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(PART-ARO)**

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ANNEX II

**AUTHORITY REQUIREMENTS FOR AIR OPERATIONS
PART-ARO**

ARO.GEN.005 Scope

This Annex establishes requirements for the administration and management system to be fulfilled by MCAA for the implementation and enforcement of Maldives Civil Aviation Regulations-Air Operations and its Implementing Rules regarding civil aviation air operations.

**SUBPART GEN
GENERAL REQUIREMENTS**

**SECTION I
General**

ARO.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.

ARO.GEN.120 Means of compliance

- (a) MCAA will develop acceptable means of compliance (AMC) that may be used to establish compliance with Regulations and its 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 its Implementing Rules.
- (d) MCAA will evaluate all alternative means of compliance proposed by an organisation in accordance with ORO.GEN.120 (b) 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 its Implementing Rules it will make them available to all organisations and persons under its oversight.

ARO.GEN.135 Immediate reaction to a safety problem

- (a) MCAA will implement a system to appropriately collect, analyse and disseminate safety information.
- (b) Upon receiving the information referred to in (a), MCAA will take adequate measures to address the safety problem.
- (c) Measures taken under (b) will immediately be notified to all persons or organisations which need to comply with them.

SECTION II ***Management***

ARO.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 its 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 the Republic of Maldives, but certified or authorised by or making declarations to the authority of another State.

ARO.GEN.205 Allocation of tasks to qualified entities

- (a) Tasks related to the initial certification specialised operation authorisation or continuing oversight of persons or organisations subject to Regulations and its Implementing Rules will be allocated only to qualified entities. When allocating tasks, MCAA will ensure that it has:
- (1) put a system in place to initially and continuously assess that the qualified entity complies with the Regulations. This system and the results of the assessments will be documented.
 - (2) establish a documented agreement with 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 safety risk management process required by ARO.GEN.200 (a) (4) covers all certification, authorisation or continuing oversight tasks performed on its behalf.

ARO.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 its 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 its Implementing Rules in a timely manner, so as to ensure effective implementation.

ARO.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 ARO.GEN.205 as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations and the process of authorisation of a high risk commercial specialised operation and continuing oversight of an authorisation holder;
 - (5) declaration processes and continuing oversight of declared organisations;
 - (6) details of training courses provided by certified organisations, and if applicable, records relating to FSTDs used for such training;
 - (7) oversight of persons and organisations exercising activities within Maldives, but overseen, certified or authorised by MCAA;
 - (8) oversight of operations of other-than-complex motor- powered aircraft by non-commercial operators;
 - (9) findings, corrective actions and date of action closure;
 - (10) enforcement measures taken; and
 - (11) safety information and follow-up measures.
- (b) MCAA will maintain a list of all organisation certificates and specialised operations authorisations it issued as well as declarations it received.
- (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 five years subject to applicable data protection law.

SECTION III

Oversight, certification and enforcement

ARO.GEN.300 Oversight

- (a) MCAA will verify:
 - (1) compliance with the requirements applicable to organisations or type of operations prior to the issue of a certificate, approval or authorisation, as applicable;
 - (2) continued compliance with the applicable requirements of organisations it has certified, specialised operations it has authorised and organisations from whom it received a declaration;
 - (3) continued compliance with the applicable requirements of non-commercial operators of other-than-complex motor-powered aircraft; and
 - (4) implementation of appropriate safety measures mandated by MCAA as defined in ARO.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 ARO.GEN.350 and ARO.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, the scope of the oversight of activities performed by persons or organisations established or residing in another State shall 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, the authority responsible for the oversight under (a) may agree to have oversight tasks performed by the authority(ies) of the other 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.

ARO.GEN.305 Oversight programme

- (a) MCAA will establish and maintain an oversight programme covering the oversight activities required by ARO.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by MCAA, 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 required by ARO.GEN and ARO.RAMP 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 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 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 ORO.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 ARO.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 organisations declaring their activity to the competent authority, the oversight programme shall be based on the specific nature of the organisation, the complexity of its activities and the data of past oversight activities and the assessment of risks associated with the type of activity carried out. It shall include audits and inspections, including ramp and unannounced inspections, as appropriate.

For organisations holding a specialised operations authorisation, the oversight programme shall be established in accordance with (d) and shall also take into account the past and current authorisation process and the validity period of the authorisation.

- (e) For persons holding a licence, certificate, or rating issued by MCAA the oversight programme will include inspections, including unannounced inspections, as appropriate.
- (f) 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.

ARO.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. This verification may take into account the statement referred to in ORO.AOC.100 (b).

- (b) When satisfied that the organisation is in compliance with the applicable requirements, MCAA will issue the certificate(s), as established in Appendices I and II. 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 authority approval in accordance with ORO.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.

ARO.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 ORO.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;
 - (2) in case of level 1 or level 2 findings, act in accordance with ARO.GEN.350.

ARO.GEN.345 Declaration — organisations

- (a) Upon receiving a declaration from an organisation carrying out or intending to carry out activities for which a declaration is required, MCAA will verify that the declaration contains all the information required by Part-ORO and will acknowledge receipt of the declaration to the organisation.
- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, MCAA will notify the organisation about the non-compliance and request further information. If deemed necessary MCAA will carry out an inspection of the organisation. If the non-compliance is confirmed, MCAA will take action as defined in ARO.GEN.350.

ARO.GEN.350 Findings and corrective actions — organisations

- (a) MCAA for oversight in accordance with ARO.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 its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate, specialised operation authorisation or with the content of a declaration 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 ORO.GEN.140 during normal operating hours and after two written requests;
- (2) obtaining or maintaining the validity of the organisation certificate, specialised operation authorisation by falsification of submitted documentary evidence;
- (3) evidence of malpractice or fraudulent use of the organisation certificate, specialised operation authorisation; 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 its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate, specialised operation authorisation or with the content of a declaration 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 its 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, specialised operation authorisation 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 three months. At the end of this period, and subject to the nature of the finding, MCAA may extend the three-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 MCAA acting under the provisions of ARO.GEN.300 (d) identifies any non-compliance with the applicable requirements of Regulations and its Implementing Rules by an organisation certified by, or authorised by or declaring its activity to the authority of another State, it shall inform that authority and provide an indication of the level of finding.

ARO.GEN.355 Findings and enforcement measures — persons

- (a) If, during oversight or by any other means, evidence is found by the authority responsible for oversight in accordance with ARO.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 its Implementing Rules, MCAA will act in accordance with ARA.GEN.355 (a) to (d) of Annex VI (Part-ARA) to MCAR-Aircrew.
- (b) 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 its Implementing Rules and not holding a licence, certificate, or rating issued in accordance with that Regulations and its Implementing Rules, the authority that identified the non-compliance will take any enforcement measures necessary to prevent the continuation of that non-compliance.

ARO.GEN.360 Findings and enforcement measures — all operators

If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by an operator subject to the requirements laid down in the MCARs and its Implementing Rules, MCAA will take any enforcement measures necessary to prevent the continuation of that non-compliance.'

SUBPART OPS
AIR OPERATIONS

SECTION I
Certification of commercial air transport operators

ARO.OPS.100 Issue of the air operator certificate

- (a) MCAA will issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in ORO.AOC.100.
- (b) The certificate will include the associated operations specifications.
- (c) MCAA may determine specific operational limitations. Such limitations will be documented in the operations specifications.

ARO.OPS.105 Code-share arrangements

In considering the safety of a code-share agreement involving a third-country operator, MCAA will:

- (1) satisfy itself, following the verification by the operator as set out in ORO.AOC.115, that the third-country operator complies with the applicable ICAO standards;
- (2) liaise with the authority of the State of the third-country operator as necessary.

ARO.OPS.110 Lease agreements

- (a) MCAA will approve a lease agreement when satisfied that the operator certified in accordance with Annex III (Part-ORO) complies with:
 - (1) ORO.AOC.110 (d), for dry leased-in third country aircraft;
 - (2) ORO.AOC.110(c), for wet lease-in of an aircraft from a third country operator;
 - (3) ORO.AOC.110 (e), for dry lease-out of an aircraft to any operator;
 - (4) relevant requirements of continuing airworthiness and air operations, for dry lease-in of an aircraft registered in the Maldives and wet lease-in of an aircraft from a Maldivian operator.
- (b) The approval of a wet lease-in agreement will be suspended or revoked whenever:
 - (1) the AOC of the lessor or lessee is suspended or revoked;
 - (2) the lessor is subject to an operating ban pursuant to Regulations.
- (c) The approval of a dry lease-in agreement will be suspended or revoked whenever the certificate of airworthiness of the aircraft is suspended or revoked.
- (d) When asked for the prior approval of a dry-lease out agreement in accordance with ORO.AOC.110 (e), MCAA will ensure:
 - (1) proper coordination with the authority responsible for the continuing oversight of the aircraft, in accordance with Regulations, or for the operation of the aircraft, if it is not the same authority;
 - (2) that the aircraft is timely removed from the operator's AOC.

SECTION Ia
Authorisation of high risk commercial specialised operations

ARO.OPS.150 Authorisation of high risk commercial specialised operations

- (a) Upon receiving an application for the issue of a high risk commercial specialised operations authorisation, MCAA will review the operator's risk assessment documentation and standard operating procedures (SOP), related to one or more planned operations and developed in accordance with the relevant requirements of Annex VIII (Part-SPO).

- (b) When satisfied with the risk assessment and SOP, MCAA will issue the authorisation, as established in Appendix VI. The authorisation may be issued for a limited or an unlimited duration. The conditions under which an operator is authorised to conduct one or more high risk commercial specialised operations will be specified in the authorisation.
- (c) Upon receiving an application for a change to the authorisation, MCAA will comply with (a) and (b). It will prescribe the conditions under which the operator may operate during the change, unless MCAA determines that the authorisation needs to be suspended.
- (d) Upon receiving an application for the renewal of the authorisation, MCAA will comply with (a) and (b). It may take into account the past authorisation process and oversight activities.
- (e) Without prejudice to any additional enforcement measures, when the operator implements changes without having submitted an amended risk assessment and SOP, MCAA will suspend, limit or revoke the authorisation.
- (f) Upon receiving an application for the issue of an authorisation for a cross-border high risk commercial specialised operation, MCAA will review the operator's risk assessment documentation and standard operating procedures (SOP) in coordination with the competent authority of the place where the operation is planned to be conducted. When both authorities are satisfied with the risk assessment and SOP, MCAA will issue the authorisation.

ARO.OPS.155 Lease agreements

- (a) MCAA will approve a lease agreement involving a third country registered aircraft or a third country operator when the SPO operator has demonstrated compliance with ORO.SPO.100.
- (b) The approval of a dry lease-in agreement will be suspended or revoked whenever the certificate of airworthiness of the aircraft is suspended or revoked.

SECTION II ***Approvals***

ARO.OPS.200 Specific approval procedure

- (a) Upon receiving an application for the issue of a specific approval or changes thereof, MCAA will assess the application in accordance with the relevant requirements of Annex V (Part-SPA) and conduct, where relevant, an appropriate inspection of the operator.
- (b) When satisfied that the operator has demonstrated compliance with the applicable requirements, MCAA will issue or amend the approval. The approval will be specified in:
 - (1) the operations specifications, as established in Appendix II, for commercial air transport operations;
or
 - (2) the list of specific approvals, as established in Appendix V, for non-commercial operations and specialised operations.

ARO.OPS.205 Minimum equipment list approval

- (a) When receiving an application for initial approval of a minimum equipment list (MEL) or an amendment thereof from an operator, MCAA will assess each item affected, to verify compliance with the applicable requirements, before issuing the approval.
- (b) MCAA will approve the operator's procedure for the extension of the applicable rectification intervals B, C and D, if the conditions specified in ORO.MLR.105 (f) are demonstrated by the operator and verified by MCAA.
- (c) MCAA will approve, on a case-by-case basis, the operation of an aircraft outside the constraints of the MEL but within the constraints of the master minimum equipment list (MMEL), if the conditions specified in ORO.MLR.105 are demonstrated by the operator and verified by MCAA.

ARO.OPS.210 Determination of distance or local area

MCAA may determine a distance or local area for the purpose of operations.

ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

- (a) The MCAA will designate those areas where helicopter operations may be conducted without an assured safe forced landing capability, as described in CAT.POL.H.420.
- (b) Before issuing the approval referred to in CAT.POL.H.420 MCAA will have considered the operator's substantiation precluding the use of the appropriate performance criteria.

ARO.OPS.220 Approval of helicopter operations to or from a public interest site

The approval referred to in CAT.POL.H.225 will include a list of the public interest site(s) specified by the operator to which the approval applies.

ARO.OPS.225 Approval of operations to an isolated aerodrome

The approval referred to in CAT.OP.MPA.106 will include a list of the aerodromes specified by the operator to which the approval applies.

ARO.OPS.230 Determination of disruptive schedules

For the purpose of FTL, MCAA will determine, according to the definitions of 'early type' and 'late type' in ORO.FTL.105, which of these two types of disruptive schedules will be applicable to all commercial air transport operators under its oversight.'

ARO.OPS.235 Approval of individual flight time specification schemes

- (a) MCAA will approve flight time specification schemes proposed by commercial air transport operators if compliance with Regulation MCAR-AIR OPERATIONS and Subpart FTL of Annex III to this Regulation has been demonstrated by the operator.
- (b) Whenever a flight time specification scheme proposed by an operator deviates from the applicable Certification Specifications issued, or whenever a flight time specification scheme proposed by an operator derogates from applicable Implementing Rules, MCAA may approve the deviations or derogations, subject to independent scientific and medical evaluation after the application of the deviation or derogation.

SECTION III
Oversight of operations

ARO.OPS.300 Introductory flights

MCAA will establish additional conditions for introductory flights carried out in accordance with Part-NCO. Such conditions shall ensure safe operations and be proportionate.

SUBPART RAMP
RAMP INSPECTIONS OF AIRCRAFT OF OPERATORS UNDER THE REGULATORY OVERSIGHT OF ANOTHER STATE

ARO.RAMP.005 Scope

This Subpart establishes the requirements to be followed by MCAA when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft used by third country operators when landed at aerodromes located in the territory of the Republic of Maldives.

ARO.RAMP.100 General

- (a) Aircraft, as well as their crew, will be inspected against the applicable requirements.
- (b) In addition to conducting ramp inspections included in its oversight programme established in accordance with ARO.GEN.305, MCAA will perform a ramp inspection of an aircraft suspected of not being compliant with the applicable requirements.
- (c) Within the development of the oversight programme established in accordance with ARO.GEN.305, MCAA will establish an annual programme for the conduct of ramp inspections of aircraft. This programme will:
 - (1) be based on a calculation methodology that takes into account historical information on the number and nature of operators and their number of landings at its aerodromes, as well as safety risks; and
 - (2) enable MCAA to give priority to the inspections of aircraft on the basis of the list referred to in ARO.RAMP.105(a).

ARO.RAMP.105 Intentionally Blank

ARO.RAMP.110 Collection of information

MCAA will collect and process any information deemed useful for conducting ramp inspections.

ARO.RAMP.115 Qualification of ramp inspectors

- (a) MCAA will have qualified inspectors to conduct ramp inspections.
- (b) Ramp inspectors will:
 - (1) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection;
 - (2) have successfully completed:
 - (i) appropriate specific theoretical and practical training, in one or more of the following areas of inspection:
 - (A) flight deck;
 - (B) cabin safety;
 - (C) aircraft condition;
 - (D) cargo;
 - (ii) appropriate on-the-job training delivered by a senior ramp inspector appointed by MCAA;
 - (3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 12 inspections in every 12-month period.
- (c) The training in (b) (2) (i) will be delivered by MCAA or by any training organisation approved in accordance with ARO.RAMP.120 (a).
- (d) The MCAA will develop and maintain training syllabi and promote the organisation of training courses and workshops for inspectors to improve the understanding and uniform implementation of this Subpart.
- (e) The MCAA may facilitate and coordinate an inspector exchange programme aimed at allowing inspectors to obtain practical experience and contributing to the harmonisation of procedures.

ARO.RAMP.120 Approval of training organisations

- (a) MCAA will approve a training organisation, when satisfied that the training organisation:
- (1) has nominated a head of training possessing sound managerial capability to ensure that the training provided is in compliance with the applicable requirements;
 - (2) has available training facilities and instructional equipment suitable for the type of training provided;
 - (3) provides training in accordance with the syllabi developed by the MCAA in accordance with ARO.RAMP.115(d);
 - (4) uses qualified training instructors.
- (b) The training organisation will be approved to provide one or more of the following types of training:
- (1) initial theoretical training;
 - (2) initial practical training;
 - (3) recurrent training.

ARO.RAMP.125 Conduct of ramp inspections

- (a) Ramp inspections will be performed in a standardised manner using the form established in either Appendix III or Appendix IV.
- (b) When performing a ramp inspection, the inspector(s) will make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (c) On completion of the ramp inspection, the pilot-in-command or, in his/her absence, another member of the flight crew or a representative of the operator will be informed of the ramp inspection's results using the form established in Appendix III.

ARO.RAMP.130 Categorisation of findings

For each inspection item, three categories of possible non-compliance with the applicable requirements are defined as findings. Such findings will be categorised as follows:

- (1) a category 3 finding is any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety;
- (2) a category 2 finding is any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety;
- (3) a category 1 finding is any detected non-compliance with the applicable requirements or the terms a certificate that has a minor influence on safety.

ARO.RAMP.135 Follow-up actions on findings

- (a) For a category 2 or 3 finding MCAA, will:
- (1) communicate the finding in writing to the operator, including a request for evidence of corrective actions taken; and
 - (2) inform the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered and where the licence of the flight crew was issued. Where appropriate, MCAA will request confirmation of their acceptance of the corrective actions taken by the operator in accordance with ARO.GEN.350 or ARO.GEN.355.
- (b) In addition to (a), in the case of a category 3 finding, MCAA will take immediate steps by:
- (1) imposing a restriction on the aircraft flight operation;
 - (2) requesting immediate corrective actions;
 - (3) grounding the aircraft in accordance with ARO.RAMP.140; or
 - (4) imposing an immediate operating ban in accordance with applicable Regulations.

ARO.RAMP.140 Grounding of aircraft

- (a) In the case of a category 3 finding where it appears that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action, MCAA will:
- (1) notify the pilot-in-command/commander or the operator that the aircraft is not permitted to commence the flight until further notice; and

- (2) ground that aircraft.
- (b) MCAA will immediately inform the competent authority of the State of the operator and of the State in which the aircraft is registered.
- (c) MCAA will, in coordination with the State of the operator or the State of Registry, prescribe the necessary conditions under which the aircraft can be allowed to take-off.
- (d) If the non-compliance affects the validity of the certificate of airworthiness of the aircraft, the grounding will only be lifted by MCAA when the operator shows evidence that:
 - (1) compliance with the applicable requirements has been re-established;
 - (2) it has obtained a permit-to-fly in accordance with applicable Regulations;
 - (3) a permit-to-fly or equivalent document of the State of Registry or the State of the operator for aircraft registered in a third country and operated by a Maldivian or a third country operator; and
 - (4) permission from third countries which will be overflown, if applicable.

ARO.RAMP.145 Reporting

- (a) Information collected in accordance with ARO.RAMP.125 (a) will be entered into the database within 21 calendar days after the inspection.
- (b) MCAA will enter into the database any information useful for the application of Regulations and its Implementing Rules and for the accomplishment of the tasks assigned to it by this Annex, including the relevant information referred to in ARO.RAMP.110.
- (c) Whenever the information as referred to in ARO.RAMP.110 shows the existence of a potential safety threat, such information will also be communicated to other relevant competent authority without delay.
- (d) Whenever information concerning aircraft deficiencies is given by a person to MCAA, the information referred to in ARO.RAMP.110 and ARO.RAMP.125 (a) will be de-identified regarding the source of such information.

ARO.RAMP.150 Intentionally Blank

ARO.RAMP.155 Annual report


The MCAA will prepare an annual report on the ramp inspection system containing at least the following information:

- (a) status of the progress of the system;
- (b) status of the inspections performed in the year;
- (c) analysis of the inspection results with indication of the categories of findings;
- (d) actions taken during the year;
- (e) proposals for further improving the ramp inspection system; and
- (f) annexes containing lists of inspections sorted out by State of operation, aircraft type, operator and ratios per item.

ARO.RAMP.160 Information to the public and protection of information

- (a) MCAA will use the information received, pursuant to ARO.RAMP.105 and ARO.RAMP.145, solely for the purpose of Regulations and its implementing rules and will protect it accordingly.
- (b) The MCAA will publish an aggregated information report annually that will be available to the public containing the analysis of the information received in accordance with ARO.RAMP.145. The report will be simple and easy to understand, and the source of the information will be de-identified.


Appendix I

AIR OPERATOR CERTIFICATE		
	REPUBLIC OF MALDIVES MALDIVES CIVIL AVIATION AUTHORITY	11 th Floor, Velanaage Ameer Ahmed Magu Male', 20096 Maldives
AOC # : (4) _____ Expiry date: (5) _____	OPERATOR NAME (6) Dba: trading name: (7) _____ Operator address: (8) _____ Telephone: (9) _____ Fax: _____ E-mail: _____	OPERATIONAL POINTS OF CONTACT (10) Contact details, at which operational management can be contacted without undue delay, are listed in _____ (11) __
This certificate certifies that _____ (12) _____ is authorized to perform commercial air transportations, as defined in the attached operations specifications, in accordance with the operations manual and the _____ (13) _____		
Date of Issue: (14) _____	Name and signature: (15) _____ Title: _____	

Notes


- (4) Unique AOC number issued by CAD
- (5) Date after which AOC ceases to be valid (dd-mm-yyyy)
- (6) Replace by the operators registered name
- (7) Operators trading name, if different. Insert “dba” before the trading name (for “doing business as”)
- (8) Operators principal place of business address.
- (9) Operators principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
- (10) The contact details include the telephone and fax numbers including the country code and the email address (if available) at which operational management can be conducted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
- (11) Insert the controlled document, carried on board in which the contact details are listed, with the appropriate paragraph or page reference e.g.: “Contact details are listed in the operations manual Gen/Basic Chapter 1, 1.1” or “...are listed in the operations specifications, page 1” or “ .. are listed in an attachment to this document”.
- (12) Operator’s registered name
- (13) Insertion of reference to the appropriate regulations.
- (14) Issuance date of AOC (dd-mm-yyyy)
- (15) Name and signature of CAD representative and the official stamp shall be applied on the AOC.

Appendix II

 <p>OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)</p>				
MCAA Contact Details				
Telephone ⁽¹⁾ : ; Fax:				
E-mail:				
AOC ⁽²⁾ :		Operator Name ⁽³⁾ :		Signature:
Date ⁽⁴⁾ :				
Db a trading name:				
Operations specifications:				
Aircraft model ⁽⁵⁾ :				
Registration marks ⁽⁶⁾ :				
Commercial operations <input type="checkbox"/>				
Area of operations ⁽⁷⁾ :				
Special limitations ⁽⁸⁾ :				
Specific approvals:	Yes	No	Specification ⁽⁹⁾	Remarks
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations			RVR ⁽¹¹⁾ : m	
Take-off			CAT ⁽¹⁰⁾RVR: m DH: ft	
Approach and landing	<input type="checkbox"/>	<input type="checkbox"/>		
Take-off	<input type="checkbox"/>	<input type="checkbox"/>		
RVSM ⁽¹²⁾ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
ETOPS ⁽¹³⁾ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum diversion time ⁽¹⁴⁾ : min.	
Navigation specifications for PBN operations ⁽¹⁵⁾ :	<input type="checkbox"/>	<input type="checkbox"/>		⁽¹⁶⁾
Minimum navigation performance specification	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter hoist operations	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter emergency medical service operations	<input type="checkbox"/>	<input type="checkbox"/>		
Cabi crew training ⁽¹⁷⁾	<input type="checkbox"/>	<input type="checkbox"/>		
Issue of CC licence ⁽¹⁸⁾	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	⁽¹⁹⁾	
Others ⁽²⁰⁾				


- (1) Telephone and fax contact details of MCAA, including the country code. E-mail to be provided if available.
- (2) Incursion of air operator certificate (AOC) number.
- (3) Incursion of the operator's registered name and the operator's trading name, if different. Insert 'Dbn' before the trading name (for 'Doing business with as').
- (4) Issue date of the operations specifications (dd-mm-yyyy) and signature of MCAA representative.
- (5) Insertion of ICAO designation of the aircraft make, model and series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).
- (6) Either the registration marks are listed in the operations specifications or in the operations manual. In the latter case the related operations specifications must make a reference to the related page in the operations manual. In case not all specific approvals apply to the aircraft model, the registration marks of the aircraft could be entered in the remarks column to the related specific approval.
- (7) Listing of geographical area(s) of authorised operation (by geographical coordinates or specific route, flight information region or national or regional boundaries).
- (8) Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- (9) List in this column the most criteria for each approval or the approval type (with appropriate criteria).
- (10) Insertion of applicable precision approach category; CAT I, II, IIIA, IIIB, or IIIC. Insertion of minimum runway visual range (RVR) in meters and decision height (DH) in feet. One line is used per listed approach category.
- (11) Insertion of approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.
- (12) Not applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.
- (13) Extended range operations (ETOPS) currently applies only to two-engine aircraft. Therefore the not applicable (N/A) box may be checked if the aircraft model has more or less than two engines.
- (14) The threshold distance may also be listed (in NM), as well as the engine type.
- (15) Performance-based navigation (PBN); one line is used for each PBN approval (e.g. area navigation RNAV 10, RNAV 1, required navigation performance (RNP) 4, ..) with appropriate limitations or conditions listed in the 'Specifications' or and/or 'Remarks' columns.
- (16) Limitations, conditions and regularity basis for operational approval associated with the PBN approval (e.g. global navigation satellite system (GNSS), distance measuring equipment/(DME/ inertial reference unit (DME/DME/IRU), ...).
- (17) Approval to conduct the training course and examination to be completed by applicants for a cabin crew attestation as specified in Annex V (Part-CC) to MCAR-Aircrew.
- (18) Approval to issue cabin crew licences as specified in Annex V (Part-CC) to MCAR-Aircrew.
- (19) The name of the person/organisation responsible for ensuring that the continuing airworthiness of the aircraft is maintained and a reference to the regulation that requires the work, i.e. Annex I (part-M), Subpart G to MCAR-M.
- (20) Other approval or data can be entered here, using one line (or multi-line block) per authorisation (e.g. short landing operations, steep approach operations, helicopter operations to/from public interest sites, helicopter operations over hostile environment located outside a congested area, helicopter operations without a safe forced landing capability, operations with increased bank angles, maximum distance from an adequate aerodrome for two-engine aeroplanes without an ETOPS approval, aircraft used for non-commercial operations).

Appendix III

Proof of Ramp Inspection									
Date:		Time:		Place:				 <p>Maldives Civil Aviation Authority Tel:+9603324992 E-mail: safety@caa.gov.mv www.caa.gov.mv</p>	
Operator:		State:		AOC No.:					
Route from:		Flight No.:		Route to:		Flight No.:			
Flight type:		Chartered operator:		Aircraft type:		Aircraft configuration:			
Charterer's state:				Registration mark:		Construction No.:			
Flight crew stae(s) of licensing:				Acknowledgement of receipt (*)					
				Name:		Signature:			
				Function:					
				Function:					
A	Flight Check			18	Oxygen equipment			13	Stowage of passenger baggage
1	General condition			19	Independent portable light				
				Flight crew					
2	Emergency exit			20	Flight crew licence/composition			14	Seat capacity
3	Equipment			Journey/technical log book or equivalent				C	Aircraft Condition
Documentation				21	Log book or equivalent			1	General external condition
4	Manuals			22	Maintenance release			2	Doors and hatches
5	Checklists			23	Defect notification and rectification (Incl. tech log)			3	Flight controls
6	Navigation/instrument charts			24	Pre-flight inspection			4	Wheels, tyres and brakes
7	Minimum equipment list			B Cabin Safety				5	Under-carriage, skids/floats
8	Certificate of registration			1	General internal condition			6	Wheel well
9	Noice certificate (where applicable)			2	Cabin crew station and crew rest area			7	Powerplant and pylon
10	AOC or equivalent			3	First-Aid kit/Emergency medical kit			8	Fan blades, propellers, rotors (main/tail)
11	Radio licence			4	Hand fire extinguisher			9	Obvious repairs
12	Certificate of airworthiness			5	Life-jacket/floatation devices			10	Obvious unrepaired damage
Flight data				6	Seat belt and seat condition			11	Leakage
13	Flight preparation			7	Emergency exit, lighting			D Cargo	
14	Mass and balace calculation			8	Slides/Life-rafts (as required), ELT			1	General condition of cargo compartment
Safety equipment				9	Oxygen supply (cabin crew and passenger)			2	Dangerous goods
15	Hand fire extinguishers			10	Safety instructions			3	Cargo stwage
16	Life jacket/floatation devices			11	Cabin crew members			E General	
17	Harness			12	Access to emergency exits			1	General
Action taken		Inspection Item		Catogary		Remarks			
(3d) Immediate operating ban									
(3c) Aircraft grounded by inspecting NAA									
(3b) Corrective actions before flight									
(3a) Restrictions on the aircraft operation									
(2) Information to MCAA and operator									
(1) Information to the pilot-in-command									
(0) No remarks									
Inspector(s) sign. or code									
Crew comments (if any):									
(*) Signature by the member of the crew or other representative of the inspected oprator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document. The report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight. Data submitted in this report can be subject to change upon entering into the ceteralised data base.									


Appendix IV

Ramp inspection report

 <p style="text-align: center;">MALDIVES CIVIL AVIATION AUTHORITY Republic of Maldives</p> <p style="text-align: center;">RAMP INSPECTION REPORT</p> <p>No.:-----</p>					
Source:			Ramp Inspection		
Date:		-----	Place:		-----
Local time:			--:--		
Operator:			-----	AOC number:	
State:			-----	Type of operation:	
Route from:			-----	Flight number:	
Route to:			-----	Flight number:	
Chartered by operator*:			-----	Charterer's State:	
*(where applicable)					
Aircraft type:			Registration marks:		-----
			Construction number:		-----
Flight crew: State of licensing:			-----		
2 nd State of licensing*:			-----		
*(where applicable)					
Findings:					
Code/	Std/	Ref/	Cat/	Finding	Detailed description
--:--	--	--:--	--
--:--	--	--:--	--
--:--	--	--:--	--
--:--	--	--:--	--
--:--	--	--:--	--
<input type="checkbox"/> (3d) Immediate operating ban <input type="checkbox"/> (3c) Aircraft grounded by MCAA <input type="checkbox"/> (3b) Corrective actions before flight <input type="checkbox"/> (3a) Restrictions on the aircraft flight operation <input type="checkbox"/> (2) Information to MCAA and operator <input type="checkbox"/> (1) Information to the pilot-in-command					
Additional information (if any)					
Inspector's name or number:					
<ul style="list-style-type: none"> ▪ <i>The report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.</i> ▪ <i>Data submitted in this report can be subject to change upon entering into the data base.</i> 					

Item code	Checked	Remarks
A. Flight deck		
<i>General</i>		
1. General condition		
2. Emergency exit		
3. Equipment		
<i>Documentation</i>		
4. Manuals		
5. Checklists		
6. Navigation/instrument charts		
7. Minimum equipment list		
8. Certificate of registration		
9. Noice certificate (where applicable)		
10. AOC or equivalent		
11. Radio licence		
12. Certificate of airworthiness		
<i>Flight data</i>		
13. Flight preparation		
14. Mass and balace calculation		
<i>Safety equipment</i>		
15. Hand fire extinguishers		
16. Life jacket/floatation devices		
17. Harness		
18. Oxygen equipment		
19. Independent portable light		
<i>Flight crew</i>		
20. Flight crew licence/composition		
<i>Journey/technical log book or equivalent</i>		
21. Log book or equivalent		
22. Maintenance release		
23. Defect notification and rectification (Incl. tech log)		
24. Pre-flight inspection		
25. Oxygen equipment		
26. Independent portable light		
B. Cabin Safety		
1. General internal condition		
2. Cabin crew station and crew rest area		
3. First-Aid kit/Emergency medical kit		
4. Hand fire extinguisher		
5. Life-jacket/floatation devices		
6. Seat belt and seat condition		
7. Emergency exit, lighting		
8. Slides/Life-rafts (as required), ELT		
9. Oxygen supply (cabin crew and passenger)		
10. Safety instructions		
11. Cabin crew members		
12. Access to emergency exits		
13. Stowage of passenger baggage		
14. Seat capacity		
C. Aircraft Condition		
1. Gereal external condition		
2. Doors and hatches		
3. Flight controls		
4. Wheels, tyres and brakes		
5. Under-carriage, skids/floats		
6. Wheel well		
7. Powerplant and pylon		
8. Fan blades, propellers, rotors (main/tail)		
9. Obvious repairs		
10. Obvious unrepaired damage		
11. Leakage		
D. Cargo		
1. Gereal condition of cargo compartment		
2. Dangerous goods		
3. Cargo stwage		
E. General		
1. General		

Appendix V

 <p>LIST OF SPECIFIC APPROVALS <i>Non-commercial operations</i></p> <p><i>(Subject to the conditions specified in the approval and contained in the operations manual or pilot's operating handbook)</i></p>		
Maldives Civil Aviation Authority ⁽¹⁾ :		Tel: +9603324992. E-mail: safety@caa.gov.mv Web: www.caa.gov.mv
List of Specific Approvals # ⁽²⁾ :		
Name of Operator:		
Date ⁽³⁾ :		
Signature:		
Aircraft Model and Registration Marks ⁽⁴⁾ :		
Types of specialised operation (SPO), if applicable: ⁽⁵⁾		
Specific Approvals ⁽⁶⁾ :	Specification ⁽⁷⁾	Remarks

- (1) Insertion of name and contact details.
- (2) Insertion of the associated number.
- (3) Issue date of the specific approvals (dd-mm-yyyy) and signature of MCAA representative.
- (4) Insertion of the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>
 The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.
- (5) Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.
- (6) List in this column any approved operations, e.g., Dangerous goods, LVO, RVSM, RNP, MNPS.
- (7) List in this column the most permissive criteria for each approval, e.g. the decision height and RVR minima for CAT II.

Appendix VI

 <p>AUTHORISATION OF HIGH RISK SPECIALISED OPERATIONS</p>	
Maldives Civil Aviation Authority: ⁽¹⁾ Tel: +9603324992 E-mail: safety@caa.gov.mv Web: www.caa.gov.mv	
Authorisation No. : ⁽²⁾	
Operator Name: ⁽³⁾ Operator Address: ⁽⁴⁾ Telephones: ⁽⁵⁾ Fax: E-mail:	
Aircraft Model and Registration Marks: ⁽⁶⁾	
Authorised Special Operations: ⁽⁷⁾	
Authorised area or site of Operations: ⁽⁸⁾	
Special Limitations: ⁽⁹⁾	
This is to confirm that Is authorised to perform high risk commercial specialised operation(s) in accordance with this authorisation, operator Standard Operating Procedures, Annex IV to MCAR Air Operations and its implementing Rules.	
Date of Issue:	Signature & Stamp:
Name: Title:	

- (1) Contact details.
- (2) Authorisation number.
- (3) The operator registered name, trading name. Insert Dba before trading name for doing business as.
- (4) Operator principle place of business address.
- (5) Telephone, Fax and E-mail details.
- (6) Aircraft make, model and series or master series.
- (7) Types of operation; eg, agriculture, construction, photography, surveying, observation, patrol and aerial advertisement.
- (8) Geographical area(s) or sites of authorised operations.
- (10) Issue date of the specific approvals (dd-mm-yyyy).
- (11) Name and signature of MCAA representative.