



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

CIVIL AVIATION DEPARTMENT
MINISTRY OF TRANSPORT AND CIVIL AVIATION
Male'
Republic of Maldives

AIR SAFETY CIRCULAR

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FLIGHT ATTENDANT REQUIREMENTS

1. Introduction

Cabin crew members who form part of the crew of the aircraft engaged in commercial air operations have to perform a wide variety of duties of which the most important being the safety of passengers. This Circular sets out the minimum requirement of cabin attendants and their training requirements.

2. Flight Attendant Requirements

- (1)** Subject to subsection (3), no air operator shall operate an aircraft with passengers on board unless the crew includes at least the following number of flight attendants:
- (a) 1 to 50 passengers on board, one attendant;
 - (b) 51 to 100 passengers on board, two attendants; and
 - (c) 101 or more passengers on board, one attendant for each unit of 50 passengers or portion thereof.
- (2)** Notwithstanding subsection (1), no air operator shall operate an aircraft with passengers on board with fewer flight attendants than the number required to satisfy the following requirements:
- (a) the air operator shall, for each type and model of aircraft that it operates, assign to each flight attendant the duties to be performed in an emergency, including an emergency evacuation, and shall show that the performance of those duties adequately meets any emergency that may be reasonably anticipated, including the possible incapacitation of another flight attendant; and
 - (b) the air operator shall ensure that the duties assigned pursuant to paragraph (a) are described in its company operations manual.
- (3)** An air operator may operate an aircraft with passengers on board with a crew that includes fewer than the minimum number of flight attendants required by subsection (1), if the air operator
- (a) is authorized to do so in its air operator certificate

Flight Attendant Requirements

- (4) Where an aircraft has more than one deck, the number of flight attendants on each deck shall be in accordance with subsections (1) and (2).

3. Designation of In-charge Flight Attendant

An air operator shall, where a crew includes more than one flight attendant, designate an in-charge flight attendant.

4. Flight Attendant Qualifications

- (1) No air operator shall permit a person to act and no person shall act as a flight attendant on board an aircraft unless the person;-
- (a) has successfully completed the air operator's training program, except that a person may act as a flight attendant while undergoing line indoctrination training if the person is carried in addition to the number of flight attendants required in para 1 and is under the supervision of a flight attendant; and
- (b) has successfully completed line indoctrination training within 90 days after completing the air operator's training program or has regained competency in accordance with the *Flight Attendant Training Standard (CAP 001B)* issued by the Civil Aviation Department.
- (2) A person who has not completed line indoctrination training within the period specified in paragraph (1)(b) shall requalify in accordance with the *Flight Attendant Training Standard (CAP 001B)*.
- (3) has successfully completed general examination test based on Maldivian Civil Aviation Regulations conducted by CAD. (reference part 1-1.2/ 3/ 10-10.1/ 10.2/ 11-division A, B and C/ 14 division A, B and C / 15 division 1, 2, 3, 7, 9, and division 5-sub division 2 / 17-division 2 / 18)
- (4) hold a current class III medical certificate issued by Civil Aviation Department approved Medical Examiner.
- (5) must be at least 18 year of age.

5. Training Program

- (1) Every air operator shall establish and maintain a training program that is
- (a) designed to ensure that each person who receives training acquires the competence to perform the person's assigned duties; and
- (b) approved by the Civil Aviation department in accordance with the *Flight Attendant Training Standard (CAP 001B)*

An air operator's flight attendant training program shall include:

- (i) aviation indoctrination,
- (ii) line indoctrination training,
- (iii) in-charge training, where applicable, and
- (iv) initial and annual training, including

- (A) safety procedures training,
- (B) aircraft type training,
- (C) emergency procedures training,
- (D) aircraft surface contamination training, and
- (E) first aid training;

6. Flight Attendant Manual

- (1) Every air operator, other than an air operator that is authorized solely for the transport of cargo in its air operator certificate, shall establish and maintain, as part of its company operations manual, a flight attendant manual for the use and guidance of flight attendants in the operation of its aircraft.
- (2) A flight attendant manual shall contain the instructions and information necessary to enable flight attendants to perform their duties safely and shall contain the information required by the *Flight Attendant Manual Standard(CAP 002B)* issued by the Civil Aviation Department.
- (3) The Director shall, where the *Flight Attendant Manual Standard(CAP 002B)* is met, approve those parts of a flight attendant manual, and any amendments to those parts, that relate to the safety and emergency information contained in Part A of the *Flight Attendant Manual Standard(CAP 002B)*.
- (4) An air operator shall provide a copy of its flight attendant manual, including any amendments to that manual, to each of its flight attendants.
- (5) Every flight attendant who has been provided with a copy of a flight attendant manual pursuant to subsection (4) shall keep it up to date with the amendments provided and shall ensure that the appropriate parts are accessible when the flight attendant is performing assigned duties on board an aircraft.

7. Cancellation

This circular cancels Air Safety Circular No. OPS 10, Issue 01 (dated 18 August 1993) and Air Safety Circular No. OPS 11, Issue 03 (dated 26 November 1998) which should be destroyed.

8. Effectively

This Air Safety Circular comes into effect on 01 July 2003.



Mahmood Razee
DIRECTOR GENERAL OF CIVIL AVIATION