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GCAA ADVISORY CIRCULAR

PERSONNEL LICENCING
AC NO: GCAA AC/PEL-002 ISS 3

SUBJECT: TIME OF EXPIRY OF VALIDITY PERIODS

DATE REVISED: 31-07-2026
REVISED BY: Director, Safety
and Security

1. PURPOSE

This Advisory Circular is to inform about the establishment of a standard time of expiry and application for renewal of aviation personnel licenses, ratings, certificates, authorizations and validations.

Referenced Regulation/Requirements:

- Civil Aviation (Personnel Licensing) Regulations 2024
- Civil Aviation (Personnel Licensing) Requirements 2024 and amendments thereto.

This Advisory Circular No. GCAA AC/PEL-002 ISS 3, cancels and replaces all previous versions issued before July 31, 2026.

2. GENERAL

An Airman license, rating, certificate, authorisation or validation that is renewed or issued after the effective date of this circular will expire at midnight of the last day of the expiry month of that licence, rating, certificate, authorization or validation.

Holders requiring renewal of any of the above-mentioned documents should initiate the renewal process **at least two weeks** before its expiry date. Where a medical examination is required for the renewal of an aviation personnel licence, that medical examination may be done up to forty-five (45) days before the current medical assessment expires.

The processing time for application for renewal of an aviation document stated above is approximately ten (10) days.

Approved by:


Lt. Col. (Ret'd) Egbert Field, A.A.
Director General
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