

ANNEX VIAUTHORITY REQUIREMENTS FOR AIRCREW (PART-ARA)

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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;
15. "Part-CAT" means Annex IV to the Regulation on Air Operations;
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.
- (c) Upon receiving the information referred to in (a) and (b), MCAA will take adequate measures to address the safety problem.

- (d) Measures taken under (c) will immediately be notified to all persons or organisations which need to comply with them under MCAR Air Crew and its Implementing Rules. MCAA will also notify those measures to other States concerned

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 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 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 the national aviation authority 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 aviation authority responsible for the oversight under (a) may agree to have oversight tasks performed by the national aviation authority(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. 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) MCAA for standardisation purposes, after disidentification of the applicant/licence holder.
- (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 national 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.


Appendix I to ANNEX VI PART-ARA

Flight Crew Licence

The flight crew licence issued in accordance with Part-FCL will conform to the following specifications:

- (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. period of validity).
- (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.

Standard MCAA format for flight crew licences

Cover Page		
<p style="text-align: center;">REPUBLIC OF MALDIVES</p>  <p style="text-align: center;">AIRLINE TRANSPORT PILOT LICENCE</p> <p style="text-align: center;">MALDIVES CIVIL AVIATION AUTHORITY</p>	<p>Abbreviation used in this licence</p>	
	A	Aeroplane
	ATPL	Airline Transport Pilot Licence
	CPL	Commercial Pilot Licence
	CRI	Class Rating Instructor
	FCL	Flight Crew Licence
	FI	Flight Instructor
	H	Helicopter
	IR	Instrument Rating
	IRI	Instrument Rating Instructor Rating
	ICAO	International Civil Aviation Organisation
	MCAA	Maldives Civil Aviation Authority
	ME	Multi-Engine
	MEP	Multi-Engine Piston
	MP	Multi Pilot
	PPL	Private Pilot Licence
	SE	Single-Engine
SEP	Single-Engine Piston	
SP	Single Pilot	
TRI	Type Rating Instructor	

Page 4	Page 1																																																																																																																																						
<p>I) XIII) Remarks: Language proficiency in English- Level 6 Valid for life/date if expiring</p> <p>This licence is only valid when accompanied by a current medical certificate, and any limitations or conditions on that certificate are complied with.</p> <p>XIV) Other Details:</p> <p>Periods of Validity First Issued Valid from Valid to</p>	<p>II) REPUBLIC OF MALDIVES</p> <p>III) Airline Transport Pilot Licence (ATPL-A/H)</p> <p>IV) Number: <i>MV.FCLATPL001</i></p> <p>V) Issued to: </p> <p>IVa) Date of birth:</p> <p>VI) Address:</p> <p>VII) Nationality: (NIC/PP no:)</p> <p>VIII) Signature of holder:</p> <p>IX) Issuing Authority: <i>Maldives Civil Aviation Authority (in accordance with MCAR Aircrew)</i></p> <p>X) The holder of this licence is hereby authorised to exercise the privileges of the Airline Transport Pilot Licence for the period specified herein, subject to the conditions specified and in accordance with the civil aviation regulations.</p> <p>XI) Signature of Issuing Officer: Date: <i>22nd January 2014</i></p> <p>XI) Stamp:</p>																																																																																																																																						
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Appendix II to ANNEX VI PART-ARA



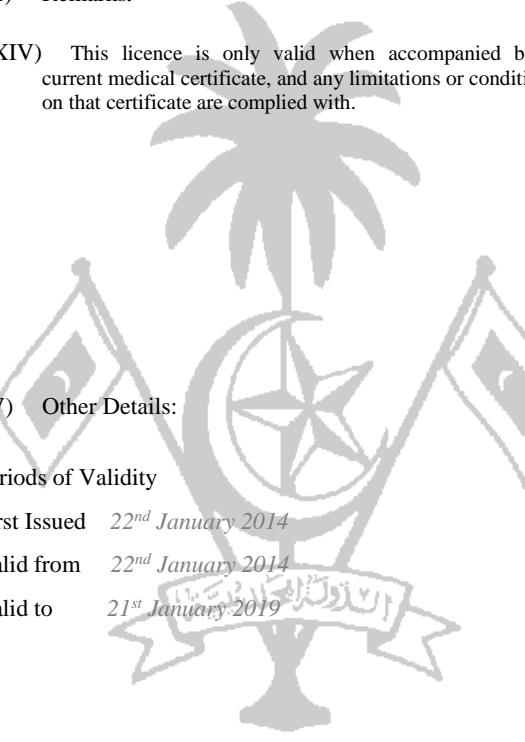
Cabin Crew Licence

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

- (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 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. period of validity).
- (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.


Standard MCAA format for flight crew licences

Cover Page	
<p>REPUBLIC OF MALDIVES</p>  <p>CABIN CREW LICENCE</p> <p>MALDIVES CIVIL AVIATION AUTHORITY</p>	<p><i>Intentionally left blank</i></p>

Page 4	Page 1
 <p style="text-align: center;"><i>Intentionally left blank</i></p>	<p>I) REPUBLIC OF MALDIVES</p> <p>II) CABIN CREW LICENCE</p> <p>III) Number: <i>CCL 777</i></p> <p>IV) Issued to:</p> <p>IVa) Date of birth:</p> <p>V) Address:</p> <p>VI) Nationality: (NIC/PP no:)</p> <p>VII) Signature of holder:</p> <p>VIII) Issuing Authority: <i>Maldives Civil Aviation Authority (in accordance with MCAR Aircrew)</i></p> <p>IX) The holder of this licence is hereby authorised to exercise the privileges of the Cabin Crew Licence for the period specified herein, subject to the conditions specified and in accordance with the civil aviation regulations.</p> <p>X) Signature of Issuing Officer: Date: <i>22nd January 2014</i></p> <p>XI) Stamp:</p>
Page 2	Page 3
<p>XII) Ratings</p> <p>Aeroplane Type Ratings</p> <p><i>DHC-6 Float plane B757/767 DHC-8</i></p> 	<p>XII)</p> <p>XIII) Remarks:</p> <p>XIV) This licence is only valid when accompanied by a current medical certificate, and any limitations or conditions on that certificate are complied with.</p> <p>XV) Other Details:</p> <p>Periods of Validity</p> <p>First Issued <i>22nd January 2014</i></p> <p>Valid from <i>22nd January 2014</i></p> <p>Valid to <i>21st January 2019</i></p> 

Appendix III to ANNEX VI PART-ARA

CERTIFICATE FOR APPROVED TRAINING ORGANISATION (ATO)



MALDIVES CIVIL AVIATION AUTHORITY

APPROVED TRAINING ORGANISATION CERTIFICATE
 (CERTIFICATE NO.)

Pursuant to the Maldives Civil Aviation Law No. 2/2001 and subject to the conditions specified below, the Maldives Civil Aviation Authority hereby certifies

(NAME OF THE TRAINING ORGANISATION)

(ADDRESS OF THE TRAINING ORGANISATION)

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.

CONDITIONS:

- 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.

Date of issue:

Sign:

(MCAA)

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 referrece 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 (lowest minimum)	RVR	m	DH	ft	
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
Republic of Maldives

Reference:

AERO-MEDICAL CENTER CERTIFICATE

Pursuant 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 an MCA Aircrew Part-ORA 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 specified 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.

Issued on the XX th day of XYZ, 20xx.

Hussain Jaleel
CHIEF EXECUTIVE

Appendix VI to ANNEX VI PART-ARA

MEDICAL CERTIFICATE FORMAT


The medical certificate will conform to the following specifications:

(a) Content

- State where the pilot licence has been issued or applied for,
- 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,
- Name of holder,
- Date of birth of holder,
- Date of issue,
- Expiry date of the medical certificate,
- Signature of the AME or medical assessor that issued the certificate,
- Seal or stamp,
- Signature of holder.

(b) Notes:

- 1- Classification and Validity of Certificates,
- 2- Carrying the medical certificate with the licence,
- 3- Date of next electrocardiogram,
Date of next Chest X-Ray,
Date of next audiogram,
Limitation.

<p>Page 4</p>  <p style="text-align: center;"><i>Intentionally Blank</i></p> <p style="text-align: right;">Page - 4</p>	<p>Page 1</p> <p>REPUBLIC OF MALDIVES MALDIVES CIVIL AVIATION AUTHORITY</p> <p>MEDICAL CERTIFICATE</p> <p>For validity see page 2.</p> <p>Licence No:</p> <p>I, the undersigned, being a person approved by the Maldives Civil Aviation Authority to issue Medical Certificates assess that</p> <p>Full Name:</p> <p>Date of Birth :</p> <p>meets the standard of CLASS Medical Certificate subject to any limitation shown on page 3.</p> <p>Date Of Issue:</p> <p>Expiry Date: See notes on page 2.</p> <p>AME Signature:</p> <p>AME Stamp</p> <p>Note: On this page no entry or alteration may be made except by a person authorized by Maldives Civil Aviation Authority</p> <p>Signature of Certificate Holder:</p> <p style="text-align: right;">Page - 1</p>																																															
<p>Page 2</p> <p><u>Notes</u></p> <p>1. Classification and Validity of Certificates:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Airline Transport Pilot aged 60</td> <td style="width: 10%;">Class I</td> <td style="width: 60%;">06 months</td> </tr> <tr> <td>Airline Transport Pilot under 60</td> <td>Class I</td> <td>12 months</td> </tr> <tr> <td>Commercial Pilot aged 60</td> <td>Class I</td> <td>06 months</td> </tr> <tr> <td>Commercial Pilot under 60</td> <td>Class I</td> <td>12 months</td> </tr> <tr> <td>F/Navigator, F/Engineer</td> <td>Class I</td> <td>12 months</td> </tr> <tr> <td>Student/Private Pilot aged 50</td> <td>Class II</td> <td>12 months</td> </tr> <tr> <td>Student/Private Pilot aged 40</td> <td>Class II</td> <td>24 months</td> </tr> <tr> <td>Student/Private Pilot under 40</td> <td>Class II</td> <td>60 months</td> </tr> <tr> <td>Air Traffic Controller aged 50</td> <td>Class III</td> <td>12 months</td> </tr> <tr> <td>Air Traffic Controller aged 40</td> <td>Class III</td> <td>24 months</td> </tr> <tr> <td>Air Traffic Controller under 40</td> <td>Class III</td> <td>48months</td> </tr> <tr> <td>Cabin Crew aged 40</td> <td>Class III</td> <td>12 months</td> </tr> <tr> <td>Cabin Crew under 40</td> <td>Class III</td> <td>24 months</td> </tr> </table> <p><i>Note: Licence holders of single crew commercial air transport operation carrying passengers who have passed their 40th birthday the period of validity shall be reduced to 6 months.</i></p> <p>All Medical Certificates will expire 24 months, 12 months or 6 months (depending on the above classification and age limit) after the last day of the month the medical was issued</p> <p>Provided that :</p> <ol style="list-style-type: none"> a) A class One Medical Certificate will be valid for Class Two and Class Three purpose for the period appropriate to age and privileges; b) A class Two Medical Certificate will be valid for Class Three purpose for the period appropriate to age and privileges; c) Notwithstanding the table of validity above a Medical Certificate issued before the licence holder's 40th birthday will not under any circumstances, be valid for Class Three privileges after his or her 42nd birthday. <p style="text-align: right;">Page - 2</p>	Airline Transport Pilot aged 60	Class I	06 months	Airline Transport Pilot under 60	Class I	12 months	Commercial Pilot aged 60	Class I	06 months	Commercial Pilot under 60	Class I	12 months	F/Navigator, F/Engineer	Class I	12 months	Student/Private Pilot aged 50	Class II	12 months	Student/Private Pilot aged 40	Class II	24 months	Student/Private Pilot under 40	Class II	60 months	Air Traffic Controller aged 50	Class III	12 months	Air Traffic Controller aged 40	Class III	24 months	Air Traffic Controller under 40	Class III	48months	Cabin Crew aged 40	Class III	12 months	Cabin Crew under 40	Class III	24 months	<p>Page 3</p> <ol style="list-style-type: none"> 2. The medical certificate should be securely attached to the Licence. Certificate can be renewed in the period within three months before expiry. 3. The following special examination (s) should normally be completed on or before the month shown: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><i>Examination required on</i></td> <td></td> </tr> <tr> <td>Electrocardiogram</td> <td>.....</td> </tr> <tr> <td>Chest X-Ray</td> <td>.....</td> </tr> <tr> <td>Audiogram</td> <td>.....</td> </tr> </table> <p><i>Note: the period of validity of the Medical Certificate is not affected by these requirements.</i></p> 4. Licence holders are required to notify the Maldives Civil Aviation Authority of any incapacitating injury, Medical Leave in excess of 20 consecutive days and the confirmation of pregnancy. <p>Limitations:</p> <p style="text-align: right;">Page - 3</p>	<i>Examination required on</i>		Electrocardiogram	Chest X-Ray	Audiogram
Airline Transport Pilot aged 60	Class I	06 months																																														
Airline Transport Pilot under 60	Class I	12 months																																														
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F/Navigator, F/Engineer	Class I	12 months																																														
Student/Private Pilot aged 50	Class II	12 months																																														
Student/Private Pilot aged 40	Class II	24 months																																														
Student/Private Pilot under 40	Class II	60 months																																														
Air Traffic Controller aged 50	Class III	12 months																																														
Air Traffic Controller aged 40	Class III	24 months																																														
Air Traffic Controller under 40	Class III	48months																																														
Cabin Crew aged 40	Class III	12 months																																														
Cabin Crew under 40	Class III	24 months																																														
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Electrocardiogram																																															
Chest X-Ray																																															
Audiogram																																															

Appendix VII to ANNEX VI PART-ARA

CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)



MALDIVES CIVIL AVIATION AUTHORITY
Republic of Maldives

Reference:

AERO-MEDICAL EXAMINER CERTIFICATE

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

(NAME OF THE EXAMINER)

(ADDRESS OF THE EXAMINER)

as an 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, to the requirements of Part-MED unless it has been surrendered, superseded, suspended or revoked.

Issued on the XXth day of XYZ, 20xx.

Hussain Jaleel
CHIEF EXECUTIVE



MALDIVES CIVIL AVIATION AUTHORITY
Republic of Maldives

Attachment to AME certificate number:

AERO-MEDICAL EXAMINER CERTIFICATE

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 bellow 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)