



INFORMATION NOTICE

Number: LIC 02/2020



Issued: April 27-04-2020

Hellenic CAA procedures in regards of how a 4/8 month extension of licences, ratings, certificates, and attestations are implemented.

(Relevant to COVID-19 HCAA Exemption LIC/2020-01/4363/27-03-2020)

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Affected
Licensed Personnel:	Affected

1. Applicability

HCAA licences, ratings, certificates and attestations issued in accordance with Annex I (Part-FCL), Annex IV (Part-MED) and Annex V (Part-CC) to Regulation (EU) No 1178/2011 for persons within an organisation for which Annex III (Part-ORO) to Regulation (EU) No 965/2012 is applicable (CAT/SPO/NCC Operators).

1.1

In accordance with COVID-19 HCAA Exemption LIC/2020-01/4363/27-03-2020, the validity period of all of the following is extended as follows:

By 4 months or until the end of the application of this Exemption (26-11-2020), whichever is the shorter period of time, in the case of:

(i) class ratings, type ratings and instrument ratings endorsed in Part-FCL commercial pilot licences (CPL, MPL, ATPL) for operating aircraft representing those classes and types within an organisation for which Annex III (Part-ORO) to Regulation (EU) No 965/2012 is applicable;

(ii) Part-MED Class 1 medical certificates of holders of the ratings and certificates specified in point (i) above;

Until the end of the application of this Exemption (26-11-20), in the case of:

- (i) Part-FCL instructor and examiner certificates the holders of which are involved in training and checking of the class and type ratings specified in point 1(i) above;
- (ii) Language proficiency endorsements as per point FCL.055 of Part-FCL;
- (iii) Privileges of Part-MED aeromedical examiner certificates related to Class 1 medical certificates;
- (iv) Medical reports of cabin crew as per point MED.C.030 of Part-MED.

2. Procedure implementation

2.1

Applicants shall have received refresher training, followed by the completion of an assessment by means* established by the operator to determine that the required level of knowledge to operate the applicable class or type is maintained. That assessment shall include class – or type – specific abnormal and emergency procedures. Upon successful completion of the refresher training as per above, the HCAA Attachment to a License (4523/31-03-2020) is completed signed and sealed accordingly by the authorised signatory of the operator. The Examiner nominated by the operator shall, upon the completion of an assessment, complete and sign the applicable PC form and enter the new expiry date of the relevant rating in the applicant's license. If applicable, the language proficiency endorsement*** (ELP) shall be entered in the licence of the pilot (either by an ELP Operational Assessor or an Examiner who holds ELP assessor privileges).

2.2

The following shall be submitted to the HCAA, physically (if circumstances permit) or electronically (d9d@hcaa.gr), for license re-issue or applicant's file update:

- HCAA Attachment to a License (4523/31-03-2020)
- Copy of endorsed license/Medical
- Applicable PC form
- Copy of applicable e-paravolo (fees)

2.3

Part-MED Class 1 medical certificates of holders of the ratings and certificates specified in point (i) above:
In case the applicant cannot have a physical appointment with an AME , the applicant shall send a copy of his valid medical certificate to the AME who will issue, sign, seal, and return to the applicant the medical certificate with the new extended validity period dates.**

Remark included: Extended validity period in accordance with HCAA Exemption LIC/2020-01/4363/27-03-2020

2.4

Part-FCL instructors and examiners certificate holders benefiting from this exemption shall hold a valid instructor and, if applicable, a valid examiner certificate. The new expiry date*** shall be endorsed by one of the following methods:

Instructors: in the licence of the pilot, either by the HCAA (re-issue) or the Examiner (hand written entry) nominated by the operator acting in accordance with point FCL.1030, as applicable;

Examiners: by the HCAA, upon an application, through the re-issuance of the Examiner's Certificate including the remark: Extended validity period in accordance with HCAA Exemption LIC/2020-01/4363/27-03-2020

Note: The Flight Crew when on duty, shall carry all the above relevant documents (originals or copies), available for inspection purposes (i.e. SAFA/SACA/Ramp checks).

3. Queries

3.1

Any queries or requests for further guidance as a result of this communication should be addressed to:

Personnel Licensing Section (D2/B)
Flight Standards Division
Hellenic Civil Aviation Authority
Vouliagmenis Av. 580 A
Argiroupoli 16 452
Greece
Mail: examiners@hcaa.gr

4. Validity

4.1

This Information Notice will remain in force until further notice.

*by means i.e.: briefing/leaflet/bulletin/CBT/video, (applicable to class ratings, type ratings, instrument ratings, and ELP).

**For Part-MED cabin crew medical report holders (without limitations, except visual ones) the validity period is eight months or till the end of the exemption validity period, whichever comes first.

***until the end of the application of this Exemption.