



Barbados Civil Aviation Department

BCAD Document PLAC-008

PERSONNEL
LICENSING
ADVISORY
CIRCULAR

TIMELY SUBMISSION OF
APPLICATIONS FOR THE GRANT,
RENEWAL, EXTENSION AND
VALIDATION OF LICENCES

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TIMELY SUBMISSION OF APPLICATIONS FOR THE GRANT, RENEWAL, EXTENSION AND VALIDATION OF LICENCES

1. Policy.....4

POLICY

The Barbados Civil Aviation Department has observed that aviation personnel have been submitting very late applications for the grant, renewal, extension and validation of licences, to this Department. This practice then results in applicants demanding virtually immediate processing of their documents. In addition, those entities not based in Barbados also engage in the practice of requesting the “faxing” of Certificates of Validity etc, when their expiry is imminent.

We reiterate that these practices are unacceptable and this office will not continue to facilitate requests of the nature aforementioned. All users of the stated services are therefore required to ensure that applications are submitted in a timely manner. In the case of flight crew licences for example, medical appointments should be scheduled no less than six week before the expiry of the medical certificate. There is no reason therefore why such applications should not be submitted in a reasonable timeframe in advance of the date of expiry.

You are therefore reminded that a period of at least fifteen (15) working days is required for the submission and processing of applications for non Barbados based entities, and a period of ten (10) working days for those that are based in Barbados. The timely processing of applications cannot be guaranteed if compliance with this guideline is not strictly adhered to.

Additionally this office, without exception, will no longer facilitate the processing of “walkin” or same day applications of any nature. Any document for processing, irrespective of its nature must comply with the timeframes stated in the previous paragraph.

Collection of Licences/Documents

Applicants wishing to have someone collect a renewed licence (or any other document) on their behalf should either indicate, on the application, the person who will collect on their behalf or the applicant may submit such a request in writing. Persons nominated as above to collect examination results on behalf of someone else are required to present an acceptable photo ID on collection