronic filing

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site <http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

STATISTICS TO BE REPORTED

PART I – AVIATION PERSONNEL QUALIFICATIONS

Qualification category (Column a). The data to be reported in the columns under Part I – Aviation Personnel Licences/Ratings relates to the qualification categories defined in the following paragraphs:

Note 1.—for categories 1 to 6 hereunder (ATPL, CPL, MPL, PPL, flight instructors, specific authorizations to conduct instruction), only those qualifications related to fixed-wing aircraft must be reported, therefore excluding rotary-wing aircraft, or helicopters, as well as airships and free balloon.

Note 2.—for all licence categories hereunder, only active licences must be reported. A licence is considered as “active” when its holder meets applicable medical fitness requirements.

Note 3.—unless otherwise stated, all the definitions shown hereunder were obtained from the Convention on International Civil Aviation, Annex I – Personnel Licensing. Relevant paragraph numbers are shown against each definition.

ATPL (airline transport pilot licence). A licence allowing its holder to exercise all the privileges of the holder of a private and commercial pilot licence and to act as pilot-in-command, in commercial air transportation, of an aircraft within the appropriate category and certificated for operation with more than one pilot. The flight experience required for this licence in the aeroplane category is not less than 1 500 hours of flight time as a pilot of aeroplanes [para. 2.6.3.1].

CPL (commercial pilot licence). A licence allowing its holder to act as pilot-in-command of an aircraft certificated for single-pilot operation or engaged in operations other than commercial air transport and to act as co-pilot of an aircraft required to be operated with a co-pilot. The flight experience required for this licence in the aeroplane category is not less than 200 hours of flight time or 150 hours in an approved training course, including a number of hours which may consist of instruction in a flight simulation training device [para. 2.4.3.1].

MPL (multi-crew pilot licence). A licence allowing its holder to:

- a) exercise the privileges of the instrument rating in a multi-crew operation;
- b) act as co-pilot of an aeroplane required to be operated with a co-pilot; and
- c) exercise all the privileges of the holder of a private pilot licence in the appropriate aeroplane category, provided some additional experience and flight instruction is obtained.

The flight experience required for this licence is not less than 240 hours in an approved training programme as pilot flying and pilot not flying of actual and simulated flights [para. 2.5.3.1]. In addition, the applicant shall have gained required experience in a turbine-powered aeroplane certificated for operation with a minimum crew of at least two pilots or in a flight simulation training device [para. 2.5.3.3].

PPL (private pilot licence). The privileges of the holder of a private pilot licence shall be to act, but not for remuneration, as pilot-in-command or co-pilot of aircraft within the appropriate aircraft category engaged in non-revenue flights [para 2.3.2.1].

Flight instructor ratings. The privileges of the holder of a flight instructor rating shall be:

- a) to supervise solo flights by student pilots; and
- b) to carry out flight instruction for the issue of a private pilot licence, a commercial pilot licence, an instrument rating, and a flight instructor rating provided that the flight instructor:
 - 1) holds at least the licence and rating for which instruction is being given, in the appropriate aircraft category;
 - 2) holds the licence and rating necessary to act as the pilot-in-command of the aircraft on which the instruction is given; and
 - 3) has the flight instructor privileges granted entered on the licence [para 2.8.2.1].

Specific authorizations to conduct instruction. In certain cases, a person is authorized to carry out flight instruction, notably for the issue of type ratings or the MPL, without holding a flight instructor rating [para. 2.1.8.1]¹. Accordingly, the data to be reported is the number of specific authorizations granted by the reporting State pursuant to Annex 1, 2.1.8.1b) or c).

Aircraft maintenance (technician/engineer/mechanic) licences. Subject to compliance with the requirements specified in paras 4.2.2.2 and 4.2.2.3, the privileges of the holder of an aircraft maintenance licence shall be to certify the aircraft or parts of the aircraft as airworthy after an authorized repair, modification or installation of a power-plant, accessory, instrument, and/or item of equipment, and to sign a maintenance release following inspection, maintenance operations and/or routine servicing [para. 4.2.2.1].

ATC (air traffic controller) licences. The privileges of the holder of an air traffic controller licence endorsed with one or more of the under mentioned ratings shall be:

- a) aerodrome control rating: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
- b) approach control procedural rating: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) approach control surveillance rating: to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service (subject to compliance with the provisions of para. 4.5.2.2.1 c), the privileges shall include the provision of surveillance radar approaches);
- d) approach precision radar control rating: to provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;
- e) area control procedural rating: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated; and
- f) area control surveillance rating: to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the licence holder is rated [para. 4.5.3.1].

Annual qualifications issued (Column b). Report the number of qualifications issued (initial issue, not renewal) during the annual reporting period by the State for each of the defined qualification categories.

Total qualifications issued (Column c). Report the total number of qualifications issued (initial issue, not renewal) by the State for each of the defined categories as of 31 December of the annual reporting period. With respect to licences, only active licences should be reported.

¹ According to Annex 1, para 2.1.8.1, "A Contracting State, having issued a pilot licence, shall not permit the holder thereof to carry out flight instruction required for the issue of a pilot licence or rating, unless such holder has received proper authorization from such Contracting State. Proper authorization shall comprise:

- a) a flight instructor rating on the holder's licence; or
- b) the authority to act as an agent of an approved organization authorized by the Licensing Authority to carry out flight instruction; or
- c) a specific authorization granted by the Contracting State which issued the licence."

Annual validations/conversions (Column d). Report the number of validations and conversions issued during the twelve months reporting period by the State for each of the defined qualification categories.

Total validations/conversions (Column e). Report the total number of validations and conversions issued by the State for each of the defined qualification categories as of 31 December of the annual reporting period.

Mandatory retirement age (Column f). Report the mandatory age of retirement, if applicable, for each of the defined qualification categories in force as of 31 December of the annual reporting period.

Example: in a report covering the year 2012 (i.e. the period from January to December 2012), the State should report:

- a) in Column b, the number of qualifications issued by the State between 1 January and 31 December 2012;
- b) in Column c, the total number of qualifications issued by the State as of 31 December 2012 (with respect to licences, only active licences should be reported);
- c) in Column d, the number of validations and conversions issued by the State between 1 January and 31 December 2012;
- d) in Column e, the total number of validations and conversions issued by the State as of 31 December 2012; and
- e) in Column f, if applicable, the mandatory age of retirement in force as of 31 December 2012.

PART II - AVIATION PERSONNEL TRAINING CAPACITIES

Note 4.—for purposes of Part II – Aviation Personnel Training Capacities, organizations approved by the reporting State to perform training for the acquisition of the licence categories listed in Column g are referred to as “training organizations”.

Licences (Column g). The data to be reported relates to training organizations providing training for the following licence categories:

- a) Pilots (PPL/CPL/ATPL);
- b) Pilots (MPL);
- c) Aircraft maintenance (technician/engineer/mechanic) licences; and
- d) ATC licences.

Training organizations (current) (Column h). Report the number of training organizations operating within the reporting State as of the end of the twelve month reporting period.

Training organizations (5-year) (Column i). Report the number of training organizations forecast to operate within the State at the end of a five year period following the end of the reporting period.

Example: In a report covering the year 2012 (i.e. the period from January to December 2012), the State should report, in Column i, the number of training organizations forecast to operate within the State as of 31 December 2017.

Training capacity (5-year) (Column j). Report the number of licences forecast to be issued (initial issue, not renewal) within the State, excluding conversions/validations, at the end of a five year period following the end of the annual reporting period, for each of the licence categories listed in Column g.

Example: In a report covering the year 2012 (i.e. the period from January to December 2012), the State should report, in Column j, the annual number of licences forecast to be issued by the State during the period from 1 January to 31 December 2017, excluding validations and conversions.

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