



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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## General Notice

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### MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 230

1997

#### PROPOSED CIVIL AVIATION REGULATIONS : PART 64 - PERSONNEL : CABIN CREW LICENSING

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

Part of the short-term legislative reform involves the updating of the regulations made under the Aviation Act, 1962 (Act 74 of 1962).

Due to the nature and extensive range of subjects which need to be regulated, this part of the project will be executed in phases and regulations will be published accordingly. The proposed structure of the Civil Aviation Regulations is set out in Schedule 1.

All the definitions for the proposed civil aviation regulations will be contained and published in Part 1. The definitions for each Part will however be published with each set of proposed regulations, to facilitate the interpretation thereof. The definitions associated with the proposed regulations on cabin crew licensing are set out in Schedule 2.

The Director : Civil Aviation invites all interested parties to comment on the proposed structure of the Civil Aviation Regulations, the proposed definitions associated with the proposed regulations, as well as the proposed regulations on Cabin Crew Licensing, set out in Schedule 3. The proposed regulations represent Part 64 of the proposed structure.

The proposed regulations on Cabin Crew Licensing make provision for certain information to be contained in a document called Document NA-CATS-FCL. The compilation of the document does not form part of this project, but it is envisaged as a document that will contain all the technical standards regarding cabin crew licensing.

Comments or representations should be lodged in writing and should reach the Ministry not later than **90 days** from the date of publication of this notice. Correspondence should be addressed to:

The Director : Civil Aviation

Ministry of Works, Transport and Communication

Department of Transport

Private Bag 12003

WINDHOEK

Attention : Mr Louis Lourens

Telephone : 208-2159

Fax : 238-884

Upon expiry of the aforementioned 90 day period, all comments which have been received will be evaluated for possible incorporation into the proposed regulations on Cabin Crew Licensing and if necessary, a workshop will be held to finalise the proposed regulations.

**SCHEDULE 1**  
**NAMIBIAN CIVIL AVIATION REGULATIONS STRUCTURE**

<p><b>DEFINITIONS</b></p> <p>Part 1 Definitions</p> <p><b>PROCEDURES</b></p> <p>Part 11 Procedures for making regulations, issuing technical Standards and granting exemptions</p> <p>Part 12 Aviation accidents and incidents</p> <p>Part 13 Enforcement procedures</p> <p><b>AIRCRAFT</b></p> <p>Part 21 Certification procedures for products and parts</p> <p>Part 34 Engine Emissions</p> <p>Part 36 Noise certification</p> <p>Part 43 General maintenance rules</p> <p>Part 47 Aircraft registration and marking</p> <p><b>PERSONNEL</b></p> <p>Part 61 Pilot licensing</p> <p>Part 63 Flight engineer licensing</p> <p>Part 64 Cabin crew licensing</p> <p>Part 65 Air traffic service personnel licensing</p> <p>Part 66 Aircraft maintenance engineer licensing</p> <p>Part 67 Medical requirements</p> <p><b>RULES OF THE AIR AND GENERAL OPERATING RULES</b></p> <p>Part 91 General operating and flight rules</p> <p>Part 92 Conveyance of dangerous goods</p> <p>Part 98 Operation of powered paragliders</p> <p>Part 100 Operation of gyroplanes</p> <p>Part 101 Operation of unmanned balloons, kites, rockets, pilotless and model aircraft</p> <p>Part 102 Operation of free balloons and airships</p> <p>Part 103 Operation of microlight aeroplanes</p> <p>Part 104 Operation of gliders</p> <p>Part 105 Parachuting operations</p> <p>Part 106 Operation of hang gliders</p>	<p><b>CERTIFICATED AIRCRAFT OPERATORS AND OTHER FLIGHT OPERATIONS</b></p> <p>Part 121 Air transport operations - large aeroplanes</p> <p>Part 127 Air transport operations - helicopter</p> <p>Part 133 Helicopters external load operations</p> <p>Part 135 Air transport operations - small aeroplanes</p> <p>Part 137 Agricultural aircraft operations</p> <p>Part 138 Emergency medical services operations</p> <p><b>ORGANISATIONS</b></p> <p>Part 141 Aviation training organisations</p> <p>Part 145 Aircraft maintenance organisations</p> <p>Part 147 Design organisations</p> <p>Part 148 Manufacturing organisations</p> <p>Part 149 Aviation recreation organisations</p> <p><b>AERODROMES AND HELIPORTS</b></p> <p>Part 139 Licensing</p> <p>Part 139 General standards</p> <p><b>AIR TRAFFIC SERVICES</b></p> <p>Part 172 Airspace and air traffic services</p> <p><b>AERONAUTICAL INFORMATION AND RELATED SERVICES</b></p> <p>Part 174 Meteorological information services</p> <p>Part 175 Aeronautical information services</p> <p><b>ADMINISTRATION</b></p> <p>Part 183 General</p> <p>Part 185 Offences</p> <p>Part 187 Fees</p>
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**SCHEDULE 2****Definitions**

In these regulations, unless the context otherwise indicates -

“approved” means approved by the Director;

“date of application” when used in connection with the issue, renewal or re-issue of a licence, certificate or rating, means the date on which the application is received in a form acceptable to the Director;

“day” means the period between the end of morning civil twilight and the beginning of evening civil twilight;

“Document NA-CATS-FCL” means a document on the Namibian Civil Aviation Technical Standards relating to Flight Crew Licensing, which is published by the Director in terms of the Act;

“examiner” means an examiner designated by the Director in terms of regulation 64.01.9;

“flight” means from the moment an aircraft commences its take-off until the moment it completes its next landing;

“flight instructor” means a pilot who is the holder of the appropriate flight instructor’s rating;

“flight time” means the total time occupied in flight together with the time occupied from the moment the aircraft first moves under its own power for the purpose of taking off until the moment it comes to rest at the end of the flight;

“maximum certificated mass” means the maximum permissible mass shown in the flight manual or other document associated with the certificate of airworthiness at which an aircraft may commence its take-off run under standard atmospheric conditions at sea-level;

“pilot-in-command” means the pilot responsible for the operation and safety of the aircraft in flight, without regard to whether or not he is manipulating the controls;

“rating” means an authorisation entered on or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence or certificate;

“simulator” means -

a flight procedures trainer or synthetic flight training device;

or

a type specific flight simulator;

“type of aircraft” means the type as prescribed by the Director;

“valid” when used in connection with a licence, certificate or rating issued, revalidated or renewed under these regulations, means that all the requirements applicable to such licence, certificate or rating, as prescribed by these regulations, have been complied with.

**SCHEDULE 3**  
**LIST OF REGULATIONS**

**SUBPART 1 : GENERAL**

- 64.01.1      Applicability
- 64.01.2      Authority to act as cabin crew member
- 64.01.3      Competency
- 64.01.4      Documentation
- 64.01.5      Logbooks
- 64.01.6      Medical fitness
- 64.01.7      Register of licences
- 64.01.8      Language
- 64.01.9      Designation of examiner
- 64.01.10     Suspension and cancellation of licence and appeal
- 64.01.11     Aviation training organisation

**SUBPART 2 : CABIN CREW MEMBER LICENCE**

- 64.02.1      Requirements for cabin crew member licence
- 64.02.2      Training
- 64.02.3      Theoretical knowledge examination
- 64.02.4      Skill test
- 64.02.5      Application for cabin crew member licence
- 64.02.6      Issuing of cabin crew member licence
- 64.02.7      Period of validity
- 64.02.8      Privileges

**SUBPART 1****GENERAL****Applicability**

**64.01.1** This Part shall apply to the application for and issuing of licences for cabin crew members, the privileges and limitations of such licences and matters related thereto.

**Authority to act as cabin crew member**

**64.01.2** (1) No person shall act as a cabin crew member of a Namibian registered aircraft unless such person is the holder of a valid cabin crew member licence issued by the Director in terms of this Part.

(2) No cabin crew member shall exercise privileges other than the privileges granted by the licence held by such cabin crew member.

**Competency**

**64.01.3** No cabin crew member shall exercise the privileges granted by a cabin crew member licence unless such cabin crew member maintains competency by complying with the requirements prescribed in this Part.

**Documentation**

**64.01.4** The Director shall ensure that a cabin crew member licence is issued in such a manner that the validity thereof may readily be determined by any appropriate authority.



## Logbooks

**64.01.5** (1) A cabin crew member shall maintain a logbook and shall record therein all flight time spent as a cabin crew member.

(2) The form of and information to be contained in a logbook referred to in subregulation (1) and the manner in which such logbook has to be maintained, shall be prescribed in Document NA-CATS-FCL.

## Medical fitness

**64.01.6** An applicant for or the holder of a cabin crew member licence shall obtain a class 2 medical certificate issued in terms of Part 67.

## Register of licences

**64.01.7** (1) The Director shall maintain a register of all cabin crew member licences issued in terms of the regulations in this Part.

- (2) The register shall contain the following particulars:
- (a) The full name of the holder of the licence;
  - (b) the postal address of the holder of the licence;
  - (c) the date on which the licence was issued;
  - (d) the nationality of the holder of the licence.

(3) The particulars referred to in subregulation (2) shall be recorded in the register within seven days from the date on which the licence is issued by the Director.

(4) The register shall be kept in a safe place at the office of the Director.

(5) A copy of the register shall be furnished by the Director, on payment of the appropriate fee as prescribed in Part 187, to any person who requests the copy.

### **Language**

**64.01.8** Cabin crew members shall have sufficient ability in reading, speaking and understanding the English language to enable them to adequately carry out their responsibilities as cabin crew members.

### **Designation of examiner**

**64.01.9** (1) The Director may designate an examiner to conduct skill tests and to issue skill test reports.

(2) The privileges referred to in subregulation (1) shall be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NA-CATS-FCL.

(3) The Director shall sign and issue to each designated examiner a document which shall state the full name of such examiner and contain a statement that -

- (a) such examiner has been designated in terms of subregulation (1); and
- (b) such examiner is empowered to exercise the privileges referred to in subregulation (1).

### **Suspension and cancellation of licence and appeal**

**64.01.10** (1) A flight inspector may suspend for a period not exceeding 30 days, a cabin crew member licence, if -

- (a) it is evident that the holder of the licence does not comply with the requirements prescribed in this Part, and such holder fails to remedy such non-compliance within 30 days after receiving notice in writing from the flight inspector to do so; or
- (b) the suspension is necessary in the interests of aviation safety.

(2) The flight inspector who has suspended a licence in terms of subregulation (1), shall deliver a report in writing to the Director, stating the reasons why, in his or her opinion, the suspended licence should be cancelled.

(3) The flight inspector concerned shall submit a copy of the report referred to in subregulation (2), to the holder of the licence which has been suspended, and shall furnish proof of such submission for the information of the Director.

(4) The holder of a licence who feels aggrieved by the suspension of the licence, may appeal against such suspension to the Director, within 30 days after such holder becomes aware of such suspension.

(5) An appellant shall deliver an appeal in writing, stating the reasons why, in his or her opinion, the suspension should be varied or set aside.

(6) The appellant shall submit a copy of the appeal and any documents or records supporting such appeal, to the flight inspector concerned and shall furnish proof of such submission for the information of the Director.

(7) The flight inspector concerned may, within 30 days of receipt of the copy of the appeal referred to in subregulation (6), deliver his or her written reply to such appeal to the Director.

(8) The Director may -

(a) adjudicate the appeal on the basis of the documents submitted to him or her; or

(b) order the appellant and the flight inspector concerned to appear before him or her, either in person or through a representative, at a time and place determined by him or her, to give evidence.

(9) The Director may confirm, vary or set aside the suspension referred to in subregulation (1).

(10) The Director shall -

- (a) if he or she confirms the suspension in terms of subregulation (9); or
- (b) if a licence is suspended in terms of subregulation (1) and the holder thereof does not appeal against such suspension in terms of subregulation (4),

cancel the licence concerned.

#### **Aviation training organisation**

**64.01.11** Training as required by this Part shall only be provided by the holder of an aviation training organisation approval issued in terms of Part 141.

**SUBPART 2**  
**CABIN CREW MEMBER LICENCE**

**Requirements for cabin crew member licence**

**64.02.1** An applicant for the issuing of a cabin crew member licence shall -

- (a) be not less than 18 years of age;
- (b) hold a valid class 2 medical certificate issued in terms of Part 67;
- (c) have successfully completed the training referred to in regulation 64.02.2;
- (d) have passed the theoretical knowledge examination referred to in regulation 64.02.3; and
- (e) have undergone the skill test referred to in regulation 64.02.4.

**Training**

**64.02.2** An applicant for the issuing of a cabin crew member licence shall have successfully completed the appropriate training as prescribed in Document NA-CATS-FCL.

**Theoretical knowledge examination**

**64.02.3** (1) An applicant for the issuing of a cabin crew member licence shall have passed the appropriate written examination as prescribed in Document NA-CATS-FCL.

(2) The applicant who fails a theoretical knowledge examination, may apply for retesting after the appropriate period specified in Document NA-CATS-FCL.

**Skill test**

**64.02.4** (1) An applicant for the issuing of a cabin crew member licence shall demonstrate to a designated examiner, the ability to perform as cabin crew member of an aircraft, the procedures as prescribed in Document NA-CATS-FCL, with a degree of competency appropriate to the privileges granted to the holder of a cabin crew member licence.

(2) The applicant shall undergo the skill test referred to in subregulation (1) within six months of passing the theoretical knowledge examination referred to in regulation 64.02.3 and within 90 days immediately preceding the date of application.

**Application for cabin crew member licence**

**64.02.5** An application for a cabin crew member licence shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NA-CATS-FCL; and

- (b) accompanied by -
  - (i) original or certified proof of -
    - (aa) the identity of the applicant; and
    - (bb) the age of the applicant;
  - (ii) a valid class 2 medical certificate issued in terms of Part 67;
  - (iii) original or certified proof that the applicant has passed the theoretical knowledge examination referred to in regulation 64.02.3;
  - (iv) the skill test report as prescribed in Document NA-CATS-FCL, signed by a designated examiner;
  - (v) the appropriate fee as prescribed in Part 187; and
  - (vi) two recent passport size photographs of the applicant.

#### **Issuing of cabin crew member licence**

**64.02.6** (1) The Director shall issue a cabin crew member licence if the applicant complies with the requirements referred to in regulation 64.02.1.



(2) A licence shall be issued on the appropriate form as prescribed in Document NA-CATS-FCL.

(3) Upon the issuing of a licence the holder thereof shall forthwith affix his or her signature in ink in the space on the licence provided for such purpose.

### **Period of validity**

**64.02.7** A cabin crew member licence shall be valid for an indefinite period: Provided that the privileges of such licence shall not be exercised by the holder thereof unless -

- (a) he or she is the holder of a valid class 2 medical certificate issued in terms of Part 67; and
- (b) he or she undergoes the recurrent training prescribed in Part 121.

### **Privileges**

**64.02.8** The holder of a valid cabin crew member licence shall be entitled to act as a cabin crew member for the type of aircraft in respect of which the holder received his or her training referred to in regulation 64.02.2 and which is specified on such licence.

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