



**Civil Aviation Authority  
Republic of Maldives**

**Airworthiness Section**

# **Airworthiness Notices**

**Issue 1, Amendment 7, 12 March 2019**







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## **Chapter 0 — GENERAL INFORMATION**

## **AN 00-01     Airworthiness Code of Practice**

### **Purpose**

This is our Code of Practice which sets out the standards and levels of service which both the aviation industry and individuals may expect from the Airworthiness section of Civil Aviation Department.

### **Values**

- Performance: The regulation and advice we provide must meet the highest standards of professionalism and integrity.
- People: We believe in maintaining and developing excellence in our people as they are the source of our reputation and success.
- Value for Money: We must deliver value for money and continually review our activities to ensure that we operate in a cost effective way.

### **Information and Openness**

We publish:

- Clear guidance on how to apply for, or renew, Certificates, Licences and Approvals and we define clearly the terms or privileges of Certificates, Licences and Approvals;
- The charges applicable to the grant and renewal of Certificates, Licences and Approvals;
- Safety performance statistics
- Our service standards and, annually, a report on our performance in delivering against these standards
- Additionally, to assist in clear understanding, we will provide written or oral advice about any of the foregoing and in respect of our interpretation of requirements.

### **Consistency**

We will carry out our duties in a fair, equitable and consistent manner. While staff are expected to exercise judgement in individual cases we will have arrangements in place to promote consistency including effective liaison with other authorities and enforcement bodies as required.

### **Consultation**

When considering changes to the requirements or regulatory framework, we believe it is important for us to invite the views of the individuals and industry we regulate and to take account of such views before implementing views.

As far as practically possible, we will maintain relationships with individuals and industry that are appropriate to continuing, positive discussion in respect of matters of mutual concern. We will analyse, and publish a summary of the feedback we receive. We will implement actions that may help to maintain and improve services.

### General Service Standards

- Our staff will be courteous and helpful
- Visitors who have a pre-arranged appointment will be met on time
- Written communications will be replied within three working days. Of course, some communications and requests for information require comprehensive responses which might take longer to prepare. In these cases we will acknowledge your correspondence within ten working days.

### Approval, Certification and Licensing Service Standards

Our service standards, set in this section are based on the assumption that the following necessary inputs have been provided by you, the applicant:

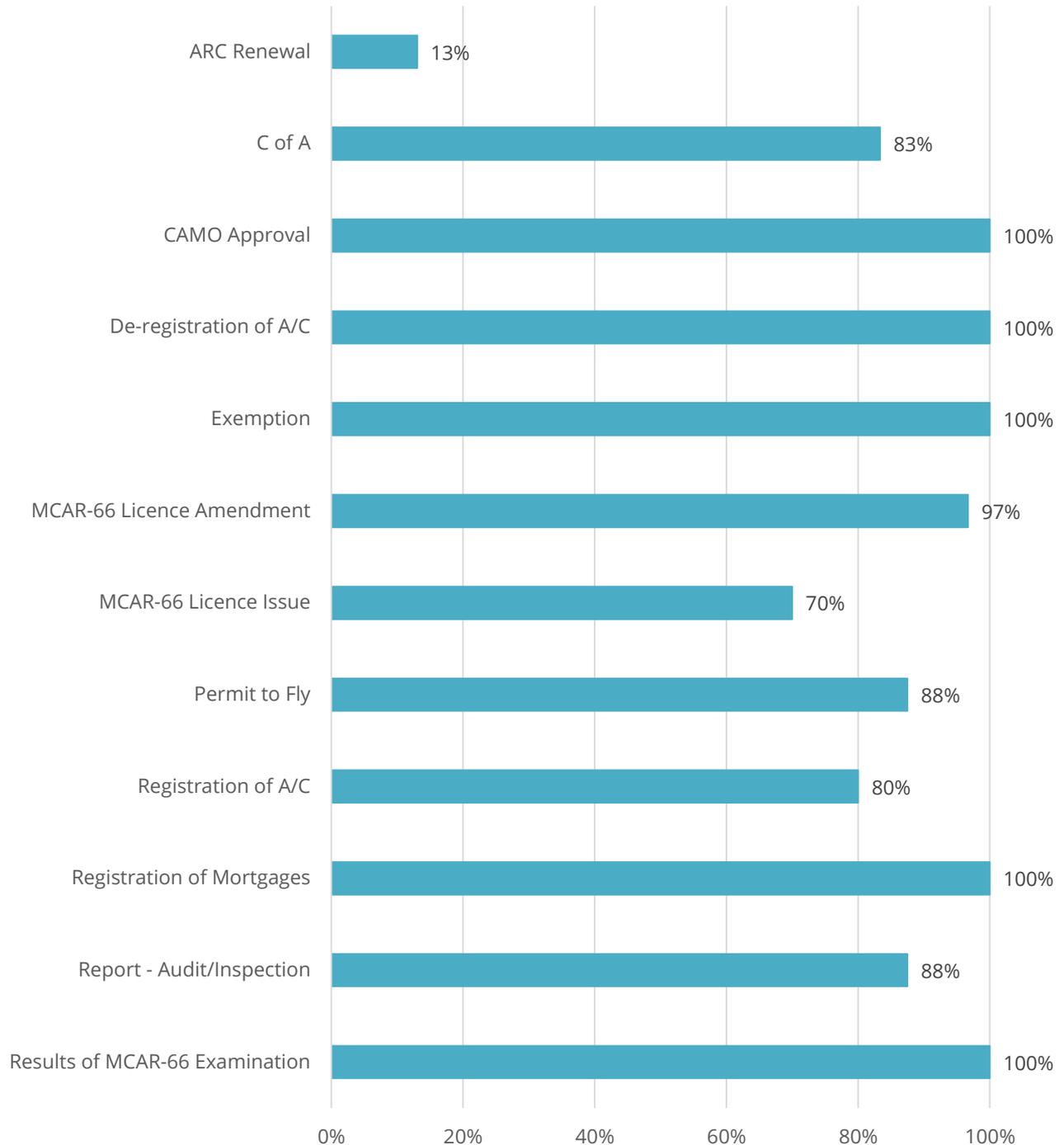
- A correct and complete application
- The application is submitted on behalf of an appropriately approved organisation or suitable authorised individual
- The required and requested information in a satisfactorily and timely manner
- The appropriate fees
- Timely access to your facilities, personnel or aircraft, as we require.

Service	Standard
Continuing Airworthiness Management Organisation Approval	180 days
Manual review	30 working days
MCAR-145 Maintenance Organisation Approval	60 days
MCAR-M Subpart F Maintenance Organisation Approval	60 days
MCAR-66 Licence Issue/Amendment	20 working days
Results of MCAR-66 Examinations	10 working days
Registration/ De-registration of aircraft and register amendments	07 working days
Registration of Mortgages	05 working days
Permissions and Exemptions	20 working days
Reports on the results of audits and inspections	20 working days
Certificate of Airworthiness	15 working days
ARC Renewal	15 working days
Permits to Fly	10 working days

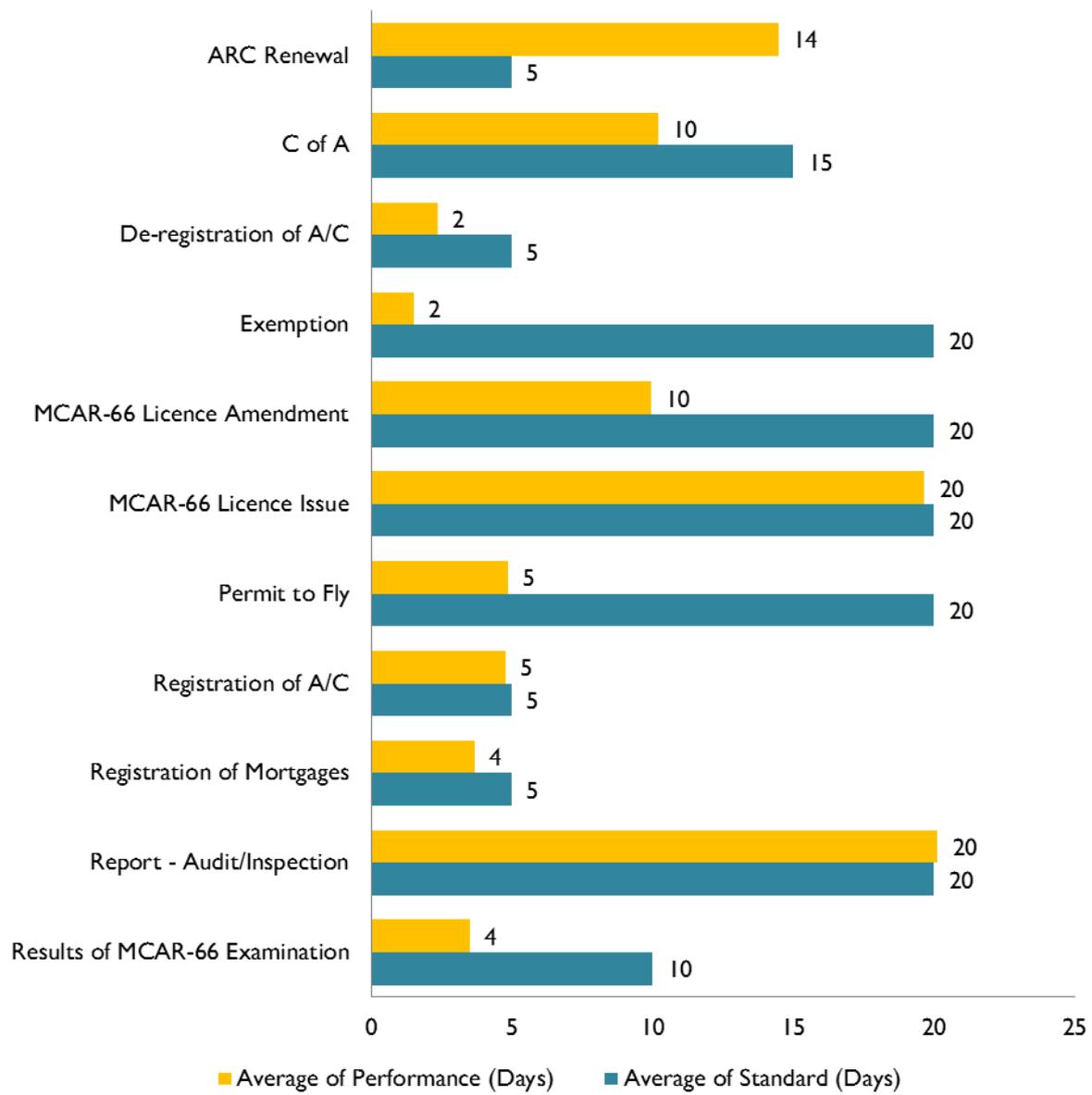
## AN 00-02 Code of Practice Performance Report

It is the aim of Airworthiness section to achieve the specific service standards in Notice 00-1 on 90% of the occasions. Performance against these for the year 2018 is outlined in this document.

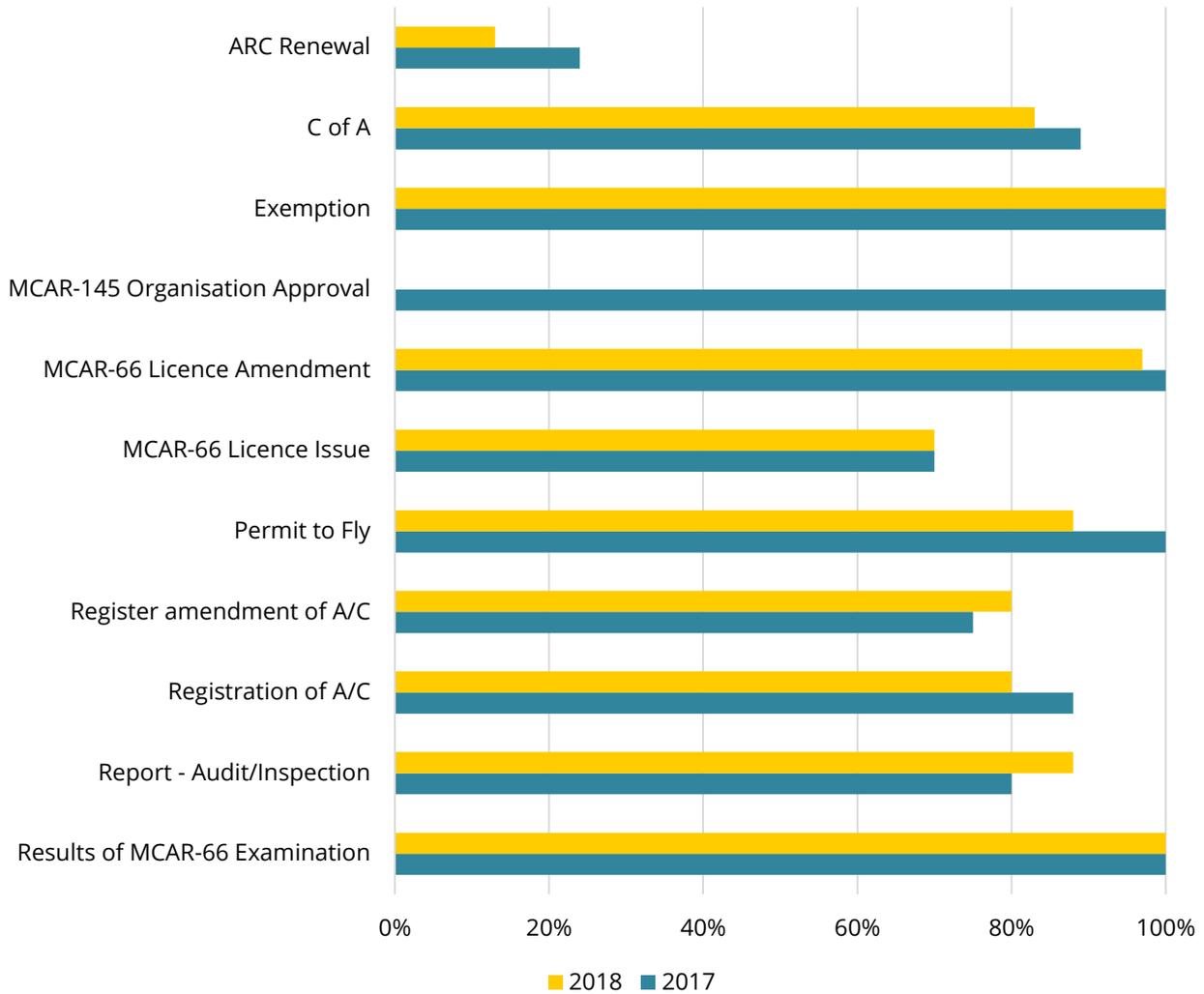
**Table 1: Performance Achieved (2018)**



**Table 2: Performance vs. Standards (2018)**



**Table 3: Performance Achieved (2017 vs. 2018)**



**AN 00-03 Adopted Material**

This notice lists guidance issued by various National Aviation Authorities that have been adopted by the Authority.

<b>#</b>	<b>Origin</b>	<b>Purpose</b>
01	UK CAA CAP 1454	Self-Declared Maintenance Programmes
02	UK CAA CAP 562 Leaflet B-130	Problem of bogus parts
03	UK CAA CAP 562 Leaflet 5-60	Condition monitored maintenance
04	UK CAA CAP 562 Leaflet B-210/220	Scrap parts & parts from aircraft no longer in service
05	EASA AMC 20-6 Rev 2	ETOPS Operations
06	JAA TGL No. 6 Rev 1	RVSM Operations
07	ICAO Doc 9365, Fourth Edition	Low Visibility Operations (LVO)
08	EASA AMC 20-24	ADS-B equipment certification
09	EASA AMC 20-25	Electronic Flight Bags (EFB)

## **Chapter 21 — INITIAL AIRWORTHINESS**

## AN 21-01 Import Requirements

### Acceptance of Civil Aircraft

These Import Requirements are applicable to civil aircraft types, including any installed product, part, or appliance, which have been issued or are eligible for Type Acceptance Certificate in accordance with MCAR-21 Subpart B, where application has been made for the issue of Certificate of Airworthiness under MCAR-21 Subpart H.

CAD shall be consulted before purchasing or leasing aircraft that do not meet the requirements of this Notice. Aircraft purchased without prior consultation and agreement with CAA may not be authorised for import. A completed CAD Form ATC-02 shall be submitted with the application to import an aircraft.

### New Aircraft

For an aircraft which is the "First of Type/Variant" to be type accepted by CAA, the required documentation in both Tables A and B below must be provided to CAA in accordance with MCAR-21.A.15.

For a "Series" aircraft (i.e., an aircraft type previously accepted by CAA), the required documentation in Table B must be provided.

Note: The documentation is only required only if it relates to, and is required by, the type design for the specific aircraft.

Note: A copy of the items marked \* shall be retained by CAA. Items marked \*\* shall be viewed only at the time of Certificate of Airworthiness issue but must be retained by the aircraft owner/operator.

**Table A**

#	Document/Publication	Comments	
1	Type Certificate		*
2	Maintenance Manual		*
3	Illustrated Parts Catalogue		*
4	Overhaul Manual		*
5	Structure Repair Manual		*
6	Non-Destructive Testing Manual		*
7	Wiring Diagrams Manual		*
8	Maintenance Review Board Report		*
9	Maintenance Planning Document		*
10	Service Life & Time Limits Manual	Unless date is contained in another manual	*

11	Flight Manual		*
12	Electrical Load Analysis Report		*
13	Noise Type Certificate	Including noise data, unless published in Flight Manual	*
14	A statement from the type certificate holder or manufacturer, undertaking to provide CAA with an ongoing revision service for the operating, maintenance and service documentation.		*

**Table B**

#	Document/Publication	Comments	
1	Export Certificate of Airworthiness	Transfer Documents referred in 21.A.174 will be accepted.	*
2	Copy of each Supplemental Type Certificate (STC) embodied on the aircraft/engine/and or propellers.	Applicant must establish NAA approval/acceptance of each STC.	*
3	Statement of Compliance with Airworthiness Directives (ADs).		*
4	Certification Maintenance Requirements (CMR).	CMR status and compliance, as applicable to aircraft type.	*
5	Aircraft / Engine / Propeller / APU Log Books		**
6	Weighing Report	Individual aircraft weighing record	**
7	Flight Test Report	For new aircraft, a copy of manufacturer's Flight Test completion declaration.	*
8	Declaration of compliance with Additional National Requirements.		*
9	Statement of compliance with ADS-B	ADS-B equipages shall meet certification standards in EASA AMC 20-24 or FAA AC 20-165.	*
10	Statement of compliance with PBN	Specify RNP-1 etc.	*
11	Cabin Configuration Control	Copy of configuration drawing (LOPA)	*
12	Radio Equipment List	Including approval status	*
13	Software Criticality List	Class 1, 2 and 3 Software declaration	*
14	Statement of Conformity		*
15	List of Derogations, Waivers and Exemptions from the Type Certificate and/or Additional National Requirements.	Must be authorized in writing by CAA/State of Registry.	*
16	Compass Check Certificate		**

## Used Aircraft

In addition to the documentation specified in Table B, the required documentation specified in Table C below must also be provided for used aircraft.

Note: The documentation is only required only if it relates to, and is required by, the type design for the specific aircraft.

**Table C**

#	Document/Publication	Comments	
1	Aircraft/Engine/Propeller Records	Records containing total time in service and status of life limited parts. Time since last overhaul and current inspection status.	**
2	Component Overhaul/Life Limit Status	Details of lives remaining and modification status.	**
3	Previous Maintenance Records	Work Packs and Log Books	**
4	Modification Status Report	Major modifications previously embodied by Owner(s) / Operator(s), including approval status.	**
5	Repair Records	Major repairs previously embodied by Owner(s) / Operator(s), including approval status.	**

**AN 21-02     Aeronautical Radio Licences**

The Civil Aviation Department has been appointed by the Communication Authority of Maldives to issue aircraft radio station licence in the Maldives via a memorandum of understanding signed on 16 September 2010.

In the first stage of implementation CAD will issue aeronautical station licenses to all aircraft on the Maldivian register as required under article 29 (e) and 30 of the Chicago Convention.

To expedite this process all operators are requested to apply for radio licence via CAD Form DAP 1902 and the applicable fees with every ARC extension or initial C of A application. Operators are advised to indicate the equipment make, model, frequency range, power, emission class and (E)TSO number for each equipment to comply with the Telecommunication Act.

## **Chapter 66 — LICENCING**

**AN 66-01      Modification of MCAR-66 Licences****Changes to Type Rating List**

Modifications introduced to “Aircraft Type Rating List” which results in changes to an aircraft type rating or to an engine designation in the rating of a licences already issued, the rating on the licence may be modified in the next renewal or when the licence is re-issued, unless there is an urgent reason to modify it.

Example: The previous Type Rating List stipulates ATR 42 and ATR 72 as one type. However, later amendments have split this to ATR 42 and ATR 72 as two separate type ratings. Licences with ATR-42/72 as a single type will be modified at the next renewal or re-issue and applicable new type ratings will be issued.

**Errors in Licences**

Immediate steps will be taken, in consultation with concerned parties, to modify/withdraw MCAR-66 licences identified to have any mistakes and/or typographical errors. This will be applied to licences issued after 01 December 2011.

## **AN 66-02 Unapproved Aircraft Maintenance Training Organisations**

The CAA has received numerous queries in relation to the policy changes affecting maintenance training at unapproved training schools. The purpose of this revision is to clarify the policy changes to prospective students.

The CAA made the policy changes to maintain a high common standard in maintenance licensing as such unapproved training organisations do not meet the basic requirements of MCAR-147 nor include a significant practical element in their training courses. Further, training at approved schools places prospective students at a long term financial advantage due to the shortened experience requirements.

The two main policy changes were:

1. Skilled Worker route: The CAA will not accept qualifications gained at maintenance training organizations not approved under MCAR-147 or EASA Part 147 for the purposes of issuing an MCAR-66 licence under the skilled worker route.

This change was made effective on 9 September 2013. Students undergoing such a qualification process prior to this date may continue to be qualified.

2. EASA Part 66 Modular Exams – The CAA will not accept EASA Part 66 modular exams unless they are a part of a full time basic course at an approved EASA Part-147 organisation. This does not apply to EASA Part 66 exams held through the CAA.

This change was made effective on 1 March 2014. Students who have completed such modular exams prior to this date will not be affected.

3. UK CAA Part 66 Modular Exams – The CAA will accept Part 66 modular exams carried out at UK CAA exam centers provided these can be verified as authentic by the UK CAA. Applicants must bear the cost of the verification from the CAA. This change was made effective 12 March 2019.

Prospective students are encouraged to consult with the CAA prior to making firm arrangements with unapproved maintenance training organisations. The list of approved training organisations can be obtained from our website.

**AN 66-03 EASA Part 66 Modular Exams**

The CAA has discovered serious irregularities in EASA Part 66 exams conducted by an EASA Part 147 Maintenance Training Organisation in the Maldives. The CAA, together with EASA, is investigating this breach of regulations.

The CAA is investigating instances of cheating, results manipulation, artificial adjustment of test scores using faked candidates, provision of MCQ/Essay papers to candidates prior to the exam in both sessions, release of results at the discretion of a candidate, undue assistance from instructors, extra answer sheets and examinations at instructor's hotel room among other irregularities.

EASA has also confirmed that some of the allegations are true and these breaches of regulations are of such significance, the Competent Authority of the Part 147 has deemed all the certificates pertaining to Maldives as invalid.

In light of this investigation, the CAA has taken serious steps to maintain the standard and credibility of MCAR-66 Licences.

1. Licences that do not meet the basic knowledge requirements of MCAR-66.25 will be changed/withdrawn.
2. Effective 1 March 2014, the CAA will not accept EASA Part 66 modules as equivalent to the knowledge standard of MCAR-66 under MCAR-66.25(b) unless (a) such exams are conducted under the supervision of this Authority or (b) they are part of a full time EASA Part 147 basic course or (c) they are exams conducted by the UK CAA at their examination centers and can be verified by the UK CAA as authentic.
3. Notwithstanding paragraph 2, the restrictions do not apply to candidates who have already made confirmed arrangements with EASA Part 147 training organisations. These arrangements shall be communicated to the CAA prior to 28 February 2014.

The CAA may take additional enforcement actions and administrative measures at the conclusion of the investigation.

## **Chapter M — CONTINUING AIRWORTHINESS**

## **AN M-01     ARC Extensions**

### **Introduction**

Please be informed that, from 1st April 2011 all operators are advised to exercise the privilege granted to them under MCAR-M.901(f), which essentially states that all organisations managing the continuing airworthiness of an aircraft may extend twice for a period of one year each time the validity of an airworthiness review certificate that has been issued by CAA.

### **CAMO Procedures**

In order to acquire the privilege the CAMO should:

- Develop procedures to verify the aircraft has been in a “controlled environment” (M.901(b)). A sample verification statement is given in ARC Form 3
- Detail the retention method for these records
- Nominate (using a Form 4) an acceptable person to be authorised to perform the verification exercise and sign the extension of the ARC (CAA Form 15a)
- Develop a procedure to notify the CAA when the ARC has been extended
- Amend the CAME to include the above procedures and submit to the CAA for approval

ARC Form 3 (ARC Extension Verification Form) is made available on our website. This form shall be completed and sent to us within 10 days after extension with a copy of the extended ARC. Although this is an extension, CAA strongly recommends all MCAR-M Subpart G organisations to carry out a full Airworthiness Review of a significant sample of the fleet operated.

### **Dating Protocols**

- Anticipation period is up to 30 days prior to expiry of the ARC
- ARC issue date is the day the ARC is extended
- Expiry date is 12 months from expiry date of last ARC

### **Expiry**

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. Refer to AMC M.A.901(f).

**AN M-02 Human Factor Principles in Operator's Maintenance Programme**

Operators are advised to observe Human Factor principles in the design and application of maintenance programmes. This is not applicable to ELA1 aircraft and balloon operators.

The following aspects should be taken into account in the design and application of the maintenance programme:

- written language, which involves not only vocabulary and grammar, but also the manner in which they are used;
- the typography and the layout have a significant impact on the comprehension of the written material;
- the use of diagrams, charts or tables replacing long descriptive text is advantageous to assist comprehension; and
- the use of colour in illustrations reduces the discrimination workload and has a motivational effect.

## **Appendix 1 CANCELLED & RELOCATED NOTICES**



## **Appendix 2 RENUMBERED NOTICES**

