

ANNEX II

**CONDITIONS FOR THE CONVERSION OF EXISTING LICENCES AND RATINGS
FOR AEROPLANES AND HELICOPTERS**

A. AEROPLANES

1. Pilot licences

A pilot licence issued in accordance with the national requirements shall be converted into a Part- FCL licence provided that the applicant complies with the following requirements:

- (a) for ATPL(A) and CPL(A), complete as a proficiency check the revalidation requirements of Part-FCL for type/class and instrument rating, relevant to the privileges of the licence held;
- (b) demonstrate knowledge of the relevant parts of Part-OPS and Part-FCL;
- (c) demonstrate language proficiency in accordance with FCL.055;
- (d) comply with the requirements set out in the table below:

Licence held	Total flying hours experience	Any further requirements	Replacement Part-FCL licence and conditions (<i>where applicable</i>)	Removal of conditions	
(1)	(2)	(3)	(4)	(5)	
ATPL(A)	> 1 500 as PIC on multi-pilot aeroplanes	None	ATPL(A)	Not applicable	(a)
ATPL(A)	> 1 500 on multi- pilot aeroplanes	None	as in (c)(4)	as in (c)(5)	(b)
ATPL(A)	> 500 on multi- pilot aeroplanes	Demonstrate knowledge of flight planning and performance as required by FCL.515	ATPL(A), with type rating restricted to co-pilot	Demonstrate ability to act as PIC as required by Appendix 9 to Part-FCL	(c)
CPL/IR(A) and passed an ICAO ATPL theory test in the State of licence issue		(i) demonstrate knowledge of flight planning and performance as required by FCL.310 and FCL.615(b) (ii) meet remaining requirements of FCL.720.A(c)	CPL/IR(A) with ATPL theory credit	Not applicable	(d)
CPL/IR(A)	> 500 on multi- pilot aeroplanes, or in multi-pilot operations on single-pilot aeroplanes CS-23 commuter category or equivalent in accordance with the requirements of Part-OPS for commercial air transport	(i) pass an examination for ATPL(A) (*) (ii) meet remaining requirements of FCL.720.A(c)	CPL/IR(A) with ATPL theory credit	Not applicable	(e)
CPL/IR(A)	> 500 as PIC on single-pilot aeroplanes	None	CPL/IR(A) with type/class ratings restricted to single-pilot aeroplanes		(f)

Licence held	Total flying hours experience	Any further requirements	Replacement Part-FCL licence and conditions (where applicable)	Removal of conditions	
(1)	(2)	(3)	(4)	(5)	
CPL/IR(A)	< 500 as PIC on single-pilot aeroplanes	Demonstrate knowledge of flight planning and flight performance for CPL/IR level	As (4)(f)	Obtain multi-pilot type rating in accordance with Part-FCL	(g)
CPL(A)	> 500 as PIC on single-pilot aeroplanes	Night rating, if applicable	CPL(A), with type/class ratings restricted to single- pilot aeroplanes		(h)
CPL(A)	< 500 as PIC on single-pilot aeroplanes	(i) Night rating, if applicable; (ii) demonstrate knowledge of flight performance and planning as required by FCL.310	as (4)(h)		(i)
PPL/IR(A)	≥ 75 in accordance with IFR	Night rating if night flying privileges are not included in the instrument rating	PPL/IR(A) (the IR restricted to PPL)	Demonstrate knowledge of flight performance and planning as required by FCL.615(b)	(j)
PPL(A)	≥ 70 on aeroplanes	Demonstrate the use of radio navigation aids	PPL(A)		(k)
(*) CPL holders already holding a type rating for a multi-pilot aeroplane are not required to have passed an examination for ATPL (A) theoretical knowledge whilst they continue to operate that same aeroplane type, but will not be given ATPL (A) theory credit for a Part-FCL licence. If they require another type rating for a different multi-pilot aeroplane, they must comply with column (3), row (e)(i) of the above table.					

2. Instructor certificates

An instructor certificate issued in accordance with the national requirements shall be converted into a Part-FCL certificate provided that the applicant complies with the following requirements:

Certificate or privileges held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
FI(A)/IRI(A)/TRI(A)/CRI(A)	as required under Part-FCL for the relevant certificate	N/A	FI(A)/IRI(A)/TRI(A)/CRI(A)

3. SFI certificate

An SFI certificate issued in accordance with the national requirements shall be converted into a Part-FCL certificate provided that the holder complies with the following requirements:

Certificate held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
SFI(A)	> 1 500 hours as pilot of MPA	(i) hold or have held a CPL, MPL or ATPL for aeroplanes issued by a Member State; (ii) have completed the flight simulator content of the applicable type rating course including MCC.	SFI(A)
SFI(A)	3 years' recent experience as an SFI	have completed the flight simulator content of the applicable type rating course including MCC	SFI(A)
<i>The conversion shall be valid for a maximum period of 3 years. Revalidation shall be subject to the completion of the relevant requirements set out in Part-FCL.</i>			

4. STI certificate

An STI certificate issued by a Member State in accordance with the national requirements of that State may be converted into a Part-FCL certificate provided that the holder complies with the requirements set out in the table below:

Certificate held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
STI(A)	> 500 hours as pilot on SPA	(i) hold or have held a pilot licence issued by a Member State; (ii) have completed a proficiency check in accordance with Appendix 9 to Part-FCL in an FSTD appropriate to the instruction intended	STI(A)
STI(A)	3 years' recent experience as an STI	have completed a proficiency check in accordance with Appendix 9 to Part-FCL in an FSTD appropriate to the instruction intended	STI(A)
<i>Revalidation of the certificate shall be subject to the completion of the relevant requirements set out in Part-FCL.</i>			

B. HELICOPTERS

1. Pilot licences

A pilot licence issued by a State in accordance with the national requirements shall be converted into a Part-FCL licence provided that the applicant complies with the following requirements:

- complete as a proficiency check the revalidation requirements of Part-FCL for type and instrument rating, relevant to the privileges of the licence held;
- demonstrate knowledge of the relevant parts of Part-OPS and Part-FCL;
- demonstrate language proficiency in accordance with FCL.055;
- comply with the requirements set out in the table below:

Licence held	Total flying hours experience	Any further requirements	Replacement Part-FCL licence and conditions (<i>where applicable</i>)	Removal of conditions	
(1)	(2)	(3)	(4)	(5)	
ATPL(H) valid IR(H)	> 1 000 as PIC on multi-pilot helicopters	none	ATPL(H) and IR	Not applicable	(a)
ATPL(H) no IR(H) privileges	> 1 000 as PIC on multi-pilot helicopters	none	ATPL(H)		(b)
ATPL(H) valid IR(H)	> 1 000 on multi- pilot helicopters	None	ATPL(H), and IR with type rating restricted to co-pilot	demonstrate ability to act as PIC as required by Appendix 9 to Part-FCL	(c)
ATPL(H) no IR(H) privileges	> 1 000 on multi- pilot helicopters	None	ATPL(H) type rating restricted to co-pilot	demonstrate ability to act as PIC as required by Appendix 9 to Part-FCL	(d)
ATPL(H) valid IR(H)	> 500 on multi- pilot helicopters	demonstrate knowledge of flight planning and flight performance as required by FCL.515 and FCL.615(b)	as (4)(c)	as (5)(c)	(e)
ATPL(H) no IR(H) privileges	> 500 on multi- pilot helicopters	as (3)(e)	as (4)(d)	as (5)(d)	(f)
CPL/IR(H) and passed an ICAO ATPL(H) theory test in the Member State of licence issue		(i) demonstrate knowledge of flight planning and flight performance as required by FCL.310 and FCL.615(b); (ii) meet remaining requirements of FCL.720.H(b)	CPL/IR(H) with ATPL(H) theory credit, provided that the ICAO ATPL(H) theory test is assessed as being at Part-FCL ATPL level	Not applicable	(g)
CPL/IR(H)	> 500 hrs on multi-pilot helicopters	(i) to pass an examination for Part-FCL ATPL(H) theoretical knowledge (*) (ii) to meet remaining requirements of FCL.720.H(b)	CPL/IR(H) with Part-FCL ATPL(H) theory credit	Not applicable	(h)

Licence held	Total flying hours experience	Any further requirements	Replacement Part-FCL licence and conditions (<i>where applicable</i>)	Removal of conditions	
(1)	(2)	(3)	(4)	(5)	
CPL/IR(H)	> 500 as PIC on single-pilot helicopters	None	CPL/IR(H) with type ratings restricted to single-pilot helicopters	obtain multi-pilot type rating as required by Part- FCL	(i)
CPL/IR(H)	< 500 as PIC on single-pilot helicopters	demonstrate knowledge of flight planning and flight performance as required by FCL.310 and FCL.615(b)	as (4)(i)		(j)
CPL(H)	> 500 as PIC on single-pilot helicopters	night rating	CPL(H), with type ratings restricted to single-pilot helicopters		(k)
CPL(H)	< 500 as PIC on single-pilot helicopters	night rating demonstrate knowledge of flight performance and planning as required by FCL.310	as (4) (k)		(l)
CPL(H) Without night rating	> 500 as PIC on single-pilot helicopters		As (4)(k) and restricted to day VFR operations	Obtain multi-pilot type rating as required by Part- FCL and a night rating	(m)
CPL(H) Without night rating	< 500 as PIC on single-pilot helicopters	demonstrate knowledge of flight planning and flight performance as required by FCL.310	As (4)(k) and restricted to day VFR operations		(n)
PPL/IR(H)	≥ 75 in accordance with IFR	night rating; if night flying privileges are not included in the instrument rating	PPL/IR(H) (the IR restricted to PPL)	demonstrate knowledge of flight performance and planning as required by FCL.615(b)	(o)
PPL(H)	≥ 75 on helicopters	demonstrate the use of radio navigation aids	PPL (H)		(p)
(*) CPL holders already holding a type rating for a multi-pilot aeroplane are not required to have passed an examination for ATPL (H) theoretical knowledge whilst they continue to operate that same helicopter type, but will not be given ATPL (H) theory credit for a Part-FCL licence. If they require another type rating for a different multi-pilot helicopter, they must comply with column (3), row (h)(i) of the above table.					

2. Instructor certificates

An instructor certificate issued by a State in accordance with the national requirements shall be converted into a Part-FCL certificate provided that the applicant complies with the following requirements:

Certificate or privileges held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
FI(H)/IRI(H)/TRI(H)	as required under Part-FCL for the relevant certificate	N/A	FI(H)/IRI(H)/TRI(H) (*)
Revalidation of the certificate shall be subject to the completion of the relevant requirements set out in Part-FCL.			

3. SFI certificate

An SFI certificate issued by a State in accordance with the national requirements shall be converted into a Part-FCL certificate provided that the holder complies with the following requirements:

Certificate held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
SFI(H)	> 1 000 hours as pilot of MPH	(i) hold or have held a CPL, MPL or ATPL issued by a State; (ii) have completed the flight simulator content of the applicable type rating course including MCC	SFI(H)
SFI(H)	3 years' recent experience as an SFI	have completed the simulator content of the applicable type rating course including MCC	SFI(H)
Revalidation of the certificate shall be subject to the completion of the relevant requirements set out in Part-FCL.			

4. STI certificate

An STI certificate issued by a Member State in accordance with the national requirements of that State may be converted into a Part-FCL certificate provided that the holder complies with the requirements set out in the table below:

Certificate held	Experience	Any further requirements	Replacement Part-FCL certificate
(1)	(2)	(3)	(4)
STI(H)	> 500 hours as pilot on SPH	(i) hold or have held a pilot licence issued by a Member State; (ii) have completed a proficiency check in accordance with Appendix 9 to Part-FCL in an FSTD appropriate to the instruction intended	STI(H)
STI(H)	3 years' recent experience as an STI	have completed a proficiency check in accordance with Appendix 9 to Part-FCL in an FSTD appropriate to the instruction intended	STI(H)
Revalidation of the certificate shall be subject to the completion of the relevant requirements set out in Part-FCL.			

ANNEX III

CONDITIONS FOR THE ACCEPTANCE OF LICENCES ISSUED BY OR ON BEHALF OF THIRD COUNTRIES

A. VALIDATION OF LICENCES

General

1. A pilot licence issued in compliance with the requirements of Annex 1 to the Chicago Convention by a third country may be validated by MCAA. Pilots shall apply to MCAA.
2. The period of validation of a licence shall not exceed 1 year, provided that the basic licence remains valid.

This period may only be extended once, during the validation period, the pilot has applied, or is undergoing training, for the issuance of a licence in accordance with Part-FCL. This extension shall cover the period of time necessary for the licence to be issued in accordance with Part-FCL.

The holders of a licence accepted by MCAA shall exercise their privileges in accordance with the requirements stated in Part-FCL.

Pilot licences for commercial air transport and other commercial activities

3. In the case of pilot licences for commercial air transport and other commercial activities, the holder shall comply with the following requirements:
 - (a) complete, as a skill test, the type or class rating revalidation requirements of Part-FCL relevant to the privileges of the licence held;
 - (b) demonstrate that he/she has acquired knowledge of the relevant parts of Part-OPS and Part-FCL;
 - (c) demonstrate that he/she has acquired knowledge of English in accordance with FCL.055;
 - (d) hold a valid Class 1 medical certificate, issued in accordance with Part-Medical;
 - (e) in the case of aeroplanes, comply with the experience requirements set out in the following table:

Licence held (1)	Total flying hours experience (2)	Privileges (3)	
ATPL(A)	> 1 500 hours as PIC on multi- pilot aeroplanes	Commercial air transport in multi- pilot aeroplanes as PIC	(a)
ATPL(A) or CPL(A)/IR (*)	> 1 500 hours as PIC or co-pilot on multi-pilot aeroplanes according to operational requirements	Commercial air transport in multi- pilot aeroplanes as co-pilot	(b)
CPL(A)/IR	> 1 000 hours as PIC in commercial air transport since gaining an IR	Commercial air transport in single-pilot aeroplanes as PIC	(c)
CPL(A)/IR	> 1 000 hours as PIC or as co-pilot in single-pilot aeroplanes according to operational requirements	Commercial air transport in single-pilot aeroplanes as co-pilot according to Part-OPS	(d)
ATPL(A), CPL (A)/IR, CPL(A)	> 700 hours in aeroplanes other than TMGs, including 200 hours in the activity role for which acceptance is sought, and 50 hours in that role in the last 12 months	Exercise of privileges in aeroplanes in operations other than commercial air transport	(e)
CPL(A)	> 1 500 hours as PIC in commercial air transport including 500 hours on seaplane operations	Commercial air transport in single-pilot aeroplanes as PIC	(f)

(*) CPL (A)/IR holders on multi-pilot aeroplanes shall have demonstrated ICAO ATPL (A) level knowledge before acceptance.

(f) in the case of helicopters, comply with the experience requirements set out in the following table:

Licence held	Total flying hours experience	Privileges	
(1)	(2)	(3)	
ATPL(H) valid IR	> 1 000 hours as PIC on multi- pilot helicopters	Commercial air transport in multi- pilot helicopters as PIC in VFR and IFR operations	(a)
ATPL(H) no IR privileges	> 1 000 hours as PIC on multi- pilot helicopters	Commercial air transport in multi- pilot helicopters as PIC in VFR operations	(b)
ATPL(H) valid IR	> 1 000 hours as pilot on multi- pilot helicopters	Commercial air transport in multi- pilot helicopters as co-pilot in VFR and IFR operations	(c)
ATPL(H) no IR privileges	> 1 000 hours as pilot on multi- pilot helicopters	Commercial air transport in multi- pilot helicopters as co-pilot in VFR operations	(d)
CPL(H)/IR (*)	> 1 000 hours as pilot on multi- pilot helicopters	Commercial air transport in multi- pilot helicopters as co-pilot	(e)
CPL(H)/IR	> 1 000 hours as PIC in commercial air transport since gaining an IR	Commercial air transport in single-pilot helicopters as PIC	(f)
ATPL(H) with or without IR privileges, CPL(H)/IR, CPL(H)	> 700 hours in helicopters other than those certificated under CS-27/29 or equivalent, including 200 hours in the activity role for which acceptance is sought, and 50 hours in that role in the last 12 months	Exercise of privileges in helicopters in operations other than commercial air transport	(g)
(*) CPL (H)/IR holders on multi-pilot helicopters shall have demonstrated ICAO ATPL level knowledge before acceptance.			

Pilot licences for non-commercial activities with an instrument rating

4. In the case of private pilot licences with an instrument rating, or CPL and ATPL licences with an instrument rating where the pilot intends only to exercise private pilot privileges, the holder shall comply with the following requirements:
 - (a) complete the skill test for instrument rating and the type or class ratings relevant to the privileges of the licence held, in accordance with Appendix 7 and Appendix 9 to Part-FCL;
 - (b) demonstrate that he/she has acquired knowledge of Air Law, Aeronautical Weather Codes, Flight Planning and Performance (IR), and Human Performance;
 - (c) demonstrate that he/she has acquired knowledge of English in accordance with FCL.055;
 - (d) hold at least a valid Class 2 medical certificate issued in accordance with Annex 1 to the Chicago Convention;
 - (e) have a minimum experience of at least 100 hours of instrument flight time as pilot-in-command in the relevant category of aircraft.

Pilot licences for non-commercial activities without an instrument rating

5. In the case of private pilot licences, or CPL and ATPL licences without an instrument rating where the pilot intends only to exercise private pilot privileges, the holder shall comply with the following requirements:
 - (a) demonstrate that he/she has acquired knowledge of Air Law and Human Performance;
 - (b) pass the PPL skill test as set out in Part-FCL;
 - (c) fulfil the relevant requirements of Part-FCL for the issuance of a type or class rating as relevant to the privileges of the licence held;
 - (d) hold at least a Class 2 medical certificate issued in accordance with Annex 1 to the Chicago Convention;
 - (e) demonstrate that he/she has acquired language proficiency in accordance with FCL.055;
 - (f) have a minimum experience of at least 100 hours as pilot in the relevant category of aircraft.

Validation of pilot licences for specific tasks of limited duration

6. Notwithstanding the provisions of the paragraphs above, in the case of manufacturer flights, MCAA may accept a licence issued in accordance with Annex 1 to the Chicago Convention by a third country for a maximum of 12 months for specific tasks of limited duration, such as instruction flights for initial entry into service, demonstration, ferry or test flights, provided the applicant complies with the following requirements:
 - (a) holds an appropriate licence and medical certificate and associated ratings or qualifications issued in accordance with Annex 1 to the Chicago Convention;
 - (b) is employed, directly or indirectly, by an aeroplane manufacturer.

In this case, the privileges of the holder shall be limited to performing flight instruction and testing for initial issue of type ratings, the supervision of initial line flying by the operators' pilots, delivery or ferry flights, initial line flying, flight demonstrations or test flights.

B. CONVERSION OF LICENCES

1. A PPL/BPL/SPL, a CPL or ATPL licence issued in compliance with the requirements of Annex 1 to the Chicago Convention by a third country may be converted into a Part-FCL PPL/BPL/SPL with a single-pilot class or type rating by MCAA. The pilot shall apply to MCAA.
2. The holder of the licence shall comply with the following minimum requirements, for the relevant aircraft category:
 - (a) pass a written examination in Air Law and Human Performance;
 - (b) pass the PPL, BPL or SPL skill test, as relevant, in accordance with Part-FCL;
 - (c) fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H;
 - (d) hold at least a Class 2 medical certificate, issued in accordance with Part-Medical;
 - (e) demonstrate that he/she has acquired language proficiency in accordance with FCL.055;
 - (f) have completed at least 100 hours of flight time as a pilot.

C. ACCEPTANCE OF CLASS AND TYPE RATINGS

1. A valid class or type rating contained in a licence issued by a third country may be inserted in a Part-FCL licence provided that the applicant:
 - (a) complies with the experience requirements and the prerequisites for the issue of the applicable type or class rating in accordance with Part-FCL;
 - (b) passes the relevant skill test for the issue of the applicable type or class rating in accordance with Part-FCL;
 - (c) is in current flying practice;
 - (d) has no less than:
 - (i) for aeroplane class ratings, 100 hours of flight experience as a pilot in that class;
 - (ii) for aeroplane type ratings, 500 hours of flight experience as a pilot in that type;
 - (iii) for single-engine helicopters with a maximum certificated take-off mass of up to 3 175 kg, 100 hours of flight experience as a pilot in that type;
 - (iv) for all other helicopters, 350 hours of flight experience as a pilot in that class.

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**MEDICAL REQUIREMENTS FOR LICENSING
(PART-MED)**

**SUBPART A
GENERAL REQUIREMENTS**

**SECTION 1
General**

MED.A.001 Competent authority

For the purpose of this Part, the competent authority in the Maldives is the Maldives Civil Aviation Authority:

- (a) for aero-medical centres (AeMC);
- (b) for aero-medical examiners (AME);
- (c) for general medical practitioners (GMP); and
- (d) for occupational health medical practitioners (OHMP) assessing the medical fitness of cabin crew.

MED.A.005 Scope

This Part establishes the requirements for:

- (a) the issue, validity, revalidation and renewal of the medical certificate required for exercising the privileges of a pilot licence or of a student pilot;
- (b) the medical fitness of cabin crew;
- (c) the certification of AMEs; and
- (d) the qualification of GMPs and of occupational health medical practitioners (OHMP).

MED.A.010 Definitions

For the purpose of this Part, the following definitions apply:

‘Accredited medical conclusion’ means the conclusion reached by one or more medical experts acceptable to the licensing authority, on the basis of objective and non-discriminatory criteria, for the purposes of the case concerned, in consultation with flight operations or other experts as necessary,

‘Assessment’ means the conclusion on the medical fitness of a person based on the evaluation of the person’s medical history and/or aero-medical examinations as required in this Part and further examinations as necessary, and/or medical tests such as, but not limited to, ECG, blood pressure measurement, blood testing, X-ray,

‘Colour safe’ means the ability of an applicant to readily distinguish the colours used in air navigation and correctly identify aviation coloured lights,

‘Eye specialist’ means an ophthalmologist or a vision care specialist qualified in optometry and trained to recognise pathological conditions,

‘Examination’ means an inspection, palpation, percussion, auscultation or other means of investigation especially for diagnosing disease,

‘Investigation’ means the assessment of a suspected pathological condition of an applicant by means of examinations and tests in order to verify the presence or absence of a medical condition,

‘Licensing authority’ means the competent authority that issued the licence, or to which a person applies for the issue of a licence, or, when a person has not yet applied for the issue of a licence, the competent authority in accordance with this Part,

‘Limitation’ means a condition placed on the medical certificate, licence or cabin crew medical report that shall be complied with whilst exercising the privileges of the licence, or cabin crew licence,

‘Refractive error’ means the deviation from emmetropia measured in dioptres in the most ametropic meridian, measured by standard methods.

MED.A.015 Medical confidentiality

All persons involved in medical examination, assessment and certification shall ensure that medical confidentiality is respected at all times.

MED.A.020 Decrease in medical fitness

- (a) Licence holders shall not exercise the privileges of their licence and related ratings or certificates at any time when they:
 - (1) are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
 - (2) take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the applicable licence;
 - (3) receive any medical, surgical or other treatment that is likely to interfere with flight safety.
- (b) In addition, licence holders shall, without undue delay, seek aero-medical advice when they:
 - (1) have undergone a surgical operation or invasive procedure;
 - (2) have commenced the regular use of any medication;
 - (3) have suffered any significant personal injury involving incapacity to function as a member of the flight crew;
 - (4) have been suffering from any significant illness involving incapacity to function as a member of the flight crew;
 - (5) are pregnant;
 - (6) have been admitted to hospital or medical clinic;
 - (7) first require correcting lenses.
- (c) In these cases:
 - (1) holders of Class 1 and Class 2 medical certificates shall seek the advice of an AeMC or AME. The AeMC or AME shall assess the medical fitness of the licence holder and decide whether they are fit to resume the exercise of their privileges;
 - (2) holders of LAPL medical certificates shall seek the advice of an AeMC or AME, or the GMP who signed the medical certificate. The AeMC, AME or GMP shall assess the medical fitness of the licence holders and decide whether they are fit to resume the exercise of their privileges.
- (d) Cabin crew members shall not perform duties on an aircraft and, where applicable, shall not exercise the privileges of their cabin crew licence when they are aware of any decrease in their medical fitness, to the extent that this condition might render them unable to discharge their safety duties and responsibilities.
- (e) In addition, if in the medical conditions specified in (b)(1) to (b)(5), cabin crew members shall, without undue delay, seek the advice of an AME, AeMC, or OHMP as applicable. The AME, AeMC or OHMP shall assess the medical fitness of the cabin crew members and decide whether they are fit to resume their safety duties.

MED.A.025 Obligations of AeMC, AME, GMP and OHMP

- (a) When conducting medical examinations and/or assessments, AeMC, AME, GMP and OHMP shall:
 - (1) ensure that communication with the person can be established without language barriers;
 - (2) make the person aware of the consequences of providing incomplete, inaccurate or false statements on their medical history.

- (b) After completion of the aero-medical examinations and/or assessment, the AeMC, AME, GMP and OHMP shall:
 - (1) advise the person whether fit, unfit or referred to MCAA, AeMC or AME as applicable;
 - (2) inform the person of any limitation that may restrict flight training or the privileges of the licence, or cabin crew licence as applicable;
 - (3) if the person has been assessed as unfit, inform him/her of his/her right of a secondary review; and
 - (4) in the case of applicants for a medical certificate, submit without delay a signed, or electronically authenticated, report to include the assessment result and a copy of the medical certificate to MCAA.
- (c) AeMCs, AMEs, GMPs and OHMPs shall maintain records with details of medical examinations and assessments performed in accordance with this Part and their results in accordance with national legislation.
- (d) When required for medical certification and/or oversight functions, AeMCs, AMEs, GMPs and OHMP shall submit to the medical assessor of MCAA upon request all aero-medical records and reports, and any other relevant information.

SECTION 2

Requirements for medical certificates

MED.A.030 Medical certificates

- (a) A student pilot shall not fly solo unless that student pilot holds a medical certificate, as required for the relevant licence.
- (b) Applicants for and holders of a light aircraft pilot licence (LAPL) shall hold at least an LAPL medical certificate.
- (c) Applicants for and holders of a private pilot licence (PPL), a sailplane pilot licence (SPL), or a balloon pilot licence (BPL) shall hold at least a Class 2 medical certificate.
- (d) Applicants for and holders of an SPL or a BPL involved in commercial sailplane or balloon flights shall hold at least a Class 2 medical certificate.
- (e) If a night rating is added to a PPL or LAPL, the licence holder shall be colour safe.
- (f) Applicants for and holders of a commercial pilot licence (CPL), a multi-crew pilot licence (MPL), or an airline transport pilot licence (ATPL) shall hold a Class 1 medical certificate.
- (g) If an instrument rating is added to a PPL, the licence holder shall undertake pure tone audiometry examinations in accordance with the periodicity and the standard required for Class 1 medical certificate holders.
- (h) A licence holder shall not at any time hold more than one medical certificate issued in accordance with this Part.

MED.A.035 Application for a medical certificate

- (a) Applications for a medical certificate shall be made in a format established by MCAA.
- (b) Applicants for a medical certificate shall provide the AeMC, AME or GMP as applicable, with:
 - (1) proof of their identity;
 - (2) a signed declaration:
 - (i) of medical facts concerning their medical history;
 - (ii) as to whether they have previously undergone an examination for a medical certificate and, if so, by whom and with what result;
 - (iii) as to whether they have ever been assessed as unfit or had a medical certificate suspended or revoked.

- (c) When applying for a revalidation or renewal of the medical certificate, applicants shall present the medical certificate to the AeMC, AME or GMP prior to the relevant examinations.

MED.A.040 Issue, revalidation and renewal of medical certificates

- (a) A medical certificate shall only be issued, revalidated or renewed once the required medical examinations and/or assessments have been completed and a fit assessment is made.
- (b) Initial issue:
- (1) Class 1 medical certificates shall be issued by an AeMC or an AME.
 - (2) Class 2 medical certificates shall be issued by an AeMC or an AME.
 - (3) LAPL medical certificates shall be issued by an AeMC, an AME or, by a GMP.
- (c) Revalidation and renewal:
- (1) Class 1 and Class 2 medical certificates shall be revalidated or renewed by an AeMC or an AME.
 - (2) LAPL medical certificates shall be revalidated or renewed by an AeMC, an AME or, by a GMP.
- (d) The AeMC, AME or GMP shall only issue, revalidate or renew a medical certificate if:
- (1) the applicant has provided them with a complete medical history and, if required by the AeMC, AME or GMP, results of medical examinations and tests conducted by the applicant's doctor or any medical specialists; and
 - (2) the AeMC, AME or GMP have conducted the aero-medical assessment based on the medical examinations and tests as required for the relevant medical certificate to verify that the applicant complies with all the relevant requirements of this Part.
- (e) The AME, AeMC or, in the case of referral, MCAA may require the applicant to undergo additional medical examinations and investigations when clinically indicated before they issue, revalidate or renew a medical certificate.
- (f) MCAA may issue or re-issue a medical certificate, as applicable, if:
- (1) a case is referred;
 - (2) it has identified that corrections to the information on the certificate are necessary.

MED.A.045 Validity, revalidation and renewal of medical certificates

- (a) *Validity*
- (1) Class 1 medical certificates shall be valid for a period of 12 months.
 - (2) The period of validity of Class 1 medical certificates shall be reduced to 6 months for licence holders who:
 - (i) are engaged in single-pilot commercial air transport operations carrying passengers and have reached the age of 40;
 - (ii) have reached the age of 60.
 - (3) Class 2 medical certificates shall be valid for a period of:
 - (i) 60 months until the licence holder reaches the age of 40. A medical certificate issued prior to reaching the age of 40 shall cease to be valid after the licence holder reaches the age of 42;
 - (ii) 24 months between the age of 40 and 50. A medical certificate issued prior to reaching the age of 50 shall cease to be valid after the licence holder reaches the age of 51; and
 - (iii) 12 months after the age of 50.
 - (4) LAPL medical certificates shall be valid for a period of:
 - (i) 60 months until the licence holder reaches the age of 40. A medical certificate issued prior to reaching the age of 40 shall cease to be valid after the licence holder reaches the age of 42;
 - (ii) 24 months after the age of 40.
 - (5) The validity period of a medical certificate, including any associated examination or special investigation, shall be:
 - (i) determined by the age of the applicant at the date when the medical examination takes place; and
 - (ii) calculated from the date of the medical examination in the case of initial issue and renewal, and from the expiry date of the previous medical certificate in the case of revalidation.

(b) *Revalidation*

Examinations and/or assessments for the revalidation of a medical certificate may be undertaken up to 45 days prior to the expiry date of the medical certificate.

(c) *Renewal*

- (1) If the holder of a medical certificate does not comply with (b), a renewal examination and/or assessment shall be required.
- (2) In the case of Class 1 and Class 2 medical certificates:
 - (i) if the medical certificate has expired for more than 2 years, the AeMC or AME shall only conduct the renewal examination after assessment of the aero-medical records of the applicant;
 - (ii) if the medical certificate has expired for more than 5 years, the examination requirements for initial issue shall apply and the assessment shall be based on the revalidation requirements.
- (3) In the case of LAPL medical certificates, the AeMC, AME or GMP shall assess the medical history of the applicant and perform the aero-medical examination and/or assessment in accordance with MED.B.095.

MED.A.050 Referral

- (a) If an applicant for a Class 1 or Class 2 medical certificate is referred to MCAA in accordance with MED.B.001, the AeMC or AME shall transfer the relevant medical documentation to MCAA.
- (b) If an applicant for an LAPL medical certificate is referred to an AME or AeMC in accordance with MED.B.001, the GMP shall transfer the relevant medical documentation to the AeMC or AME.

SUBPART B
REQUIREMENTS FOR PILOT MEDICAL CERTIFICATES

SECTION 1
General

MED.B.001 Limitations to medical certificates

(a) *Limitations to Class 1 and Class 2 medical certificates*

- (1) If the applicant does not fully comply with the requirements for the relevant class of medical certificate but is considered to be not likely to jeopardise flight safety, the AeMC or AME shall:
 - (i) in the case of applicants for a Class 1 medical certificate, refer the decision on fitness of the applicant to MCAA as indicated in this Subpart;
 - (ii) in cases where a referral to MCAA is not indicated in this Subpart, evaluate whether the applicant is able to perform his/her duties safely when complying with one or more limitations endorsed on the medical certificate, and issue the medical certificate with limitation(s) as necessary;
 - (iii) in the case of applicants for a Class 2 medical certificate, evaluate whether the applicant is able to perform his/her duties safely when complying with one or more limitations endorsed on the medical certificate, and issue the medical certificate, as necessary with limitation(s), in consultation with MCAA;
 - (iv) The AeMC or AME may revalidate or renew a medical certificate with the same limitation without referring the applicant to MCAA.

(b) *Limitations to LAPL medical certificates*

- (1) If a GMP, after due consideration of the applicant's medical history, concludes that the applicant does not fully meet the requirements for medical fitness, the GMP shall refer the applicant to an AeMC or AME, except those requiring a limitation related only to the use of corrective lenses.
- (2) If an applicant for an LAPL medical certificate has been referred, the AeMC or AME shall give due consideration to MED.B.095, evaluate whether the applicant is able to perform their duties safely when complying with one or more limitations endorsed on the medical certificate and issue the medical certificate with limitation(s) as necessary. The AeMC or AME shall always consider the need to restrict the pilot from carrying passengers (Operational Passenger Limitation, OPL).
- (3) The GMP may revalidate or renew an LAPL medical certificate with the same limitation without referring the applicant to an AeMC or AME.

(c) When assessing whether a limitation is necessary, particular consideration shall be given to:

- (1) whether accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence applied for is not likely to jeopardise flight safety;
- (2) the applicant's ability, skill and experience relevant to the operation to be performed.

(d) *Operational limitation codes*

- (1) Operational multi-pilot limitation (OML — Class 1 only)
 - (i) When the holder of a CPL, ATPL or MPL does not fully meet the requirements for a Class 1 medical certificate and has been referred to MCAA, it shall be assessed whether the medical certificate may be issued with an OML 'valid only as or with qualified co-pilot'. This assessment shall be performed by MCAA.
 - (ii) The holder of a medical certificate with an OML shall only operate an aircraft in multi-pilot operations when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years.
 - (iii) The OML for Class 1 medical certificates may only be imposed and removed by MCAA.
- (2) Operational Safety Pilot Limitation (OSL — Class 2 and LAPL privileges)
 - (i) The holder of a medical certificate with an OSL limitation shall only operate an aircraft if another pilot fully qualified to act as pilot-in-command on the relevant class or type of aircraft is carried on board, the aircraft is fitted with dual controls and the other pilot occupies a seat at the controls.
 - (ii) The OSL for Class 2 medical certificates may be imposed or removed by an AeMC or AME in consultation with MCAA.
- (3) Operational Passenger Limitation (OPL — Class 2 and LAPL privileges)

- (i) The holder of a medical certificate with an OPL limitation shall only operate an aircraft without passengers on board.
 - (ii) An OPL for Class 2 medical certificates may be imposed by an AeMC or AME in consultation with MCAA.
 - (iii) An OPL for an LAPL medical certificate limitation may be imposed by an AeMC or AME.
- (e) Any other limitation may be imposed on the holder of a medical certificate if required to ensure flight safety.
- (f) Any limitation imposed on the holder of a medical certificate shall be specified therein.

SECTION 2

Medical requirements for Class 1 and Class 2 medical certificates

MED.B.005 General

- (a) Applicants for a medical certificate shall be free from any:
- (1) abnormality, congenital or acquired;
 - (2) active, latent, acute or chronic disease or disability;
 - (3) wound, injury or sequelae from operation;
 - (4) effect or side effect of any prescribed or non-prescribed therapeutic, diagnostic or preventive medication taken;
- that would entail a degree of functional incapacity which is likely to interfere with the safe exercise of the privileges of the applicable licence or could render the applicant likely to become suddenly unable to exercise the privileges of the licence safely.
- (b) In cases where the decision on medical fitness of an applicant for a Class 1 medical certificate is referred to MCAA, MCAA may delegate such a decision to an AeMC, except in cases where an OML is needed.
- (c) In cases where the decision on medical fitness of an applicant for a Class 2 medical certificate is referred to MCAA, MCAA may delegate such a decision to an AeMC or an AME, except in cases where an OSL or OPL is needed.

MED.B.010 Cardiovascular System

- (a) *Examination*
- (1) A standard 12-lead resting electrocardiogram (ECG) and report shall be completed on clinical indication, and:
 - (i) for a Class 1 medical certificate, at the examination for the first issue of a medical certificate, then every 5 years until age 30, every 2 years until age 40, annually until age 50, and at all revalidation or renewal examinations thereafter;
 - (ii) for a Class 2 medical certificate, at the first examination after age 40 and then every 2 years after age 50.
 - (2) Extended cardiovascular assessment shall be required when clinically indicated.
 - (3) For a Class 1 medical certificate, an extended cardiovascular assessment shall be completed at the first revalidation or renewal examination after age 65 and every 4 years thereafter.
 - (4) For a Class 1 medical certificate, estimation of serum lipids, including cholesterol, shall be required at the examination for the first issue of a medical certificate, and at the first examination after having reached the age of 40.
- (b) *Cardiovascular System — General*
- (1) Applicants shall not suffer from any cardiovascular disorder which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
 - (2) Applicants for a Class 1 medical certificate with any of the following conditions shall be assessed as unfit:
 - (i) aneurysm of the thoracic or supra-renal abdominal aorta, before or after surgery;
 - (ii) significant functional abnormality of any of the heart valves;
 - (iii) heart or heart/lung transplantation.

- (3) Applicants for a Class 1 medical certificate with an established history or diagnosis of any of the following conditions shall be referred to MCAA:
 - (i) peripheral arterial disease before or after surgery;
 - (ii) aneurysm of the abdominal aorta, before or after surgery;
 - (iii) functionally insignificant cardiac valvular abnormalities;
 - (iv) after cardiac valve surgery;
 - (v) abnormality of the pericardium, myocardium or endocardium;
 - (vi) congenital abnormality of the heart, before or after corrective surgery;
 - (vii) recurrent vasovagal syncope;
 - (viii) arterial or venous thrombosis;
 - (ix) pulmonary embolism;
 - (x) cardiovascular condition requiring systemic anticoagulant therapy.
- (4) Applicants for a Class 2 medical certificate with an established diagnosis of one of the conditions specified in (2) and (3) above shall be assessed by a cardiologist before a fit assessment can be considered in consultation with MCAA.

(c) *Blood Pressure*

- (1) The blood pressure shall be recorded at each examination.
- (2) The applicant's blood pressure shall be within normal limits.
- (3) Applicants for a Class 1 medical certificate:
 - (i) with symptomatic hypotension; or
 - (ii) whose blood pressure at examination consistently exceeds 160 mmHg systolic and/or 95 mmHg diastolic, with or without treatment;shall be assessed as unfit.
- (4) The initiation of medication for the control of blood pressure shall require a period of temporary suspension of the medical certificate to establish the absence of significant side effects.

(d) *Coronary Artery Disease*

- (1) Applicants for a Class 1 medical certificate with:
 - (i) suspected myocardial ischaemia;
 - (ii) asymptomatic minor coronary artery disease requiring no anti-anginal treatment;shall be referred to MCAA and undergo cardiological evaluation to exclude myocardial ischaemia before a fit assessment can be considered.
- (2) Applicants for a Class 2 medical certificate with any of the conditions detailed in (1) shall undergo cardiological evaluation before a fit assessment can be considered.
- (3) Applicants with any of the following conditions shall be assessed as unfit:
 - (i) myocardial ischaemia;
 - (ii) symptomatic coronary artery disease;
 - (iii) symptoms of coronary artery disease controlled by medication.
- (4) Applicants for the initial issue of a Class 1 medical certificate with a history or diagnosis of any of the following conditions shall be assessed as unfit:
 - (i) myocardial ischaemia;
 - (ii) myocardial infarction;
 - (iii) revascularisation for coronary artery disease.
- (5) Applicants for a Class 2 medical certificate who are asymptomatic following myocardial infarction or surgery for coronary artery disease shall undergo satisfactory cardiological evaluation before a fit assessment can be considered in consultation with MCAA. Applicants for the revalidation of a Class 1 medical certificate shall be referred to MCAA.

(e) *Rhythm/Conduction Disturbances*

- (1) Applicants for a Class 1 medical certificate shall be referred to MCAA when they have any significant disturbance of cardiac conduction or rhythm, including any of the following:
 - (i) disturbance of supraventricular rhythm, including intermittent or established sinoatrial dysfunction, atrial fibrillation and/or flutter and asymptomatic sinus pauses;
 - (ii) complete left bundle branch block;
 - (iii) Mobitz type 2 atrioventricular block;
 - (iv) broad and/or narrow complex tachycardia;
 - (v) ventricular pre-excitation;
 - (vi) asymptomatic QT prolongation;
 - (vii) Brugada pattern on electrocardiography.

- (2) Applicants for a Class 2 medical certificate with any of the conditions detailed in (1) shall undergo satisfactory cardiological evaluation before a fit assessment in consultation with MCAA can be considered.
- (3) Applicants with any of the following:
 - (i) incomplete bundle branch block;
 - (ii) complete right bundle branch block;
 - (iii) stable left axis deviation;
 - (iv) asymptomatic sinus bradycardia;
 - (v) asymptomatic sinus tachycardia;
 - (vi) asymptomatic isolated uniform supra-ventricular or ventricular ectopic complexes;
 - (vii) first degree atrioventricular block;
 - (viii) Mobitz type 1 atrioventricular block;may be assessed as fit in the absence of any other abnormality and subject to satisfactory cardiological evaluation.
- (4) Applicants with a history of:
 - (i) ablation therapy;
 - (ii) pacemaker implantation;shall undergo satisfactory cardiovascular evaluation before a fit assessment can be considered. Applicants for a Class 1 medical certificate shall be referred to MCAA. Applicants for a Class 2 medical certificate shall be assessed in consultation with MCAA.
- (5) Applicants with any of the following conditions shall be assessed as unfit:
 - (i) symptomatic sinoatrial disease;
 - (ii) complete atrioventricular block;
 - (iii) symptomatic QT prolongation;
 - (iv) an automatic implantable defibrillating system;
 - (v) a ventricular anti-tachycardia pacemaker.

MED.B.015 Respiratory System

- (a) Applicants with significant impairment of pulmonary function shall be assessed as unfit. A fit assessment may be considered once pulmonary function has recovered and is satisfactory.
- (b) For a Class 1 medical certificate, applicants are required to undertake pulmonary function tests at the initial examination and on clinical indication.
- (c) For a Class 2 medical certificate, applicants are required to undertake pulmonary function tests on clinical indication.
- (d) Applicants with a history or established diagnosis of:
 - (1) asthma requiring medication;
 - (2) active inflammatory disease of the respiratory system;
 - (3) active sarcoidosis;
 - (4) pneumothorax;
 - (5) sleep apnoea syndrome;
 - (6) major thoracic surgery;
 - (7) pneumonectomy;shall undergo respiratory evaluation with a satisfactory result before a fit assessment can be considered. Applicants with an established diagnosis of the conditions specified in (3) and (5) shall undergo satisfactory cardiological evaluation before a fit assessment can be considered.
- (e) Aero-medical assessment:
 - (1) applicants for a Class 1 medical certificate with any of the conditions detailed in (d) above shall be referred to MCAA;
 - (2) applicants for a Class 2 medical certificate with any of the conditions detailed in (d) above shall be assessed in consultation with MCAA.
- (f) Applicants for a Class 1 medical certificate who have undergone a total pneumonectomy shall be assessed as unfit.

MED.B.020 Digestive System

- (a) Applicants shall not possess any functional or structural disease of the gastro-intestinal tract or its adnexa which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Applicants with any sequelae of disease or surgical intervention in any part of the digestive tract or its adnexa likely to cause incapacitation in flight, in particular any obstruction due to stricture or compression shall be assessed as unfit.
- (c) Applicants shall be free from herniae that might give rise to incapacitating symptoms.
- (d) Applicants with disorders of the gastro-intestinal system including:
 - (1) recurrent dyspeptic disorder requiring medication;
 - (2) pancreatitis;
 - (3) symptomatic gallstones;
 - (4) an established diagnosis or history of chronic inflammatory bowel disease;
 - (5) after surgical operation on the digestive tract or its adnexa, including surgery involving total or partial excision or a diversion of any of these organs;shall be assessed as unfit. A fit assessment may be considered after successful treatment or full recovery after surgery and subject to satisfactory gastroenterological evaluation.
- (e) Aero-medical assessment:
 - (1) applicants for a Class 1 medical certificate with the diagnosis of the conditions specified in (2), (4) and (5) shall be referred to MCAA;
 - (2) fitness of Class 2 applicants with pancreatitis shall be assessed in consultation with MCAA.

MED.B.025 Metabolic and Endocrine Systems

- (a) Applicants shall not possess any functional or structural metabolic, nutritional or endocrine disorder which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Applicants with metabolic, nutritional or endocrine dysfunction may be assessed as fit subject to demonstrated stability of the condition and satisfactory aero-medical evaluation.
- (c) *Diabetes mellitus*
 - (1) Applicants with diabetes mellitus requiring insulin shall be assessed as unfit.
 - (2) Applicants with diabetes mellitus not requiring insulin shall be assessed as unfit unless it can be demonstrated that blood sugar control has been achieved.
- (d) Aero-medical assessment:
 - (1) applicants for a Class 1 medical certificate requiring medication other than insulin for blood sugar control shall be referred to MCAA;
 - (2) fitness of Class 2 applicants requiring medication other than insulin for blood sugar control shall be assessed in consultation with MCAA.

MED.B.030 Haematology

- (a) Applicants shall not possess any haematological disease which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) For a Class 1 medical certificate, haemoglobin shall be tested at each examination for the issue of a medical certificate.
- (c) Applicants with a haematological condition, such as:
 - (1) coagulation, haemorrhagic or thrombotic disorder;
 - (2) chronic leukaemia;may be assessed as fit subject to satisfactory aeromedical evaluation.
- (d) Aero-medical assessment:

- (1) applicants for a Class 1 medical certificate with one of the conditions specified in (c) above shall be referred to MCAA;
 - (2) fitness of Class 2 applicants with one of the conditions specified in (c) above shall be assessed in consultation with MCAA.
- (e) Class 1 applicants with one of the haematological conditions specified below shall be referred to MCAA:
- (1) abnormal haemoglobin, including, but not limited to anaemia, polycythaemia or haemoglobinopathy;
 - (2) significant lymphatic enlargement;
 - (3) enlargement of the spleen.

MED.B.035 Genitourinary System

- (a) Applicants shall not possess any functional or structural disease of the renal or genito-urinary system or its adnexa which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Urinalysis shall form part of every aero-medical examination. The urine shall contain no abnormal element considered to be of pathological significance.
- (c) Applicants with any sequela of disease or surgical procedures on the kidneys or the urinary tract likely to cause incapacitation, in particular any obstruction due to stricture or compression shall be assessed as unfit.
- (d) Applicants with a genitourinary disorder, such as:
 - (1) renal disease;
 - (2) one or more urinary calculi, or a history of renal colic;may be assessed as fit subject to satisfactory renal/urological evaluation.
- (e) Applicants who have undergone a major surgical operation in the urinary apparatus involving a total or partial excision or a diversion of its organs shall be assessed as unfit and be re-assessed after full recovery before a fit assessment can be considered. Applicants for a Class 1 medical certificate shall be referred to MCAA for the re-assessment.

MED.B.040 Infectious Disease

- (a) Applicants shall have no established medical history or clinical diagnosis of any infectious disease which is likely to interfere with the safe exercise of the privileges of the applicable licence held.
- (b) Applicants who are HIV positive may be assessed as fit subject to satisfactory aero-medical evaluation. Applicants for a Class 1 medical certificate shall be referred to MCAA.

MED.B.045 Obstetrics and Gynaecology

- (a) Applicants shall not possess any functional or structural obstetric or gynaecological condition which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Applicants who have undergone a major gynaecological operation shall be assessed as unfit until full recovery.
- (c) *Pregnancy*
 - (1) In the case of pregnancy, if the AeMC or AME considers that the licence holder is fit to exercise her privileges, he/she shall limit the validity period of the medical certificate to the end of the 26th week of gestation. After this point, the certificate shall be suspended. The suspension shall be lifted after full recovery following the end of the pregnancy.
 - (2) Holders of Class 1 medical certificates shall only exercise the privileges of their licences until the 26th week of gestation with an OML. Notwithstanding MED. B.001 in this case, the OML may be imposed and removed by the AeMC or AME.

MED.B.050 Musculoskeletal System

- (a) Applicants shall not possess any abnormality of the bones, joints, muscles or tendons, congenital or acquired which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).

- (b) An applicant shall have sufficient sitting height, arm and leg length and muscular strength for the safe exercise of the privileges of the applicable licence(s).
- (c) An applicant shall have satisfactory functional use of the musculoskeletal system to enable the safe exercise of the privileges of the applicable licence(s). Fitness of the applicants shall be assessed in consultation with MCAA.

MED.B.055 Psychiatry

- (a) Applicants shall have no established medical history or clinical diagnosis of any psychiatric disease or disability, condition or disorder, acute or chronic, congenital or acquired, which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Applicants with a mental or behavioural disorder due to alcohol or other use or abuse of psychotropic substances shall be assessed as unfit pending recovery and freedom from substance use and subject to satisfactory psychiatric evaluation after successful treatment. Applicants for a Class 1 medical certificate shall be referred to MCAA. Fitness of Class 2 applicants shall be assessed in consultation with MCAA.
- (c) Applicants with a psychiatric condition such as:
 - (1) mood disorder;
 - (2) neurotic disorder;
 - (3) personality disorder;
 - (4) mental or behavioural disorder;shall undergo satisfactory psychiatric evaluation before a fit assessment can be made.
- (d) Applicants with a history of a single or repeated acts of deliberate self-harm shall be assessed as unfit. Applicants shall undergo satisfactory psychiatric evaluation before a fit assessment can be considered.
- (e) Aero-medical assessment:
 - (1) applicants for a Class 1 medical certificate with one of the conditions detailed in (b), (c) or (d) above shall be referred to MCAA;
 - (2) fitness of Class 2 applicants with one of the conditions detailed in (b), (c) or (d) above shall be assessed in consultation with MCAA.
- (f) Applicants with an established history or clinical diagnosis of schizophrenia, schizotypal or delusional disorder shall be assessed as unfit.

MED.B.060 Psychology

- (a) Applicants shall have no established psychological deficiencies, which are likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) A psychological evaluation may be required as part of, or complementary to, a specialist psychiatric or neurological examination.

MED.B.065 Neurology

- (a) Applicants shall have no established medical history or clinical diagnosis of any neurological condition which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Applicants with an established history or clinical diagnosis of:
 - (1) epilepsy;
 - (2) recurring episodes of disturbance of consciousness of uncertain cause;shall be assessed as unfit.
- (c) Applicants with an established history or clinical diagnosis of:
 - (1) epilepsy without recurrence after age 5;
 - (2) epilepsy without recurrence and off all treatment for more than 10 years;
 - (3) epileptiform EEG abnormalities and focal slow waves;

- (4) progressive or non-progressive disease of the nervous system;
 - (5) a single episode of disturbance of consciousness of uncertain cause;
 - (6) loss of consciousness after head injury;
 - (7) penetrating brain injury;
 - (8) spinal or peripheral nerve injury;
- shall undergo further evaluation before a fit assessment can be considered. Applicants for a Class 1 medical certificate shall be referred to MCAA. Fitness of Class 2 applicants shall be assessed in consultation with MCAA.

MED.B.070 Visual System

- (a) Applicants shall not possess any abnormality of the function of the eyes or their adnexa or any active pathological condition, congenital or acquired, acute or chronic, or any sequelae of eye surgery or trauma, which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) *Examination*
 - (1) For a Class 1 medical certificate:
 - (i) a comprehensive eye examination shall form part of the initial examination and be undertaken periodically depending on the refraction and the functional performance of the eye; and
 - (ii) a routine eye examination shall form part of all revalidation and renewal examinations.
 - (2) For a Class 2 medical certificate:
 - (i) a routine eye examination shall form part of the initial and all revalidation and renewal examinations; and
 - (ii) a comprehensive eye examination shall be undertaken when clinically indicated.
- (c) Distant visual acuity, with or without correction, shall be:
 - (1) in the case of Class 1 medical certificates, 6/9 (0,7) or better in each eye separately and visual acuity with both eyes shall be 6/6 (1,0) or better;
 - (2) in the case of Class 2 medical certificates, 6/12 (0,5) or better in each eye separately and visual acuity with both eyes shall be 6/9 (0,7) or better. An applicant with substandard vision in one eye may be assessed as fit in consultation with MCAA subject to satisfactory ophthalmic assessment;
 - (3) applicants for an initial Class 1 medical certificate with substandard vision in one eye shall be assessed as unfit. At revalidation, applicants with acquired substandard vision in one eye shall be referred to MCAA and may be assessed as fit if it is unlikely to interfere with safe exercise of the licence held.
- (d) An applicant shall be able to read an N5 chart (or equivalent) at 30-50 cm and an N14 chart (or equivalent) at 100 cm, with correction, if prescribed.
- (e) Applicants for a Class 1 medical certificate shall be required to have normal fields of vision and normal binocular function.
- (f) Applicants who have undergone eye surgery may be assessed as fit subject to satisfactory ophthalmic evaluation.
- (g) Applicants with a clinical diagnosis of keratoconus may be assessed as fit subject to a satisfactory examination by an ophthalmologist. Applicants for a Class 1 medical certificate shall be referred to MCAA.
- (h) Applicants with:
 - (1) astigmatism;
 - (2) anisometropia;may be assessed as fit subject to satisfactory ophthalmic evaluation.
- (i) Applicants with diplopia shall be assessed as unfit.
- (j) Spectacles and contact lenses. If satisfactory visual function is achieved only with the use of correction:
 - (1) (i) for distant vision, spectacles or contact lenses shall be worn whilst exercising the privileges of the applicable licence(s);
 - (ii) for near vision, a pair of spectacles for near use shall be kept available during the exercise of the privileges of the licence;

- (2) a spare set of similarly correcting spectacles shall be readily available for immediate use whilst exercising the privileges of the applicable licence(s);
- (3) the correction shall provide optimal visual function, be well-tolerated and suitable for aviation purposes;
- (4) if contact lenses are worn, they shall be for distant vision, monofocal, non-tinted and well tolerated;
- (5) applicants with a large refractive error shall use contact lenses or high-index spectacle lenses;
- (6) no more than one pair of spectacles shall be used to meet the visual requirements;
- (7) orthokeratological lenses shall not be used.

MED.B.075 Colour vision

- (a) Applicants shall be required to demonstrate the ability to perceive readily the colours that are necessary for the safe performance of duties.
- (b) *Examination*
 - (1) Applicants shall pass the Ishihara test for the initial issue of a medical certificate.
 - (2) Applicants who fail to pass in the Ishihara test shall undergo further colour perception testing to establish whether they are colour safe.
- (c) In the case of Class 1 medical certificates, applicants shall have normal perception of colours or be colour safe. Applicants who fail further colour perception testing shall be assessed as unfit. Applicants for a Class 1 medical certificate shall be referred to MCAA.
- (d) In the case of Class 2 medical certificates, when the applicant does not have satisfactory perception of colours, his/her flying privileges shall be limited to daytime only.

MED.B.080 Otorhino-laryngology

- (a) Applicants shall not possess any abnormality of the function of the ears, nose, sinuses or throat, including oral cavity, teeth and larynx, or any active pathological condition, congenital or acquired, acute or chronic, or any sequelae of surgery or trauma which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) Hearing shall be satisfactory for the safe exercise of the privileges of the applicable licence(s).
- (c) *Examination*
 - (1) Hearing shall be tested at all examinations.
 - (i) In the case of Class 1 medical certificates and Class 2 medical certificates, when an instrument rating is to be added to the licence held, hearing shall be tested with pure tone audiometry at the initial examination and, at subsequent revalidation or renewal examinations, every 5 years until the age 40 and every 2 years thereafter.
 - (ii) When tested on a pure-tone audiometer, initial applicants shall not have a hearing loss of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz, in either ear separately. Applicants for revalidation or renewal, with greater hearing loss shall demonstrate satisfactory functional hearing ability.
 - (iii) Applicants with hypoacusis shall demonstrate satisfactory functional hearing ability.
 - (2) A comprehensive ear, nose and throat examination shall be undertaken for the initial issue of a Class 1 medical certificate and periodically thereafter when clinically indicated.
- (d) Applicants for a Class 1 medical certificate with:
 - (1) an active pathological process, acute or chronic, of the internal or middle ear;
 - (2) unhealed perforation or dysfunction of the tympanic membrane(s);
 - (3) disturbance of vestibular function;
 - (4) significant restriction of the nasal passages;
 - (5) sinus dysfunction;
 - (6) significant malformation or significant, acute or chronic infection of the oral cavity or upper respiratory tract;
 - (7) significant disorder of speech or voice;shall undergo further medical examination and assessment to establish that the condition does not interfere with the safe exercise of the privileges of the licence held.

- (e) Aero-medical assessment:
 - (1) applicants for a Class 1 medical certificate with the disturbance of vestibular function shall be referred to MCAA;
 - (2) fitness of Class 2 applicants with the disturbance of vestibular function shall be assessed in consultation with MCAA.

MED.B.085 Dermatology

Applicants shall have no established dermatological condition likely to interfere with the safe exercise of the privileges of the applicable licence(s) held.

MED.B.090 Oncology

- (a) Applicants shall have no established primary or secondary malignant disease likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (b) After treatment for malignant disease, applicants shall undergo satisfactory oncological evaluation before a fit assessment can be made. Class 1 applicants shall be referred to MCAA. Fitness of Class 2 applicants shall be assessed in consultation with MCAA.
- (c) Applicants with an established history or clinical diagnosis of intracerebral malignant tumour shall be assessed as unfit.

SECTION 3

Specific requirements for LAPL medical certificates

MED.B.095 Medical examination and/or assessment of applicants for LAPL medical certificates

- (a) An applicant for an LAPL medical certificate shall be assessed based on aero-medical best practice.
- (b) Special attention shall be given to the applicant's complete medical history.
- (c) The initial assessment, all subsequent re-assessments after age 50 and assessments in cases where the medical history of the applicant is not available to the examiner shall include at least the following:
 - (1) clinical examination;
 - (2) blood pressure;
 - (3) urine test;
 - (4) vision;
 - (5) hearing ability.
- (d) After the initial assessment, subsequent re-assessments until age 50 shall include:
 - (1) an assessment of the LAPL holder's medical history; and
 - (2) the items under paragraph (c) as deemed necessary by the AeMC, AME or GMP in accordance with aero-medical best practice.

SUBPART C
REQUIREMENTS FOR MEDICAL FITNESS OF CABIN CREW

SECTION 1
General requirements

MED.C.001 General

Cabin crew members shall only perform the duties and responsibilities required by aviation safety rules on an aircraft if they comply with the applicable requirements of this Part.

MED.C.005 Aero-medical assessments

- (a) Cabin crew members shall undergo aero-medical assessments to verify that they are free from any physical or mental illness which might lead to incapacitation or an inability to perform their assigned safety duties and responsibilities.
- (b) Each cabin crew member shall undergo an aero-medical assessment before being first assigned to duties on an aircraft, and after that at intervals of maximum 60 months.
- (c) Aero-medical assessments shall be conducted by an AME, AeMC, or by an OHMP if the requirements of MED.D.040 are complied with.

SECTION 2
Requirements for aero-medical assessment of cabin crew

MED.C.020 General

Cabin crew members shall be free from any:

- (a) abnormality, congenital or acquired;
- (b) active, latent, acute or chronic disease or disability;
- (c) wound, injury or sequelae from operation; and
- (d) effect or side effect of any prescribed or non-prescribed therapeutic, diagnostic or preventive medication taken that would entail a degree of functional incapacity which might lead to incapacitation or an inability to discharge their safety duties and responsibilities.

MED.C.025 Content of aero-medical assessments

- (a) An initial aero-medical assessment shall include at least:
 - (1) an assessment of the applicant cabin crew member's medical history; and
 - (2) a clinical examination of the following:
 - (i) cardiovascular system;
 - (ii) respiratory system;
 - (iii) musculoskeletal system;
 - (iv) otorhino-laryngology;
 - (v) visual system; and
 - (vi) colour vision.
- (b) Each subsequent aero-medical re-assessment shall include:
 - (1) an assessment of the cabin crew member's medical history; and
 - (2) a clinical examination if deemed necessary in accordance with aero-medical best practice.

- (c) For the purpose of (a) and (b), in case of any doubt or if clinically indicated, a cabin crew member's aero-medical assessment shall also include any additional medical examination, test or investigation that are considered necessary by the AME, AeMC or OHMP.

SECTION 3

Additional requirements for applicants for, or holders of, a cabin crew licence

MED.C.030 Cabin crew medical report

- (a) After completion of each aero-medical assessment, applicants for, and holders of, a cabin crew licence:
- (1) shall be provided with a cabin crew medical report by the AME, AeMC or OHMP; and
 - (2) shall provide the related information, or a copy of their cabin crew medical report to the operator(s) employing their services.

(b) *Cabin crew medical report*

A cabin crew medical report shall indicate the date of the aero-medical assessment, whether the cabin crew member has been assessed fit or unfit, the date of the next required aero-medical assessment and, if applicable, any limitation(s). Any other elements shall be subject to medical confidentiality in accordance with MED.A.015.

MED.C.035 Limitations

- (a) If holders of a cabin crew licence do not fully comply with the medical requirements specified in Section 2, the AME, AeMC or OHMP shall consider whether they may be able to perform cabin crew duties safely if complying with one or more limitations.
- (b) Any limitation(s) to the exercise of the privileges granted by the cabin crew licence shall be specified on the cabin crew medical report and shall only be removed by an AME, AeMC or by an OHMP in consultation with an AME.

SUBPART D
***AERO-MEDICAL EXAMINERS (AME), GENERAL MEDICAL PRACTITIONERS (GMP),
OCCUPATIONAL HEALTH MEDICAL PRACTITIONERS (OHMP)***

SECTION 1
Aero-Medical Examiners

MED.D.001 Privileges

- (a) The privileges of an AME are to issue, revalidate and renew Class 2 medical certificates and LAPL medical certificates, and to conduct the relevant medical examinations and assessments.
- (b) Holders of an AME certificate may apply for an extension of their privileges to include medical examinations for the revalidation and renewal of Class 1 medical certificates, if they comply with the requirements in MED.D.015 or when specifically approved to do so by MCAA.
- (c) The scope of the privileges of the AME, and any condition thereof, will be specified in the certificate.
- (d) Holders of a certificate as an AME shall not undertake aero-medical examinations and assessments in a State other than the State that issued their certificate as an AME, unless they have:
 - (1) been granted access by the host State to exercise their professional activities as a specialised doctor;
 - (2) informed the competent authority of the host State of their intention to conduct aero-medical examinations and assessments and to issue medical certificates within the scope of their privileges as AME; and
 - (3) received a briefing from the competent authority of the host State.

MED.D.005 Application

- (a) Application for a certificate as an AME shall be made in a form and manner specified by MCAA.
- (b) Applicants for an AME certificate shall provide MCAA with:
 - (1) personal details and professional address;
 - (2) documentation demonstrating that they comply with the requirements established in MED.D.010, including a certificate of completion of the training course in aviation medicine appropriate to the privileges they apply for;
 - (3) a written declaration that the AME will issue medical certificates on the basis of the requirements of this Part.
- (c) When the AME undertakes aero-medical examinations in more than one location, they shall provide MCAA with relevant information regarding all practice locations.

MED.D.010 Requirements for the issue of an AME certificate

Applicants for an AME certificate with the privileges for the initial issue, revalidation and renewal of Class 2 medical certificates shall:

- (a) be fully qualified and licensed for the practice of medicine and hold a Certificate of Completion of specialist training;
- (b) have undertaken a basic training course in aviation medicine;
- (c) demonstrate to MCAA that they:
 - (1) have adequate facilities, procedures, documentation and functioning equipment suitable for aero-medical examinations; and
 - (2) have in place the necessary procedures and conditions to ensure medical confidentiality.

MED.D.015 Requirements for the extension of privileges

Applicants for an AME certificate extending their privileges to the revalidation and renewal of Class 1 medical certificates shall hold a valid certificate as an AME and have:

- (a) conducted at least 30 examinations for the issue, revalidation or renewal of Class 2 medical certificates over a period of no more than 5 years preceding the application;
- (b) undertaken an advanced training course in aviation medicine; and
- (c) undergone practical training at an AeMC or under supervision of MCAA.

MED.D.020 Training courses in aviation medicine

- (a) Training courses in aviation medicine shall be approved by MCAA. The organisation providing the course shall demonstrate that the course syllabus is adequate and that the persons in charge of providing the training have adequate knowledge and experience.
- (b) Except in the case of refresher training, the courses shall be concluded by a written examination on the subjects included in the course content.
- (c) The organisation providing the course shall issue a certificate of completion to applicants when they have obtained a pass in the examination.

MED.D.025 Changes to the AME certificate

- (a) AMEs shall notify MCAA of the following changes which could affect their certificate:
 - (1) the AME is subject to disciplinary proceedings or investigation by a medical regulatory body;
 - (2) there are any changes to the conditions on which the certificate was granted, including the content of the statements provided with the application;
 - (3) the requirements for the issue are no longer met;
 - (4) there is a change of aero-medical examiner's practice location(s) or correspondence address.
- (b) Failure to inform MCAA shall result in the suspension or revocation of the privileges of the certificate.

MED.D.030 Validity of AME certificates

An AME certificate shall be issued for a period not exceeding 3 years. It shall be revalidated subject to the holder:

- (a) continuing to fulfil the general conditions required for medical practice and maintaining registration as a medical practitioner according to national law;
- (b) undertaking refresher training in aviation medicine within the last 3 years;
- (c) having performed at least 10 aero-medical examinations every year;
- (d) remaining in compliance with the terms of their certificate; and
- (e) exercising their privileges in accordance with this Part.

SECTION 2
General Medical Practitioners (GMPs)

MED.D.035 Requirements for general medical practitioners

- (a) GMPs shall act as AMEs for issuing LAPL medical certificates only:
 - (1) if they have appropriate access to the full medical records of applicants; and
 - (2) in accordance with any additional requirements established under national law.
- (b) In order to issue LAPL medical certificates, general medical practitioners (GMP) shall be fully qualified and licensed for the practice of medicine in accordance with national law.
- (c) GMPs acting as AMEs shall notify their activity to MCAA.

SECTION 3
Occupational Health Medical Practitioners (OHMP)

MED.D.040 Requirements for occupational health medical practitioners

OHMPs shall only conduct aero-medical assessments of cabin crew if:

- (a) MCAA is satisfied that the relevant national occupational health system can ensure compliance with the applicable requirements of this Part;
- (b) they are licensed in the practice of medicine and qualified in occupational medicine in accordance with national law; and
- (c) have acquired knowledge in aviation medicine as relevant to the operating environment of cabin crew.

**ANNEX V QUALIFICATION OF CABIN CREW INVOLVED IN COMMERCIAL AIR TRANSPORT
OPERATIONS (PART-CC)**

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ANNEX V

**QUALIFICATION OF CABIN CREW INVOLVED IN COMMERCIAL AIR TRANSPORT
OPERATIONS (PART-CC)**

**SUBPART GEN
GENERAL REQUIREMENTS**

CC.GEN.001 Competent authority

For the purpose of this Part, the competent authority shall be the Maldives Civil Aviation Authority where a person applies for the issue of a cabin crew licence.

CC.GEN.005 Scope

This Part establishes the requirements for the issue of cabin crew licences and the conditions for their validity and use by their holders.

CC.GEN.015 Application for a cabin crew licence

The application for a cabin crew licence shall be made in a form and manner established by MCAA.

CC.GEN.020 Minimum age

The applicant for a cabin crew licence shall be at least 18 years of age.

CC.GEN.025 Privileges and conditions

- (a) The privileges of holders of a cabin crew licence are to act as cabin crew members in commercial air transport operation of aircraft.
- (b) Cabin crew members may exercise the privileges specified in (a) only if they:
 - (1) hold a valid cabin crew licence as specified in CC.CCA.105; and
 - (2) comply with CC.GEN.030, CC.TRA.225 and the applicable requirements of Part-MED.

CC.GEN.030 Documents and record-keeping

To show compliance with the applicable requirements as specified in CC.GEN.025 (b), each holder shall keep, and provide upon request, the cabin crew licence, the list and the training and checking records of his/her aircraft type or variant qualification(s), unless the operator employing his/her services keeps such records and can make them readily available upon request by a competent authority or by the holder.

**SUBPART CCA
SPECIFIC REQUIREMENTS FOR THE CABIN CREW LICENCE**

CC.CCA.100 Issue of the cabin crew licence

- (a) Cabin crew licences shall only be issued to applicants who have passed the examination following completion of the initial training course in accordance with this Part.
- (b) Cabin crew licences shall be issued:
 - (1) by MCAA; and/or
 - (2) by an organisation approved to do so by MCAA.

CC.CCA.105 Validity of the cabin crew licence

The cabin crew licence shall be issued with unlimited duration and shall remain valid unless:

- (a) it is suspended or revoked by MCAA; or
- (b) its holder has not exercised the associated privileges during the preceding 60 months on at least one aircraft type.

CC.CCA.110 Suspension and revocation of the cabin crew licence

- (a) If holders do not comply with this Part, their cabin crew licence may be suspended or revoked by MCAA.
- (b) In case of suspension or revocation of their cabin crew licence by MCAA, holders shall:
 - (1) be informed in writing of this decision, and of their right of appeal in accordance with national law;
 - (2) not exercise the privileges granted by their cabin crew licence;
 - (3) inform, without undue delay, the operator(s) employing their services; and
 - (4) return their licence in accordance with the applicable procedure established by MCAA.

SUBPART TRA

TRAINING REQUIREMENTS FOR CABIN CREW LICENCE APPLICANTS AND HOLDERS

CC.TRA.215 Provision of training

Training required in this Part shall be:

- (a) provided by training organisations or commercial air transport operators approved to do so by MCAA;
- (b) performed by personnel suitably experienced and qualified for the training elements to be covered; and
- (c) conducted according to a training programme and syllabus documented in the organisation's approval.

CC.TRA.220 Initial training course and examination

- (a) Applicants for a cabin crew licence shall complete an initial training course to familiarise themselves with the aviation environment and to acquire sufficient general knowledge and basic proficiency required to perform the duties and discharge the responsibilities related to the safety of passengers and flight during normal, abnormal and emergency operations.
- (b) The programme of the initial training course shall cover at least the elements specified in Appendix 1 to this Part. It shall include theoretical and practical training.
- (c) Applicants for a cabin crew licence shall undergo an examination covering all elements of the training programme specified in (b), except CRM training, to demonstrate that they have attained the level of knowledge and proficiency required in (a).

CC.TRA.225 Aircraft type or variant qualification(s)

- (a) Holders of a valid cabin crew licence shall only operate on an aircraft if they are qualified in accordance with the applicable requirements of Part-ORO.
- (b) To be qualified for an aircraft type or a variant, the holder:
 - (1) shall comply with the applicable training, checking and validity requirements, covering as relevant to the aircraft to be operated:
 - (i) aircraft-type specific training, operator conversion training and familiarisation;
 - (ii) differences training;
 - (iii) recurrent training; and
 - (2) shall have operated within the preceding 6 months on the aircraft type, or shall have completed the relevant refresher training and checking before operating again on that aircraft type.

Initial training course and examination

TRAINING PROGRAMME

The training programme of the initial training course shall include at least the following:

1. General theoretical knowledge of aviation and aviation regulations covering all elements relevant to the duties and responsibilities required from cabin crew:

- 1.1. aviation terminology, theory of flight, passenger distribution, areas of operation, meteorology and effects of aircraft surface contamination;
- 1.2. aviation regulations relevant to cabin crew and the role of MCAA;
- 1.3. duties and responsibilities of cabin crew during operations and the need to respond promptly and effectively to emergency situations;
- 1.4. continuing competence and fitness to operate as a cabin crew member, including as regards flight and duty time limitations and rest requirements;
- 1.5. the importance of ensuring that relevant documents and manuals are kept up-to-date, with amendments provided by the operator as applicable;
- 1.6. the importance of cabin crew performing their duties in accordance with the operations manual of the operator;
- 1.7. the importance of the cabin crew's pre-flight briefing and the provision of necessary safety information with regards to their specific duties; and
- 1.8. the importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures.

2. Communication:

During training, emphasis shall be placed on the importance of effective communication between cabin crew and flight crew, including communication techniques, common language and terminology.

3. Introductory course on human factors (HF) in aviation and crew resource management (CRM)

This course shall be conducted by at least one cabin crew CRM instructor. The training elements shall be covered in depth and shall include at least the following:

- 3.1. *General:* human factors in aviation, general instructions on CRM principles and objectives, human performance and limitations;
- 3.2. *Relevant to the individual cabin crew member:* personality awareness, human error and reliability, attitudes and behaviours, self-assessment; stress and stress management; fatigue and vigilance; assertiveness; situation awareness, information acquisition and processing.

4. Passenger handling and cabin surveillance:

- 4.1. the importance of correct seat allocation with reference to aeroplane mass and balance, special categories of passengers and the necessity of seating able-bodied passengers adjacent to unsupervised exits;
- 4.2. rules covering the safe stowage of cabin baggage and cabin service items and the risk of it becoming a hazard to occupants of the passenger compartment or otherwise obstruction or damaging emergency equipment or exits;

- 4.3. advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive;
- 4.4. precautions to be taken when live animals are carried in the passenger compartment;
- 4.5. duties to be undertaken in the event of turbulence, including securing the passenger compartment; and
- 4.6. methods used to motivate passengers and the crowd control necessary to expedite an emergency evacuation.

5. Aero-medical aspects and first-aid:

- 5.1. general instruction on aero-medical aspects and survival;
- 5.2. the physiological effects of flying with particular emphasis on hypoxia, oxygen requirements, Eustachian tubal function and barotraumas;
- 5.3. basic first-aid, including care of:
 - (a) air sickness;
 - (b) gastro-intestinal disturbances;
 - (c) hyperventilation;
 - (d) burns;
 - (e) wounds;
 - (f) the unconscious; and
 - (g) fractures and soft tissue injuries;
- 5.4. in-flight medical emergencies and associated first-aid covering at least:
 - (a) asthma;
 - (b) stress and allergic reactions;
 - (c) shock;
 - (d) diabetes;
 - (e) choking;
 - (f) epilepsy;
 - (g) childbirth;
 - (h) stroke; and
 - (i) heart attack;
- 5.5. the use of appropriate equipment including first-aid oxygen, first-aid kits and emergency medical kits and their contents;
- 5.6. practical cardio-pulmonary resuscitation training by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment; and
- 5.7. travel health and hygiene, including:
 - (a) hygiene on board;
 - (b) risk of contact with infectious diseases and means to reduce such risks;
 - (c) handling of clinical waste;
 - (d) aircraft disinsection;
 - (e) handling of death on board; and
 - (f) alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes.

6. Dangerous goods in accordance with the applicable ICAO Technical Instructions.

7. General security aspects in aviation, including awareness of the provisions laid down in Regulation.

8. Fire and smoke training:

- 8.1. emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire;

- 8.2. the importance of informing the flight crew immediately, as well as the specific actions necessary for coordination and assistance, when fire or smoke is discovered;
- 8.3. the necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors;
- 8.4. the classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations;
- 8.5. the techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space including practical training in fire-fighting and in the donning and use of smoke protection equipment used in aviation; and
- 8.6. the general procedures of ground-based emergency services at aerodromes.

9. **Survival training:**

- 9.1. principles of survival in hostile environments (e.g. polar, desert, jungle, sea); and
- 9.2. water survival training which shall include the actual donning and use of personal flotation equipment in water and the use of slide-rafts or similar equipment, as well as actual practice in water.

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ANNEX VI

AUTHORITY REQUIREMENTS FOR AIRCREW (PART-ARA)

**SUBPART GEN
GENERAL REQUIREMENTS**

**SECTION I
General**

ARA.GEN.105 Definitions

For the purposes of this Part and of Part-ORA, the following definitions apply:

1. “Acceptable Means of Compliance (AMC)” are non-binding standards adopted by the MCAA to illustrate means to establish compliance with the Regulations and Implementing Rules;
2. “Alternative means of compliance” are those that propose an alternative to an existing AMC or those that propose new means to establish compliance with Regulations and Implementing Rules for which no associated AMC have been adopted by the MCAA;
3. “Approved training organisation (ATO)” means an organisation qualified for the issue or continuation of an approval to provide training for pilot licences and associated ratings and certificates;
4. “Basic instrument training device model (BITD model)” means a defined hardware and software combination, which has obtained a BITD qualification;
5. “Certification specifications (CS)” are technical standards adopted by the MCAA indicating means to show compliance with the Regulations and Implementing Rules and which can be used by organisation for the purpose of certification;
6. “Flight instructor (FI)” means an instructor with the privileges to provide training in an aircraft, in accordance with Part-FCL;
7. “Flight simulation training device (FSTD)” means a training device which is:
 - (a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD);
 - (b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
8. “FSTD qualification” means the level of technical ability of an FSTD as defined in the compliance document;
9. “FSTD user” means the organisation or person requesting training, checking or testing through the use of an FSTD to an ATO;
10. “Grounding” means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
11. “Guidance Material (GM)” means non-binding material developed by the MCAA that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of the Regulations, Implementing Rules and AMC;
12. “ARO.RAMP” means the Subpart RAMP of Annex II to the Regulation on Air Operations;
13. “Other training device (OTD)” means an aid used for pilot training other than an FSTD that provides for training where a complete flight deck or cockpit environment is not necessary;
14. “Part-ARA” means Annex VI to the Regulation on Civil Aviation Aircrew;
15. “Part-ORO” means Annex III to the Regulation on Air Operations;

16. "Part-CC" means Annex V to the Regulation on Civil Aviation Aircrew;
17. "Part-FCL" means Annex I to the Regulation on Civil Aviation Aircrew;
18. "Part-MED" means Annex IV to the Regulation on Civil Aviation Aircrew;
19. "Part-ORA" means Annex VII to the Regulation on Civil Aviation Aircrew;
20. "Principal place of business" means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
21. "Qualification test guide (QTG)" means a document designed to demonstrate that the performance and handling qualities of an FSTD represent those of the aircraft, class of aeroplane or type of helicopter, simulated within prescribed limits and that all applicable requirements have been met. The QTG includes both the data of the aircraft, class of aeroplane or type of helicopter and FSTD data used to support the validation.

ARA.GEN.115 Oversight documentation

MCAA will provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

ARA.GEN.120 Means of compliance

- (a) The MCAA will develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with Regulations and Implementing Rules. When the AMC are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.
- (c) MCAA will establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with Regulations and Implementing Rules.
- (d) MCAA will evaluate all alternative means of compliance proposed by an organisation in accordance with ORA.GEN.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When MCAA finds that the alternative means of compliance are in accordance with the Implementing Rules, it will without undue delay, notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly.

- (e) When MCAA itself uses alternative means of compliance to achieve compliance with Regulations and Implementing Rules it will, make them available to all organisations and persons under its oversight.

ARA.GEN.135 Immediate reaction to a safety problem

- (a) MCAA will implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The MCAA will implement a system to appropriately analyse any relevant safety information received and without undue delay provide to operators any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulations and Implementing Rules.

SECTION II **Management**

ARA.GEN.200 Management system

- (a) MCAA will establish and maintain a management system, including as a minimum:
 - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulations and Implementing Rules. The procedures will be kept up-to-date and serve as the basic working documents within that MCAA for all related tasks;
 - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel will be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system will be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring will include a feedback system of audit findings to the senior management of MCAA to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of MCAA for the compliance monitoring function.
- (b) MCAA will, for each field of activity including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) MCAA will establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of another State, but certified by the MCAA.

ARA.GEN.205 Allocation of tasks to qualified entities

- (a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to Regulations and Implementing Rules may be allocated to qualified entities. When allocating tasks, MCAA will ensure that it has:
 - (1) a system in place to initially and continuously assess that the qualified entity complies with the MCAA Regulations.
This system and the results of the assessments will be documented;
 - (2) established a documented agreement with a the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) MCAA will ensure that the internal audit process and a safety risk management process required by ARA.GEN.200 (a) (4) cover all certification or continuing oversight tasks performed on its behalf.

ARA.GEN.210 Changes in the management system

- (a) MCAA will have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulations and Implementing Rules. This system will enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) MCAA will update its management system to reflect any change to Regulations and Implementing Rules in a timely manner, so as to ensure effective implementation.

ARA.GEN.220 Record-keeping

- (a) MCAA will establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
- (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by ARA.GEN.205 as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations;
 - (5) processes for issuing personnel licences, ratings, and certificates ~~and~~ and for the continuing oversight of the holders of those licences, ratings, and certificates ~~and~~;
 - (6) processes for issuing FSTD qualification certificates and for the continuing oversight of the FSTD and of the organisation operating it;
 - (7) oversight of persons and organisations exercising activities within the territory of the Republic of Maldives, but overseen or certified by MCAA of another State, as agreed between these authorities;
 - (8) the evaluation and notification of alternative means of compliance proposed by organisations and the assessment of alternative means of compliance used by MCAA itself;
 - (9) findings, corrective actions and date of action closure;
 - (10) enforcement measures taken;
 - (11) safety information and follow-up measures; and
 - (12) the use of flexibility provisions in accordance with Regulations.
- (b) MCAA will maintain a list of all organisation certificates, FSTD qualification certificates and personnel licences, and certificates it issued.
- (c) All records will be kept for the minimum period specified in this Regulation. In the absence of such indication, records will be kept for a minimum period of 5 years subject to applicable data protection law.

SECTION III *Oversight, certification and enforcement*

ARA.GEN.300 Oversight

- (a) MCAA will verify:
- (1) compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, FSTD qualification certificate or personnel licence, certificate, or rating, as applicable;
 - (2) continued compliance with the applicable requirements of organisations it has certified, of persons and of FSTD qualification certificate holders;
 - (3) implementation of appropriate safety measures mandated by MCAA as defined in ARA.GEN.135(c) and (d).
- (b) This verification will:
- (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (2) provide the persons and organisations concerned with the results of safety oversight activity;
 - (3) be based on audits and inspections, including ramp and unannounced inspections; and
 - (4) provide MCAA with the evidence needed in case further action is required, including the measures foreseen by ARA.GEN.350 and ARA.GEN.355.
- (c) The scope of oversight defined in (a) and (b) will take into account the results of past oversight activities and the safety priorities.
- (d) Without prejudice to the competences of other States and to their obligations as set out in ARO.RAMP, the scope of the oversight of activities performed in the territory of another State by persons or organisations established or residing in that State will be determined on the basis of the safety priorities, as well as of past oversight activities.

- (e) Where the activity of a person or organisation involves more than one State MCAA responsible for the oversight under (a) may agree to have oversight tasks performed by MCAA (ies) of the State(s) where the activity takes place. Any person or organisation subject to such agreement will be informed of its existence and of its scope.
- (f) MCAA will collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

ARA.GEN.305 Oversight programme

- (a) MCAA will establish and maintain an oversight programme covering the oversight activities required by ARA.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by MCAA and FSTD qualification certificate holders, the oversight programme will be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities and will be based on the assessment of associated risks. It will include within each oversight planning cycle:
 - (1) audits and inspections, including ramp and unannounced inspections as appropriate; and
 - (2) meetings convened between the accountable manager and MCAA to ensure both remain informed of significant issues.
- (c) For organisations certified by MCAA and FSTD qualification certificate holders an oversight planning cycle not exceeding 24 months will be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation or the FTSD qualification certificate holder has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if MCAA has established that, during the previous 24 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
- (2) the organisation has continuously demonstrated under ORA.GEN.130 that it has full control over all changes;
- (3) no level 1 findings have been issued; and
- (4) all corrective actions have been implemented within the time period accepted or extended by MCAA as defined in ARA.GEN.350(d)(2).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and MCAA has approved, an effective continuous reporting system to MCAA on the safety performance and regulatory compliance of the organisation itself.

- (d) For persons holding a licence, certificate, or rating, issued by MCAA the oversight programme will include inspections, including unannounced inspections, as appropriate.
- (e) The oversight programme will include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

ARA.GEN.310 Initial certification procedure – organisations

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, MCAA will verify the organisation's compliance with the applicable requirements.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, MCAA will issue the certificate(s), as established in Appendixes III and V to this Part. The certificate(s) will be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct will be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior MCAA approval in accordance with ORA.GEN.130, MCAA will approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, or certificates – persons

- (a) Upon receiving an application for the issue, revalidation, renewal or change of a personal licence, rating, or certificate and any supporting documentation, MCAA will verify whether the applicant meets the applicable requirements.
- (b) When satisfied that the applicant meets the applicable requirements, MCAA will issue, revalidate, renew or change the licence, certificate, or rating.

ARA.GEN.330 Changes – organisations

- (a) Upon receiving an application for a change that requires prior approval, MCAA will verify the organisation's compliance with the applicable requirements before issuing the approval.

MCAA will prescribe the conditions under which the organisation may operate during the change, unless MCAA determines that the organisation's certificate needs to be suspended.

When satisfied that the organisation is in compliance with the applicable requirements, MCAA will approve the change.

- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received MCAA approval as defined in (a), MCAA will suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, MCAA will assess the information provided in the notification sent by the organisation in accordance with ORA.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, MCAA will:
 - (1) notify the organisation about the non-compliance and request further changes; and
 - (2) in case of level 1 or level 2 findings, act in accordance with ARA.GEN.350.

ARA.GEN.350 Findings and corrective actions – organisations

- (a) MCAA for oversight in accordance with ARA.GEN.300 (a) will have a system to analyse findings for their safety significance.
- (b) A level 1 finding will be issued by MCAA when any significant non-compliance is detected with the applicable requirements of Regulations and Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

The level 1 findings will include:

- (1) failure to give MCAA access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the organisation certificate; and
 - (4) the lack of an accountable manager.
- (c) A level 2 finding will be issued by MCAA when any non-compliance is detected with the applicable requirements of Regulations and Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.
- (d) When a finding is detected during oversight or by any other means, MCAA will, without prejudice to any additional action required by Regulations and Implementing Rules, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, MCAA will inform the State in which the aircraft is registered.

- (1) In the case of level 1 findings MCAA will take immediate and appropriate action to prohibit or limit activities and, if appropriate, it will take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
 - (2) In the case of level 2 findings, MCAA will:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially will not be more than 3 months. At the end of this period, and subject to the nature of the finding, MCAA may extend the 3-month period subject to a satisfactory corrective action plan agreed by MCAA; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by MCAA, the finding will be raised to a level 1 finding and action taken as laid down in (d)(1).
 - (4) MCAA will record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when the authority acting under the provisions of ARA.GEN.300 (d) identifies any non-compliance with the applicable requirements of Regulations and Implementing Rules by an organisation certified by another competent authority, it will inform that competent authority and provide an indication of the level of finding.

ARA.GEN.355 Findings and enforcement measures – persons

- (a) If, during oversight or by any other means, evidence is found by MCAA responsible for oversight in accordance with ARA.GEN.300 (a) that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, or rating issued in accordance with Regulations and Implementing Rules, MCAA will raise a finding, record it and communicate it in writing to the licence, certificate, or rating holder.
- (b) When such finding is raised, MCAA will carry out an investigation. If the finding is confirmed, it will:
 - (1) limit, suspend or revoke the licence, certificate, or rating as applicable, when a safety issue has been identified; and
 - (2) take any further enforcement measures necessary to prevent the continuation of the non-compliance.
- (c) Where applicable, MCAA will inform the person or organisation that issued the medical certificate or licence.
- (d) Without prejudice to any additional enforcement measures, when the authority acting under the provisions of ARA.GEN.300(d) finds evidence showing a non-compliance with the applicable requirements by a person holding a licence, certificate, or rating issued by another competent authority, it will inform that competent authority.
- (e) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in Regulations and Implementing Rules and not holding a licence, certificate, or rating issued in accordance with that Regulation and Implementing Rules, MCAA will take any enforcement measures necessary to prevent the continuation of that non-compliance.

SUBPART FCL
SPECIFIC REQUIREMENTS RELATING TO FLIGHT CREW LICENSING

SECTION I
General

ARA.FCL.120 Record-keeping

In addition to the records required in ARA.GEN.220 (a), MCAA will include in its system of record- keeping results of theoretical knowledge examinations and the assessments of pilots' skills.

SECTION II
Licences, ratings and certificates

ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate

- (a) Issue of licences and ratings. MCAA will issue a pilot licence and associated ratings, using the form as established in Appendix I to this Part.
- (b) Issue of instructor and examiner certificates. MCAA will issue an instructor or examiner certificate as:
 - (1) an endorsement of the relevant privileges in the pilot licence as established in Appendix I to this Part; or
 - (2) a separate document, in a form and manner specified by MCAA.
- (c) Endorsement of licence by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, MCAA will develop appropriate procedures.

ARA.FCL.205 Monitoring of examiners

- (a) MCAA will develop an oversight programme to monitor the conduct and performance of examiners taking into account:
 - (1) the number of examiners it has certified; and
 - (2) the number of examiners certified by other competent authorities exercising their privileges within the territory where MCAA exercises oversight.
- (b) MCAA will maintain a list of examiners it has certified and of examiners certified by other competent authorities exercising their privileges in its territory and to which MCAA has provided a briefing in accordance with FCL.1015(c)(2). The list will state the privileges of the examiners and be published and kept updated by MCAA.
- (c) MCAA will develop procedures to designate examiners for the conduct of skill tests.

ARA.FCL.210 Information for examiners

MCAA may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

ARA.FCL.215 Validity period

- (a) When issuing or renewing a rating or certificate, MCAA or, in the case of renewal, an examiner specifically authorised by MCAA, will extend the validity period until the end of the relevant month.
- (b) When revalidating a rating, an instructor or an examiner certificate, MCAA, or an examiner specifically authorised by MCAA, will extend the validity period of the rating or certificate until the end of the relevant month.
- (c) MCAA, or an examiner specifically authorised for that purpose by MCAA, will enter the expiry date on the licence or the certificate.

- (d) MCAA may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.

ARA.FCL.220 Procedure for the re-issue of a pilot licence

- (a) MCAA will re-issue a licence whenever necessary for administrative reasons and:
- (1) after initial issue of a rating; or
 - (2) when paragraph XII of the licence established in Appendix I to this Part is completed and no further spaces remain.
- (b) Only valid ratings and certificates will be transferred to the new licence document.

ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates

- (a) MCAA will limit, suspend or revoke as applicable a pilot licence and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:
- (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;
 - (2) falsification of the logbook and licence or certificate records;
 - (3) the licence holder no longer complies with the applicable requirements of Part-FCL;
 - (4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;
 - (5) non-compliance with the applicable operational requirements;
 - (6) evidence of malpractice or fraudulent use of the certificate; or
 - (7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.
- (b) MCAA may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.
- (c) All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.

SECTION III
Theoretical knowledge examinations

ARA.FCL.300 Examination procedures

- (a) MCAA will put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) In the case of the ATPL, MPL, commercial pilot licence (CPL), and instrument ratings, those procedures will comply with all of the following:
- (1) Examinations will be done in written or computer-based form.
 - (2) Questions for an examination will be selected by MCAA, according to a common method which allows coverage of the entire syllabus in each subject, from the Central Question Bank (CQB). The CQB is a database of multiple choice questions held by the MCAA.
 - (3) The examination in communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in visual flight rules (VFR) and instrument flight rules (IFR) communications will not be re-examined in the relevant sections.
- (c) MCAA will inform applicants of the languages available for examinations.
- (d) MCAA will establish appropriate procedures to ensure the integrity of the examinations.
- (e) If MCAA finds that the applicant is not complying with the examination procedures during the examination, this will be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.
- (f) MCAA will ban applicants who are proven to be cheating from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating.

SUBPART CC
SPECIFIC REQUIREMENTS RELATING TO CABIN CREW

SECTION I
Cabin crew licences

ARA.CC.100 Procedures for cabin crew licences

- (a) MCAA will establish procedures for the issue, record-keeping and oversight of cabin crew licences in accordance with ARA.GEN.315, ARA.GEN.220 and ARA.GEN.300 respectively.
- (b) Cabin crew licences will be issued, using the format and specifications established in Appendix II to this Part, either
 - (1) by MCAA; and/or,
 - (2) by an organisation approved to do so by MCAA.
- (c) MCAA will make publicly available:
 - (1) which body(ies) issue cabin crew licences; and
 - (2) if organisations are approved to do so, the list of such organisations.

ARA.CC.105 Suspension or revocation of cabin crew licences

MCAA will take measures in accordance with ARA.GEN.355, including the suspension or revocation of a cabin crew licence, at least in the following cases:

- (a) non-compliance with Part-CC or with the applicable requirements of Part-ORO and Part-CAT, where a safety issue has been identified;
- (b) obtaining or maintaining the validity of the cabin crew licence by falsification of submitted documentary evidence;
- (c) exercising the privileges of the cabin crew licence when adversely affected by alcohol or drugs; and
- (d) evidence of malpractice or fraudulent use of the cabin crew licence.

SECTION II
Organisations providing cabin crew training or issuing cabin crew licences

ARA.CC.200 Approval of organisations to provide cabin crew training or to issue cabin crew licences

- (a) Before issuing an approval to a training organisation or a commercial air transport operator to provide cabin crew training, MCAA will verify that:
 - (1) the conduct, the syllabi and associated programmes of the training courses provided by the organisation comply with the relevant requirements of Part-CC;
 - (2) the training devices used by the organisation realistically represent the passenger compartment environment of the aircraft type(s) and the technical characteristics of the equipment to be operated by the cabin crew; and
 - (3) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training subject covered.
- (b) If organisations may be approved to issue cabin crew licences, MCAA will only grant such approvals to organisations complying with the requirements in (a). Before granting such an approval, MCAA will:
 - (1) assess the capability and accountability of the organisation to perform the related tasks;
 - (2) ensure that the organisation has established documented procedures for the performance of the related tasks, including for the conduct of examination(s) by personnel who are qualified for this purpose and free from conflict of interest, and for the issue of cabin crew licences in accordance with ARA.GEN.315 and ARA.CC.100(b); and
 - (3) require the organisation to provide information and documentation related to the cabin crew licences it issues and their holders, as relevant for MCAA to conduct its record-keeping, oversight and enforcement tasks.

SUBPART ATO
SPECIFIC REQUIREMENTS RELATED TO APPROVED TRAINING ORGANISATIONS (ATOs)

SECTION I
General

ARA.ATO.105 Oversight Programme

The oversight programme for ATOs will include the monitoring of course standards, including the sampling of training flights with students, if appropriate to the aircraft used.

ARA.ATO.120 Record-keeping

In addition to the records required in ARA.GEN.220, MCAA will include in its system of record-keeping details of courses provided by the ATO, and if applicable, records relating to FSTDs used for training.

SUBPART FSTD
***SPECIFIC REQUIREMENTS RELATED TO THE QUALIFICATION OF FLIGHT SIMULATION
TRAINING DEVICES (FSTDs)***

SECTION I
General

ARA.FSTD.100 Initial evaluation procedure

- (a) Upon receiving an application for an FSTD qualification certificate, MCAA will:
 - (1) evaluate the FSTD submitted for initial evaluation or for upgrading against the applicable qualification basis;
 - (2) assess the FSTD in those areas that are essential to completing the flight crew member training, testing and checking process, as applicable;
 - (3) conduct objective, subjective and functions tests in accordance with the qualification basis and review the results of such tests to establish the qualification test guide (QTG); and
 - (4) verify if the organisation operating the FSTD is in compliance with the applicable requirements. This does not apply to the initial evaluation of basic instrument training devices (BITDs).
- (b) MCAA will only approve the QTG after completion of the initial evaluation of the FSTD and when all discrepancies in the QTG have been addressed to the satisfaction of MCAA. The QTG resulting from the initial evaluation procedure will be the master QTG (MQTG), which will be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.

MCAA may prescribe special conditions for the FSTD qualification basis when the requirements of ORA.FSTD.210 (a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.

ARA.FSTD.110 Issue of an FSTD qualification certificate

- (a) After completion of an evaluation of the FSTD and when satisfied that the FSTD meets the applicable qualification basis in accordance with ORA.FSTD.210 and that the organisation operating it meets the applicable requirements to maintain the qualification of the FSTD in accordance with ORA.FSTD.100, MCAA will issue the FSTD qualification certificate of unlimited duration, using the form as established in Appendix IV to this Part.

ARA.FSTD.115 Interim FSTD qualification

- (a) In the case of the introduction of new aircraft programmes, when compliance with the requirements established in this Subpart for FSTD qualification is not possible, MCAA may issue an interim FSTD qualification level.

- (b) For full flight simulators (FFS) an interim qualification level will only be granted at level A, B or C.
- (c) This interim qualification level will be valid until a final qualification level can be issued and, in any case, will not exceed 3 years.

ARA.FSTD.120 Continuation of an FSTD qualification

- (a) MCAA will continuously monitor the organisation operating the FSTD to verify that:
 - (1) the complete set of tests in the MQTG is rerun progressively over a 12-month period;
 - (2) the results of recurrent evaluations continue to comply with the qualification standards and are dated and retained; and
 - (3) a configuration control system is in place to ensure the continued integrity of the hardware and software of the qualified FSTD.
- (b) MCAA will conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in ARA.FSTD.100. These evaluations will take place:
 - (1) every year, in the case of a full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT); the start for each recurrent 12-month period is the date of the initial qualification. The FSTD recurrent evaluation will take place within the 60 days prior to the end of this 12-month recurrent evaluation period;
 - (2) every 3 years, in the case of a BITD.

ARA.FSTD.130 Changes

- (a) Upon receipt of an application for any changes to the FSTD qualification certificate, MCAA will comply with the applicable elements of the initial evaluation procedure requirements as described in ARA.FSTD.100 (a) and (b).
- (b) MCAA may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.
- (c) MCAA will always conduct a special evaluation before granting a higher level of qualification to the FSTD.

ARA.FSTD.135 Findings and corrective actions – FSTD qualification certificate

MCAA will limit, suspend or revoke, as applicable, an FSTD qualification certificate in accordance with ARA.GEN.350 in, but not limited to, the following circumstances:

- (a) obtaining the FSTD qualification certificate by falsification of submitted documentary evidence;
- (b) the organisation operating the FSTD can no longer demonstrate that the FSTD complies with its qualification basis; or
- (c) the organisation operating the FSTD no longer complies with the applicable requirements of Part-ORA.

ARA.FSTD.140 Record keeping

In addition to the records required in ARA.GEN.220, MCAA will keep and update a list of the qualified FSTDs under its supervision, the dates when evaluations are due and when such evaluations were carried out.

SUBPART AeMC
SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CENTRES (AeMCs)

SECTION I
General

ARA.AeMC.110 Initial certification procedure

The certification procedure for an AeMC will follow the provisions laid down in ARA.GEN.310.

ARA.AeMC.150 Findings and corrective actions – AeMC

Without prejudice to ARA.GEN.350, level 1 findings include, but are not limited to, the following:

- (a) failure to nominate a head of the AeMC;
- (b) failure to ensure medical confidentiality of aero-medical records; and
- (c) failure to provide MCAA with the medical and statistical data for oversight purposes.

SUBPART MED
SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CERTIFICATION

SECTION I
General

ARA.MED.120 Medical assessors

MCAA will appoint one or more medical assessor(s) to undertake the tasks described in this Section. The medical assessor will be licensed and qualified in medicine and have:

- (a) postgraduate work experience in medicine of at least 5 years;
- (b) specific knowledge and experience in aviation medicine; and
- (c) specific training in medical certification.

ARA.MED.125 Referral to the licensing authority

When an AeMC, or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to MCAA:

- (a) the medical assessor or medical staff designated by MCAA will evaluate the relevant medical documentation and request further medical documentation, examinations and tests where necessary; and
- (b) the medical assessor will determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary.

ARA.MED.130 Medical certificate format

The format of the medical certificate will be in accordance with Appendix VI to this Part.

ARA.MED.135 Aero-medical forms

MCAA will use forms for:

- (a) the application form for a medical certificate;
- (b) the examination report form for class 1 and class 2 applicants; and
- (c) the examination report form for light aircraft pilot licence (LAPL) applicants.

ARA.MED.145 GMP notification to MCAA

MCAA, when applicable, will establish a notification process for general medical practitioners (GMPs) to ensure that the GMP is aware of the medical requirements laid down in MED.B.095.

ARA.MED.150 Record-keeping

- (a) In addition to the records required in ARA.GEN.220, MCAA will include in its system of record-keeping details of aero-medical examinations and assessments submitted by AMEs, AeMCs or GMPs.
- (b) All aero-medical records of licence holders will be kept for a minimum period of 10 years after the expiry of their last medical certificate.
- (c) For the purpose of aero-medical assessments and standardisation, aero-medical records will be made available after written consent of the applicant/licence holder to:
 - (1) an AeMC, AME or GMP for the purpose of completion of an aero-medical assessment;
 - (2) a medical review board that may be established by MCAA for secondary review of borderline cases;
 - (3) relevant medical specialists for the purpose of completion of an aero-medical assessment;
 - (4) the medical assessor of any State for the purpose of cooperative oversight;
 - (5) the applicant/licence holder concerned upon their written request; and
 - (6) after disidentification of the applicant/licence holder to the MCAA for standardisation purposes.
- (d) MCAA may make aero-medical records available for other purposes than those mentioned in (c) in accordance with Directives implemented under national law.
- (e) MCAA will maintain lists:
 - (1) of all AMEs that hold a valid certificate issued by that authority; and
 - (2) where applicable, of all GMPs acting as AMEs.

SECTION II *Aero-medical examiners (AMEs)*

ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate

- (a) The certification procedure for an AME will follow the provisions laid down in ARA.GEN.315. Before issuing the certificate, MCAA will have evidence that the AME practice is fully equipped to perform aero-medical examinations within the scope of the AME certificate applied for.
- (b) When satisfied that the AME is in compliance with the applicable requirements, MCAA will issue, revalidate, renew or change the AME certificate for a period of 3 years, using the form as established in Appendix VII to this Part.

ARA.MED.240 General medical practitioners (GMPs) acting as AMEs

MCAA will notify if aero-medical examinations for the LAPL can be carried out by GMPs.

ARA.MED.245 Continuing oversight of AMEs and GMPs

When developing the continuing oversight programme referred to in ARA.GEN.305, MCAA will take into account the number of AMEs and GMPs.

ARA.MED.250 Limitation, suspension or revocation of an AME certificate

- (a) MCAA will limit, suspend or revoke an AME certificate in cases where:
 - (1) the AME no longer complies with applicable requirements;
 - (2) failure to meet the criteria for certification or continuing certification;
 - (3) deficiency of aero-medical record-keeping or submission of incorrect data or information;
 - (4) falsification of medical records, certificates or documentation;

- (5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to MCAA;
 - (6) failure to correct findings from audit of the AME practice; and
 - (7) at the request of the certified AME.
- (b) The certificate of an AME will be automatically revoked in either of the following circumstances:
- (1) revocation of medical licence to practice; or
 - (2) removal from the Medical Register.

ARA.MED.255 Enforcement measures

If, during oversight or by any other means, evidence is found showing a non-compliance of an AeMC, an AME or a GMP, MCAA will have a process to review the medical certificates issued by that AeMC, AME or GMP and may render them invalid where required to ensure flight safety.

SECTION III *Medical certification*

ARA.MED.315 Review of examination reports

MCAA will have a process in place to:

- (a) review examination and assessment reports received from the AeMCs, AMEs and GMPs and inform them of any inconsistencies, mistakes or errors made in the assessment process; and
- (b) assist AMEs and AeMCs on their request regarding their decision on aero-medical fitness in contentious cases.

ARA.MED.325 Secondary review procedure

MCAA will establish a procedure for the review of borderline and contentious cases with independent medical advisors, experienced in the practice of aviation medicine, to consider and advise on an applicant's fitness for medical certification.

Flight crew licence

(a) Content. The item number shown will always be printed in association with the item heading. Items I to XI are the “permanent” items and items XII to XIV are the “variable” items which may appear on a separate or detachable part of the main form. Any separate or detachable part will be clearly identifiable as part of the licence.

(1) Permanent items:


- (I) State of licence issue;
- (II) title of licence;
- (III) serial number of the licence commencing with the UN country code of the State of licence issue and followed by “FCL” and a code of numbers and/or letters in Arabic numerals and in latin script;
- (IV) name of holder (in latin script, even if the script of the national language(s) is other than latin);
- (IVa) date of birth;
- (V) holder’s address;
- (VI) nationality of holder;
- (VII) signature of holder;
- (VIII) competent authority and, where necessary, conditions under which the licence was issued;
- (IX) certification of validity and authorisation for the privileges granted;
- (X) signature of the officer issuing the licence and the date of issue; and
- (XI) seal or stamp of MCAA.

(2) Variable items

- (XII) ratings and certificates: class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate;
- (XIII) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency and ratings for Annex II aircraft when used for commercial air transportation; and
- (XIV) any other details required by MCAA (e.g. place of birth/place of origin).

(b) Material. The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by MCAA.

(c) Language. Licences will be written in Dhivehi and in English and such other languages as MCAA deems appropriate.

<div data-bbox="181 1348 319 1382">Cover page</div> <div data-bbox="405 1426 518 1579">  </div> <div data-bbox="280 1603 655 1664"> <p>Maldives Civil Aviation Authority REPUBLIC OF MALDIVES</p> </div> <div data-bbox="293 1753 630 1787"> <p>FLIGHT CREW LICENCE</p> </div> <div data-bbox="194 1879 742 1971"> <p>Issued in accordance with Part-FCL This licence complies with ICAO standards, except for the LAPL privileges</p> </div>	<div data-bbox="817 1388 967 1415">Requirements</div> <div data-bbox="817 1722 1254 1749"> <p>Size of each page will be one-eighth A4</p> </div>
---	--

Page 2		
I	Republic of Maldives	<p>Requirements</p> <p>Serial number of the licence will commence with the UN country code followed by 'FCL'.</p> <p>Stand date format is used, i.e. day/month/year in full (e.g.: 21.01.1996)</p>
III	Licence number	
IV	Last and first name of holder	
IVa	Date of birth (<i>see instructions</i>)	
XIV	Place of birth	
V	Address of holder: <i>Street, town, area, postal code</i>	
VI	Nationality	
VII	Signature of holder	
VIII	Issuing competent authority <i>E.g.: This CPL (A) has been issued on the basis of an ATPL issued by, (Third country)</i>	
X	Signature of the issuing officer and date	
XI	Seal or stamp of issuing competent authority	

Page 3		
II	Titles of licence, date of initial issue and country code	<p>Abbreviations used will be as used in Part-FCL (e.g.: PPL (H), ATPL (A), etc.).</p> <p>Stand date format is used, i.e. day/month/year in full (e.g.: 21.01.1996)</p> <p>All additional licensing information required and privileges established by ICAO to be entered here.</p> <p>LAPL is not issued in accordance with ICAO standards.</p>
IX	Validity: The privileges of the licence will be exercised only if the holder has a valid medical certificate for therequired previlage. A document containing a photo will be carried for the purpose of identification of the licence holder.	
XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in(specify the language(s)).	
XIII	Remarks: Language proficiency: (language(s)/level/validity date)	

Page 4		
XII Ratings, certificates and privileges		<p>Requirements</p> <p>These pages are intended for use by MCAA or the examiners especially authorised for this purpose to state the requirements following the initial issue, or the renewal of expired ratings.</p> <p>Initial of ratings, instructor and examiner certificate privileges will always be entered by MCAA. Revalidation or renewal of ratings or certificates will be entered by MCAA or by specially authorised examiners.</p> <p>Operational limitations will be entered in the remarks/restrictions against the appropriate retriected privilege, e.g. IR skill test taken with co-pilot, restricted instruction privileges to 1 aircraft type.</p>
Ratings to be revalidated		
Class/Type/IR	Remarks and Restictions	
Instructors		
Examiners		

Ratings that are not validated will be removed from the licence not later than 5 years from the last revalidation.
XII/XIII

[illegible][illegible]

Appendix II to ANNEX VI PART-ARA

Standard MCAA format for cabin crew licences

Cabin crew licences issued in accordance with Part-CC will conform to the following specifications:

<p style="text-align: center;">1. CABIN CREW LICENCE Issued in accordance with Part-CC</p> <p>2. Reference number: 3. State of issue: 4. Full name of holder 5. Date and place of birth: 6. Nationality: 7. Signature of holder: 8. Competant authority: 9. Issuing body: 10. Signature of the issuing officer: 11. Date of issue: 12. The holder may only exercise the privileges to act as cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the requirements in Part-CC for continuous fitness and valid air craft type qualifications.</p> <p>Signed: (MCAA)</p>
--

Instructions:

- (a) The cabin crew licence will include all items specified in EASA Form 142 in accordance with items 1–12 below.
- (b) Size will be one-eighth A4 and the material used will prevent or readily show any alterations or erasures.
- (c) The document will be printed in English and such other languages as MCAA deems appropriate.
- (d) The document will be issued by MCAA or by an organisation approved to issue cabin crew licences. In that latter case reference to the approval by MCAA will be stated.
- (e) The cabin crew licence when recognised in a State then it is not necessary to exchange the document when working in that State.

Item 1: The title “CABIN CREW LICENCE” and the reference to Part-CC

Item 2: Licence reference number will commence with the UN country code of the State followed by at least the two last numbers of the year of issue and an individual reference/number according to a code established by MCAA (e.g. BE-08-xxxx).

Item 3: The State where the licence is issued

Item 4: The full name (surname and first name) stated in the official identity document of the holder.

Items 5 and 6: Date and place of birth as well as nationality as stated in the official identity document of the holder.

Item 7: The signature of the holder.

Item 8: Identification details of MCAA where the licence is issued will be entered and will provide the full name of MCAA, postal address, official seal, and logo if applicable.

Item 9: If MCAA is the issuing body, the term “MCAA” and official seal or stamp will be entered.

In the case of an approved organisation, identification details will be entered and will at least provide the full name of the organisation, postal address and if applicable, the logo and:

- (a) in the case of a commercial air transport operator, the air operator certificate (AOC) number and detailed reference to the approvals by MCAA to provide cabin crew training and to issue licence; or
- (b) in the case of an approved training organisation, the reference number of the relevant approval by MCAA.


Item 10: The signature of the officer acting on behalf of the issuing body

Item 11: Standard date format will be used: i.e. day/month/year in full (e.g. 22/02/2008).

Item 12: The same sentence in English and its full and precise translation into such other languages as MCAA deems appropriate.

Appendix III to ANNEX VI PART-ARA

CERTIFICATE FOR APPROVED TRAINING ORGANISATION (ATO)

<div style="text-align: center;"> MALDIVES CIVIL AVIATION AUTHORITY APPROVED TRAINING ORGANISATION CERTIFICATE (CERTIFICATE NO.)</div> <p>Pursuant to the Maldives Civil Aviation Law No. 2/2001 and subject to the conditions specified below, the Maldives Civil Aviation Authority hereby certifies</p> <p style="text-align: center;">(NAME OF THE TRAINING ORGANISATION)</p> <p style="text-align: center;">(ADDRESS OF THE TRAINING ORGANISATION)</p> <p>as a Part-ORA certified training organisation with the privilege to provide Part-FCL training courses, including the use of FSTDs, as listed in the attached training course approval.</p> <p>CONDITIONS:</p> <ul style="list-style-type: none">• This certificate is limited to the privileges and the scope of providing training courses, including the use of FSTDs, as listed in the attached training course approval• This certificate is valid whilst the approved organisation remains in compliance with Part-FCL and other applicable regulations.• Subject to compliance with the foregoing conditions, this certificate will remain valid unless the certificate has been surrendered, superseded, limited, suspended, or revoked. <p>Date of issue:</p> <p>Sign:</p> <p>(MCAA)</p>
--


APPROVED TRAINING ORGANISATION CERTIFICATE	
TRAINING COURSE APPROVAL	
Attachment to ATO Certificate No.: (CERTIFICATE NUMBER)	
(NAME OF TRAINING ORGANISATION)	
has obtained the privileges to provide and conduct the following Part-FCL training courses and to use the following FSTDs:	
Training course	Used FSTD(s), including letter code ⁽¹⁾
⁽¹⁾ As indicated on the qualification certificate.	
This training course approval is valid as long as:	
(a) the ATO certificate has not been surrendered, superseded, limited, suspended or revoked; and	
(b) all operations are conducted in compliance with Part-ORA, Part-FCL and when relevant, with the procedures in the organisation's documentation as required by Part-ORA.	
Date of issue:	
Signed:	
(MCAA)	

Appendix IV to ANNEX VI PART-ARA

FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE
Introduction

MCAA Form 145 will be used for the FSTD qualification certificate. This document will contain the FSTD Specification including any limitation(s) and special authorisation(s) or approval(s) as appropriate to the FSTD concerned. The qualification certificate will be printed in English and in any other language(s) determined by MCAA.

Convertible FSTDs will have a separate qualification certificate for each aircraft type. Different engine and equipment fit on one FSTD will not require separate qualification certificates. All qualification certificates will carry a serial number prefixed by a code in letters, which will be specific to that FSTD. The letter code will be specific to MCAA.


MALDIVES CIVIL AVIATION AUTHORITY
FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE
REFERENCE:
Persuant to Maldives Civil Aviation Act No. 2/2001, and subject to conditions specified below, the Maldives Civil Aviation Authority hereby certifies that
FSTD (Type letter code)
Located at (Name and address of the organisation)
has satisfied the qualification requirements prescribed in Part-OR, subject to conditions of the attached FSTD specification.
This qualification certificate will remain valid subject to the FSTD and the holder of the qualification certificate remaining in compliance with the applicable requirements of the Part-OR, unless it has been surrendered, superseded, suspended or revoked.
Date of Issue:
Signed:



MALDIVES CIVIL AVIATION AUTHORITY

FSTD QUALIFICATION CERTIFICATE: (Reference)

FSTD SPECIFICATION

- A. Type or variant of aircraft:
- B. FSTD qualification level:
- C. Primary reference document:
- D. Visual system:
- E. Motion system:
- F. Engine fit:
- G. Instrument fit:
- H. ACAS fit:
- I. Windshear:
- J. Additional capabilities:
- K. Restrictions or limitations:

L Guidance information for training, testing and checking considerations

CAT I	RVR	m	DH	ft	
CAT II	RVR	m	DH	ft	
CAT III	RVR	m	DH	ft	
(lowest minimum)					
LVO	RVR	m			
Recency					
IFR Training/check					/
Type rating					
Proficiency checks					
Autocoupled approach					
Autoland/roll out guidance					/
ACAS I/II					/
Windshear warning system/predictive windshear					/
WX-radar					
HUD/HUGS					/
FANS					
GPWS/EGPWS					/
ETOPS capability					
GPS					
Other					

Date of issue:

Signed:

Appendix V to ANNEX VI PART-ARA

CERTIFICATES FOR AERO-MEDICAL CENTRES (AeMCs)



MALDIVES CIVIL AVIATION AUTHORITY

AERO-MEDICAL CENTER CERTIFICATE

REFERENCE

Persuant to Maldives Civil Aviation Act 2/2001 and subject to conditions specified below, the Maldives Civil Aviation Authority hereby certifies that

(NAME OF THE ORGANISATION)

(ADDRESS OF THE ORGANIZATION)

as a Part-OR certified Aero-medical center with the privileges and the scope of activities as listed in the attached terms of approval .

CONDITIONS:

1. This certificate is limited to that specified in the scope of approval section of the approved organisation manual;
2. This certificate require compliance with the procedures pecified in the organisation documentation as required by Part-ORA; and
3. This certificate will remain valid subject to compliance with the requirements of Part-OR unless it has been surrendered, superseded, suspended or revoked.

Date of issue:

Signed:

(MCAA)

Appendix VI to ANNEX VI PART-ARA


STANDARD EASA MEDICAL CERTIFICATE FORMAT

The medical certificate will conform to the following specifications:

(a) Content

- (1) State where the pilot licence has been issued or applied for (I),
- (2) Class of medical certificate (II),
- (3) Certificate number commencing with the UN country code of the State where the pilot licence has been issued or applied for and followed by a code of numbers and/or letters in Arabic numerals and latin script (III),

- (4) Name of holder (IV),
 - (5) Nationality of holder (VI),
 - (6) Date of birth of holder: (dd/mm/yyyy) (XIV),
 - (7) Signature of holder (VII)
 - (8) Limitation(s) (XIII)
 - (9) Expiry date of the medical certificate (IX) for:
 - Class 1 single pilot commercial operations carrying passengers,
 - Class 1 other commercial operations,
 - Class 2,
 - LAPL
 - (10) Date of medical examination
 - (11) Date of last electrocardiogram
 - (12) Date of last audiogram
 - (13) Date of issue and signature of the AME or medical assessor that issued the certificate (X). GMP may be added to this field if they have the competence to issue medical certificates under the national law.
 - (14) Seal or stamp (XI)
- (b) Material: Except for the case of LAPL issued by a GMP the paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by MCAA.
- (c) Language: Licences will be written in the Dhivehi and/or in English and such other languages as MCAA deems appropriate.
- (d) All dates on the medical certificate will be written in a dd/mm/yyyy format.
- (e) A standard medical certificate format is shown in this Appendix.

Cover page	
 <p>Maldives Civil Aviation Authority REPUBLIC OF MALDIVES</p> <p>Class 1/2/3/LAPL MEDICAL CERTIFICATE</p> <p>Issued in accordance with Part-MED</p> <p>This medical certificate complies with ICAO standards, except for the LAPL medical certificate.</p>	<p>Requirements</p> <p>Size of each page will be one-eighth A4</p>

Page 2		Page 3	
I	Maldives Civil Aviation Authority		XIII Limitations: Code: Description:
II	Certificate number:		
IV	Last and first name of the holder:	X	Date of issue: (dd/mm/yyyy)
XIV	Date of birth:		Signature of issuing AME/Assessor/GMP)
VI	Nationality:		
VII	Signature of holder:	XI	Stamp:

Page 4			
IX Expiry date of this certificate:	Class 1 single pilot commercial operations carrying passengers (dd/mm/yyyy)		
	Class 1 (dd/mm/yyyy)		
	Class 2 (dd/mm/yyyy)		
	Class 3 (dd/mm/yyyy)		
	LAPL (dd/mm/yyyy)		
Examination date: (dd/mm/yyyy)			

MED.A.020 Decrease in medical fitness

- (a) Licence holders will not exercise the privileges of their licence and related ratings or certificates at anytime when they:
- (1) are aware of any decrease in their medical fitness that might render them unable to safely exercise those privileges;
 - (2) take or use any prescribed or non-prescribed medication that is likely to interfere with the safe exercise of the privileges of the applicable licence; or
 - (3) receive any medical, surgical or other treatment that is likely to interfere with flightsafety.
- (b) In addition, licence holder will, without undue delay, seek aero-medical advice when they;
- (1) have undergone a surgical operation or invasive procedure;
 - (2) have commenced the regular use of any medication;
 - (3) have suffered any significant personal injury involving incapacity to function as a member of the flight crew;
 - (4) have been suffering from any significant illness involving incapacity to function as a member of the flight crew;
 - (5) are pregnant;
 - (6) have been admitted to hospital or medical clinic; or
 - (7) first require correcting lenses.

Appendix VII to ANNEX VI PART-ARA

CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)



MALDIVES CIVIL AVIATION AUTHORITY

AERO-MEDICAL EXAMINER CERTIFICATE

REFERENCE

Persuant to Maldives Civil Aviation Act 2/2001 and subject to conditions specified below, the Maldives Civil Aviation Authority hereby certifies that

(NAME OF THE ORGANISATION)

(ADDRESS OF THE ORGANIZATION)

as Aero-medical examiner.

CONDITIONS:

1. This certificate is limited to the privileges specified in the attachment to this AME certificate;
2. This certificate requires compliance with the implementing rules and procedure specified in Part-MED.
3. This certificate will remain valid for a period of 3 years until (dd/mm/yyyy) subject to compliance with the requirements of Part-MED unless it has been surrendered, superseded, suspended or revoked.

Date of issue:

Signed:

(MCAA)

AERO-MEDICAL EXAMINER CERTIFICATE

Attachment to AME certificate number:

PRIVILEGES AND SCOPE

(Name and academic title of the aero-medical examiner) has obtained the privilege(s) to undertake aero-medical examination and assessment for the issuance of medical certificates as stated in the table below and to issue these medical certificates for:

LAPL	(yes/date)
CLASS 3	(yes/date)
CLASS 2	(yes/date)
CLASS 1	(yes/date)/(no)

Date of issue:

Signed:

(MCAA)

ANNEX VII ORGANISATION REQUIREMENTS FOR AIRCREW (PART-ORA)

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ORA.GEN.120 Means of compliance
ORA.GEN.125 Terms of approval and privileges of an organisation
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ORGANISATION REQUIREMENTS FOR AIRCREW (PART-ORA)

SUBPART GEN
GENERAL REQUIREMENTS

SECTION I
General

ORA.GEN.105 Competent authority

- (a) For the purpose of this Part, MCAA exercising oversight over:
- (1) organisations subject to a certification obligation shall be Maldives Civil Aviation Authority (MCAA).
 - (2) FSTDs shall be:
 - (i) MCAA, for FSTDs:
 - located outside the territory of the Republic of Maldives, or,
 - located within the territory of the Republic of Maldives and operated by organisations having their principal place of business located in a third country,
 - (ii) for FSTDs located within the territory of the Republic of Maldives and operated by organisations having their principal place of business in the Republic of Maldives, the authority shall be MCAA.
- (b) When the FSTD located outside the Republic of Maldives is operated by an organisation certified by a MCAA, the MCAA shall qualify this FSTD.

ORA.GEN.115 Application for an organisation certificate

- (a) The application for an organisation certificate or an amendment to an existing certificate shall be made in a form and manner established by MCAA, taking into account the applicable requirements of Regulations and Implementing Rules.
- (b) Applicants for an initial certificate shall provide MCAA with documentation demonstrating how they will comply with the requirements established in Regulations and Implementing Rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to MCAA.

ORA.GEN.120 Means of compliance

- (a) Alternative means of compliance to the AMC adopted by the MCAA may be used by an organisation to establish compliance with Regulations and Implementing Rules.
- (b) When an organisation wishes to use an alternative means of compliance, it shall, prior to implementing it, provide MCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that Regulations and Implementing Rules are met.

The organisation may implement these alternative means of compliance subject to prior approval by MCAA and upon receipt of the notification as prescribed in ARA.GEN.120 (d).

ORA.GEN.125 Terms of approval and privileges of an organisation

A certified organisation shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

ORA.GEN.130 Changes to organisations

- (a) Any change affecting:
 - (1) the scope of the certificate or the terms of approval of an organisation; or
 - (2) any of the elements of the organisation's management system as required in ORA.GEN.200(a)(1) and (a)(2),shall require prior approval by MCAA.
- (b) For any changes requiring prior approval in accordance with Regulations and Implementing Rules, the organisation shall apply for and obtain an approval issued by MCAA. The application shall be submitted before any such change takes place, in order to enable MCAA to determine continued compliance with Regulations and Implementing Rules and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation shall provide MCAA with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by MCAA in accordance with ARA.GEN.330.

The organisation shall operate under the conditions prescribed by MCAA during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to MCAA as defined in the procedure approved by MCAA in accordance with ARA.GEN.310(c).

ORA.GEN.135 Continued validity

- (a) The organisation's certificate shall remain valid subject to:
 - (1) the organisation remaining in compliance with the relevant requirements of Regulations and Implementing Rules, taking into account the provisions related to the handling of findings as specified under ORA.GEN.150;
 - (2) MCAA being granted access to the organisation as defined in ORA.GEN.140 to determine continued compliance with the relevant requirements of Regulations and Implementing Rules; and
 - (3) the certificate not being surrendered or revoked.
- (b) Upon revocation or surrender the certificate shall be returned to MCAA without delay.

ORA.GEN.140 Access

For the purpose of determining compliance with the relevant requirements of Regulations and Implementing Rules, the organisation shall grant access to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorised by:

- (a) MCAA defined in ORA.GEN.105; or
- (b) the authority acting under the provisions of ARA.GEN.300(d), ARA.GEN.300(e) or ARO.RAMP.

ORA.GEN.150 Findings

After receipt of notification of findings, the organisation shall:

- (a) identify the root cause of the non-compliance;
- (b) define a corrective action plan; and
- (c) demonstrate corrective action implementation to the satisfaction of MCAA within a period agreed with that authority as defined in ARA.GEN.350(d).

ORA.GEN.155 Immediate reaction to a safety problem

The organisation shall implement:

- (a) any safety measures mandated by MCAA in accordance with ARA.GEN.135(c); including airworthiness directives.

ORA.GEN.160 Occurrence reporting

- (a) The organisation shall report to MCAA, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulations (MCAR 12).
- (b) Without prejudice to paragraph (a) the organisation shall report to MCAA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.
- (c) Without prejudice to Regulations (MCAR 12), the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by MCAA and shall contain all pertinent information about the condition known to the organisation.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by MCAA.

SECTION II
Management

ORA.GEN.200 Management system

- (a) The organisation shall establish, implement and maintain a management system that includes:
 - (1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
 - (2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - (3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (4) maintaining personnel trained and competent to perform their tasks;
 - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) any additional requirements that are prescribed in the relevant subparts of this Part or other applicable Parts.
- (b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

ORA.GEN.205 Contracted activities

- (a) Contracted activities include all activities within the organisation's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the contracting organisation's approval. The organisation shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.
- (b) When the certified organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the contracting organisation. The contracting organisation shall ensure that MCAA is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ORA.GEN.210 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.
- (b) A person or group of persons shall be nominated by the organisation, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (d) The organisation shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c).
- (e) The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

ORA.GEN.215 Facility requirements

The organisation shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

ORA.GEN.220 Record-keeping

- (a) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORA.GEN.200.
- (b) The format of the records shall be specified in the organisation's procedures.
- (c) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

SUBPART ATO *APPROVED TRAINING ORGANISATIONS*

SECTION I *General*

ORA.ATO.100 Scope

This Subpart establishes the requirements to be met by organisations providing training for pilot licences and associated ratings and certificates.

ORA.ATO.105 Application

- (a) Applicants for the issue of a certificate as an approved training organisation (ATO) shall provide MCAA with:
- (1) the following information:
 - (i) name and address of the training organisation;
 - (ii) date of intended commencement of activity;
 - (iii) personal details and qualifications of the head of training (HT), the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s);
 - (iv) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the training is to be conducted;
 - (v) list of aircraft to be operated for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable
 - (vi) list of flight simulation training devices (FSTDs) that the training organisation intends to use, if applicable;
 - (vii) the type of training that the training organisation wishes to provide and the corresponding training programme; and
 - (2) the operations and training manuals.
- (b) Flight test training organisations. Notwithstanding (a) (1) (iv) and (v), training organisations providing flight test training shall only need to provide:
- (1) the name(s) and address(es) of the main aerodromes and/or operating site(s) at which the training is to be conducted; and
 - (2) a list of the types or categories of aircraft to be used for flight test training.
- (c) In the case of a change to the certificate, applicants shall provide MCAA with the relevant parts of the information and documentation referred to in (a).

ORA.ATO.110 Personnel requirements

- (a) An HT shall be nominated. The HT shall have extensive experience as an instructor in the areas relevant for the training provided by the ATO and shall possess sound managerial capability.
- (b) The HT's responsibilities shall include:
- (1) ensuring that the training provided is in compliance with Part-FCL and, in the case of flight test training, that the relevant requirements of Part-21 and the training programme have been established;
 - (2) ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and
 - (3) supervising the progress of individual students.
- (c) Theoretical knowledge instructors shall have:
- (1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
 - (2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
- (d) Flight instructors and flight simulation training instructors shall hold the qualifications required by Part-FCL for the type of training that they are providing.

ORA.ATO.120 Record-keeping

The following records shall be kept for a period of at least 3 years after the completion of the training:

- (a) details of ground, flight, and simulated flight training given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and
- (c) information on the licences and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

ORA.ATO.125 Training programme

- (a) A training programme shall be developed for each type of course offered.
- (b) The training programme shall comply with the requirements of Part-FCL and, in the case of flight test training, the relevant requirements of Part-21.

ORA.ATO.130 Training manual and operations manual

- (a) The ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.
- (b) The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO's approval documentation.
- (c) In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part-21.
- (d) The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with Part-ORO.

ORA.ATO.135 Training aircraft and FSTDs

- (a) The ATO shall use an adequate fleet of training aircraft or FSTDs appropriate to the courses of training provided.
- (b) The ATO shall only provide training in FSTDs when it demonstrates to MCAA:
 - (1) the adequacy between the FSTD specifications and the related training programme;
 - (2) that the FSTDs used comply with the relevant requirements of Part-FCL;
 - (3) in the case of full flight simulators (FFSs), that the FFS adequately represents the relevant type of aircraft; and
 - (4) that it has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.
- (c) If the aircraft used for the skill test is of a different type to the FFS used for the visual flight training, the maximum credit shall be limited to that allocated for flight and navigation procedures trainer II (FNPT II) for aeroplanes and FNPT II/III for helicopters in the relevant flight training programme.
- (d) Flight test training organisations. Aircraft used for flight test training shall be appropriately equipped with flight testing instrumentation, according to the purpose of the training.

ORA.ATO.140 Aerodromes and operating sites

When providing flight training on an aircraft, the ATO shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used.

ORA.ATO.145 Pre-requisites for training

- (a) The ATO shall ensure that the students meet all the pre-requisites for training established in Part-Medical, Part-FCL, and, if applicable, as defined in the data established in accordance with Part-21.
- (b) In the case of ATOs providing flight test training, the students shall meet all the pre-requisites for training established in Part-21.

ORA.ATO.150 Training in third countries

When the ATO is approved to provide training for the instrument rating (IR) in third countries; the training programme shall include acclimatisation flying before the IR skill test is taken.

SECTION II

Additional requirements for ATOs providing training for CPL, MPL and ATPL and the associated ratings and certificates

ORA.ATO.210 Personnel requirements

- (a) *Head of training (HT)*. Except in the case of ATOs providing flight test training, the nominated HT shall have extensive experience in training as an instructor for professional pilot licences and associated ratings or certificates.
- (b) *Chief flight instructor (CFI)*. The ATO providing flight instruction shall nominate a CFI who shall be responsible for the supervision of flight and flight simulation training instructors and for the standardisation of all flight instruction and flight simulation instruction. The CFI shall hold the highest professional pilot licence and associated ratings related to the flight training courses conducted and hold an instructor certificate with the privilege to instruct for at least one of the training courses provided.
- (c) *Chief theoretical knowledge instructor (CTKI)*. The ATO providing theoretical knowledge instruction shall nominate a CTKI who shall be responsible for the supervision of all theoretical knowledge instructors and for the standardisation of all theoretical knowledge instruction. The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided by the ATO.

ORA.ATO.225 Training programme

- (a) The training programme shall include a breakdown of flight and theoretical knowledge instruction, presented in a week-by-week or phase layout, a list of standard exercises and a syllabus summary.
- (b) The content and sequence of the training programme shall be specified in the training manual.

ORA.ATO.230 Training manual and operations manual

- (a) The training manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall address the following subjects:
 - training plan,
 - briefing and air exercises,
 - flight training in an FSTD, if applicable,
 - theoretical knowledge instruction.
- (b) The operations manual shall provide relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

SECTION III
Additional requirements for ATOs providing specific types of training

Chapter 1
Distance Learning Courses

ORA.ATO.300 General

The ATO may be approved to conduct modular course programmes using distance learning in the following cases:

- (a) modular courses of theoretical knowledge instruction;
- (b) courses of additional theoretical knowledge for a class or type rating; or
- (c) courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engined helicopter.

ORA.ATO.305 Classroom instruction

- (a) An element of classroom instruction shall be included in all subjects of modular distance learning courses.
- (b) The amount of time spent in actual classroom instruction shall not be less than 10 % of the total duration of the course.
- (c) To this effect, classroom accommodation shall be available either at the principal place of business of the ATO or within a suitable facility elsewhere.

ORA.ATO.310 Instructors

All instructors shall be fully familiar with the requirements of the distance learning course programme.

Chapter 2
Zero Flight - Time Training

ORA.ATO.330 General

- (a) Approval for zero flight-time training (ZFTT), as specified in Part-FCL, shall only be given to ATOs that also have the privileges to conduct commercial air transport operations or ATOs having specific arrangements with commercial air transport operators.
- (b) Approval for ZFTT shall only be given if the operator has at least 90 days of operational experience on the aeroplane type.
- (c) In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience requirements will not apply if the type rating instructor (TRI(A)) involved in the additional take-offs and landings, as required in Part-ORO, has operational experience on the aeroplane type.

ORA.ATO.335 Full flight simulator

- (a) The FFS approved for ZFTT shall be serviceable according to the management system criteria of the ATO.
- (b) The motion and the visual system of the FFS shall be fully serviceable, in accordance with the applicable certification specifications for FSTD as mentioned in ORA.FSTD.205.

Chapter 3
Multi - crew pilot licence (MPL) course

RA.ATO.350 General

The privileges to conduct MPL integrated training courses and MPL instructor courses shall only be given to the ATO if it also has the privilege to conduct commercial air transport operations or a specific arrangement with a commercial air transport operator.

Chapter 4
Flight training

ORA.ATO.355 Flight test training organisations

- (a) The ATO that has been approved to provide flight test training for the issue of a category 1 or 2 flight test rating in accordance with Part-FCL may have its privileges extended to providing training for other categories of flight tests and other categories of flight test personnel, provided that:
 - (1) the relevant requirements of Part-21 are met; and
 - (2) a specific arrangement exists between the ATO and the Part-21 organisation that employs, or intends to employ, such personnel.
- (b) The training records shall include the written reports by the student, as required by the training programme, including, where applicable, data processing and analysis of recorded parameters relevant to the type of flight test.

SUBPART FSTD
REQUIREMENTS FOR ORGANISATIONS OPERATING FLIGHT SIMULATION TRAINING DEVICES (FSTDs) AND THE QUALIFICATION OF FSTDs

SECTION I
Requirements for organisations operating FSTDs

ORA.FSTD.100 General

- (a) The applicant for an FSTD qualification certificate shall demonstrate to MCAA that it has established a management system in accordance with ORA.GEN Section II. This demonstration shall ensure that the applicant has, directly or through contract, the capability to maintain the performance, functions and other characteristics specified for the FSTD's qualification level and to control the installation of the FSTD.
- (b) If the applicant is the holder of a qualification certificate issued in accordance with this Part, the FSTD specifications shall be detailed:
 - (1) in the terms of the ATO certificate; or
 - (2) in the case of an AOC holder, in the training manual.

ORA.FSTD.105 Maintaining the FSTD qualification

- (a) In order to maintain the qualification of the FSTD, an FSTD qualification certificate holder shall run the complete set of tests contained within the master qualification test guide (MQTG) and functions and subjective tests progressively over a 12-month period.
- (b) The results shall be dated, marked as analysed and evaluated, and retained in accordance with ORA.FSTD.240, in order to demonstrate that the FSTD standards are being maintained.
- (c) A configuration control system shall be established to ensure the continued integrity of the hardware and software of the qualified FSTD.

ORA.FSTD.110 Modifications

- (a) The holder of an FSTD qualification certificate shall establish and maintain a system to identify, assess and incorporate any important modifications into the FSTDs it operates, especially:
 - (1) any aircraft modifications that are essential for training, testing and checking, whether or not enforced by an airworthiness directive; and
 - (2) any modification of an FSTD, including motion and visual systems, when essential for training, testing and checking, as in the case of data revisions.
- (b) Modifications of the FSTD hardware and software that affect handling, performance and systems operation or any major modifications of the motion or visual system shall be evaluated to determine the impact on the original qualification criteria. The organisation shall prepare amendments for any affected validation tests. The organisation shall test the FSTD to the new criteria.
- (c) The organisation shall inform MCAA in advance of any major changes to determine if the tests carried out are satisfactory. MCAA will determine if a special evaluation of the FSTD is necessary prior to returning it to training following the modification.

ORA.FSTD.115 Installations

- (a) The holder of an FSTD qualification certificate shall ensure that:
 - (1) the FSTD is housed in a suitable environment that supports safe and reliable operation;
 - (2) all FSTD occupants and maintenance personnel are briefed on FSTD safety to ensure that they are aware of all safety equipment and procedures in the FSTD in case of an emergency; and
 - (3) the FSTD and its installations comply with the local regulations for health and safety.
- (b) The FSTD safety features, such as emergency stops and emergency lighting, shall be checked at least annually and recorded.

ORA.FSTD.120 Additional equipment

Where additional equipment has been added to the FSTD, even though not required for qualification, it shall be assessed by MCAA to ensure that it does not adversely affect the quality of training.

SECTION II *Requirements for the qualification of FSTDs*

ORA.FSTD.200 Application for FSTD qualification

- (a) The application for an FSTD qualification certificate shall be made in a form and manner established by MCAA:
 - (1) in the case of basic instrument training devices (BITDs), by the BITD manufacturer;
 - (2) in all other cases, by the organisation intending to operate the FSTD.
- (b) Applicants for an initial qualification shall provide MCAA with documentation demonstrating how they will comply with the requirements established in this Regulation. Such documentation shall include the procedure established to ensure compliance with ORA.GEN.130 and ORA.FSTD.230.

ORA.FSTD.205 Certification specifications for FSTDs

- (a) The MCAA shall issue, Certification Specifications as standard means to show compliance of FSTDs with the Essential Requirements.
- (b) Such Certification Specifications shall be sufficiently detailed and specific to indicate to applicants the conditions under which qualifications will be issued.

ORA.FSTD.210 Qualification basis

- (a) The qualification basis for the issuance of an FSTD qualification certificate shall consist of:
 - (1) the applicable Certification Specifications established by the MCAA that are effective on the date of the application for the initial qualification;
 - (2) the aircraft validation data defined by the data as approved under Part-21, if applicable; and
 - (3) any special conditions prescribed by MCAA if the related Certification Specifications do not contain adequate or appropriate standards for the FSTD because the FSTD has novel or different features to those upon which the applicable Certification Specifications are based.
- (b) The qualification basis shall be applicable for future recurrent qualifications of the FSTD, unless it is recategorised.

ORA.FSTD.225 Duration and continued validity

- (a) The full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT) qualification shall remain valid subject to:
 - (1) the FSTD and the operating organisation remaining in compliance with the applicable requirements;
 - (2) MCAA being granted access to the organisation as defined in ORA.GEN.140 to determine continued compliance with the relevant requirements of Regulations and Implementing Rules; and
 - (3) the qualification certificate not being surrendered or revoked.
- (b) The period of 12 months established in ARA.FSTD.120 (b)(1) may be extended up to a maximum of 36 months, in the following circumstances:
 - (1) the FSTD has been subject to an initial and at least one recurrent evaluation that has established its compliance with the qualification basis;
 - (2) the FSTD qualification certificate holder has a satisfactory record of successful regulatory FSTD evaluations during the previous 36 months;
 - (3) MCAA performs a formal audit of the compliance monitoring system defined in ORA.GEN.200 (a)(6) of the organisation every 12 months; and
 - (4) an assigned person of the organisation with adequate experience reviews the regular reruns of the qualification test guide (QTG) and conducts the relevant functions and subjective tests every 12 months and sends a report of the results to MCAA.
- (c) A BITD qualification shall remain valid subject to regular evaluation for compliance with the applicable qualification basis by MCAA in accordance with ARA.FSTD.120.
- (d) Upon surrender or revocation, the FSTD qualification certificate shall be returned to MCAA.

ORA.FSTD.230 Changes to the qualified FSTD

- (a) The holder of an FSTD qualification certificate shall inform MCAA of any proposed changes to the FSTD, such as:
 - (1) major modifications;
 - (2) relocation of the FSTD; and
 - (3) any de-activation of the FSTD.
- (b) In case of an upgrade of the FSTD qualification level, the organisation shall apply to MCAA for an upgrade evaluation. The organisation shall run all validation tests for the requested qualification level. Results from previous evaluations shall not be used to validate FSTD performance for the current upgrade.
- (c) When an FSTD is moved to a new location, the organisation shall inform MCAA before the planned activity along with a schedule of related events.

Prior to returning the FSTD to service at the new location, the organisation shall perform at least one third of the validation tests, and functions and subjective tests to ensure that the FSTD performance meets its original qualification standard. A copy of the test documentation shall be retained together with the FSTD records for review by MCAA.

MCAA may perform an evaluation of the FSTD after relocation. The evaluation shall be in accordance with the original qualification basis of the FSTD.

- (d) If an organisation plans to remove an FSTD from active status for prolonged periods, MCAA shall be notified and suitable controls established for the period during which the FSTD is inactive.

The organisation shall agree with MCAA a plan for the de-activation, any storage and re-activation to ensure that the FSTD can be restored to active status at its original qualification level.

ORA.FSTD.235 Transferability of an FSTD qualification

- (a) When there is a change of the organisation operating an FSTD, the new organisation shall inform MCAA in advance in order to agree upon a plan of transfer of the FSTD.
- (b) MCAA may perform an evaluation in accordance with the original qualification basis of the FSTD.
- (c) When the FSTD no longer complies with its initial qualification basis, the organisation shall apply for a new FSTD qualification certificate.

ORA.FSTD.240 Record-keeping

The holder of an FSTD qualification certificate shall keep records of:

- (a) all documents describing and proving the initial qualification basis and level of the FSTD for the duration of the FSTD's lifetime; and
- (b) any recurrent documents and reports related to each FSTD and to compliance monitoring activities for a period of at least 5 years.

SUBPART AeMC AERO-MEDICAL CENTRES

SECTION I General

ORA.AeMC.105 Scope

This Subpart establishes the additional requirements to be met by an organisation to qualify for the issue or continuation of an approval as an aero-medical centre (AeMC) to issue medical certificates, including initial class 1 medical certificates.

ORA.AeMC.115 Application

Applicants for an AeMC certificate shall:

- (a) comply with MED.D.005; and
- (b) in addition to the documentation for the approval of an organisation required in ORA.GEN.115, provide details of clinical attachments to or liaison with designated hospitals or medical institutes for the purpose of specialist medical examinations.

ORA.AeMC.135 Continued validity

The AeMC certificate shall be issued for an unlimited duration. It shall remain valid subject to the holder and the aero- medical examiners of the organisation:

- (a) complying with MED.D.030;and
- (b) ensuring their continued experience by performing an adequate number of class 1 medical examinations every year.

SECTION II
Management

ORA.AeMC.200 Management system

The AeMC shall establish and maintain a management system that includes the items addressed in ORA.GEN.200 and, in addition, processes:

- (a) for medical certification in compliance with Part-MED; and
- (b) to ensure medical confidentiality at all times.

ORA.AeMC.210 Personnel requirements

- (a) The AeMC shall:
 - (1) have an aero-medical examiner (AME) nominated as head of the AeMC, with privileges to issue class 1 medical certificates and sufficient experience in aviation medicine to exercise his/her duties; and
 - (2) have on staff an adequate number of fully qualified AMEs and other technical staff and experts.
- (b) The head of the AeMC shall be responsible for coordinating the assessment of examination results and signing reports, certificates, and initial class 1 medical certificates.

ORA.AeMC.215 Facility requirements

The AeMC shall be equipped with medico-technical facilities adequate to perform aero-medical examinations necessary for the exercise of the privileges included in the scope of the approval.

ORA.AeMC.220 Record-keeping

In addition to the records required in ORA.GEN.220, the AeMC shall:

- (a) maintain records with details of medical examinations and assessments performed for the issue, revalidation or renewal of medical certificates and their results, for a minimum period of 10 years after the last examination date; and
- (b) keep all medical records in a way that ensures that medical confidentiality is respected at all times.'