

ANNEX IX (PART-ARA)

List of acronyms used in this Regulation

The following provides a list of acronyms used throughout this Annex:

(A)	aeroplane
(H)	helicopter
A/C	aircraft
ACAS	airborne collision avoidance system
AD	airworthiness directive
AIS	aeronautical information services
AM	accountable manager
AeMC	aero-medical centre
AMC	acceptable means of compliance
AME	aero-medical examiner
APP	approach
APU	auxiliary power unit
ARA	authority requirements for aircrew
ATC	air traffic control
ATO	approved training organisation
ATPL	airline transport pilot licence
BITD	basic instrument training device
BPL	balloon pilot licence
bpm	beats per minute
CAT	category
CBT	computer-based training
CC	cabin crew
CFI	chief flying instructor
cm	centimetres
CM	compliance monitoring
CMP	compliance-monitoring programme
CMS	compliance-monitoring system
COP	code of practice
CPL	commercial pilot licence
CRM	crew resource management
CS	certification specifications
CS-FSTD(A)	Certification Specifications for aeroplane flight simulation training devices
CS-FSTD(H)	Certification Specifications for helicopter flight simulation training devices
CTKI	chief theoretical-knowledge instructor
dB	decibel
DG	dangerous goods
DH	decision height
DPATO	defined point after take-off
DPBL	decision point before landing
EC	European Community
ECG	electrocardiogram
ENT	ear, nose and throat
EOG	electro-oculography

ERP	emergency response plan
ETOPS	extended-range operations with twin-engined aeroplanes
FANS	future air navigation system
FATO	final approach and take-off area
FD	flight director
FEV ₁	forced expiratory volume in 1 second
FFS	full flight simulator
FMGC	flight management and guidance computer
FMS	flight management system
FNPT	flight navigation and procedures trainer
FSTD	flight simulation training device
ft	feet
FTD	flight training device
FTI	flight test instructor
FVC	forced vital capacity
GM	guidance material
GMP	general medical practitioner
GPS	global positioning system
HEMS	helicopter emergency medical service
HF	human factors
Hg	mercury
HHO	helicopter hoist operation
HT	head of training
Hz	Hertz
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	instrument flight rules
IGE	in-ground effect
ILS	instrument landing system
IMC	instrument meteorological conditions
IOS	instructor operating station
IR	instrument rating
kg	kilogram
LAPL	light aircraft pilot licence
LDP	landing decision point
LIFUS	line flying under supervision
LVO	low-visibility operation
LVTO	low visibility take-off
MCC	multi-crew cooperation
MMEL	master minimum equipment list
MPA	multi-pilot aeroplane
MPL	multi-crew pilot licence
NVIS	night vision imaging system
m	metre
mm	millimetre
OGE	out-of-ground effect
OPC	operator proficiency check
ORA	organisation requirements for aircrew
ORO	organisation requirements for air operations
OSD	operational suitability data

OTD	other training device
PBN	performance-based navigation
PF	pilot flying
PIC	pilot-in-command
PM	pilot monitoring
POM	proof of match
PPL	private pilot licence
QTG	qualification test guide
ROD	rate of descent
RVR	runway visual range
RWY	runway
SMM	safety management manual
SOP	standard operating procedure
SPL	sailplane pilot licence
TAWS	terrain avoidance and warning system
TDP	take-off decision point
TRE	type rating examiner
TRI	type rating instructor
TWY	taxiway
VDR	validation data road map
VFR	visual flight rules
ZFTT	zero-flight-time training

SUBPART GEN – GENERAL REQUIREMENTS

SECTION I – GENERAL

ARA.GEN.115 Oversight documentation

The competent authority shall 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

2

(Reserved).

ARA.GEN.135 Immediate reaction to a safety problem

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

ARA.GEN.135A Immediate reaction to an information security incident or vulnerability with an impact on aviation safety

(Reserved).

SECTION II – MANAGEMENT

ARA.GEN.200 Management system

- (a) The CAA shall 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. The procedures shall be kept up to date and serve as the basic working documents within CAA for all related tasks;

- (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system shall 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.
- (b) The CAA shall, 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) The CAA shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, including the following information:
 - (1) on all findings raised, corrective follow-up actions taken pursuant to such findings and enforcement measures taken as a result of oversight of persons and organisations exercising activities in the territory of Maldives but certified by or having made declarations to the competent authority of another state;
 - (2) stemming from mandatory and voluntary occurrence reporting as required by point ORA.GEN.160 of Annex VII.

ARA.GEN.205 Allocation of tasks

- (a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to MCARs and its Implementing Rules shall be allocated by CAA only to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
 - (1) a system in place to initially and continuously assess that the qualified entity complies with MCARs. MCARs.
This system and the results of the assessments shall 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) The competent authority shall 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) The CAA shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities. That system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) The CAA shall update its management system to reflect any change in a timely manner, so as to ensure effective implementation.
- (c) (Reserved)

ARA.GEN.220 Record-keeping

- (a) The CAA shall 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 and declaration processes as well as oversight of certified and declared organisations;
 - (5) processes for issuing personnel licences, ratings, certificates and attestations and for the continuing oversight of the holders of those licences, ratings, certificates and attestations;
 - (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 state, but overseen or certified by the competent authority of another state , as agreed between these authorities;
 - (8) (Reserved)
 - (9) findings, corrective actions and date of action closure;
 - (10) enforcement measures taken;
 - (11) safety information and follow-up measures;
 - (12) (Reserved)
 - (13) the evaluation and authorisation process of aircraft laid down in points ORA.ATO.135 (a) and DTO.GEN.240 (a).
- (b) The CAA shall establish and keep up to date a list of all organisation certificates, FSTD qualification certificates and personnel licences, certificates and attestations

it issued, DTO declarations it received, and the DTO training programmes it verified or approved for compliance with Annex I (Part-FCL).

- (c) All records shall be kept for the minimum period specified in this Regulation. In the absence of such indication, records shall 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) The CAA shall 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, rating, or attestation, as applicable;
 - (2) continued compliance with the requirements applicable to the persons holding licences, ratings and certificates, the organisations it has certified, the holders of a FSTD qualification and the organisations from which it received a declaration;
 - (3) implementation of appropriate safety measures mandated by the competent authority as defined in ARA.GEN.135(c) and (d).
- (b) This verification shall:
- (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 the CAA 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) shall take into account the results of past oversight activities and the safety priorities.
- (d) Without prejudice to the competences of the State and to their obligations as set out in ARO.RAMP, the scope of the oversight of activities performed in the territory of a state 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 competent authority responsible for the oversight under (a) may agree to have oversight tasks performed by the competent authority(ies) of the other State(s)

where the activity takes place. Any person or organisation subject to such agreement shall be informed of its existence and of its scope.

- (f) The CAA shall collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

ARA.GEN.305 Oversight programme

- (a) The CAA shall establish and maintain an oversight programme covering the oversight activities required by ARA.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by the CAA and FSTD qualification certificate holders, the oversight programme shall 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 shall be based on the assessment of associated risks. It shall 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 the CAA to ensure both remain informed of significant issues.
- (c) For organisations certified by the CAA and FSTD qualification certificate holders an oversight planning cycle not exceeding 24 months shall 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 the CAA 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 the CAA 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 the CAA has approved, an effective continuous reporting system to the CAA on the safety performance and regulatory compliance of the organisation itself.

- (ca) Notwithstanding (c), for organisations only providing training towards the LAPL, PPL, SPL or BPL and associated ratings and certificates, an oversight planning cycle not exceeding 48 months shall be applied. The oversight

planning cycle shall be reduced if there is evidence that the safety performance of the organisation holder has decreased.

The oversight planning cycle may be extended to a maximum of 72 months, if the CAA has established that, during the previous 48 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks, as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);
 - (2) the organisation has continuously maintained control over all changes in accordance with ORA.GEN.130 as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);
 - (3) no level 1 findings have been issued; and
 - (4) all corrective actions have been implemented within the time period accepted or extended by the CAA as defined in ARA.GEN.350(d)(2).
- (d) For persons holding a licence, certificate, rating, or attestation issued by the CAA the oversight programme shall include inspections, including unannounced inspections, as appropriate.
- (e) The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.
- (f) Notwithstanding points (b), (c), and (ca), the oversight programme of DTOs shall be developed taking into account the specific nature of the organisation, the complexity of its activities and the results of past oversight activities and shall be based on the assessment of risks associated with the type of training provided. The oversight activities shall include inspections, including unannounced inspections, and may, as deemed necessary by the CAA, include audits.

ARA.GEN.310 Initial certification procedure – organisations

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the CAA shall verify the organisation's compliance with the applicable requirements.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the CAA shall issue a certificate(s). The certificate(s) shall be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior CAA approval in accordance with ORA.GEN.130, the CAA shall 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, certificates or attestations – persons

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

ARA.GEN.330 Changes – organisations

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

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

When satisfied that the organisation is in compliance with the applicable requirements, the CAA shall approve the change.

- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received CAA approval as defined in (a), the CAA shall suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, the CAA shall 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, the CAA shall:
 - (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.
- (d) Notwithstanding points (a), (b) and (c), in the case of changes to the information contained in the declarations received from a DTO or to the training programme used by the DTO, notified to it in accordance with point DTO.GEN.116 of Annex VIII (Part-DTO), the CAA shall act in accordance with the requirements of points ARA.DTO.105 and ARA.DTO.110, as applicable.

ARA.GEN.350 Findings and corrective actions – organisations

- (a) The CAA for oversight in accordance with ARA.GEN.300(a) shall have a system to analyse findings for their safety significance.

- (b) A level 1 finding shall be issued by the CAA when any significant non-compliance is detected with the applicable requirements, 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 shall include:

- (1) failure to give the CAA 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 shall be issued by the CAA when any non-compliance is detected with the applicable requirements, 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, the CAA shall, without prejudice, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, the CAA shall inform the State in which the aircraft is registered.
- (1) In the case of level 1 findings the CAA shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall 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, the CAA shall:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not be more than 3 months. At the end of this period, and subject to the nature of the finding, the CAA may extend the 3-month period subject to a satisfactory corrective action plan agreed by the CAA; 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 the CAA, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).
 - (4) The CAA shall 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.

- (da) By way of derogation from paragraphs (a) to (d), in the case of DTOs, if during oversight or by any other means the CAA finds evidence that indicates DTO non-compliance with the essential requirements set out in Annex IV, with the requirements of Annex I (Part-FCL) and Annex VIII (Part-DTO) to this Regulation, the CAA shall:
- (1) raise a finding, record it, communicate it in writing to the representative of the DTO and determine a reasonable period of time within which the DTO is to take the steps specified in point DTO.GEN.150 of Annex VIII (Part-DTO);
 - (2) take immediate and appropriate action to limit or prohibit the training activities affected by the non-compliance until the DTO has taken the corrective action referred to in point (1), where any of the following situations occurs:
 - (i) a safety problem has been identified;
 - (ii) the DTO fails to take corrective action in accordance with point DTO.GEN.150;
 - (3) in respect of the training programmes referred to in point DTO.GEN.230(c) of Annex VIII (Part-DTO), limit, suspend or revoke the approval of the training programme;
 - (4) take any further enforcement measures necessary in order to ensure the termination of the non-compliance and, where relevant, remedy the consequences thereof.
- (e) Without prejudice to any additional enforcement measures, if the CAA that acts in accordance with point ARA.GEN.300(d) identifies any non-compliance with the essential requirements set out in Annex IV, with the requirements of Annex I (Part-FCL), Annex VII (Part-ORA) and Annex VIII (Part-DTO) to this Regulation, by an organisation certified by, or having made a declaration to, the CAA of another State, it shall inform that CAA of that non-compliance.

ARA.GEN.355 Findings and enforcement measures – persons

- (a) If, during oversight or by any other means, evidence is found by the CAA 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, rating or attestation, the CAA shall raise a finding, record it and communicate it in writing to the licence, certificate, rating or attestation holder.
- (b) When such finding is raised, the CAA shall carry out an investigation. If the finding is confirmed, it shall:
 - (1) limit, suspend or revoke the licence, certificate, rating or attestation 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, the CAA shall inform the person or organisation that issued the medical certificate or attestation.
- (d) Without prejudice to any additional enforcement measures, when the CAA 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, rating or attestation issued by the competent authority of any other State, it shall 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 of holding a licence, certificate, rating or attestation issued in accordance with the applicable Regulation, the CAA shall 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), the CAA shall 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. The competent authority shall issue a pilot licence and associated ratings, using the form as established by the authority.
- (b) Issue of instructor and examiner certificates. The CAA shall 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 the CAA.
- (c) Endorsement of licences by examiners. Before specifically authorising an examiner to revalidate or renew ratings or certificates, the CAA shall develop appropriate procedures.
- (d) Endorsement of licence by instructors. Before specifically authorising certain instructors to revalidate a single-engine piston or TMG class rating, the competent authority shall develop appropriate procedures.
- (e) (Reserved)

ARA.FCL.205 Monitoring of examiners

- (a) The CAA shall 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 the CAA exercises oversight.

- (b) The CAA shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the CAA.
- (c) The CAA shall develop procedures to designate examiners for the conduct of skill tests.

ARA.FCL.210 Information for examiners

- (a) (Reserved)
- (b) (Reserved)
- (c) The CAA 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, the CAA or, in the case of renewal, an examiner specifically authorised by the CAA, shall extend the validity period until the end of the relevant month.
- (b) When revalidating a rating, an instructor or an examiner certificate, the CAA, or an examiner specifically authorised by the CAA, shall extend the validity period of the rating or certificate until the end of the relevant month.
- (c) The CAA, or an examiner specifically authorised for that purpose by the CAA, shall enter the expiry date on the licence or the certificate.
- (d) The CAA 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) The CAA shall 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 shall be transferred to the new licence document.

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

- (a) The CAA shall 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 Annex I (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) The CAA 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) The CAA shall put in place the necessary arrangements and procedures to allow applicants to take theoretical knowledge examinations in accordance with the applicable requirements of Annex I (Part-FCL).
- (b) In the case of the ATPL, MPL, commercial pilot licence (CPL), and instrument ratings, those procedures shall comply with all of the following:
 - (1) Examinations shall be done in written or computer-based form.
 - (2) Questions for an examination shall be selected by the CAA, according to a common method which allows coverage of the entire syllabus in each subject.
 - (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 shall not be re-examined in the relevant sections.
- (c) The CAA shall inform applicants of the languages available for examinations.

- (d) The CAA shall establish appropriate procedures to ensure the integrity of the examinations.
- (e) If the CAA finds that the applicant is not complying with the examination procedures during the examination, this shall 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) The CAA shall 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) The CAA shall establish procedures for the issue, record-keeping and oversight of cabin crew licence in accordance with ARA.GEN.315, ARA.GEN.220 and ARA.GEN.300 respectively.
- (b) Cabin crew licence shall be issued, using the format and specifications established by the CAA,

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

The CAA shall take measures in accordance with ARA.GEN.355, including the suspension or revocation of a cabin crew attestation, 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 attestation by falsification of submitted documentary evidence;
- (c) exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs; and
- (d) evidence of malpractice or fraudulent use of the cabin crew attestation.

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

SECTION I – GENERAL

ARA.ATO.105 Oversight Programme

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

ARA.ATO.110 Approval of minimum equipment lists

When the CAA receives an application for approval of a minimum equipment list under points ORO.MLR.105 of Annex III (Part-ORO) and NCC.GEN.101 of Annex VI (Part-NCC), it shall act in accordance with point ARO.OPS.205 of Annex II (Part-ARO) to that Regulation.

ARA.ATO.120 Record-keeping

In addition to the records required in [ARA.GEN.220](#), the CAA shall 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, the CAA shall:
 - (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) The CAA shall 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 the CAA. The QTG resulting from the initial evaluation procedure shall be the master QTG (MQTG), which shall be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.
 - (1) The CAA 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.
 - (2) (Reserved)

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, the CAA shall issue the FSTD qualification certificate of unlimited duration, using the form as established by CAA.

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

ARA.FSTD.120 Continuation of an FSTD qualification

- (a) The CAA shall 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) The CAA shall conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in ARA.FSTD.100. These evaluations shall 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 shall 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, the CAA shall comply with the applicable elements of the initial evaluation procedure requirements as described in ARA.FSTD.100(a) and (b).
- (b) The CAA may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.
- (c) The CAA shall 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

The CAA shall 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, the CAA shall 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 shall 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 the CAA 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

The CAA shall appoint one or more medical assessor(s) to undertake the tasks described in this Section. The medical assessor shall 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 the licensing authority:

- (a) the medical assessor shall evaluate the relevant medical documentation and request further medical documentation, examinations and tests where necessary; and
- (b) the medical assessor shall determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary.
- (c) the medical board shall evaluate the relevant medical documentation in such cases the medical assessor is unable to determine the applicant's fitness.

ARA.MED.126 Limitation, suspension or revocation of medical certificates

- (a) The licensing authority shall establish a procedure to limit, suspend or revoke a medical certificate.
- (b) The licensing authority shall limit, suspend or revoke a medical certificate if there is evidence that:
 - (1) a medical certificate is falsified or obtained by a false declaration or false evidence;
 - (2) a medical certificate is used in violation of the provisions of point MED.A.020 of Annex IV;
 - (3) the holder of a medical certificate is no longer compliant with Annex IV (Part-MED);
- (c) The licensing authority may also suspend or revoke a medical certificate upon the written request of the holder of a medical certificate.

- (d) In case of limitation, suspension or revocation of a medical certificate, the licensing authority shall inform the issuing AME or AeMC about the reason for limitation, suspension or revocation.
- (e) In case of suspension or revocation of a medical certificate, the licensing authority shall ensure that the provisions of point MED.A.046 of Annex IV (Part-MED) are complied with.
- (f) The licensing authority shall establish a procedure for reinstating a medical certificate.

ARA.MED.130 Medical certificate format

The medical certificate shall conform to the following specifications:

- (a) Content
 - (1) State where the pilot licence has been issued or applied for (I),
 - (2) Class of medical certificate (II),
 - (3) Certificate number commencing with the UN country code of the State where the pilot licence has been issued or applied for and followed by a code of numbers and/or letters in Arabic numerals and latin script (III),
 - (4) Name of holder (IV),
 - (5) Nationality of holder (VI),
 - (6) Date of birth of holder: (dd/mm/yyyy) (XIV),
 - (7) Signature of holder (VII),
 - (8) Limitation(s) (XIII),
 - (9) Expiry date of the medical certificate (IX) for:
 - (i) Class 1 single pilot commercial operations carrying passengers,)
 - (ii) Class 1 other commercial operations,
 - (iii) Class 2,
 - (iv) LAPL
 - (10) Date of medical examination
 - (11) Date of last electrocardiogram
 - (12) Date of last audiogram
 - (13) Date of issue and signature of the AME or medical assessor that issued the certificate. GMP may be added to this field if they have the competence to issue medical certificates under the national law of the State where the licence is issued.
 - (14) Seal or stamp (XI)

- (b) Material: Except for the case of LAPL issued by a GMP the paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the CAA.
- (c) Language: Certificates shall be written in the national language(s) and in English and such other languages as the CAA deems appropriate.
- (d) All dates on the medical certificate shall be written in a dd/mm/yyyy format.

ARA.MED.135 Aero-medical forms

The CAA shall 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.150 Record-keeping

- (a) In addition to the records required in ARA.GEN.220, the CAA shall include in its system of record-keeping details of aero-medical examinations and assessments submitted by AMEs, or AeMCs
- (b) All aero-medical records of licence holders shall 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 shall be made available after written consent of the applicant/licence holder to:
 - (1) an AMEs, or AeMCs for the purpose of completion of an aero-medical assessment;
 - (2) a medical review board that may be established by the CAA for secondary review of borderline cases;
 - (3) relevant medical specialists for the purpose of completion of an aero-medical assessment;
 - (4) the medical board of another State for the purpose of cooperative oversight;
 - (5) the applicant/licence holder concerned upon their written request; and
 - (6) (Reserved)
- (d) ((Reserved))
- (e) The CAA shall maintain a lists of all AMEs that hold a valid certificate issued by the CAA;

ARA.MED.160 (Reserved)

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 shall follow the provisions laid down in ARA.GEN.315. Before issuing the certificate, the CAA shall 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, the CAA shall issue, revalidate, renew or change the AME certificate for a period not exceeding 3 years, using the form established by CAA..

ARA.MED.240 (Reserved)

ARA.MED.245 Continuing oversight of AMEs

When developing the continuing oversight programme referred to in ARA.GEN.305, the CAA shall take into account the number of AMEs exercising their privileges.

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

- (a) The CAA shall 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 the CAA;
 - (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 shall be automatically revoked in either of the following circumstances:
 - (1) revocation of medical licence to practice; or
 - (2) removal from the Medical Register.

ARA.MED.255 Enforcement measures

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

SECTION III – MEDICAL CERTIFICATION

ARA.MED.315 Review of examination reports

The licensing authority shall have a process in place to:

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

ARA.MED.325 Secondary review procedure

The CAA shall establish a procedure for the review of borderline and complex cases and cases where an applicant requests a review in accordance with the applicable medical requirements and accredited medical conclusion as defined in point MED.A.010 of Annex IV (Part-MED).

ARA.MED.330 Special medical circumstances

- (a) When new medical technology, medication or procedures are identified that may justify a fit assessment of applicants otherwise not in compliance with the requirements, research may be carried out to gather evidence on the safe exercise of the privileges of the licence.
- (b) In order to undertake research, a competent authority, in cooperation with at least one other competent authority, may develop and evaluate a medical assessment protocol based on which these competent authorities may issue a defined number of pilot medical certificates with appropriate limitations.
- (c) AeMCs and AMEs may only issue medical certificates on the basis of a research protocol if instructed to do so by the CAA.
- (d) The protocol shall be agreed between the competent authorities concerned and shall include as a minimum:

- (1) a risk assessment;
 - (2) a literature review and evaluation to provide evidence that issuing a medical certificate based on the research protocol would not jeopardise the safe exercise of the privileges of the licence;
 - (3) detailed selection criteria for pilots to be admitted to the protocol;
 - (4) the limitations that will be endorsed on the medical certificate;
 - (5) the monitoring procedures to be implemented by the competent authorities concerned;
 - (6) the determination of end points for terminating the protocol.
- (e) The protocol shall be compliant with relevant ethical principles.
- (f) The exercise of licence privileges by licence holders with a medical certificate issued on the basis of the protocol shall be restricted to flights in aircraft registered in the Member States involved in the research protocol. This restriction shall be indicated on the medical certificate.
- (g) The participating competent authorities shall:
- (1) (Reserved)
 - (2) provide the AeMCs and AMEs within their jurisdiction with details of the protocol before implementation for their information.

SUBPART DTO – SPECIFIC REQUIREMENTS RELATING TO DECLARED TRAINING ORGANISATIONS (DTOs)

ARA.DTO.100 Declaration to the CAA

- (a) Upon receiving a declaration from a DTO, the CAA shall verify that the declaration contains all the information specified in point DTO.GEN.115 of Annex VIII (Part-DTO) and acknowledge receipt of the declaration, including the assignment of an individual DTO reference number to the representative of the DTO.
- (b) If the declaration does not contain the required information or contains information that indicates a non-compliance with the essential requirements set out in Annex I (Part-FCL) and Annex VIII (Part-DTO) to this Regulation, the CAA shall act in accordance with point ARA.GEN.350(da).

ARA.DTO.105 Changes to declarations

Upon receiving a notification of a change to the information contained in the declaration of a DTO, the CAA shall act in accordance with point ARA.DTO.100.

ARA.DTO.110 Verification of compliance of the training programme

- (a) Upon receiving the training programmes of a DTO, and any changes thereto, notified to it in accordance with point DTO.GEN.115(c) of Annex VIII (Part-DTO) or the application for approval of the training programmes of a DTO submitted to it in accordance with point DTO.GEN.230(c) of that Annex, the CAA shall verify the compliance of those training programmes with the requirements of Annex I (Part-FCL), as applicable.
- (b) When satisfied that the DTO training programme, and any subsequent changes thereto, are in compliance with those requirements, the CAA shall inform the representative of the DTO thereof in writing or, in the case referred to in point DTO.GEN.230(c) of Annex VIII (Part-DTO), approve the training programme. (c)
In case of any non-compliance, the CAA shall act in accordance with point ARA.GEN.350(da) or, in the case referred to in point DTO.GEN.230(c) of Annex VIII (Part-DTO), reject the application for approval of the training programme.

APPENDICES TO ANNEX VI

Appendix I to ANNEX VI (Part-ARA) – Flight crew licence

The flight crew licence issued by the State in accordance with Annex I (Part-FCL), shall conform to the following specifications:

- (a) Content. The item number shown shall 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 shall 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’, as applicable, 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) CAA 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 the CAA.

(2) Variable items:

- (XII) ratings, certificates and, in the case of balloons and sailplanes, privileges: class, type, instructor certificates, etc., with dates of expiry, as applicable. Radio telephony (R/T) privileges may appear on the licence or on a separate certificate;
- (XIII) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency, remarks on the automatic validation of the licence, and ratings for Annex II aircraft, when used for commercial air transportation; and

- (XIV) any other details required by the CAA (e.g. place of birth/place of origin).
- (b) Material. The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the CAA.
- (c) Language. Licences shall be written in the national language(s) and in English and such other languages as the CAA deems appropriate.

Flight Crew Licence Format



XIII) Remarks:

Language proficiency in English- Level 6
Valid for life/*date if expiring*

This licence is only valid when signed by the holder, accompanied by a current medical certificate, and any limitations or conditions on that certificate are complied with.

Satisfied Knowledge requirements for issue of ATPL (Valid for 7 years from the last validity date of Instrument rating).

XIV) Other Details:

Periods of Validity

First Issued
Valid from
Valid to

MV.FCL.CPL....

I) REPUBLIC OF MALDIVES

II) Commercial Pilot Licence (CPL-A/H)

III) Number: *MV.FCL.CPL....*

IV) Issued to:

IVa) Date of birth:

V) Address:

VI) Nationality:

(NIC no:)

VII) Signature of holder:

VIII) Issuing Authority: Maldives Civil Aviation Authority (in accordance with MCAR Aircrew)

IX) The holder of this licence is hereby authorised to exercise the privileges of the Commercial Pilot Licence for the period specified herein, subject to the conditions specified and in accordance with the civil aviation regulations.

X) Signature of Issuing Officer:

Date:

XI) Stamp:

XII) Certificate of Revalidation

[illegible]

MV.FCL.CPL.....

MV.FCL.CPL.....

Issue 5.00

Appendix II to ANNEX VI (Part-ARA) –cabin crew licence



I) **REPUBLIC OF MALDIVES**

II) **CABIN CREW LICENCE**

III) Number: CCL -

IV) Issued to:

IVa) Date of birth:

V) Address:

VI) Nationality:

(NIC no: A.....)

VII) Signature of holder:

VIII) Issued in accordance with the provisions of Act No 2/2001, the Maldives Civil Aviation Act.

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 the Civil Aviation Regulations for the time being in force.

X) Signature of Issuing Officer:

Date:

XI) Stamp:

XII) Ratings

Aeroplane Type Ratings

DHC6 (Sea)



XIII) Remarks:

This licence is only valid when accompanied by a current medical certificate, and any limitations or conditions on that certificate are complied with.

XIV) Other Details:

Periods of Validity

First Issued

Valid from

Valid to

