



GUIDANCE FOR ADDITION OF RATING(S) TO A CIVIL AVIATION AUTHORITY BAHAMAS (CAA-B) FLIGHT DECK CREW LICENCE

Added Rating - The action taken by the Authority in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered in The Bahamas.

All applicants for the addition of ratings to a CAA-B licence must follow the four (4) phase process outlined below:

- Phase 1 - document submission
- Phase 2 - CAA-B testing
- Phase 3 - evaluation and approval process
- Phase 4 - payment and collection

PHASE 1

DOCUMENT SUBMISSION

Applicants for added rating(s) to an existing CAA-B licence must complete form No. **PEL001-00** and submit the supporting documents from the listing below and email all documents to pelinfo@caabahamas.com.

Supporting Documents

- Completed application form No. **PEL001-00** (see back of application form for guidance)
- Valid foreign Medical Certificate (front and back)
- Valid CAA-B Medical Certificate (see CAA-B Civil Aviation Publication (CAP) PEL 02 Aero Med Chapter 5: 5.1 - 5.2)
- Valid foreign licence (colour copy front and back)
- Valid CAA-B licence
- Training records (Training records from Approved Training Organization, Knowledge Test Report & Skill test Report and Certificate of Completion)
- Evidence of recency - (Record of flight - last four pages totaled and signed, if applicable)
- See CAR LIC Chapter 1 LIC-.065. A pilot shall not operate an aircraft in commercial air transport or carrying passengers: (1) as PIC or co-pilot unless he/she has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings in an aircraft of the same type or class or an FFS representing that type or class. The 3 take-offs and landings shall be performed in either multi-pilot or single pilot operations, depending on the privileges held by the pilot;
- Evidence of currency - (Proficiency Check or Bi-annual conducted within the last twelve
- (12) months)

Please note that images taken with a personal digital device will be rejected. Please note that each document must be scanned in colour and submitted in separate attachments, and the files named as per the attachment, as shown by this example:

(Last name, First name Middle name PEL number-Licence type, document type) Doe, John Sam 00000-ATPL passport.

If all documents are not attached as required (valid, signed, legible or scanned clearly) or fields not completed correctly, you will receive a "Letter of Rejection", and your application package

returned in full as submitted advising that the package is not acceptable for further processing due to the missing or incomplete document(s) that are required for submission.

The CAA-B will confirm the validity of all foreign medicals and licences.

The processing of a satisfactory application package for an added rating(s) will commence upon receipt of satisfactory verification from the foreign Civil Aviation Authority. If the verification was not satisfactory, you will receive an email correspondence, with a "Letter of Rejection", stating specifics as per the issuing State.

PHASE 2

CAA-B TESTING

An applicant for an added rating(s) to an existing CAA-B licence will be required to demonstrate their proficiency by submitting to a skill test administered by a CAA-B Inspector or a CAA-B Designated Examiner.

PHASE 3

EVALUATION AND APPROVAL PROCESS

All applications are evaluated by CAA-B technical personnel to ensure that all applicants meet the international standards and regulatory requirements for the issuance of a CAA-B document, and upon satisfactory completion of the evaluation, applications are approved. The evaluation and approval process can take an average of twenty (20) business days; however, this is an estimated time and processing can go beyond this time frame due to extenuating circumstances such as verification of documents by a foreign CAA.

PHASE 4

PAYMENT AND COLLECTION

Payment

Upon approval, an invoice for payment will be initiated by the Finance Department and sent via email to the applicant. The preferred method of payment is done through the CAA-B website caabahamas.com payment portal or point of sale at the CAA-B's office.

Alternative methods of payments are listed on the following page:

I. USD International Wire Transfer

Intermediary Bank: **CHASUS33**
J.P. Morgan Chase Bank
New York
ABA: **021000021**
Beneficiary Bank: **ROYCBSNS**
Royal Bank (Bahamas) Limited Nassau, Bahamas
Beneficiary Account #: **056254121059**
Beneficiary Name: **Civil Aviation Authority Bahamas**

II. Direct Deposit

Bank: **Royal Bank of Canada (Bahamas) Limited**
Branch Transit: **05625**
Code: **003**
Customer Name: **Civil Aviation Authority of The Bahamas**
Customer Account #: **2881423**

Collection

Notice of collection will be emailed to the applicant for collection upon approval, via pelinfo@caabahamas.com. If third-party collection is required on behalf of the applicant, the applicant must send an email to pelinfo@caabahamas.com, authorising the third-party collection. The individual collecting the licence must present a valid, government-issued photo identification. Proof of payment must be provided upon collection.