

IMPORTANT INFORMATION FOR APPLICATION FOR CONVERSION OF A FOREIGN PROFESSIONAL PILOT LICENCE



Please ensure the following steps are complied with in your application to convert your professional pilot licence to a Singapore professional pilot licence.

CAAS will not accept incomplete applications and/or if supporting documents are not fully provided. Please note that temporary aviation documents, including licences and certificates, will not be recognised.

Step 1	Foreign Professional Pilot Licence and Medical Certificate
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1. The foreign professional pilot licence shall be issued by an ICAO Contracting State.
2. The foreign licence, medical certificate and associated ratings submitted for conversion must be issued by the same licensing authority.
3. The foreign licence, medical certificate and associated ratings must be valid at the time of submission of the application and at the time of issue of the Singapore licence.

Note 1: Applicants are advised to ensure sufficient validity period to take into account the processing time required.

4. All flying experience records, including pilots' logbook records, must be verified by the relevant aviation organisation or the civil aviation authority.
5. Foreign military flying hours will not be recognised for the crediting of flying hours for the purpose of the conversion.

Note 2: An applicant undergoing aircraft training in a Singapore registered aircraft is required to apply for a CAAS Certificate of Validation of his foreign licence in advance.

Step 2	Form Completion
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6. The Form CAAS FC02 – Application for Conversion of a Foreign Professional Pilot Licence (enclosed) must be completed and submitted with the full set of supporting documents to CAAS Personnel Licensing Office.

Step 3	Supporting Documents
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7. Please submit your flying logbook and a copy of each of the following supporting documents with your original application form CAAS FC02:

1	Passport (clearly showing the front cover, personal details and photo) or NRIC (front and back) for Singapore Citizens	<input type="checkbox"/>
2	Letter from Singapore air operator or aviation organisation indicating employment or intent of employment	<input type="checkbox"/>
3	Foreign professional pilot licence (all pages)	<input type="checkbox"/>
4	ICAO English Language Proficiency certificate of at least level 4	<input type="checkbox"/>
5	Flight Radiotelephony Operator's licence	<input type="checkbox"/>
6	Medical certificate	<input type="checkbox"/>
7	Most recent instrument rating (IR) proficiency check report / logbook entry (if IR not endorsed on licence)	<input type="checkbox"/>
8	ATPL examination results (not required if candidate holds an ATPL)	<input type="checkbox"/>
9	Proof of two proficiency checks completed at least 4 months apart, within the preceding 12 months from date of application (If not available, at least proof of one proficiency check completed within the preceding 12 months is to be submitted)	<input type="checkbox"/>
10	Copy of logbook showing the most recent 6 months' flying entries (highlight entries)	<input type="checkbox"/>
11	Copy of logbook showing completion of 5 hours of night flying as pilot-in-command (PIC) (highlight entries)	<input type="checkbox"/>
12	Copy of logbook showing 4 commercial operations in the aircraft type sought in the 12 months immediately preceding the date of application (highlight entries)	<input type="checkbox"/>
13	Copy of logbook or official document showing having completed at least 3 take-offs and landings in the 90 days immediately preceding the date of application, in an aircraft or a simulator approved by the foreign CAA	<input type="checkbox"/>
14	Proof of successful completion of a course of flying training approved by the foreign CAA (if applicable)	<input type="checkbox"/>
15	Human Performance examination results (if available)	<input type="checkbox"/>
16	Performance examination results	<input type="checkbox"/>
17	Training programme proposed by the air operator or aviation organisation (if available)	<input type="checkbox"/>

8. The application form, an assessment fee of \$345 and supporting documents must be submitted in the English language or accompanied with English-translated documents endorsed by an official authority, such as the relevant consulate, aviation authority, solicitor etc.

Step 4	Verification of original documents
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9. The applicant is required to present the original copies of the supporting documents at CAAS licensing office when requested by CAAS.

**APPLICATION FOR ASSESSMENT FOR CONVERSION OF
A FOREIGN PROFESSIONAL PILOT LICENCE**



Civil Aviation Authority of Singapore

Instructions

1. This application form will take approximately 1 hour to complete. Incomplete applications will not be processed.
2. Please complete this form in BLOCK LETTERS.
3. The declarations stated herein are required to be substantiated by providing supporting documents with the application.
4. Only application forms submitted through a Singapore air operator or aviation organisation will be accepted. The assessment result will be provided to the organisations. Applicants can check the results with their organisations.
5. You are required to make payment of \$345 as assessment fee through credit card (VISA/ MasterCard), cheque or money order at the point of application. Crossed cheque payment must be made payable to "Civil Aviation Authority of Singapore". The assessment fee will not be refunded should the application be rejected.

Part I - Personal Particulars

Name as in NRIC/ Passport: (underline surname)		NRIC / Passport Number:	
Mailing Address:		Mobile Number:	
Date of Birth:	Age:	Place of Birth:	Nationality:

Part II – FOREIGN Licence Particulars

Type of Pilot's Licence	Country of Issue	Licence Number	Date of Initial Issue	Date of Expiry	Date of Medical Expiry
1. <i>(Licence for conversion)</i>					
2.					
3.					
Flight Radiotelephony Operator's Licence					

Endorsements or Restrictions in the Pilot or Flight Radiotelephony Operator Licence :

Level of English language proficiency endorsed on the licence:

Part III - Instrument Ratings Held

Instrument Ratings Held	Country & Date of Initial Issue	Date of Last Instrument Rating Test

Part IV - Flying Experience*											
Name of Air Operator/ Aviation Organisation	Period of Service		Aircraft Type	Hours Flown As				Date of Most Recent Flight			
	From	To		Pilot-in-Command		Co-Pilot		Pilot-in-command		Co-Pilot	
				Day	Night	Day	Night	Day	Night	Day	Night
Total hours on all aircraft types stated above				As Pilot-in-Command:				As Co-Pilot:			

*** Foreign military flying hours shall not be included.**

Part V - Declaration and Consent to Disclosure and Collection of Information by Applicant

I am currently not and have not been the subject of any investigations or suspension actions by any civil aviation authority(s). I am not, or have not committed, or been charged in court with, any psychoactive substance abuse offences. I am not suffering from any physical or mental condition which renders me unfit to exercise the privileges of my licence.

I declare to the best of my knowledge and belief that the statements made and the information supplied in this form, including the flying hours indicated in the "Declaration of Flying Experience, are complete and correct. I understand that any false representations made by me for the purpose of obtaining the Singapore licence is an offence under the Air Navigation Order (ANO) and I may be subject to the penalties stipulated there under and any Singapore licence granted pursuant to the application will be revoked.

I authorise the collection by the Chief Executive of the Civil Aviation Authority of Singapore or any person authorised by the Chief Executive, and the disclosure to the Chief Executive by any person, organisation or government department of any details of my knowledge and compliance with aviation safety regulatory requirements.

I authorise the Chief Executive to use, and disclose, the information obtained about me for any purpose under the Air Navigation Order, or other such purpose permitted by law.

Name & Signature of Applicant:	Date:

Part VI - Verification of Documents by Recruitment Officer of Air Operator or Aviation Organisation

Check Items	Satisfactory	Unsatisfactory	Remarks
Validity of ATPL / CPL			
Validity of Medical Certificate			
Validity of Radiotelephony (RT licence) Or : Statement on RT licence from Foreign CAA			
Validity of Certificate of Test / Aircraft Rating			
Validity of Instrument Rating (IR on Licence) Or : Validity of Most Recent IR Report/Pilot Proficiency Check Report Or : Letter of Authentication from Foreign Airline / CAA on Instrument Rating			
Certification (stamp) from Foreign Airline / CAA on current logbook Or : Letter of Authentication from Foreign Airline / CAA on flying hours Or : Computer printouts of flying hours from Foreign Airline / CAA			
<p>'Current' as per SASP 2 Chapter 12 Paragraph 20</p> <p>Currently rated on the aircraft type sought in the foreign licence</p> <p>Has operated at least 4 commercial operations in the aircraft type sought in the 12 months immediately preceding the date of application</p> <p>Has completed 2 proficiency checks of the aircraft type sought in the 12 months immediately preceding the date of application. (at least 4 months apart)</p> <p>Has operated the flight controls during at least three take-offs and landings in the 90 days preceding the date of application</p>			<p>Aircraft Type:</p> <p>Date of commercial operations</p> <ol style="list-style-type: none"> 1. 2. 3. 4. <p>Date of proficiency checks</p> <ol style="list-style-type: none"> 1. 2. <p>Date of 3 take-offs & landings</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>I have assessed the licence and documents submitted by the applicant for validity and completeness and found them to be satisfactory.</p>			
<p>_____</p> <p>Name of Recruitment Officer</p>		<p>_____</p> <p>Signature & Date</p>	

Part VII - Training Programme Proposed by the Air Operator or Aviation Organisation's Chief Pilot / Head of Training

Proposed Training Programme (Any proposed exemption or deviation from CAAS requirement or CAAS approved organisation procedures must be highlighted and justified.) :

Name of Chief Pilot / Head of Training Signature & Date

For Official Use		
Date Received: (dd/mm/yyyy)	Received by:	
Attach Receipt Issued by POS	Receipt No:	Payment method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order (MO) <input type="checkbox"/> Cheque MO/ Cheque No.: _____ -

DECLARATION OF FLYING EXPERIENCE



Name: _____	Indicate the licence sought: <input type="checkbox"/> Commercial Pilot Licence <input type="checkbox"/> Commercial Pilot Licence (with Instrument Rating) <input type="checkbox"/> Airline Transport Pilot Licence
Signature: _____	

Instructions and Notes

- The declaration of flying experience must be made in compliance with the requirements in the Singapore Air Safety Publication Part 2, specifically Appendix D.
- Foreign military flying hours will not be recognised.
- Please indicate "NA" for fields that are not applicable.
- Flying hours declared must be based on the aircraft for the licence sought. i.e. Aeroplane hours for aeroplane licence, helicopter hours for helicopter licence

Ref	Description	Hours / Landings Claimed	For Official Use Only
SASP2 Chap12 Para:			
TOTAL FLYING EXPERIENCE			
4a, 6a, 16a, 16b	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
CROSS COUNTRY FLYING			
4a, 5a, 6b	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
	Date of flight \geq 300 nm which the aeroplane landed and came to rest at not less than two intermediate aerodromes		

Ref	Description	Hours / Landings Claimed	For Official Use Only
NIGHT FLYING			
4b, 6c	As pilot-in-command (PIC) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
	No. of unassisted take-offs and landings		
INSTRUMENT FLYING			
4c, 5b, 5ci, 6d	As pilot-in-command (PIC) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As pilot-under-instruction (P U/T) of multi-engines aeroplanes		
	Instrument ground time from approved multi-engine simulator as pilot-under-instruction (P U/T)		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
NIGHT CROSS COUNTRY FLYING			
6c, 16c	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	Date of two flights as pilot-in-command (PIC) terminating at an aerodrome \geq 65 nm from the point of departure	1. 2.	
INSTRUMENT CROSS COUNTRY FLYING			
16c	As pilot-in-command (PIC) of aeroplanes		
OTHER FLYING EXPERIENCE			
6e	As pilots on civil registered multi-engine transport aeroplanes certificated for operations with a minimum crew of at least 2 pilots		
ii	As pilot of multi-engine aeroplanes		