

KCAA E-Citizen Portal end User Portal Manual

<https://ecitizen.kcaa.or.ke>



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System Access

Use the access link: <https://ecitizen.kcaa.or.ke>

To use the system, all customers will be required to have a Customer Account with KCAA.

For existing customers, all that is required is a valid email, and a self-service account validated through this email.

System Help/ User Manual

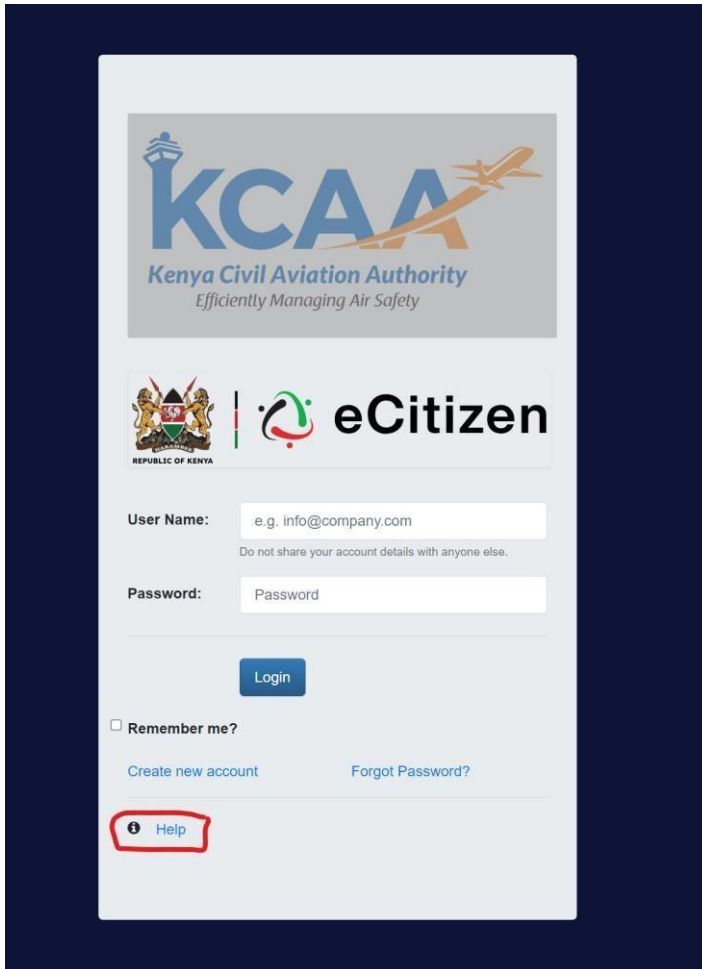
Option I

User manual available via this link:

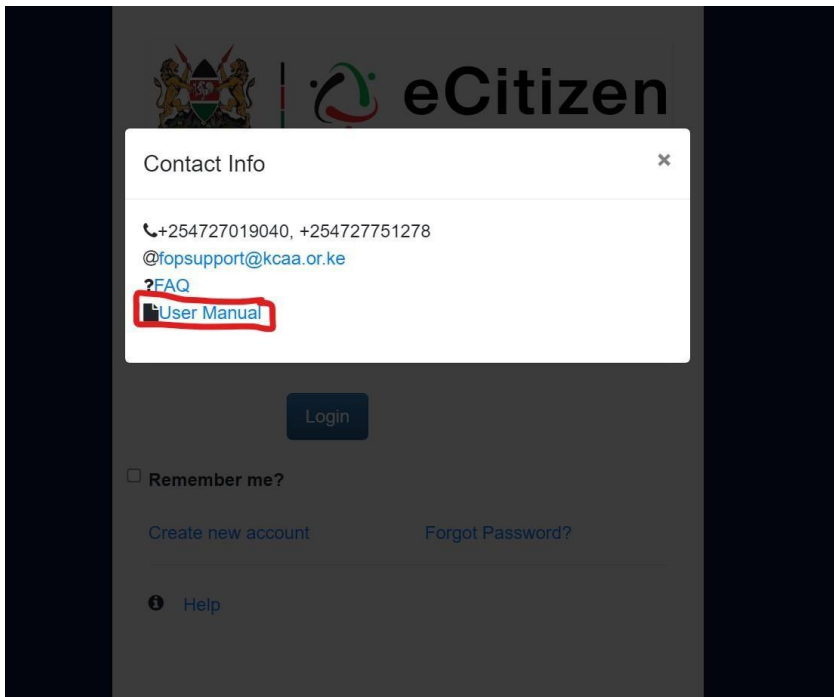
<https://drive.google.com/file/d/1RgYdiGBI3lPkrx62wCnM2cKUXm5wDpDt/view>

Option II

From the login page:



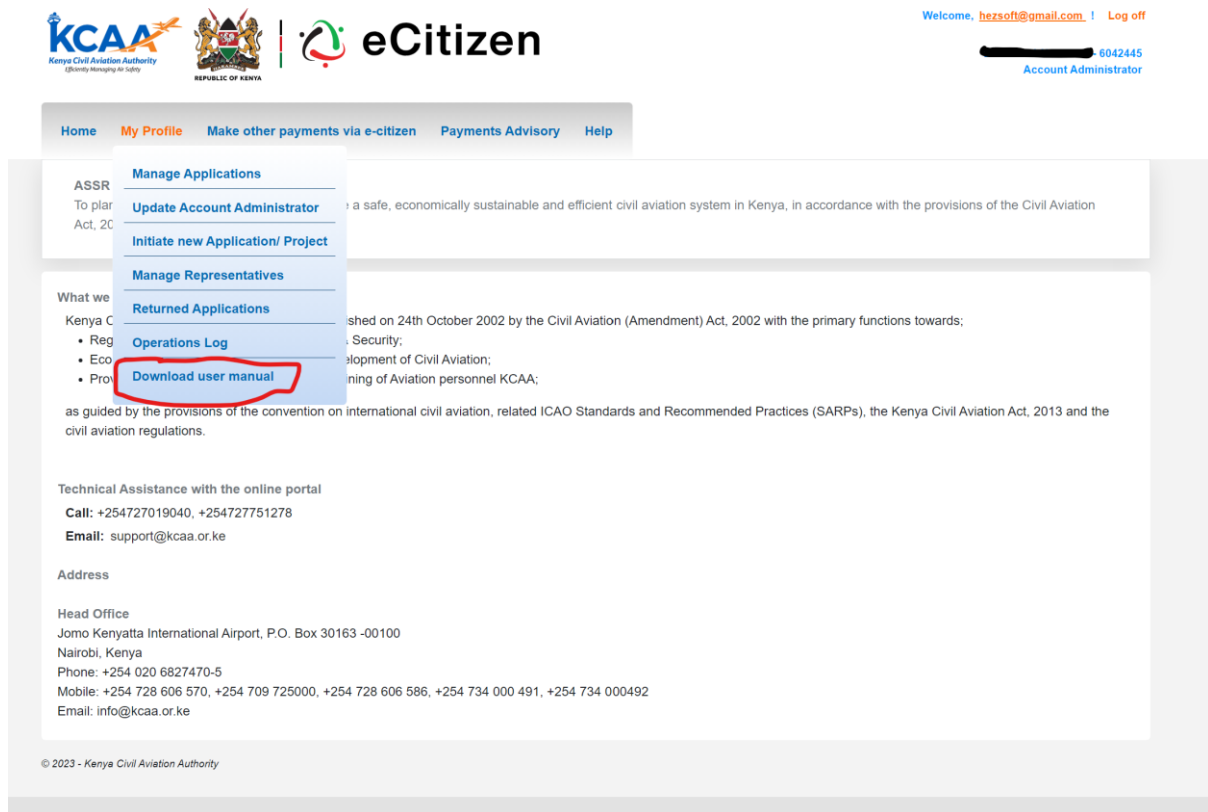
On the popup dialogue, click **User Manual**



For existing customers, all that is required is a valid email, and a self-service account validated through this email.

Option III

My profile > Download user manual



The screenshot shows the KCAA eCitizen portal interface. At the top, there are logos for KCAA, the Republic of Kenya, and eCitizen. A user is logged in as 'Account Administrator' with the email 'hezsoft@gmail.com'. The navigation menu includes 'Home', 'My Profile', 'Make other payments via e-citizen', 'Payments Advisory', and 'Help'. A dropdown menu is open under 'My Profile', showing options: 'Manage Applications', 'Update Account Administrator', 'Initiate new Application/ Project', 'Manage Representatives', 'Returned Applications', 'Operations Log', and 'Download user manual'. The 'Download user manual' option is highlighted with a red rectangle. Below the menu, there is a section titled 'What we do' with a list of services: 'Reg', 'Eco', and 'Pro'. Further down, there is contact information for technical assistance and the head office address.

Registration process.

The registration process entails the following.

1. Submission of a valid email
2. Self Service Account creation

All these tasks are initiated from the login page.

Conditions for emails

-Administrative account for **Organizations** should be function based. e.g. quality@xxx.com, operations@xxx.com

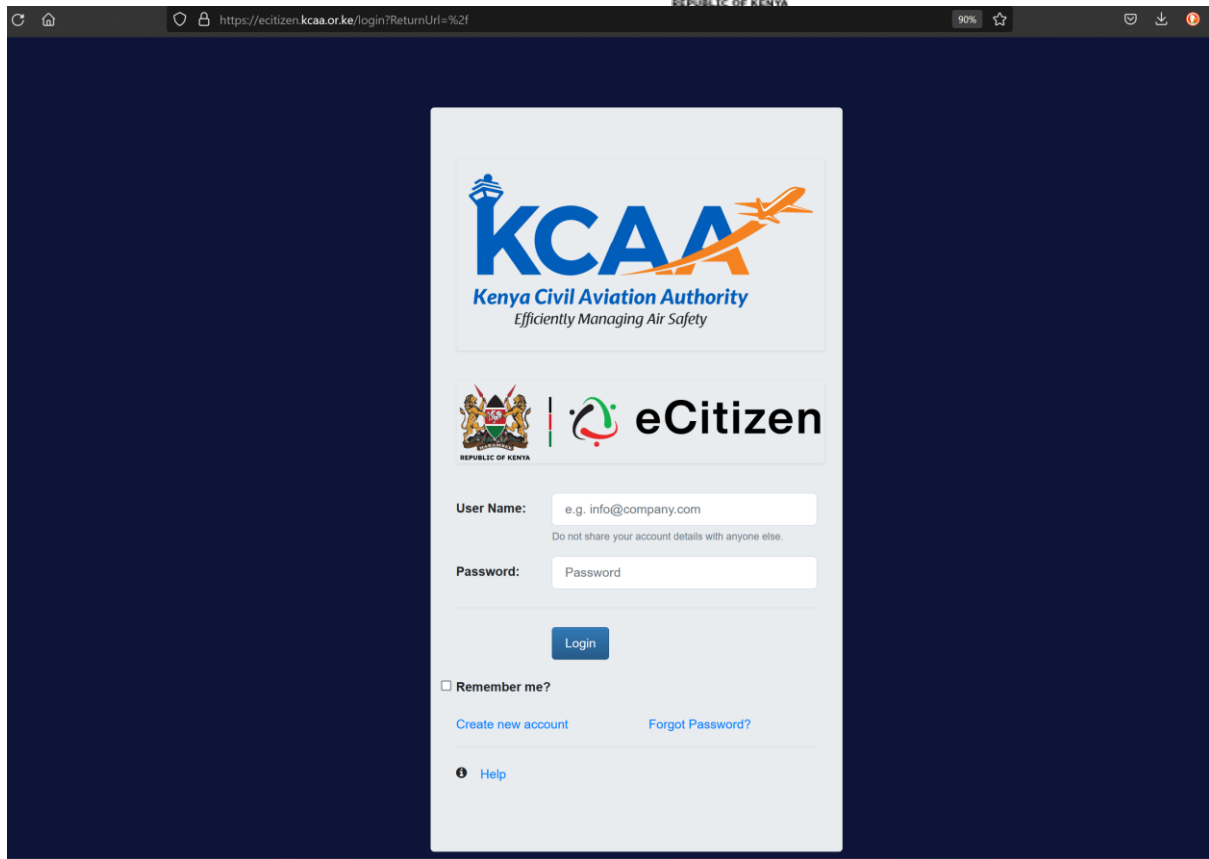
-Administrative accounts for **Individuals** can be function based/ personal mail

Once the Administrative account has been created, the Administrator can create as many **managed users** as needful.

Login Page

All customers will access the system via <https://ecitizen.kcaa.or.ke>

The user enters their email address as the username and provides the password and logs in.



The screenshot shows a web browser window with the URL <https://ecitizen.kcaa.or.ke/login?ReturnUrl=%2f>. The page features the KCAA logo at the top, followed by the Republic of Kenya coat of arms and the eCitizen logo. Below these, there is a login form with fields for 'User Name' (containing 'e.g. info@company.com') and 'Password'. A 'Login' button is positioned below the password field. There is also a 'Remember me?' checkbox and links for 'Create new account' and 'Forgot Password?'. A 'Help' link is located at the bottom left of the form area.

Account Creation

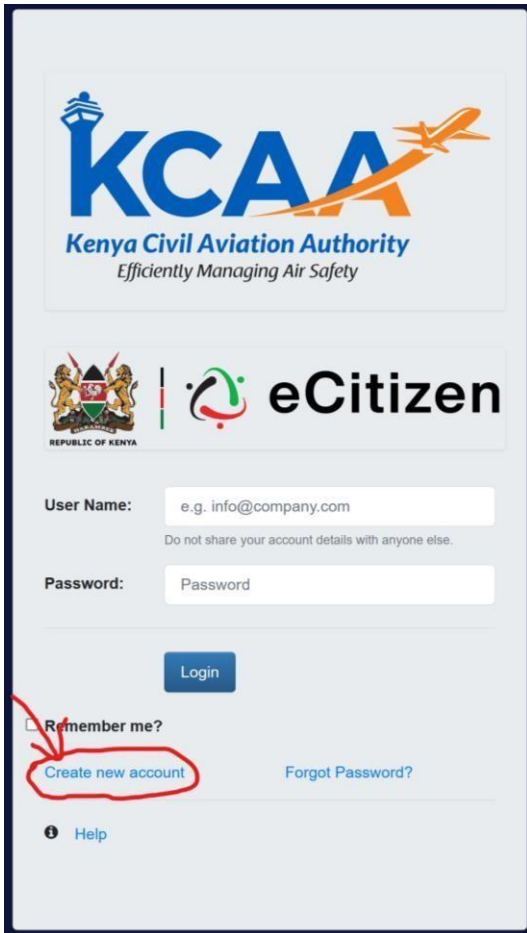
Account creation will entail 2 main steps.

1. Verifying that the Customer accounts are up to date. All Customer accounts must have a valid email address.
2. Self Service account Creation

Verifying that the Customer accounts are up to date.

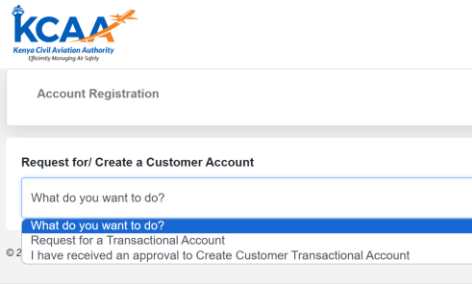
To perform this task

1. Access login page via <https://ecitizen.kcaa.or.ke>
2. On the login page, Click on Create New Account as below:



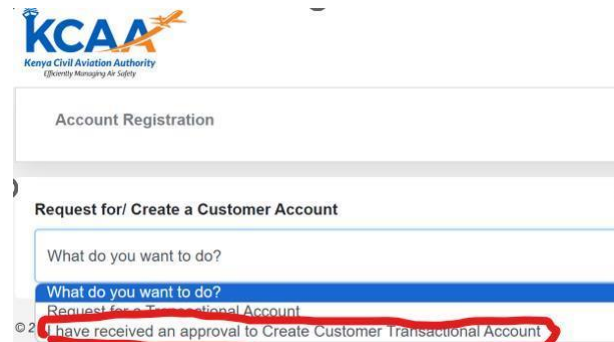
2 options are available.

1. Requesting for a customer Account / submission of a valid email 2. Self-service account creation



It will be prudent to search whether your account has a valid email before making a request for a new mail.

To do this search, select option 2 ***“I have Received an approval to create a Customer Transactional Account.”***



From the window that follow insert your email.

Account Registration

Request for/ Create a Customer Account

I have received an approval to Create Customer Transactional Account

Customer (Registered) Email address

hezsoft@gmail.com

Check Email Cancel

Validation Report

Your e-mail exists. To continue with this application, click the button below to validate your email

Validate your Email

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If the Account exists, the validation report will be as above. This means that you don't need to proceed to request a customer account. Go to the section **“Creating a transactional account/ Self Service Account creation”** for instructions on how to create your transaction account.

In the event you don't have a valid email mapped against your account, the validation report will look like the one below. This means you should proceed to request for a customer account via the clickable link **“Request for Customer Account.”** from the validation report.

We will then use the details to update your Customer Account

Request for/ Create a Customer Account

I have received an approval to Create Customer Transactional Account

Customer (Registered) Email address

hezsoft@gmail.com

Check Email Cancel

Validation Report

Customer does not exist in our customer database. Consider contacting our Finance department for registration Request for Customer Account

Requesting for a customer Account

Anyone transacting with KCAA will be required to have a valid customer account on the Customers Database.

Use this option if:-

1. You're a first-time customer.
2. You are an existing customer to KCAA, and you don't have a valid email address mapped to your Customer Account.

Under **Request for/ Create a Customer Account** label on the page

<https://ecitizen.kcaa.or.ke/cust/register> , select the option of **Request for a Transaction Account**



Account Registration

Request for/ Create a Customer Account

What do you want to do?

What do you want to do?

Request for a Transactional Account

© 2 I have received an approval to Create Customer Transactional Account

The following page will load. **All fields are Mandatory.** Fill in and click **Send Request** button.



New Customer

Customer Category

Individual

Individual Name

E-citizen Test Account/ Your Individual/ Company Name

Individual Physical Address

Kangundo, Matungulu

Individual Postal Address

P.O. Box 092931, Kangundo, Machackos

Individual Postal Code

001921

City

Machackos

Individual Mobile number

0727019040

Individual Email

We'll never share your email with anyone else.

Send Request

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The applicant is expected to provide **ALL** the required information and submit the form for review and approval within KCAA. **The email provided must be accessible by the applicant because all communications will be done to it.** Once the form is submitted, the applicant gets confirmation and an email in the format below.

i. *Confirmation*

Activity Status

Registration successful.

Dear Applicant,

Please visit the email account you've provided (hezsoft@gmail.com)for approval Details of your request.

KCAA ASSR Administrator

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ii. Email

Request for a Customer Account Inbox x



KCAA ASSR Online <assronline@kcaa.or.ke>
to me ▾

Request Sent successfully. Dear 'E-citizen Test Account/ Your Individual/ Company Name'.. Your customer registration request has been received by the Finance Department. Please keep Reviewing the email account you've provided (hezsoft@gmail.com) from time to time for advisory on outcome of customer creation process. The email will also guide you on how to create your account in <https://ecitizen.kcaa.or.ke>. You could reach out the following numbers 0726684534, 0716614150, 0721106943, 0721274235, 0720611271 Best of Luck!
KCAA ASSR Administrator

1:29 AM (0 minutes ago) ☆ ↶ ⋮

↶ Reply
↷ Forward

Important Notes:

1. **Internal Account approval takes up to a maximum of 1 hour on a working day.**
2. **For ad-hoc customers, standby teams are available to fast-track the process.**

Once the account has been approved within KCAA, another email is sent to the applicant requiring them to validate their email address in the system.

Request for a Customer Account Inbox x



KCAA ASSR Online <assronline@kcaa.or.ke>
to me ▾

Request Sent successfully. Dear 'E-citizen Test Account/ Your Individual/ Company Name'.. Your customer registration request has been received by the Finance Department. Please keep Reviewing the email account you've provided (hezsoft@gmail.com) from time to time for advisory on outcome of customer creation process. The email will also guide you on how to create your account in <https://ecitizen.kcaa.or.ke>. You could reach out the following numbers 0726684534, 0716614150, 0721106943, 0721274235, 0720611271 Best of Luck!
KCAA ASSR Administrator

1:29 AM (0 minutes ago) ☆ ↶ ⋮

↶ Reply
↷ Forward

Creating an Administrative transactional account/ Self Service Account creation

The applicant is then required to use the link: <https://ecitizen.kcaa.or.ke/register>

Under **Request for/ Create a Customer Account** label, select the option of 'I have received an approval to Create a Customer Transactional Account' to load the page below:



Account Registration

Request for/ Create a Customer Account

I have received an approval to create Customer Transactional Account

Customer (Registered) Email address

Enter a valid email registered with KCAA here

Check Email
Cancel

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The Applicant enters the email they used for registration and clicks on check email button to validate the email.

KCAA
Kenya Civil Aviation Authority
Efficiently Managing Air Safety

Account Registration

Request for/ Create a Customer Account

I have received an approval to Create Customer Transactional Account

Customer (Registered) Email address
hezsoft@gmail.com

Check Email Cancel

Validation Report

Your e-mail exists. To continue with this application. click the button below to validate your email

Validate your Email

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If the email is valid and the requested account has been approved the applicant receives another email with a link to initiate creation of the transaction account.

KCAA
Kenya Civil Aviation Authority
Efficiently Managing Air Safety

Activity Status

Dear applicant,
An email with validation link has been sent to **hezsoft@gmail.com**.
Kindly follow instructions provided to complete registration of your account

KCAA ASSR Administrator

© 2023 - Kenya Civil Aviation Authority

Email

Email Validation > Inbox x

ASSR ONLINE <assronline@kaa.or.ke>
to me

Thu, Sep 28, 11:44 AM (2 days ago)

Hello **hezsoft@gmail.com**,

Please click the following link to proceed with creation of your account
[Click here to create your account](#)

Thanks

The applicant clicks on the link and updates their account details including providing their preferred password. Submit the form to complete user the registration process.



Account Registration

Company Name

Postal Address

Email address
hezsoft@gmail.com
We'll never share your email with anyone else.

KCAA Customer No
6042445

Telephone No.

Mobile Number
0727019040

Email/ Username
hezsoft@gmail.com
Your email will be your username

Password

Confirm password

Account Administrator Details

FirstName : Hezron **MiddleName :** Mainga **LastName :** Muia

Mobile No : 0727019040 **Email :** hezsoft@gmail.com

[Create Account](#) [Cancel](#)

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Note: Kindly fill in all editable fields correctly and click **create account** link



Activity Status

Registration successful.

Dear Applicant,
Please visit the email account you've provided (hezsoft@gmail.com)and click the link provided to activate your account.

KCAA ASSR Administrator

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Activate Account

Important Note: All accounts must be activated before a user can be Authorized to use the system.

Account Activation ➤ Inbox x



ASSR ONLINE <assronline@kcaa.or.ke>

to me ▼

Hello hezsoft@gmail.com,

Please click the following link to activate your account

[Click here to activate your account.](#)

Thanks

↩ Reply

➡ Forward

Click the link to **activate** the account.



Activation successful.
Now you can proceed to **Login** page

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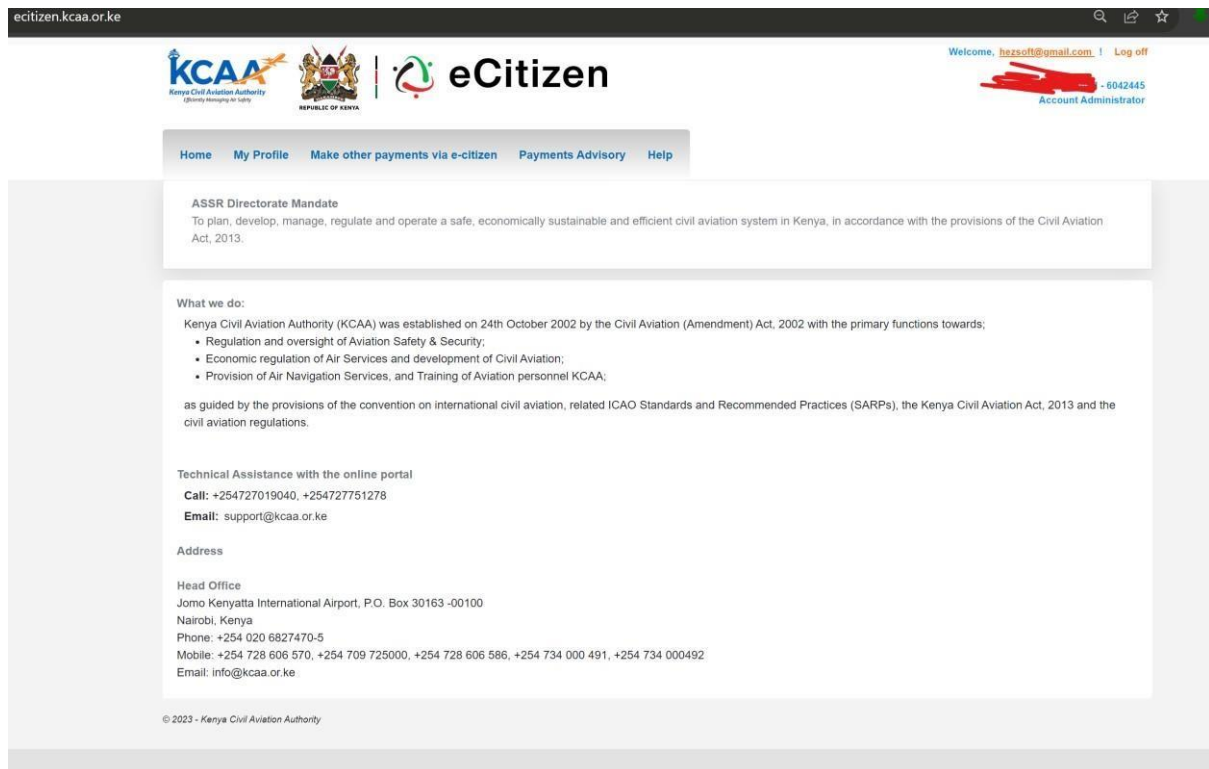
Click Login word for redirection to Login page or use <https://ecitizen.kcaa.or.ke> to launch the login page.

Provide username and password and click Login button to access the system.



The screenshot shows the KCAA eCitizen login interface. At the top is the KCAA logo. Below it is the eCitizen logo. The login form includes fields for 'User Name' (pre-filled with 'hezsoft@gmail.com') and 'Password' (masked with dots). A 'Login' button is positioned below the password field. There are links for 'Remember me?', 'Create new account', and 'Forgot Password?'. A 'Help' link is at the bottom.

Landing Page



The screenshot shows the landing page of the eCitizen portal for the Kenya Civil Aviation Authority (KCAA). The page features the KCAA and eCitizen logos at the top, along with a user welcome message and a 'Log off' button. A navigation bar includes links for Home, My Profile, Make other payments via e-citizen, Payments Advisory, and Help. The main content area displays the ASRR Directorate Mandate, a list of KCAA's functions, and contact information for technical assistance and the head office.

ASRR Directorate Mandate
To plan, develop, manage, regulate and operate a safe, economically sustainable and efficient civil aviation system in Kenya, in accordance with the provisions of the Civil Aviation Act, 2013.

What we do:
Kenya Civil Aviation Authority (KCAA) was established on 24th October 2002 by the Civil Aviation (Amendment) Act, 2002 with the primary functions towards;

- Regulation and oversight of Aviation Safety & Security;
- Economic regulation of Air Services and development of Civil Aviation;
- Provision of Air Navigation Services, and Training of Aviation personnel KCAA;

as guided by the provisions of the convention on international civil aviation, related ICAO Standards and Recommended Practices (SARPs), the Kenya Civil Aviation Act, 2013 and the civil aviation regulations.

Technical Assistance with the online portal
Call: +254727019040, +254727751278
Email: support@kcaa.or.ke

Address
Head Office
Jomo Kenyatta International Airport, P.O. Box 30163 -00100
Nairobi, Kenya
Phone: +254 020 6827470-5
Mobile: +254 728 606 570, +254 709 725000, +254 728 606 586, +254 734 000 491, +254 734 000 492
Email: info@kcaa.or.ke

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Creating Representatives

Representatives are users that are allowed to transact on behalf of the organization.

To create the account

1. Login to the system
2. My profile> Manage Representatives

Welcome, [hezsoft@gmail.com](#) ! Log off

Account Administrator

Home My Profile Make other payments via e-citizen Payments Advisory Help

Manage Applications

- Update Account Administrator
- Initiate new Application/ Project
- Manage Representatives**
- Returned Applications
- Operations Log
- Download user manual

ASSR
To plan
Act, 20

What we
Kenya C

- Reg
- Eco
- Pro

as guided by the provisions of the convention on international civil aviation, related ICAO Standards and Recommended Practices (SARPs), the Kenya Civil Aviation Act, 2013 and the civil aviation regulations.

Technical Assistance with the online portal
Call: +254727019040, +254727751278
Email: support@kcaa.or.ke

Address

Head Office
Jomo Kenyatta International Airport, P.O. Box 30163 -00100
Nairobi, Kenya
Phone: +254 020 6827470-5
Mobile: +254 728 606 570, +254 709 725000, +254 728 606 586, +254 734 000 491, +254 734 000492
Email: info@kcaa.or.ke

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3.

Fill in the form below to create a representatives.

Welcome, [hezsoft@gmail.com](#) ! Log off

Account Administrator

Home My Profile Make other payments via e-citizen Payments Advisory Help

Organizational Representatives

Parent Account

BLUESKY AVIATION

hezsoft@gmail.com

There are no representatives registered in this system.

[Add representative](#)

Email/ Username

Mobile No :

☐ Can Transact

Your email will be your username

FirstName :

MiddleName :

LastName :

Password

Confirm password

[Save Representative](#) [Cancel](#)

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- An Activation mail is sent to the representative. NOTE: All accounts MUST be activated
- To login to the system, The Administrator will hand over the password to the representative in person.
- When the representative leaves the organization or no longer needs to transact for the organization, simply hit the **Drop** button on the representatives List and the representative will be deleted from the system.

Changing Passwords

1. In event the Profile Administrator or the representative want to change their password , use the Forgot password on the login form

2. Provide the account/ email to reset.

3. From the email received, click the Link, and capture the new passwords
4. Change the

Reset Password ➤ Inbox x



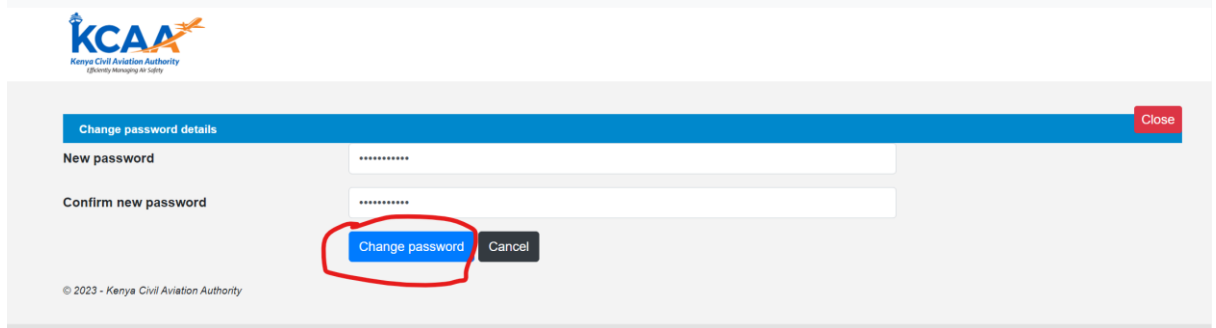
KCAA ASSR Online <assronline@kcaa.or.ke>
to me ▼

[Click here to change your password](#)

← Reply

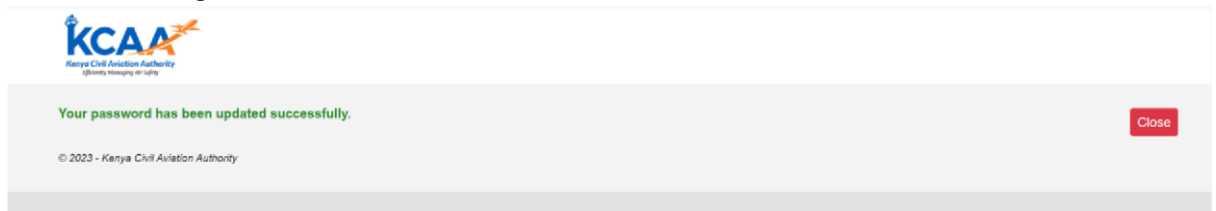
→ Forward

5. Change the password



The screenshot shows a web form titled 'Change password details' with a 'Close' button in the top right corner. The form contains two input fields: 'New password' and 'Confirm new password', both with masked text (dots). Below these fields are two buttons: 'Change password' (highlighted with a red circle) and 'Cancel'. At the bottom left, there is a copyright notice: '© 2023 - Kenya Civil Aviation Authority'.

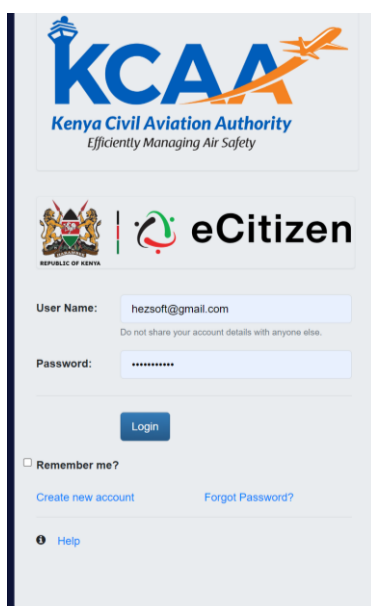
6. Success message looks as below



The screenshot shows a success message box with the text 'Your password has been updated successfully.' in green. There is a 'Close' button in the top right corner. At the bottom left, there is a copyright notice: '© 2023 - Kenya Civil Aviation Authority'.

7.

Use the new password to login.

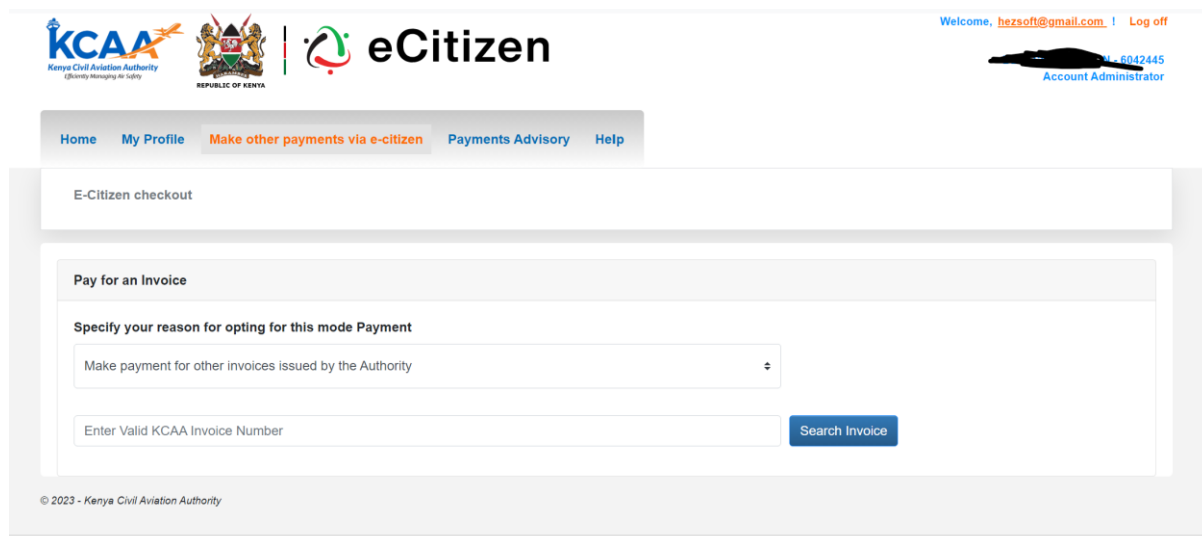


The screenshot shows the KCAA eCitizen login page. At the top is the KCAA logo. Below it is the eCitizen logo. The login form includes a 'User Name' field with the value 'hezsoft@gmail.com', a 'Password' field with masked text, and a 'Login' button. There is a 'Remember me?' checkbox and links for 'Create new account' and 'Forgot Password?'. At the bottom, there is a 'Help' link.

Make Payment for other Invoices via e-Citizen e.g. (ANS, EASA issued invoices, Rent)

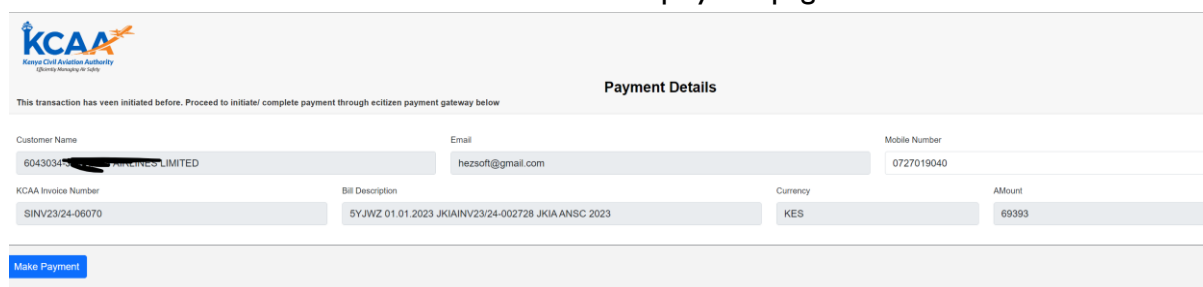
Any other invoice generated by KCAA but is not related to an application can be paid for in the system as follows:

1. Click on the menu items **Make other Payments via e-Citizen**, select the “**Make payment for other invoices issued by the Authority**” under the label Specify your reason for opting for this payment then enter the invoice number that you’re paying for.



Common numbers to use here are the **Pre-Assigned Invoice No. with a format SINV23/24-XXXX**

2. Click the button labelled Search Invoice to display the page below:



Click on the button labelled **Make Payment** and the various payment options are loaded as below:

NB: The payment reference generated (in this case XAYXMZ) is very crucial when making payments using any payment option. The reference is important for KCAA to acknowledge any payments made. **Without the reference number, the money paid will not be remitted to KCAA and no services will be rendered.**



Payment Details

This transaction has been initiated before. Proceed to initiate/ complete payment through ecitizen payment gateway below

Customer Name

6043034- AIRLINES LIMITED

Email

hezsoft@gmail.com

Mobile Number

0727019040

KCAA Invoice Number

SINV23/24-06070

Bill Description

5YJWZ 01 01 2023 JKIAINV23/24-002728 JKIA ANSC 2023

Currency

KES

Amount

69393

Make Payment

6043034- AIRLINES LIMITED, KE740410710

PAYMENT REF

ZAYXMZ

TOTAL BILL

KES 69,392.48

Select Payment Mode

Mpesa

Pesaflo Direct

Kenya Commercial Bank

RTGS

Airtel Money

Select any payment mode to proceed and make payments.

Important Note: Follow Instruction as is. Choose the best option for your payment.

Payment Advisory

Click on the menu items **Payments Advisory** to view details of payments of both pending and settled as per the list below. All settled invoices will have a green background as below.





Welcome, [hezsoft@gmail.com](#) ! [Log off](#)

AVIATION - 6042445
Account Administrator

[Home](#)
[My Profile](#)
[Make other payments via e-citizen](#)
[Payments Advisory](#)
[Help](#)

Invoice Settlement History

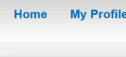
Make new Payment (E-Citizen)

billRefNumber	Bill Description	Amount	currency	Status	Mode	RCT. No	Payment Reference
232406444	ZERO RATED A/C SPARE PARTS INV NO:S53011 DATED ON 9/13/2023	3245					
SINV23/24-05466		50					
SINV23/24-05213	FEE FOR DGR	99958					
232405070	ZERO RATED INVOICE NO: 387172	17910					
232404911	AIR SERVICE LICENCE RENEWAL FEE;	801					
232406889	KCAA/120/6042445/2023/391-Requesting For AOC Renewal	50	KES	settled	MPESA	GJZJUN	RIL1DBBFZB
192014775	AOC RENEWAL	120050					
192001416	APPROVAL OF MAINTENANCE AGREEMENT WITH SKY CRUISE AIR SERVICES LTD	7050					
232406897	KCAA/130/6042445/2023/397-REquest for SPL Licence	50					
192000671	FOR C OF A RENEWAL FOR 5Y - FFL AND 5Y - FFM	981650					

Making and Processing of Applications in the System

Initiate a New Application

Under My Profile menu click on Initiate New Application\Project and the following page loads:





eCitizen

Kenya Civil Aviation Authority
Kenya Civil Aviation Authority
(Ensuring Safe Skies for All)

Welcome, [mosoti.victor@gmail.com](#) !

Log off



Kenya Civil Aviation Authority LTD - 6048520

Account Administrator

Home

My Profile

Make other payments via e-citizen

Payments Advisory

Help

Pre-Application - Inquiry Page

Your application description

Request Description

Test Application

Defining parameters for your application

Functional Area

Flight Operations (FOPS)

Service Category

AIR OPERATORS CERTIFICATE (AOC)

Service to apply for

CHRG0224 - Simulator Inspection

Applicable TGMs

Document type	Document Ref	Edit	Version
Checklist	CL-O-OPS020	REVIEW OF MANUAL CONTAINING SIMULATOR - TRAINING DEVICES PROCESS CHECKLIST	July, 2013

Applicable Requirements

Document Type	Mandatory?
Request Letter/ Letter of Intent	☒
Approval from the State of Registry	☒
Proof of payment/E-slip	☐
CSR Invoice	☐
Operations Manual Part B	☐
Operations Manual Part D	☐

The Applicant fills the Application Form, confirms that they understand the requirements and click on **Initiate a New Application** button, the system then redirects the Applicant to the page below which lists all applications belonging to the logged in user:

https://ecitizen.kcaa.or.ke/assr/registry/ 67%

Welcome, [mosoti.victor@gmail.com](#) ! Log off

Aviation LTD - 6048520
Account Administrator

[Home](#) [My Profile](#) [Make other payments via e-citizen](#) [Payments Advisory](#) [Help](#)

My Applications

Type search text here [Search applications](#)

Application Ref.No	Request Title	Application Status	Created on	Action
KCAA/120//2023/584 - (CHRG0224)	Test Application	Draft application	9/28/2023	Complete Draft Application Delete Application
KCAA/140//2023/444 - (CHRG0384)	AVSEC Instructor	Draft application	9/25/2023	Complete Draft Application Delete Application

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Click on **Complete Draft Application** button to upload the relevant documents required for that type of application. Once the button is clicked the following page loads:

Main Application submission form

Request Header

 [Close Preview](#)

Title of request : Test Application **Application Number :** KCAA/120//2023/584

Registry Ref No : KCAA/120//2023/588 **Status :** Draft application

Customer Name : Aviation LTD **Customer Email :** mosoti.victor@gmail.com

Description of service applied for:
CHRG0224 - Simulator Inspection

CRef	Description	Uploaded Documents
CHRG0224	Simulator Inspection	0 of 15

[Upload Application Documents](#)

0 - Uploaded
15 - Required Documents
15 - Pending Attachments
2 - Mandatory Attachments
0 - Uploaded Mandatory Attachments
2 - Pending Mandatory Attachments

No invoice has been processed for this service

☐ This is to confirm that i understand the KCAA [Terms and Conditions](#) and i accept to abide by them throughout the application process

[Send for Invoicing](#)

To complete the application:

1. Click on the **Upload Application Documents** button to upload the required documents on the page below. All documents with a blue background are mandatory and **MUST** be uploaded.

Application Summary

Close Preview

Title of request : Test Application

Application Number : KCAA/120//2023/584

Registry Ref No : KCAA/120//2023/588

Status : Draft application

Customer Name :  Aviation LTD

Customer Email : mosoti.victor@gmail.com

Description of service applied for:

CHRG0224 - Simulator Inspection

Uploaded Documents

Application document type	Uploaded File	
Request Letter/ Letter of Intent	preview(2).pdf	Browse... No file selected. Update Document
Approval from the State of Registry	invoices.pdf	Browse... No file selected. Update Document

Next Action

[invoices.pdf](#) Has been uploaded successfully

Upload *.pdf files only

New Documents

Application document type	Select	Mandatory	Actions
Operations Manual Part B	Browse... No file selected.	☐	Upload File
Operations Manual Part D	Browse... No file selected.	☐	Upload File
Aircraft Flight Manual	Browse... No file selected.	☐	Upload File
Aircraft Operations Manual	Browse... No file selected.	☐	Upload File

Upload the required documents and click on the button labeled **Next Action**

2. Confirm that you understand the term and conditions of the application and click on the button labeled **Send for Invoicing**

Request Header

Close Preview

Title of request : Test Application

Application Number : KCAA/120//2023/584

Registry Ref No : KCAA/120//2023/588

Status : Draft application

Customer Name : Aviation LTD

Customer Email : mosoti.victor@gmail.com

Description of service applied for:

CHRG0224 - Simulator Inspection

CRef	Description	Uploaded Documents	
CHRG0224	Simulator Inspection	2 of 15	Upload Pending Documents

2 - Uploaded
15 - Required Documents
13 - Pending Attachments
2 - Mandatory Attachments
2 - Uploaded Mandatory Attachments
0 - Pending Mandatory Attachments

No invoice has been processed for this service

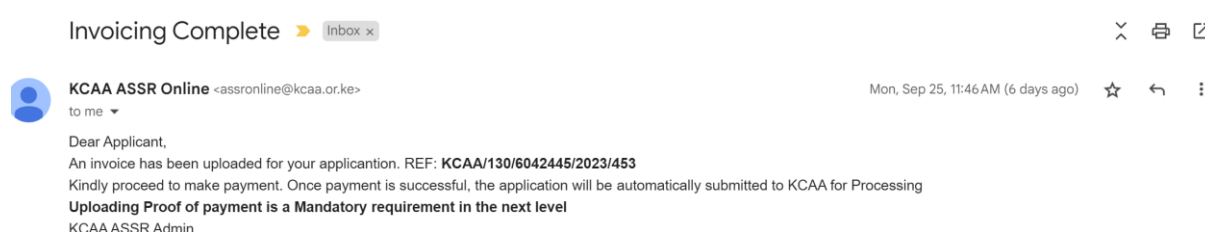
☐ This is to confirm that i understand the KCAA [Terms and Conditions](#) and i accept to abide by them throughout the application process

Send for Invoicing

In the applications list the status changes to **invoicing** as below:

My Applications					
Type search text here			Search applications		
Application Ref.No	Request Title	Application Status	Created on	Action	
KCAA/120//2023/584 - (CHRG0224)	Test Application	Invoicing	9/28/2023	Invoicing Recall Application	View
KCAA/140//2023/444 - (CHRG0384)	AVSEC Instructor	Draft application	9/25/2023	Complete Draft Application Delete Application	View

The responsible department will process an invoice, upload, and notify you through the administrator email. The email looks like the one below



Examination Booking (Case ATPL Initial Issuance).

3. My Profile> Initiate Application/ Project

Integrated Civil Aviation Authority System (ICAAS)

[Home](#) [My Profile](#) [Make other payments via e-citizen](#) [Payments Advisory](#)
[User Manual](#) [My Licences](#) [ICAAS Exam Manager](#)

Pre-Application - Inquiry Page

Your application description

Request Description

Defining parameters for your application

Functional Area

Choose Department



Service Category



Service to apply for

Select a Charge



Initiate a new Application

Configure the Charge and Initiate Application

Your application description

Request Description

Request for ATPL Initial Exam

Defining parameters for your application

Functional Area

Personnel Licensing (PEL)

Service Category

TECHNICAL EXAMINATIONS

Service to apply for

CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

Applicable TGMs

Document type	Document Ref	Edit	Version
Advisory Circular	CAA-AC-PEL 006E	Theoretical Knowledge Testing For a Licence or Rating	August, 2022
Regulation	Legal Notice No. 95	The Civil Aviation (Personnel Licensing) Regulations, 2018	10th May, 2018
Form	FORM-M-PEL 015	Application Form for Booking of Knowledge Tests.	August, 2019
Advisory Circular	AIC 02-23	FLIGHT CREW, FLIGHT DISPATCH, AIR TRAFFIC CONTROLLERS AND AIRCRAFT MAINTENANCE ENGINEERS LICENCE EXAMINATIONS FOR YEAR 2023	January 2023

Required Application Documents

Document Type	Mandatory?
Application form for booking of Knowledge Tests	☒
Proposed Exam Dates	☒
FORM AC-PEL013A-Application for AME Licence-May 2025	☐
Certified Copies of the last two pages of the logbook	☐
Current Commercial Pilot Licence	☐
Proof of payment/ E-Citizen Receipt	☐
CSR/ Sales Invoice	☐
Copies of Licenses	☐

☒ This is to confirm that i understand the requirements pertaining to this application and that i will comply with them throughout the application cycle.

[Initiate a new Application](#)

Complete Draft Application

Integrated Civil Aviation Authority System (ICAAS)

[Home](#) [My Profile](#) [Make other payments via e-citizen](#) [Payments Advisory](#) [User Manual](#) [My Licences](#) [ICAAS Exam Manager](#)

My Applications

Type search text here

[Search applications](#)

Application Ref.No	Request Title	Application Status	Created on	Action
KCAA/130/6053532/2025/102626 - (CHRG0040)	Request for ATPL Initial Exam	Draft application	10/3/2025	Complete Draft Application Delete Application

Upload All Mandatory Attachments and click **Book Proposed Exam Date** button

Request Header



Close Preview

Title of request : Request for ATPL Initial Exam

Registry Ref No : KCAA/130/6053532/2025/138311

Customer Name : Bluesky Aviation

Description of service applied for:
CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

Application Number :
KCAA/130/6053532/2025/102626

Status : Draft application

Customer Email : hezsoft@gmail.com

CRef	Description	Uploaded Documents	
CHRG0040	Examination for Issuance / Validation of Airline Transport Licence (Initial)	0 of 8	Upload Application Documents

0 - Uploaded
8 - Required Documents
8 - Pending Attachments
2 - Mandatory Attachments
0 - Uploaded Mandatory Attachments
2 - Pending Mandatory Attachments

[Book Proposed Exam Date](#)

No invoice has been processed for this service

Automated Invoice

Item Type	Description	Unit Price	Invoice Amount
CHRG0040	Examination for Issuance / Validation of Airline Transport Licence (Initial)	8 3,500.00	28,000.00

☐ This is to confirm that I understand the KCAA [Terms and Conditions](#) and I accept to abide by them throughout the application process

[e-citizen checkout](#)

Fill Exam Booking form and Save Record

Home My Profile Make other payments via e-citizen Payments Advisory User Manual My Licences **ICAAS Exam Manager**

Exam Booking Form

Booking Details

Exam Category: Select Exam Category Exam Type: Select Exam Type

Licence Number: YK-XXXX-XX Charge Code: CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial) Charge Code: 3500

Identification Document: National Identity Card Identification Number: 25486578

Last Name: Mula First Name: Hezron Middle Name: Mainga

Address: 246, kikima Telephone/ Mobile Number: 0727019040

Email Address: hezsoft@gmail.com Nationality: Kenyan Date Of Birth: 02/01/1981 Place Of Birth: Mbooni, Makueni

Slot: Select Slot SlotCapacity: 00 Slot: Choose available Slot Paper Count: Type a number Here e.g 3 Payable Amount: Type a number Here e.g 3000

ATO/ Employer Name: Type a Here KCAA Invoice No: Type a number Here e.g 3 Ecitizen Payment Reference: Type a number Here e.g 3 Amount: Type a number Here e.g 3000

Save Record Cancel

Selecting Modules (Step I- Select Exam Category)

Integrated Civil Aviation Authority System (ICAAS)

Home My Profile Make other payments via e-citizen Payments Advisory User Manual My Licences **ICAAS Exam Manager**

Exam Booking Form

Booking Details

Exam Category: Select Exam Category Exam Type: Select Exam Type

ATPL Transport Licence (Initial) Charge Code: 3500

CPL

Flight Dispatch

PPL

Radio Telephony

Other

AMEL Licence System (Under 2013 Regs)

AMEL New System (Under 2018 Regs)

Identification Number: 25486578

Middle Name: Mainga

Telephone/ Mobile Number: 0727019040

Date Of Birth: 02/01/1981 Place Of Birth: Mbooni, Makueni

Slot: Select Slot SlotCapacity: 00 Slot: Choose available Slot Paper Count: Type a number Here e.g 3 Payable Amount: Type a number Here e.g 3000

ATO/ Employer Name: Type a Here KCAA Invoice No: Type a number Here e.g 3 Ecitizen Payment Reference: Type a number Here e.g 3 Amount: Type a number Here e.g 3000

Save Record Cancel

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Step 2 – Select Exam Type

Integrated Civil Aviation Authority System (ICAAS)

Home My Profile Make other payments via e-citizen Payments Advisory User Manual My Licences **ICAAS Exam Manager**

Exam Booking Form

Booking Details

Exam Category: ATPL

Exam Type: Select Exam Type

Licence Number: YK-XXXX-XX

Charge Code: CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

Identification Document: National Identity Card

Last Name: Mula

First Name: Hezron

Address: 246, kikima

Email Address: hezsoft@gmail.com

Nationality: Kenyan

Slot: Select Slot

SlotCapacity: 00

Slot: Choose available Slot

Paper Count: Type a number Here e.g 3

Payable Amount: 28000

ATO/ Employer Name: Type a Here

KCAA Invoice No: Type a number Here e.g 3

Ecitizen Payment Reference: Type a number Here e.g 3

Amount: Type a number Here e.g 3000

Save Record Cancel

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Step 3 – Select Exam Modules

Booking Details

Exam Category: ATPL

Exam Type: ATPL(A)

Module Name

- ☒ 010-Air Law
- ☒ 020-Aircraft General Knowledge
- ☒ 030-Flight Performance&Planning
- ☒ 040-Human performance
- ☒ Meteorology
- ☒ 060-Navigation
- ☒ 070-Operational procedures
- ☒ 080- Principles of flight

Licence Number: YK-XXXX-XX

Charge Code: CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

Charge Code: 3500

Identification Document: National Identity Card

Identification Number: 25486578

Confirm Module Cost On the Same form (Depend on number of modules selected and Exam Type)

Slot: Select Slot

SlotCapacity: 00

Slot: Choose available Slot

Paper Count: 8

Payable Amount: 28000

ATO/ Employer Name: Type a Here

KCAA Invoice No: Type a number Here e.g 3

Ecitizen Payment Reference: Type a number Here e.g 3

Amount: Type a number Here e.g 3000

Save Record Cancel

Step 4 (Select Available Exam Slot)

Exam Slots are available based on various Exam Combinations in the Calendar. The Slot size Depends on the Capacity of the Authority to manage the number and will be managed internally

Module Name			
☒	010-Air Law		
☒	020-Aircraft General Knowledge		

Select Slot ----

AMEL

AMEL & English

ATC

ATC & English

ATC & Radio Telephony (RTF)

ATPL/Flight Dispatch

Conversions

Conversions & Specials

CPL / ATPL

CPL/ ATPL

CPL/ Flight Dispatch

CPL/ATPL

English

MAINTENANCE

PPL

PPL/ATPL

PPL/CPL

PPL/Flight Dispatch

Radio Telephony (RTF)

Select Slot ----

Charge Code

CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

Identification Number

25486578

First Name

Hezron

Middle Name

Mainga

Telephone

07270196

Nationality

Kenyan

Date Of Birth

02/01/1981

SlotCapacity

00

Slot

Choose available Slot

Paper Count

8

ATO/ Employer Name

Type a Here

KCAA Invoice No

Type a number Here e.g 3

Ecitizen Payment Reference

Type a number Here e.g 3

Save Record

Cancel

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Notes:

1. You can Pick any Slot which has the exam combination your intent to take
E.g. For ATPL you could Choose ATPL/ Flight Dispatch, CPL/ATPL, PPL /ATPL or any other...
2. Only future slots will be availed (from Today onwards)
3. This is tentative booking; Actual Sealing of a slot is after payment and Authority's acceptance of your application.
4. You can only seal a slot which is 7 calendar days after receiving notification for acceptance of your application

Slot	SlotCapacity	Slot	Paper Count
CPL/ ATPL	40	-- Add Proposed Exam Date	8
ATO/ Employer Name	KCAA Invoice No	-- Add Proposed Exam Date	
Type a Here	Type a number Here e.g 3	10/21/2025	
		10/22/2025	

Save Record

Cancel

Step 5- Save your application (Save Button)

Step 6- Preview of your application and confirm the invoice amount

Booking Details	
Customer Number	6042445
Customer Name	Bluesky Aviation
Licence No	YK-29382
Exam Category	ATPL
Exam Type	ATPL(A)
Mobile Number	0727019040
Telephone Number	0727019040
Email	hezsoft@gmail.com
ICAA S App Ref No.	KCAA/130/6053532/2025/102626
Proposed Exam Date	10/22/2025 12:00:00 AM
Slot	CPL/ ATPL
Slot Capacity	40
No. of Papers	8
Date Of Birth	2/1/1981 12:00:00 AM
Postal Address	246, kikima
ATO/ Organization Name	Test ORG
Identification Document	National Identity Card
Identification Document No.	25486578
KCAA Invoice Number	
Place Of Birth	Mbooni, Makueni
First Name	Hezron
Middle Name	Mainga
Last Name	Muia
Billable Amount	28000.00
ERP Charge Code	CHRG0040 - Examination for Issuance / Validation o
Nationality	Kenyan
Citizen Payment Reference	
Amount Paid	
Edit Record	

Module Selection			
Module Name			
☒ 010-Air Law			
☒ 020-Aircraft General Knowledge			
☒ 030-Flight Performance&Planing			
☒ 040-Human performance			
☒ 060-Navigation			
☒ 070-Operational procedures			
☒ 080- Principles of flight			
☒ Meterology			
No invoice has been processed for this service			
Automated Invoice			
Item Type	Description	Unit Price	Invoice Amount
CHRG0040	Examination for Issuance / Validation of Airline Transport Licence (Initial)	8 3,500.00	28,000.00
☐ This is to confirm that i understand the KCAA Terms and Conditions and i accept to abide by them throughout the application process			

To modify Booking Details, addition/ removal of modules uses **Edit Record** function Step 7 Upload All Mandatory Documents

Request Header



Close Preview

Title of request : Request for ATPL Initial Exam

Application Number :
KCAA/130/6053532/2025/102626

Registry Ref No : KCAA/130/6053532/2025/138311

Status : Draft application

Customer Name : Bluesky Aviation

Customer Email : hezsoft@gmail.com

Description of service applied for:

CHRG0040 - Examination for Issuance / Validation of Airline Transport Licence (Initial)

CRef	Description	Uploaded Documents	
CHRG0040	Examination for Issuance / Validation of Airline Transport Licence (Initial)	0 of 8	Upload Application Documents
0 - Uploaded 8 - Required Documents 8 - Pending Attachments 2 - Mandatory Attachments 0 - Uploaded Mandatory Attachments 2 - Pending Mandatory Attachments			

Booking Details

Customer Number	6042445
Customer Name	Bluesky Aviation

Mandatory Documents (light blue background) Must be uploaded

Application document type	Select	Mandatory	Actions
Proposed Exam Dates	Choose File No file chosen	☒	Upload File
Application form for booking of Knowledge Tests	Choose File No file chosen	☒	Upload File
Current Commercial Pilot Licence	Choose File No file chosen	☐	Upload File
Copies of Licenses	Choose File No file chosen	☐	Upload File
Certified Copies of the last two pages of the logbook	Choose File No file chosen	☐	Upload File
FORM AC-PEL013A-Application for AME Licence-May 2025	Choose File No file chosen	☐	Upload File
CSR/ Sales Invoice	Choose File No file chosen	☐	Upload File
Proof of payment/ E-Citizen Receipt	Choose File No file chosen	☐	Upload File

Step 8. Proceed to e-citizen checkout

Conditions for checkout will be

1. All mandatory documents uploaded

2. At least an exam MUST be booked

No invoice has been processed for this service

Automated Invoice

Item Type	Description	Unit Price	Invoice Amount
CHRG0040	Examination for Issuance / Validation of Airline Transport Licence (Initial)	8 3,500.00	28,000.00

☒ This is to confirm that i understand the KCAA [Terms and Conditions](#) and i accept to abide by them throughout the application process

[e-citizen checkout](#)



Payment Details

CUSTOMER NAME
Bluesky Aviation

EMAIL
hezsoft@gmail.com

MOBILE NUMBER
0727019040

KCAA INVOICE NUMBER
ASSR/130/028096

BILL DESCRIPTION
KCAA/130/6053532/2025/102626-Request for ATPL Initial Exam

CURRENCY
KES

AMOUNT
28000

AMOUNT INCLUSIVE ...
0

AMOUNT EXCLUDING...
0

WITHHOLDING VAT
0

VAT AMOUNT (ALL)
0

AMOUNT EXCLUDING...
0

[Make Payment](#)

Transaction Charges Information

Transaction Amount (KES)

1 - 199
200 - 299
300 - 499
500 - 699
700 - 999
1000 and above

Service Charge (KES)

5
10
15
20
25
50

 The above charges will be added to your invoice amount

Upon Payment, the Application is Automatically submitted to CAA

You will wait for the review to be done by the department and on Completion, a notification will be sent to your email prompting you to **Seal your Exam Date**

- Exam Dates will be 7 days after successful acceptance of your application.
- You're strongly advised to seal your slot as soon as you receive the email notification

3. Change of Exam dates will Go through a formal process, and relevant charges will apply

Integrated Civil Aviation Authority System (ICAAS)

Home My Profile Make other payments via e-citizen Payments Advisory User Manual My Licences **ICAAS Exam Manager**

My Applications

Type search text here [Search applications](#)

Application Ref.No	Request Title	Application Status	Created on	Action
KCAA/130/6053532/2025/102626 - (CHRG0040)	Request for ATPL Initial Exam	Submitted application	10/3/2025	Submitted Application View

Email Notification

Primary Promotions 68 new Social 49 new Updates 95 new

Doreen Santana — ASPIRA WAL... LinkedIn — Chief Technology O... Quora — Updates from Dennis ...

ICAAS Online [New](#) **Booking of Exam Date** - Dear Bluesky Aviation, Your request titled Request for ATPL Initial Exam referenced KCAA/130/6053532/2025/102626 has been reviewed and accepted ... 4:59 PM

Booking of Exam Date [Inbox x](#)



ICAAS Online <assronline@kcaa.or.ke>
to me

Dear Bluesky Aviation,

Your request titled **Request for ATPL Initial Exam** referenced **KCAA/130/6053532/2025/102626** has been reviewed and accepted for Examination Booking

To seal your Exam Slot [Click here](#)

Thanks

[Reply](#) [Forward](#) [AI Reply](#)

Click the Link

Preview the Exam booking done earlier

Integrated Civil Aviation Authority System (ICAAS)

Home My Profile Make other payments via e-citizen Payments Advisory User Manual My Licences **ICAAS Exam Manager**

Exam Booking Form

Booking Details

Exam Category		Exam Type	
ATPL		ATPL(A)	
Module Name			
☐ 010-Air Law ☐ 020-Aircraft General Knowledge ☐ 030-Flight Performance&Planing ☐ 040-Human performance ☐ 060-Navigation ☐ 070-Operational procedures ☐ 080- Principles of flight ☐ Meteorology			
Licence Number	Charge Code	Charge Code	
YK-29382	CHRG0040 - Examination for Issuance / Validation o	3500	
Identification Document		Identification Number	
National Identity Card		25486578	
Last Name	First Name	Middle Name	
Mula	Hezron	Mainga	
Address		Telephone/ Mobile Number	
246, kikima		0727019040	
Email Address	Nationality	Date Of Birth	Place Of Birth
hezsoft@gmail.com	Kenyan	2/1/1981	Mbooni, Makueni
Slot	SlotCapacity	Slot	Paper Count
CPL/ ATPL	40	10/22/2025	8
Payable Amount			
28000.00			
ATO/ Employer Name	KCAA Invoice No	Ecitizen Payment Reference	Amount
Test ORG	Type a number Here e.g 3	Type a number Here e.g 3	Type a number Here e.g 3000

Confirm Exam Dates

Slot

Choose available Slot

Booked Slot	Slot Capacity	Available Slot
Slot	Slot	Slot

To Book your Exam slot

Go to Confirm Exam dates section (green) and Select available slots

Confirm Exam Dates

Slot

10/22/2025

Choose available Slot

10/21/2025

10/22/2025

Available Slot

40

Confirm Booking

Note: Available Slots will be 7 calendar days from the date of approval

Confirm Exam Dates

Slot

Booked Slot	Slot Capacity	Available Slot
0	40	40

Booked Slots- Number of confirmed Bookings

Slot Capacity – Number of Applicants who can fit into that Slot based on the Authority's capacity

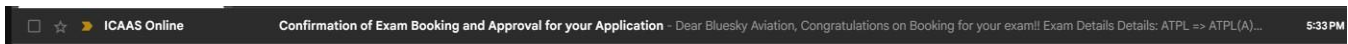
Available Slots = (Slot Capacity- Booked Slots)

Note: You'll only be able to book a slot if the Available slots >0

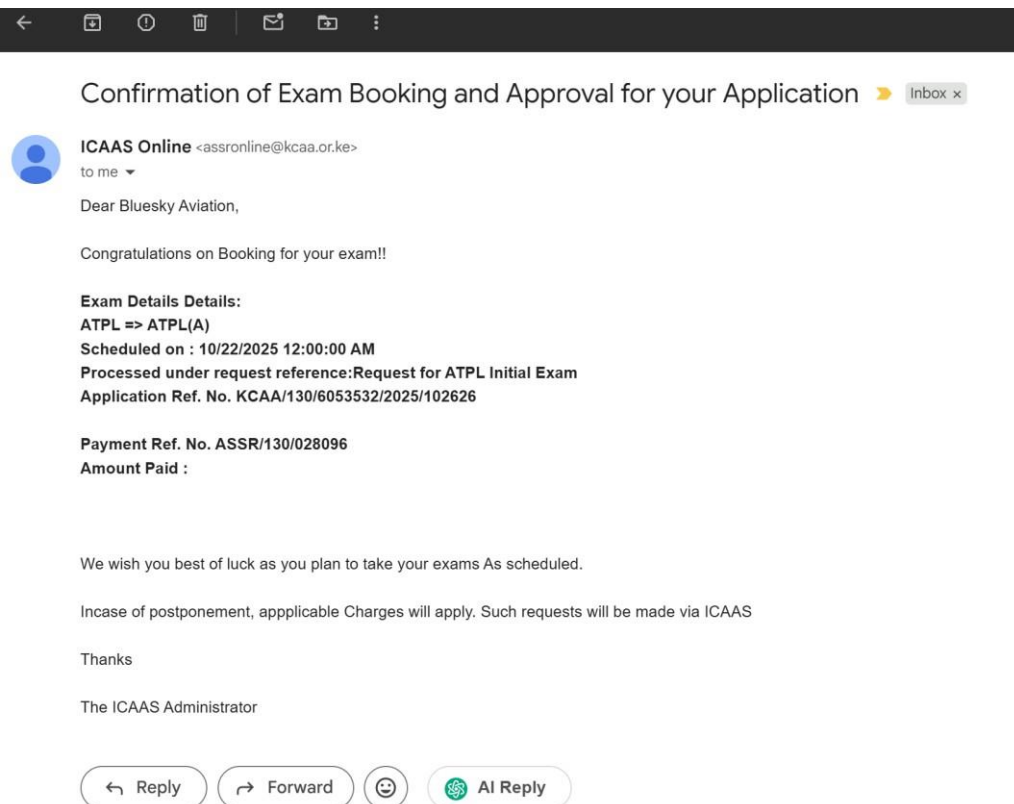
If the current Slot is available, Choose the next available slot on the Slot dropdown. Click

Confirm Booking to seal your slot

Confirmation Email



Click Mail to Open



Note: Exam applications will be automatically closed when the customer confirms their Exam slot.





Welcome, [hazsoft@gmail.com](#) ! [Log off](#)
Bluesky Aviation - 6042445
External Stakeholder/ Account Administrator

Integrated Civil Aviation Authority System (ICAAS)

[Home](#)
[My Profile](#)
[Make other payments via e-citizen](#)
[Payments Advisory](#)
[User Manual](#)
[My Licences](#)
[ICAAS Exam Manager](#)

My Applications

Application Ref.No	Request Title	Application Status	Created on	Action	
KCAA/130/6053532/2025/102626 - (CHRG0040)	Request for ATPL Initial Exam	Completed Application	10/3/2025	Approved Application	View

Exam Booking procedure will be the same for all Licence types on ICAAS

Making payment for an application within the system.

Once the Application has been invoiced and released for payment, it will appear as below:

My Applications

Application Ref.No	Request Title	Application Status	Created on	Action	
KCAA/120//2023/584 - (CHRG0224)	Test Application	Proof of Payment Upload and Submission	9/28/2023	Make Payment (e-citizen)	View
KCAA/140//2023/444 - (CHRG0384)	AVSEC Instructor	Draft application	9/25/2023	Complete Draft Application Delete Application	View

Click on the button labelled **Make Payment(e-citizen)** and the following page loads:



Kenya Civil Aviation Authority
Efficiently Managing Air Safety

Payment Details

This transaction has been initiated before. Proceed to initiate/ complete payment through ecitizen payment gateway below

Customer Name	Email	Mobile Number	
6043034- AIRLINES LIMITED	hezsoft@gmail.com	0727019040	
KCAA Invoice Number	Bill Description	Currency	Amount
SINV23/24-06070	5YJWZ 01.01.2023 JKIAINV23/24-002728 JKIA ANSC 2023	KES	69393

Click on the button labelled **e-citizen checkout** at the bottom of the page. This will redirect you to the payment page which will be displayed as below:



Kenya Civil Aviation Authority
Efficiently Managing Air Safety

Payment Details

This transaction has been initiated before. Proceed to initiate/ complete payment through ecitizen payment gateway below

Customer Name	Email	Mobile Number	
6043034- AIRLINES LIMITED	hezsoft@gmail.com	0727019040	
KCAA Invoice Number	Bill Description	Currency	Amount
SINV23/24-06070	5YJWZ 01.01.2023 JKIAINV23/24-002728 JKIA ANSC 2023	KES	69393

6043034- AIRLINES LIMITED, KE740410710

PAYMENT REF

ZAYXMZ

TOTAL BILL

KES 69,392.48

Select Payment Mode

Mpesa

Pesaflow Direct

Kenya Commercial Bank

RTGS

Airtel Money

On this page, the Applicant can optionally change the mobile number is they want to use a different number to make m-pesa payments. Click on the button labelled **Make Payment** and the various payment options are loaded as below:

6043034-~~REDACTED~~ AIRLINES LIMITED, KE740410710

PAYMENT REF
ZAYXMZ

TOTAL BILL
KES 69,392.48

Select Payment Mode

Mpesa

Pesaflo Direct

Kenya Commercial Bank

RTGS

Airtel Money

NB: The payment reference generated (in this case GVVQQY) is very crucial when making payments using any payment option. The reference is important for KCAA to acknowledge any payments made. Without the reference, the money paid will not be remitted to KCAA and no services will be rendered.

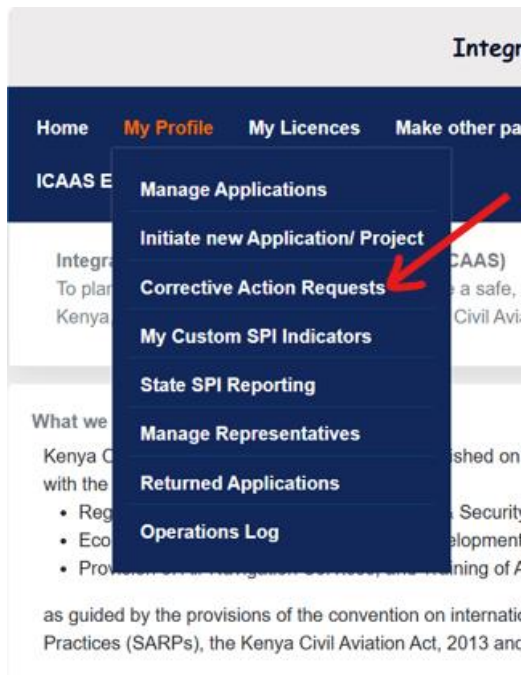
Select any payment mode convenient for you then proceed to make payments.

Management of Corrective Action Requests (CARs)

Corrective Action Requests will be available in the system after audit/inspection activities. The Operator will be expected to access the CAR, review it and respond by creating a Corrective Action Plan(CAP) which will be reviewed by the CAA Inspector. Upon CAP review, if the Inspector is satisfied with the CAP, the Operator is then expected to provide implementation of the CAP. Finally, the Inspector can then close the CAR upon review of submitted evidence in relation to CAP implementation. In handling the CAR, the Inspector will follow the following procedure:

Access the CAR

To access the CARs, log into ICAAS and on the top menu click on My Profile and then click on Corrective Action Requests as below:



The page displays the Operator's CARs with relevant details as shown below:

Integrated Civil Aviation Authority System (ICAAS)

HomeMy ProfileMy LicencesMake other payments via e-citizenPayments AdvisoryUser ManualICAAS Exam Manager

Corrective Action Requests

Reference No.	Regulatory Reference	Question	Audit/Inspection Area	Description of Finding/Deficiency	Level Of Finding	Target Date	Status	Action
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 25(2)(b)(v) & (vi)	If the aircraft operator or its Handler/GHA is responsible for the screening of passengers and baggage (including secondary screening), are the screeners trained and certified by KCAA?	AMO Inspection	Test CAR 1030	Level 2 - Moderate	11/3/2025 10:30:25 AM	In Progress	Create CAP
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 13, 14	Does the airline conduct group check-in?	AMO Inspection	Test 1018	Level 2 - Moderate	11/3/2025 10:18:24 AM	In Progress	Create CAP
KCAA/0/105/10/25/1833101	KCASRS 2020 : Reg.14(3) (d,e),	Is there passenger profiling during check-in?	AMO Inspection	Test 1017	Level 2 - Moderate	11/3/2025 10:18:14 AM	In Progress	Create CAP

Create/Amend and Submit a CAP

To create a CAP click on the Create CAP button, fill the form and submit it to the CAA for review. If the CAP is rejected, it will be displayed as below:

Corrective Action Requests

Reference No.	Regulatory Reference	Question	Audit/Inspection Area	Description of Finding/Deficiency	Level Of Finding	Target Date	Status	Action
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 25(2)(b)(v) & (vi)	If the aircraft operator or its Handler/GHA is responsible for the screening of passengers and baggage (including secondary screening), are the screeners trained and certified by KCAA?	AMO Inspection	Test CAR 1030	Level 2 - Moderate	11/3/2025 10:30:25 AM	In Progress	View CAP Amend CAP
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 13, 14	Does the airline conduct group	AMO Inspection	Test 1018	Level 2 - Moderate	11/3/2025 10:18:24 AM	In Progress	Create CAP

Click on the View CAP to see the comments from the Inspectors on what issue(s) were noted in the CAP and the CAP approval status. The following window will be displayed:

Area of Concern:

CAR Description: Test CAR 1030
Date Created: 10/24/2025 10:30:26 AM
Status: 6084

Corrective Action Plan(s)

[Back](#)

Immediate / Short Term Corrective Action:	Immediate/short term corrective action
Completion Date of Short Term CA:	10/25/2025 12:00:00 AM
Cause(s) of the Problem:	Problem root cause
List of Action(s) to be Undertaken:	List of Actions to be undertaken
Completion Date of Long Term CA:	10/25/2025 12:00:00 AM
Date of Submission:	10/25/2025 2:51:16 PM
Submission by:	mosoti.victor@gmail.com
CAA Inspector Comments:	CAP is rejected because of....
CAP Approval Status:	Rejected
Proposed Mode of Follow-Up:	

Click on the Back button, then click on Amend CAP to amend the CAP. This form will contain the information that had been initially provided in the CAP for ease of editing. After editing, click on the Submit Button to resubmit the CAP for review.

Upload Implementation Evidence

Once the CAP is approved, the Operator can then upload the implementation evidence by clicking on the View CAP button that will open the page below. Click on Upload Implementation Evidence button to upload the evidence:

Area of Concern:

CAR Description: Test CAR 1030

Date Created: 10/24/2025 10:30:26 AM

Status: 6084

Corrective Action Plan(s)

[Back](#)

Immediate / Short Term Corrective Action: Immediate/short term corrective action...updated

Completion Date of Short Term CA: 10/25/2025 12:00:00 AM

Cause(s) of the Problem: Problem root cause...updated

List of Action(s) to be Undertaken: List of Actions to be undertaken...updated

Completion Date of Long Term CA: 10/25/2025 12:00:00 AM

Date of Submission: 10/25/2025 3:06:20 PM

Submission by: mosoti.victor@gmail.com

CAA Inspector Comments: CAP Accepted

CAP Approval Status: Approved

Proposed Mode of Follow-Up:

[Upload Implementation Evidence](#)

[View CAA Comments](#)

This evidence will then be review by the Inspector to determine in the issue has been resolved. If the inspector closes the CAR, the status changes as below:

Corrective Action Requests								
Reference No.	Regulatory Reference	Question	Audit/Inspection Area	Description of Finding/Deficiency	Level Of Finding	Target Date	Status	Action
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 25(2)(b)(v) & (vi)	If the aircraft operator or its Handler/GHA is responsible for the screening of passengers and baggage (including secondary screening), are the screeners trained and certified by KCAA?	AMO Inspection	Test CAR 1030	Level 2 - Moderate	11/3/2025 10:30:25 AM	Closed	View CAP
KCAA/0/105/10/25/1833101	KCASRs 2020 Regulation 13, 14	Does the airline conduct group check-in?	AMO Inspection	Test 1018	Level 2 - Moderate	11/3/2025 10:18:24 AM	In Progress	Create CAP
KCAA/0/105/10/25/1833101	KCASRS 2020 : Reg.14(3) (d.e).	Is there passenger profiling during	AMO Inspection	Test 1017	Level 2 - Moderate	11/3/2025 10:18:14 AM	In Progress	Create CAP

Log Activity

The system captures all the activities and the person responsible for them. In addition, the time for the activity is also captured, The Log Activity is a security measure.

Search Bar

Search Text

Start Date

End Date

user email

Search LogFile

Log Results

Logged in user	User Activity	Date of Activity
mosoti.victor@gmail.com	Application submitted for InvoicingKCAA/120//2023/584	9/28/2023 7:33:43 PM
mosoti.victor@gmail.com	Uploaded invoices.pdfFor Application KCAA/120//2023/584	9/28/2023 5:02:40 PM
mosoti.victor@gmail.com	Uploaded preview(2).pdfFor Application KCAA/120//2023/584	9/28/2023 5:02:26 PM
mosoti.victor@gmail.com	created a new application KCAA/120//2023/584	9/28/2023 12:41:11 PM
mosoti.victor@gmail.com	created a new application KCAA/140//2023/444	9/25/2023 9:42:10 AM
mosoti.victor@gmail.com	Application submitted for InvoicingKCAA/115//2023/257	9/13/2023 6:29:39 PM
mosoti.victor@gmail.com	Uploaded FTP External Stakeholders Training on 29th Aug.pdfFor Application KCAA/115//2023/257	9/13/2023 6:21:24 PM
mosoti.victor@gmail.com	Uploaded doc07795220230912171234.pdfFor Application KCAA/115//2023/257	9/13/2023 6:20:49 PM
mosoti.victor@gmail.com	Uploaded FTP External Stakeholders Training on 29th Aug.pdfFor Application KCAA/115//2023/257	9/13/2023 6:19:47 PM
mosoti.victor@gmail.com	Uploaded preview.pdfFor Application KCAA/115//2023/257	9/13/2023 6:19:23 PM
mosoti.victor@gmail.com	created a new application KCAA/115//2023/257	9/13/2023 6:18:23 PM
mosoti.victor@gmail.com	Deleted Application Ref	9/1/2023 9:30:31 AM

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