

## CHAPTER 5. SPECIFICATIONS FOR PERSONNEL LICENCES

### 5.1 General

5.1.1 A personnel licence issued by a Contracting State in accordance with the relevant provisions of this Annex shall conform to one of the following specifications in this chapter:

- a) licences issued on first quality paper or other suitable material, including plastic cards; or
- b) electronic personnel licences on self-contained mobile electronic visual display devices.

*Note.- Examples of self-contained mobile electronic visual display devices are mobile phones, tablets or other mobile devices.*

5.1.2 A Contracting State having issued a licence shall ensure that other States are able to easily determine the licence privileges and validity of ratings.

*Note.- Operator records or a flight crew member's personal log book, in which maintenance of competency and recent experience may be satisfactorily recorded, are not normally carried on international flights.*

### 5.2 Specifications for licences issued on first quality paper or other suitable material, including plastic cards

#### 5.2.1 Details

The following details shall appear on the licence issued on first quality paper or other suitable material, including a plastic card:

- I) Name of State (in bold type);
- II) Title of licence (in very bold type);
- III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence;
- IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman);
- IVa) Date of birth;
- V) Address of holder if desired by the State;
- VI) Nationality of holder;
- VII) Signature of holder;
- VIII) Authority and, where necessary, conditions under which the licence is issued;
- IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence;

## ***Annex 1 - Personnel Licensing***

## ***Chapter***

- X) Signature of officer issuing the licence and the date of such issue;
- XI) Seal or stamp of authority issuing the licence;
- XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
- XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; and
- XIV) Any other details desired by the State issuing the licence.

### **5.2.2 Material**

First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in 5.2.1 shown clearly thereon.

### **5.2.3 Language**

When licences are issued in a language other than English, the licence shall include an English translation of at least items I), II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with 1.2.2.1 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

### **5.2.4 Arrangement of items**

Item headings on the licence shall be uniformly numbered in roman numerals as indicated in 5.2.1, so that on any licence the number will, under any arrangement, refer to the same item heading.

*Note.- Item headings may be arranged in such order as may best suit the convenience of the Contracting State issuing the licence.*

## **5.3 Specifications for electronic personnel licences**

5.3.1 Electronic personnel licences shall be issued in accordance with the specifications of this section.

5.3.1.1 The licence information shall replicate the information contained in the Licensing Authority's electronic records and contain a common form in accordance with Appendix 4.

5.3.1.2 The licence shall have the digital signature of the Licensing Authority's officer issuing the licence and the most recent date and time of issue.

5.3.1.3 Digital signatures on licences shall conform to recognized international standards and have an appropriate level of security.

*Note.- Guidance on digital signatures is contained in the Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379).*

**Chapter****Annex 1 - Personnel Licensing**

---

**5.3.2 Medium (material)**

5.3.2.1 The licence details shall be displayed on self-contained mobile electronic visual display devices.

5.3.2.2 The image of the licence displayed shall contain suitable active security features to differentiate it from a static image.

**5.3.3 Language**

The licence shall include the acronym "ICAO" as a hyperlink to an electronic display of the licence in the English language in accordance with the common form in Appendix 4.

**5.3.4 Arrangement of items**

The licence shall contain a view that replicates the wording and arrangement, in the English language, of the common form shown in Appendix 4.

**5.3.5 Online and offline verification**

5.3.5.1 The authenticity and validity of the licence shall be electronically verifiable online when an internet connection is available.

5.3.5.2 The authenticity and validity of the licence shall be electronically verifiable offline when there is no internet connectivity available through a means that imposes no undue burden on the State(s) verifying the authenticity or validity of the licence.

*Note.- Guidance on a standard software application that States issuing electronic personnel licences can use for a harmonized, offline means of licence verification is contained in the Electronic Personnel Licence and Related Record-keeping chapter of the Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379).*

**5.3.6 Medical assessments**

The licence shall include, when applicable, the current medical assessment with class, expiry date, and any medical limitations deemed relevant by the Licensing Authority.

**5.3.7 Additional supplementary information**

When supplementary information is added to the licence, it shall also be inserted in the additional supplementary information section of the common form in Appendix 4.

Copyright ICAO. The use of ICAO's copyrighted material is solely for the purpose of this consultation, and not for any other use except in accordance with ICAO copyright terms and conditions.

## APPENDIX 4. COMMON FORM OF THE ELECTRONIC PERSONNEL LICENCE

(Chapter 5, Section 5.3, refers)

The common form shall be in the English language.

Electronic personnel licence		
<b>General</b>	<b>I</b>	Name of State (in bold type);
	<b>II</b>	Title of licence (in very bold type);
	<b>III</b>	Serial number of the licence, in Arabic numerals, given by the authority issuing the licence;
<b>Personnel information</b>	<b>IVa</b>	Photograph of holder <sup>1</sup> ;
	<b>IVb</b>	Name of holder in full (in Roman alphabet also if script of national language is other than Roman);
	<b>IVc</b>	Date of birth (dd-mm-yyyy);
	<b>V</b>	Address of holder if desired by the State;
	<b>VI</b>	Nationality of holder;
	<b>VII</b>	Script signature of holder;
<b>Issuing authority</b>	<b>VIII</b>	Authority and, where necessary, conditions under which the licence is issued;
	<b>IX</b>	Certification concerning validity and authorization for holder to exercise privileges appropriate to the licence;
	<b>X</b>	Digital signature of officer issuing the licence and the date and time of such issue;
	<b>XIa</b>	Seal or stamp of authority issuing the licence;
	<b>XIb</b>	Date and time of last synchronization with the server of the Licensing Authority;
	<b>XIc</b>	Machine readable code to retrieve authentication data;

1. Guidance on the maximum age of the photograph is contained in the *Manual of Procedures for Establishment and Management of a State's Personnel Licensing System* (Doc 9379). Photograph specifications are contained in the *Machine Readable Travel Documents, Part 3 — Specifications Common to all MRTDs* (Doc 9303).

Electronic personnel licence		
<b>Ratings</b>	<b>XII</b>	Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
<b>Remarks</b>	<b>XIII</b>	Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention;
	<b>XIV</b>	Any other details desired by the State issuing the licence;
<b>Medical assessment</b>	<b>XVa</b>	Class (1, 2 or 3);
	<b>XVb</b>	Expiry date (dd-mm-yyyy);
	<b>XVc</b>	Special medical limitations <sup>2</sup> , if any;
	<b>XVd</b>	Other information associated with the medical assessment as determined by the Medical Authority;
<b>Additional supplementary information</b>	<b>XVIa</b>	Other information associated with the licence as determined by the Licensing Authority;
	<b>XVib</b>	Other information associated with the licence as determined by the Licensing Authority; and
	<b>XVic</b>	Other information associated with the licence as determined by the Licensing Authority.

*Note.- Medical assessment is only required when specified in this Annex.*

---

2. Such as those specified in 1.2.4.10 c).