



RWANDA CIVIL AVIATION AUTHORITY
P.O.BOX 1122, KIGALI-RWANDA

PUBLICATION NOTICE

PERSONNEL LICENSING SUBMISSION OF APPLICATIONS

Reference is made to Rwanda Civil Aviation Personnel Licensing submission of Applications.

In RCAA-PEL's continuing efforts to serve the industry, applicant(s)/representative are advised of the following updates to procedures;

A. REQUEST FOR INITIAL, RENEWAL OR REISSUANCE OF CERTIFICATE

1. All request for initial, renewal and reissuance of license, rating, and authorization certificates are to be made **THIRTY (30) CALENDAR DAYS PRIOR TO EXPIRATION**.
2. Request greater than Thirty (30) calendar days are to be submitted on company letter head with dates and signed by the organizations Directorship or by a person designated by the Directorship giving reasons why there is a need for the request.
3. Request less than **FIFTEEN (15) CALENDAR DAYS PRIOR** to expiration of license, rating, and authorization are to be submitted on company letter head with dates and signed by the organizations Directorship or by a person designated by the Directorship giving reasons for delay.

In continuing efforts of adhering to COVID-19 protocols, we strongly suggest submitting applications via applications.licensing@caa.gov.rw This email is created for the sole purpose of submission of applications. Communications for all other matters shall continue to be submitted on the existing email of licensing@caa.gov.rw.

4. For all license applications for VALIDATION AND CONVERSION, required documents must be valid NO LESS THAN THREE (3) CALENDAR MONTHS before date of expiration of the document(s).

B. ACCEPTANCE OF APPLICATIONS

1. When applications are submitted to the PEL office a cursory review will be done in front of the applicant(s) / representative for correctness and package content as per supporting documents listed on the application.
2. During the cursory review those applications that are ACCEPTABLE will be immediately communicated to the applicant(s)/representative.
3. If during the cursory review the application is incomplete, it will be REJECTED. The reason for the rejection will be communicated to the applicant(s) / representative and immediately stamped “Rejected by RCAA” and returned to the applicant.
 - i. In the case of applications submitted using the applications.licensing@caa.gov.rw , an email will be sent with a request for acknowledgement for the REJECTION received.
 - ii. The email’s subject box will state “REJECTED APPLICATION” and the reason for the rejection will be listed in the email.

C. COLLECTION OF CERTIFICATES

1. RCAA will send a notice for readiness and collection of certificates to the airmen and/or operator.
2. Certificates must be collected within **THIRTY (30) CALENDAR DAYS** of notification from the RCAA-PEL office. Certificates unable to be collected within the mentioned time, reason(s) for delay shall be communicated by applicant on company letter head with dates and signed by the organizations Directorship or by a person designated by the Directorship giving reasons for delay.

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This applies ONLY for collection of license/certificates. At no time, under no circumstances should Airmen accept or operate a position without his/her current license or certificate.

Note: license not collected may be assumed the airmen is negligent and in violation of applicable RCARs regarding ‘possession of licenses [certificates] and medicals and the applicant may be subject to being penalized as per Rwanda Civil Aviation Regulations Civil Penalties /Administrative Fines found on caa.gov.rw.

SECTION	PARTICULARS	FINES (RWANDESE FRANCS)	
		INDIVIDUAL	ORGANIZATION
Part 14	License Required	500,000 – 1,000,000	1,000,000 – 2,000,000
<p><i>Administrative Fines may include but not be limited to other applicable regulations as deemed necessary by the Authority. A complete list of Administrative Fines can be found on the RCAA website.</i></p>			

Applications for licenses can be found on caa.gov.rw>Laws and Regulations>Forms

Fees for Licenses can be found on caa.gov.rw on AERONAUTICAL INFORMATION PRODUCTS.

This notice will be effective from 19th August 2021.
 Done at Kigali, on.....

Winnie NGAMIJE
 Deputy Director General
 Rwanda Civil Aviation Authority

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