Maldives Civil Aviation Authority

Republic of Maldives

MCAR-Authority Requirements for Air Operations

(MCAR-ARO)

Issue 1.00, 07 May 2025

FOREWORD

Maldives Civil Aviation Authority, in exercise of the powers conferred on it under Articles 5 and 6 of the Maldives Civil Aviation Authority Act 2/2012 has adopted this Regulation.

This Regulation shall be cited as MCAR- Authority Requirements for Air Operations (MCAR-ARO) and shall come into force on 07 May 2025.

Existing operators shall comply with this regulation in accordance with an implementation plan submitted to CAA no later than 30th October 2025 and shall be in full compliance with the regulations before 31st December 2025.

By way of derogation from the second subparagraph, the following provisions of MCAR-ARO shall apply from 31 December 2027.

1. ARO.GEN.200
2. ARO.GEN.210
3. ARO.GEN.220
4. ARO.RAMP.105
5. ARO.RAMP.106

Organisation and personnel involved in the operation of certain aircraft shall comply with the relevant essential requirements set out in regulation MCAR-Air Operations and the following regulations as applicable;

1. MCAR-ORO (Organisation Requirements for Air Operations)
2. MCAR-CAT (Commercial Air Transport Operation)
3. MCAR-SPA (Specific Approvals for Air Operations)
4. MCAR-NCC (Non-Commercial Air Operations with Complex Motor-powered Aircraft)
5. MCAR-NCO (Non-Commercial Air Operations with Other-than-complex Motor-powered aircraft)
6. MCAR-SPO (Specialised Operations)
7. MCAR-ARO (Authority Requirements for Air Operations)

This Regulation consists of the following Subparts:

1. Subpart GEN: General Requirements
2. Subpart AOC: Air Operator Certification
3. Subpart DEC: Declaration
4. Subpart SPO: Commercial Specialised Operations
5. Subpart MLR: Manuals, Logs and Records
6. Subpart SEC: Security
7. Subpart FC: Flight Crew
8. Subpart CC: Cabin Crew
9. Subpart TC: Technical Crew in HEMS, HHO or NVIS Operations
10. Subpart FTL: Flight and Duty Time Limitations and Rest Requirements

Definitions of the terms and abbreviations used in this regulation, unless the context requires otherwise, are in MCAR-1 Definitions and Abbreviations.

AMCs illustrate a means, or several alternative means, but not necessarily the only possible means by which a requirement can be met. 'Guidance Material' (GM) helps to illustrate the meaning of a requirement.

For the Civil Aviation Authority
Hussain Jaleel
Chief Executive

LIST OF AMENDMENTS

Rev #	Date	Remarks
Issue 1.00	07-05-2025	Initial issue

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MCAR-ARO

ARO.GEN.005 Scope

This Regulation establishes requirements for the administration and management system to be fulfilled by Maldives Civil Aviation Authority (CAA), ensuring the effective implementation and enforcement of the relevant Maldives Civil Aviation Regulations (MCARs). These requirements aim to maintain the necessary oversight and safety standards within the Maldives, in alignment with ICAO standards and international aviation practices.

SUBPART GEN: GENERAL REQUIREMENTS

SECTION I – GENERAL

ARO.GEN.115 Oversight documentation

The CAA 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.

ARO.GEN.120 Means of compliance

a) The CAA shall develop acceptable means of compliance (AMC) that may be used to establish compliance with the applicable MCARs.

b) Alternative means of compliance may be used to establish compliance with the applicable MCARs

c) The CAA shall establish a system to consistently evaluate whether the alternative means of compliance used by itself or by organisations and persons under its oversight comply with applicable MCARs. This system shall include procedures to limit, revoke, or amend approved alternative means of compliance if the CAA finds that such alternative means do not comply with the applicable MCAR requirements.

d) The CAA shall evaluate all alternative means of compliance proposed by an organisation in accordance:

1) with MCAR ORO.GEN.120(b) requirements.

2) (Reserved)

3) (Reserved)

by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the CAA finds that the alternative means of compliance are in accordance with the Implementing Rules, it shall without undue delay:

1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval, specialised operation authorisation, or certificate of the applicant accordingly; and
2) (Reserved)

e) When the CAA uses alternative means of compliance to meet the requirements of MCARs, it shall

1) make these alternative means of compliance available to all organisations and persons under its oversight.

2) (Reserved).

The CAA shall keep on record a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

AMC1 ARO.GEN.120(d)(3) Means of compliance

GENERAL

When the CAA publishes information following the approval of an alternative means of compliance, it should include a reference to the Acceptable Means of Compliance (AMC) to which the alternative means of compliance pertains. Additionally, it should include a reference to the corresponding MCAR, indicating the specific subparagraph(s) covered by the alternative means of compliance.

AMC1 ARO.GEN.120(e) Means of compliance

DEMONSTRATION OF COMPLIANCE

In order to demonstrate that the implementing rules are met, a risk assessment should be completed and documented. The result of this risk assessment should demonstrate that an equivalent level of safety to that established by the acceptable means of compliance (AMC) adopted by the CAA is reached.

GM1 ARO.GEN.120 Means of compliance

Reserved.

ARO.GEN.125

Reserved.

ARO.GEN.135 Immediate reaction to a safety problem

a) Without prejudice to Maldives Civil Aviation Regulations, the CAA shall implement a system to appropriately collect, analyze, and disseminate safety information.

b) The CAA shall implement a system to appropriately analyze any relevant safety information received and, without undue delay, provide to all operators under its oversight any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons, or organizations subject to MCARs.

c) Upon receiving the information referred to in (a) and (b), the CAA shall take adequate measures to address the safety problem.

d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under applicable MCARs.

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

Reserved.

SECTION II – MANAGEMENT

ARO.GEN.200 Management system

a) The CAA 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. The procedures shall be kept up to date and serve as the basic working documents within the 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;

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 shall include a feedback system of audit findings to the Chief Executive to ensure implementation of corrective actions as necessary; and

5) a person or group of persons, ultimately responsible to the Chief Executive for the compliance monitoring function.

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) (Reserved).

d) (Reserved).

e) (Reserved).

AMC1 ARO.GEN.200(a) Management system

GENERAL

(a) All of the following should be considered when deciding upon the required organisational structure:

1) the number of certificates, attestations, authorisations, and approvals to be issued;

2) the number of declared organizations;

3) the number of certified or authorized persons and organizations exercising an activity within the Maldives;

4) the possible use of qualified entities and the resources of other competent authorities to fulfill the continuing oversight obligations;
5) the level of civil aviation activity in terms of:
   i. number and complexity of aircraft operated;
   ii. size and complexity of the Maldives aviation industry;
6) the potential growth of activities in the field of civil aviation.

(b) The set-up of the organisational structure should ensure that the various tasks and obligations of the CAA do not rely solely on individuals. A continuous and undisturbed fulfilment of these tasks and obligations of the CAA should also be guaranteed in case of illness, accident or leave of individual employees.

GM1 ARO.GEN.200(a) Management system

GENERAL

(a) The CAA should be organised in such a way that:
1) there is specific and effective management authority in the conduct of all relevant activities;
2) the functions and processes described in the applicable requirements of Implementing Rules, AMCs and GM's may be properly implemented;
3) the CAA's organisation and operating procedures for the implementation of the applicable requirements of Regulation are properly documented and applied;
4) all personnel involved in the related activities are provided with training where necessary;
5) (Reserved).
6) all functions related to implementing the applicable requirements are adequately described.

(b) A general policy regarding activities related to the applicable requirements of the Implementing Rules should be developed, promoted and implemented by the manager responsible for the relevant functional area. For example, the Flight Operations Manager is responsible for such activities related to the flight operations domain.

(c) Appropriate steps should be taken to ensure that the policy is known and understood by all personnel involved, and all necessary steps should be taken to implement and maintain the policy.

(d) The general policy, whilst also satisfying additional national regulatory responsibilities, should in particular take into account:
1) the provisions of required Maldives Civil Aviation Regulations;
2) the provisions of the applicable Implementing Rules and their AMCs, and GM;
3) the needs of industry; and
4) the needs of the CAA.

(e) The policy should define specific objectives for key elements of the organisation and processes for implementing related activities, including the corresponding control procedures and the measurement of the achieved standard.

AMC1 ARO.GEN.200(a)(1) Management system

DOCUMENTED POLICIES AND PROCEDURES

(a) The various elements of the CAA involved with the activities related to applicable MCARs should be documented in order to establish a reference source for the establishment and maintenance of the CAA.

(b) The documented procedures should be established in a way that facilitates their use. They should be clearly identified, kept up-to-date and made readily available to all personnel involved in the related activities.

(c) The documented procedures should cover, as a minimum, all of the following aspects:

1) policy and objectives;
2) organisational structure;
3) responsibilities and associated authority;
4) procedures and processes;
5) internal and external interfaces;
6) internal control procedures;
7) training of personnel;
8) cross-references to associated documents;
9) (Reserved).

(d) It is likely that the information is held in more than one document or series of documents, and suitable cross-referencing should be provided. For example, organisational structure and job descriptions are not usually in the same documentation as the detailed working procedures. In such cases, it is recommended that the documented procedures include an index of cross-references to all such other related information, and the related documentation should be readily available when required

AMC1 ARO.GEN.200(a)(2) Management system

QUALIFICATION AND TRAINING — GENERAL

(a) It is essential that the CAA has the full capability to adequately assess the continued competence of organizations under its oversight by ensuring that the whole range of their activities is assessed by appropriately qualified personnel.

(b) For each inspector, the CAA should:

1) define the competencies required to perform the allocated certification and oversight tasks;
2) define the associated minimum qualification requirements;
3) establish initial and recurrent training programmes in order to maintain and to enhance inspector competency at the level necessary to perform the allocated tasks; and
4) ensure that the training provided meets the established standards and is regularly reviewed and updated whenever necessary.

(c) The CAA may provide training through its own training organisation with qualified trainers or through another qualified training source.

(d) When training is not provided through an internal training organisation, adequately experienced and qualified persons may act as trainers, provided their training skills have been assessed. If required, an individual training plan should be established covering specific training skills. Records should be kept of such training and assessment, as appropriate.

AMC2 ARO.GEN.200(a)(2) Management system

QUALIFICATION AND TRAINING — INSPECTORS

(a) Initial training programme:

The initial training programme for inspectors should include, as appropriate to their role, current knowledge, experience, and skills in at least the following areas:

1. aviation legislation, organisation, and structure
2. the Chicago Convention, relevant ICAO annexes and documents
3. overview of applicable MCARs, including relevant AMC, CS, and GM
4. relevant requirements under MCARs and other applicable regulations
5. management systems, including assessment of the effectiveness of a management system, hazard identification and risk assessment, non-punitive reporting techniques in the context of a 'just culture';
6. auditing techniques
7. CAA procedures relevant to the inspectors' tasks
8. human factors principles
9. rights and obligations of inspecting personnel of the CAA
10. on-the-job training relevant to the inspector's tasks
11. technical training, including training on aircraft-specific subjects, appropriate to the role and tasks of the inspector, in particular for those areas requiring approvals

(b) Recurrent training programme:

Once qualified, the inspector should undergo periodic training as well as additional training whenever deemed necessary by the CAA. The recurrent training programme should include, as appropriate to the inspector's role:

1. changes in aviation legislation, operational environment, and technologies
2. CAA procedures relevant to the inspector's tasks
3. technical training, including, aircraft-specific subjects appropriate to the inspector's role and tasks; and
4. results from past oversight activities.

(c) An assessment of an inspector's competency should take place at regular intervals not exceeding three years.

AMC3 ARO.GEN.200(a)(2) Management system

QUALIFICATION AND TRAINING — CREW RESOURCE MANAGEMENT (CRM)

For the oversight of the operator's CRM training, the inspectors of the CAA should be qualified and trained as follows:

(a) Qualification

To fulfil the qualification requirements, inspectors should:

1. have adequate knowledge of relevant flight operations;
2. have adequate knowledge of human performance and limitations (HPL);
3. have completed initial CRM training;
4. have received additional training in the fields of, group management, group dynamics, personal awareness; and
5. have experience in assessing the effectiveness of training programmes and management systems.

(b) Training

The training of inspectors should be both theoretical and practical, and should include:

1. In-depth knowledge of CRM training elements as specified in MCAR-ORO;
2. Specific skills for overseeing the operator's CRM training, including the assessment of non-technical skills using appropriate techniques and methodologies.

AMC4 ARO.GEN.200(a)(2) Management system [1]

INSPECTOR QUALIFICATION FOR CAT OPERATIONS

(a) For CAT operations of aircraft with an MOPSC of more than 19 seats or with an MCTOM of more than 45,360 kg, an inspector who performs initial certification or oversight tasks relating to:

1. the flight crew operating procedures contained in Part B (e.g., Chapters B-2, B-3, and B-9) of the Operations Manual (OM), or
2. the aircraft/FSTD part of the flight crew training syllabi and checking programmes contained in Part D of the OM,

should have the following qualifications:

i. operational experience in air transport operations appropriate to the allocated tasks;
ii. experience in either operational management within an air transport operation; or as an examiner; or as an instructor; and
iii. hold or have held a valid type rating on the aircraft type concerned; or a class rating as appropriate; or a rating on aircraft types/classes with similar technical and operational characteristics.

[1] This AMC shall not apply to staff who were already qualified as inspectors to perform oversight tasks prior to the implementation of this regulation in accordance with the applicable MCARs.

(b) For CAT operations with an MOPSC of 19 seats or less, the CAA should establish the inspector qualifications required to perform the allocated initial certification and oversight tasks. The assigned inspector should undergo theoretical training on aircraft systems and operations.
(c) For in-flight inspections of CAT operations, the inspector should have relevant knowledge of the route and area

AMC5 ARO.GEN.200(a)(2) Management system

FATIGUE RISK MANAGEMENT INSPECTOR TRAINING

An inspector involved in the approval process of an operator's flight time specification schemes and fatigue risk management (FRM) should receive the following training:

a) Initial training
   1. Theory and effects of fatigue
   2. Human factors related to fatigue
   3. Typical hazards and risks related to fatigue, their possible mitigation measures, and the maturity of hazard identification models (reactive, proactive, and predictive)
   4. FRM training and promotion methodologies and how to support ongoing development of FRM
   5. Data collection and analysis methods related to FRM
   6. Integration of FRM into the Management System
   7. Fatigue management documentation, implementation, and assurance methodologies
   8. Applicable MCARs and current best practices
   9. Auditing and assessment of the effectiveness of an operator's FRM
b) Recurrent training (at least every 3 years)
   1. Review of FRM implementation issues
   2. Recent incidents related to fatigue
   3. New FRM developments
   4. Review of changes in legislation and best practices.

GM1 ARO.GEN.200(a)(2) Management System

SUFFICIENT PERSONNEL

a) This GM on the determination of the required personnel is limited to the performance of certification, authorisation, and oversight tasks, excluding personnel required to perform tasks subject to any applicable national regulatory requirements.
b) The elements to be considered when determining required personnel and planning their availability may be divided into quantitative and qualitative elements:
   1. Quantitative elements:
      i. the estimated number of initial certificates to be issued;
      ii. the number of organisations certified by the CAA;

iii. the number of persons to whom the CAA has issued a licence, certificate, rating, authorisation, or attestation;
iv. the estimated number of persons and organisations, as well as the estimated number of subcontracted organisations used by those persons and organisations, exercising their activity within the Maldives and established or residing in another country;
v. the number of organisations having declared their activity to the CAA;
vi. the number of organisations holding a specialised operations authorisation issued by the CAA.

2. Qualitative elements:
   i. the size, nature, and complexity of activities of certified, authorised, and declared organisations (cf. AMC1 ORO.GEN.200(b)), taking into account:
      A. privileges of the organisation;
      B. type of approval, scope of approval, multiple certification, authorisation, and declared activities;
      C. possible certification to industry standards;
      D. types of aircraft/flight simulation training devices (FSTDs) operated;
      E. number of personnel; and
      F. organisational structure, existence of subsidiaries;
   ii. the safety priorities identified;
   iii. the results of past oversight activities, including audits, inspections, and reviews, in terms of risks and regulatory compliance, taking into account:
      A. number and level of findings;
      B. timeframe for implementation of corrective actions; and
      C. maturity of management systems implemented by organisations and their ability to effectively manage safety risks; and
   iv. the size and complexity of the Maldives' aviation industry and the potential growth of activities in the field of civil aviation, which may be an indication of the number of new applications and changes to existing certificates and authorisations to be expected.

c) Based on existing data from previous oversight planning cycles and taking into account the situation within the Maldives' aviation industry, the CAA may estimate:
   (1) the standard working time required for processing applications for new certificates (for persons and organisations) and authorisations;
   (2) the number of new declarations or changed declarations;
   (3) the number of new certificates and authorisations to be issued for each planning period; and
   (4) the number of changes to existing certificates and authorisations to be processed for each planning period.

d) In line with the CAA's oversight policy, the following planning data should be determined specifically for each type of organisation certified by the CAA as well as for declared organisations, including those being authorised:
   (1) standard number of audits to be performed per oversight planning cycle;
   (2) standard duration of each audit;

(3) standard working time for audit preparation, on-site audit, reporting, and follow-up, per inspector;
(4) standard number of ramp and unannounced inspections to be performed;
(5) standard duration of inspections, including preparation, reporting, and follow-up, per inspector;
(6) minimum number and required qualification of inspectors for each audit/inspection.

e) Standard working time could be expressed either in working hours per inspector or in working days per inspector. All planning calculations should then be based on the same unit (hours or working days).

f) It is recommended to use a spreadsheet application to process data defined under (c) and (d), to assist in determining the total number of working hours/days per oversight planning cycle required for certification, authorisation, oversight, and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel.

g) For each type of organisation certified or high-risk commercial specialised operation authorised by the CAA, the number of working hours/days per planning period for each qualified inspector that may be allocated for certification, authorisation, oversight, and enforcement activities should be determined, taking into account:
(1) purely administrative tasks not directly related to oversight and certification/authorisation;
(2) training;
(3) participation in other projects;
(4) planned absence; and
(5) the need to include a reserve for unplanned tasks or unforeseeable events.

h) The determination of working time available for certification, authorisation, oversight, and enforcement activities should also consider:
(1) the possible use of qualified entities; and
(2) possible cooperation with other national authorities for approvals or authorisations involving more than one country.
(i) Based on the elements listed above, the CAA should be able to:
(1) monitor dates when audits and inspections are due and when they have been carried out;
(2) implement a system to plan the availability of personnel; and
(3) identify possible gaps between the number and qualification of personnel and the required volume of certification/authorisation and oversight.

Care should be taken to keep planning data up to date in line with changes in the underlying planning assumptions, with particular focus on risk-based oversight principles.

GM2 ARO.GEN.200(a)(2) Management system

INSPECTOR COMPETENCY

a) Competency is a combination of individual skills, practical and theoretical knowledge, attitude, training, and experience.

b) An inspector should, by his/her qualifications and competencies, command the professional respect of the inspected personnel.

GM3 ARO.GEN.200(a)(2) Management system

SPECIFIC FLIGHT OPERATIONS INSPECTOR QUALIFICATION

a) The following characteristics should be considered in order to establish aircraft types/classes with similar technical and operational characteristics:
    1. Engine technology;
    2. Certification basis;
    3. Level of automation;
    4. Flight controls logic (e.g. fly-by-wire, conventional, etc.); and
    5. Size and mass of the aircraft (e.g. maximum take-off mass, wake turbulence category, etc.).

b) The following factors should be considered with regard to knowledge of the route and area:
    1. Climatological conditions, e.g. exceptionally cold weather;
    2. Availability of adequate aerodromes and their specific features, e.g. high elevation, poor English/communication capability, exceptional approach procedures;
    3. Navigational procedures, including PBN requirements, ETOPS and extended diversion time requirements;
    4. Communication procedures, including required communication performance, any specific and contingency procedures, e.g. loss of communication, drift down, oxygen escape; and
    5. Equipment requirements related to search and rescue, e.g. polar, desert operations, oceanic, remote areas.

GM4 ARO.GEN.200(a)(2) Management system

INSPECTOR TRAINING PROGRAMMES

(a) The CAA may adapt the duration and depth of the individual training programme of an inspector, provided the required competencies are achieved and maintained.

(b) The following documents, as appropriate to the role of the inspector, are relevant for the initial training programme for inspectors referred to in AMC2 ARO.GEN.200(a)(2):
    1) The Chicago Convention and relevant ICAO annexes and documents
    2) MCAR-13B - Occurrence Reporting
    3) MCARs, and related implementing rules such as:
        i. MCAR Air Crew
        ii. Relevant national Regulations/circulars on airspace usage requirements
        iii. MCAR-2 - Rules of the Air
        iv. Operational Suitability Data published and approved by EASA as part of the aircraft type certificate

v. Airworthiness related regulations including, MCAR-M - Continuing Airworthiness, MCAR-145 - Approved Maintenance Organisations

(c) The duration of the on-the-job training should take into account the scope and complexity of the inspector's tasks. The CAA should assess whether the required competence has been achieved before an inspector is authorised to perform a task without supervision.

GM5 ARO.GEN.200(a)(2) Management system

FATIGUE RISK MANAGEMENT INSPECTOR TRAINING

'Theory and effects of fatigue' refers to:

(a) sleep;
(b) circadian rhythm;
(c) adaptation (acclimatisation) after time-jet zone crossing (westbound and eastbound) and jet lag;
(d) shift work;
(e) bio-mathematical fatigue models; and
(f) measurement of fatigue.

GM6 ARO.GEN.200(a)(2) Management system

FATIGUE RISK MANAGEMENT INSPECTOR TRAINING

Guidance on training for inspectors on fatigue risk management is contained in ICAO Doc 9966 (Manual for the Oversight of Fatigue Management Approaches).

GM7 ARO.GEN.200(a)(2) Management system[2]

INSPECTOR EXPERIENCE IN EITHER OPERATIONAL MANAGEMENT WITHIN AN AIR TRANSPORT OPERATION OR AS AN INSTRUCTOR OR AS AN EXAMINER

The inspector assigned to certification and oversight tasks should have sufficient experience in roles that enable a thorough understanding of the operational processes.

(a) Experience in operational management refers to previous appointments in functions of organisational relevance, such as in any of the areas below:
    1) flight operations and operational control;
    2) flight crew training; and
    3) management system.

Such appointments should not be limited to senior management functions such as nominated persons in accordance with point (b) of ORO.GEN.210 of MCAR.ORO It is important that the inspector assigned

[2] This GM shall not apply to staff who were already qualified as inspectors to perform oversight tasks prior to the implementation of this regulation in accordance with the applicable MCARs.

to certification and oversight tasks in accordance with AMC4 ARO.GEN.200(a)(2) have sufficient experience which enables a thorough understanding of the operational processes within air transport operations.

(b) In the context of the approval and oversight of aircraft specific flight crew training and checking, the inspector should have experience as an instructor.

AMC1 ARO.GEN.200(d) Management system

Reserved.

ARO.GEN.205 Allocation of tasks to qualified entities

Reserved.

ARO.GEN.205 Allocation of tasks

a) Tasks related to the initial certification, specialised operation authorisation or continuing oversight of persons or organisations subject to MCARs shall be allocated by the CAA only to qualified entities. When allocating tasks, the CAA shall ensure that it has:
    1) put a system in place to initially and continuously assess that the qualified entity complies with MCARs. This system and the results of the assessments shall be documented.
    2) established 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) The CAA shall 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.

c) Reserved.

ARO.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 as defined in MCARs. This system will enable it to take action as appropriate to ensure that its management system remains adequate and effective.

(b) The CAA will update its management system to reflect any change to MCARs in a timely manner, so as to ensure effective implementation.

(c) (Reserved).

ARO.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 ARO.GEN.205 as well as the details of tasks allocated;
   4) certification processes and continuing oversight of certified organisations;
   4a) 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 another state;
   8) oversight of operations of other-than complex motor-powered aircraft by non- commercial operators;
   9) the evaluation of alternative means of compliance proposed by organisations subject to certification, or authorisation and the assessment of alternative means of compliance used by the CAA itself;
   10) findings, corrective actions and date of action closure;
   11) enforcement measures taken;
   12) safety information and follow-up measures; and
   13) the use of Regulation's flexibility provisions.

(b) The CAA shall maintain a list of all organisation certificates and specialised operations authorisations it issued as well as declarations it received.

(c) All records shall be kept for the minimum period specified in MCARs. In the absence of such indication, records shall be kept for a minimum period of five years subject to applicable national data protection law.

AMC1 ARO.GEN.220(a) Record-keeping

GENERAL

(a) The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a way that ensures traceability and retrievability throughout the required retention period.

(b) Records should be kept in paper form or in electronic format or a combination of both media. Records stored on microfilm or optical disc form are also acceptable. The records should remain legible and accessible throughout the required retention period. The retention period starts when the record has been created.

(c) Paper systems should use robust material, which can withstand normal handling and filing. Computer systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer systems should include safeguards against unauthorised alteration of data.
(d) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continue to be accessible at least through the full period specified in the relevant Subpart or by default in ARO.GEN.220(c).

AMC1 ARO.GEN.220(a)(1);(2);(3) Record-keeping

CAA MANAGEMENT SYSTEM

Records related to the CAA's management system should include, as a minimum and as applicable:
(a) the documented policies and procedures;
(b) the personnel files of the CAA personnel, with supporting documents related to training and qualifications;
(c) the results of the CAA's internal audit and safety risk management processes, including audit findings and corrective actions; and
(d) the contract(s) established with qualified entities performing certification, authorisation or oversight tasks on behalf of CAA.

AMC1 ARO.GEN.220(a)(4);(4a) Record-keeping

ORGANISATIONS

Records related to an organisation certified or operations authorised by or having declared its activity to the CAA should include, as appropriate to the type of organisation:
(a) the application for an organisation approval, a specialised operation authorisation or the declaration received;
(b) the documentation based on which the approval or authorisation has been granted and any amendments to that documentation;
(c) the organisation approval certificate or specialised operation authorisation, including any changes;
(d) a copy of the continuing oversight programme listing the dates when audits are due and when such audits were carried out;
(e) continuing oversight records, including all audit and inspection records;
(f) copies of all relevant correspondence;
(g) details of any exemption and enforcement actions;
(h) any report from other aviation authorities relating to the oversight of the organisation; and
(i) a copy of any other document approved by CAA.

GM1 ARO.GEN.220(a)(4) Record-keeping

ORGANISATIONS — DOCUMENTATION

Documentation to be kept as records in support of the approval includes the management system documentation, including any technical manuals, such as the operations manual, and training manual, that have been submitted with the initial application, and any amendments to these documents.

GM1 ARO.GEN.220(a)(4a) Record-keeping

AUTHORISATION HOLDERS — DOCUMENTATION

Documentation to be kept as records in support of the authorisation of a high risk commercial specialised operation include the risk assessment documentation and related standard operating procedures (SOP), as well as a description of the management system of the proposed operation and a statement that all the documentation sent to the CAA has been verified by the operator and found in compliance with the applicable requirements. Any amendments to these documents should be documented.

AMC1 ARO.GEN.220(a)(7) Record-keeping

Reserved.

GM1 ARO.GEN.220 Record-keeping

GENERAL

Records are required to document results achieved or to provide evidence of activities performed. Records become factual when recorded. Therefore, they are not subject to version control. Even when a new record is produced covering the same issue, the previous record remains valid.

SECTION III – OVERSIGHT, CERTIFICATION AND ENFORCEMENT

ARO.GEN.300 Oversight

(a) The CAA shall 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 which 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 the CAA as defined in ARO.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 ARO.GEN.350 and ARO.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) (Reserved).

(e) (Reserved).

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

(g) (Reserved).

AMC1 ARO.GEN.300(a);(b);(c) Oversight

GENERAL

The CAA should assess the organisation and monitor its continued competence to conduct safe operations in compliance with the applicable requirements. The CAA should ensure that accountability for assessing organisations is clearly defined. This accountability may be delegated or shared, in whole or in part. Where more than one authority is involved, a responsible person should be appointed under whose personal authority organisations are assessed.

AMC2 ARO.GEN.300(a);(b);(c) Oversight

EVALUATION OF OPERATIONAL SAFETY RISK ASSESSMENT

As part of the initial certification or the continuing oversight of an operator, the CAA should normally evaluate the operator's safety risk assessment processes related to hazards identified by the operator as having an interface with its operations. These safety risk assessments should be identifiable processes of the operator's management system.

As part of its continuing oversight, the CAA should also remain satisfied as to the effectiveness of these safety risk assessments.

(a) General methodology for operational hazards;

The CAA should establish a methodology for evaluating the safety risk assessment processes of the operator's management system.

When related to operational hazards, the CAA's evaluation under its normal oversight process should be considered satisfactory if the operator demonstrates its competence and capability to:

1) understand the hazards and their consequences on its operations;
2) be clear on where these hazards may exceed acceptable safety risk limits;
3) identify and implement mitigations, including suspension of operations where mitigation cannot reduce the risk to within safety risk limits;
4) develop and execute effectively robust procedures for the preparation and the safe operation of the flights subject to the hazards identified;
5) assess the competence and currency of its staff in relation to the duties necessary for the intended operations and implement any necessary training; and
6) ensure sufficient numbers of qualified and competent staff for such duties.

The CAA should take into account that:

1) the operator's recorded mitigations for each unacceptable risk identified are in place;
2) the operational procedures specified by the operator with the most significance to safety appear to be robust; and
3) the staff on which the operator depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures.

EVALUATION OF OPERATORS' VOLCANIC ASH SAFETY RISK ASSESSMENT

In addition to the general methodology for operational hazards, the CAA's evaluation under its normal oversight process should also assess the operator's competence and capability to:

a) choose the correct information sources to use to interpret the information related to volcanic ash contamination forecast and to resolve correctly any conflicts among such sources; and
b) take account of all information from its type certificate holders (TCHs) concerning volcanic ash-related airworthiness aspects of the aircraft it operates, and the related pre-flight, in-flight and post flight precautions to be observed.

GM1 ARO.GEN.300(a);(b);(c) Oversight

GENERAL

a) Responsibility for the conduct of safe operations lies with the organisation. Under these provisions a positive move is made towards devolving upon the organisation a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless organisations are prepared to accept the implications of this policy, including that of committing the necessary resources to its implementation. Crucial to the success of the policy is the content of MCAR-ORO, which requires the establishment of a management system by the organisation.
b) The CAA should continue to assess the organisation's compliance with the applicable requirements, including the effectiveness of the management system. If the management system is judged to have failed in its effectiveness, then this in itself is a breach of the requirements which may, among others, call into question the validity of a certificate, if applicable.
c) The accountable manager is accountable to the CAA as well as to those who may appoint him/her. It follows that CAA cannot accept a situation in which the accountable manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.
d) Oversight of the organisation includes a review and assessment of the qualifications of nominated persons.

GM2 ARO.GEN.300(a);(b);(c) Oversight

VOLCANIC ASH SAFETY RISK ASSESSMENT — ADDITIONAL GUIDANCE

Further guidance on the assessment of an operator’s volcanic ash safety risk assessment is given in ICAO Doc 9974 (Flight safety and volcanic ash — Risk management of flight operations with known or forecast volcanic ash contamination).

GM3 ARO.GEN.300(a);(b);(c) Oversight

CHECKLIST FOR CRM TRAINING OVERSIGHT

The following list includes the major elements for the monitoring of the operator’s CRM training:

a) development of CRM training considering the operator’s management system;
b) content of the CRM training syllabus;
c) qualification of CRM trainer;
d) training facilities:
    1) classroom;
    2) flight simulation training device (FSTD);
    3) aircraft; and
    4) cabin training device;
e) training methods:
    1) classroom training (instructions, presentations and behavioural exercises);
    2) computer-based training (CBT);

3) line-oriented flight training (LOFT); and
4) check or test;

f) training analysis:
1) pre-course reading and study;
2) integration of the different training methods;
3) competence and performance of the trainer or instructor;
4) assessment of flight crew members; and
5) effectiveness of training.

GM4 ARO.GEN.300(a);(b);(c) Oversight

OVERSIGHT OF AN OPERATOR CONVERSION COURSE (OCC) FOR MULTI-CREW PILOT LICENCE (MPL) HOLDERS

As part of the initial certification or the continuing oversight of an operator, the CAA should include the assessment of the OCC provided to MPL holders, who undertake their first conversion course on a new type or at an operator other than the one that was involved in their training for the MPL.
The assessment of the OCC should evaluate whether the operator, in the process of development of the OCC, took the following aspects into account:

— the time elapsed after completion of the initial training, between base training and hiring, and the Line Flying Under Supervision (LIFUS);
— the necessary feedback loop between the Approved Training Organisation (ATO) and the operator involved in the licence training.

AMC1 ARO.GEN.300(a)(2) Oversight

OPERATIONAL APPROVALS ISSUED BY ANOTHER STATE OF REGISTRY

When verifying continued compliance of non-commercial operators using an aircraft registered in a third country holding operational approvals for operations in PBN, MNPS and RVSM airspace issued by a another State of Registry, the CAA should at least assess if:

a) the state of registry has established an equivalent level of safety, considering any differences notified to the ICAO Standards for RVSM, RNP, MNPS and MEL; or
b) there are reservations on the safety oversight capabilities and records of the State of registry; or
c) operators of the State of registry are subject to an operating ban within the European Union; or
d) relevant findings on the State of registry from audits carried out under international conventions exist; or
e) relevant findings on the State of registry from other safety assessment programmes of States exist.

GM1 ARO.GEN.300(d) Oversight

Reserved.

ARO.GEN.305 Oversight programme

a) The CAA shall establish and maintain an oversight programme covering the oversight activities required by ARO.GEN.300 and by ARO.RAMP.

b) For organisations certified by the CAA, 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 required by ARO.GEN and ARO.RAMP 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 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 has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if 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 MCAR.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 CAA 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 the CAA has approved, an effective continuous reporting system to the CAA on the safety performance and regulatory compliance of the organisation itself.

d) For organisations declaring their activity to the CAA, 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.

(d1) 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, rating, or attestation issued by the CAA, the oversight programme shall include inspections, including unannounced inspections as appropriate.

f) 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.

AMC1 ARO.GEN.305(b);(d);(d1) Oversight programme

SPECIFIC NATURE AND COMPLEXITY OF THE ORGANISATION, RESULTS OF PAST OVERSIGHT

a) When determining the oversight programme for an organisation, the CAA should consider in particular the following elements, as applicable:
   1) the implementation by the organisation of industry standards, directly relevant to the organisation's activity subject to the relevant MCARs;
   2) the procedure applied for and scope of changes not requiring prior approval;
   3) specific approvals held by the organisation;
   4) specific procedures implemented by the organisation related to any alternative means of compliance used; and
   5) number of subcontractors.

b) For the purpose of assessing the complexity of an organisation's management system, AMC1 ORO.GEN.200(b) should be used.

c) Regarding results of past oversight, the CAA should also take into account relevant results of ramp inspections of organisations it has certified or authorised, persons and other organisation having declared their activity or persons performing operations with other- than-complex motor-powered aircraft that were performed in other States in accordance with ARO.RAMP.

AMC2 ARO.GEN.305(b) Oversight programme

PROCEDURES FOR OVERSIGHT OF OPERATIONS

a) Each organisation to which a certificate has been issued should have an inspector specifically assigned to it. Several inspectors should be required for the larger companies with widespread or varied types of operation. This does not prevent a single inspector being assigned to several companies. Where more than one inspector is assigned to an organisation, one of them should be nominated as having overall responsibility for supervision of, and liaison with, the organisation's management, and be responsible for reporting on compliance with the requirements for its operations as a whole.

b) Audits and inspections, on a scale and frequency appropriate to the operation, should cover at least:
   1) infrastructure,
   2) manuals,
   3) training,
   4) crew records,
   5) equipment,
   6) release of flight/dispatch,
   7) dangerous goods,
   8) organisation's management system.

c) The following types of inspections should be included, as part of the oversight programme:
   1) flight inspection,
   2) ground inspection (e.g. documents and records),

3) training inspection (e.g. ground, aircraft/FSTD),
4) ramp inspection.

The inspection should be a 'deep cut' through the items selected, and all findings should be recorded. Inspectors should review the root cause(s) identified by the organisation for each confirmed finding. The CAA should be satisfied that the root cause(s) identified and the corrective actions taken are adequate to correct the non-compliance and to prevent re-occurrence.

d) Audits and inspections may be conducted separately or in combination. Audits and inspections may, at the discretion of the CAA, be conducted with or without prior notice to the organisation.

e) Where it is apparent to an inspector that an organisation has permitted a breach of the applicable requirements, with the result that air safety has, or might have, been compromised, the inspector should ensure that the responsible person within the CAA is informed without delay.

f) In the first few months of a new operation, inspectors should carry out oversight activities with a particular focus on the operator's procedures, facilities, equipment, operational control and management system. They should also carefully examine any conditions that may indicate a significant deterioration in the organisation's financial management. When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards.

g) The number or the magnitude of the non-compliances identified by the CAA will serve to support the CAA's continuing confidence in the organisation's competence or, alternatively may lead to an erosion of that confidence. In the latter case, the CAA should review any identifiable shortcomings of the management system.

GM1 ARO.GEN.305(b) Oversight programme

FINANCIAL MANAGEMENT

Examples of trends that may indicate problems in a new organisation's financial management are:

a) significant lay-offs or turnover of personnel;
b) delays in meeting payroll;
c) reduction of safe operating standards;
d) decreasing standards of training;
e) withdrawal of credit by suppliers;
f) inadequate maintenance of aircraft;
g) shortage of supplies and spare parts;
h) curtailment or reduced frequency of revenue flights; and
i) sale or repossession of aircraft or other major equipment items.

GM1 ARO.GEN.305(b);(c);(d);(d1) Oversight programme

STORAGE PERIODS OF RECORDS

If the organisation's oversight cycle has been extended, the minimum storage periods for records should be aligned with the extended oversight cycle to ensure that the CAA has access to all relevant records.

AMC1 ARO.GEN.305(b)(1) Oversight programme

AUDIT

a) The oversight programme should indicate which aspects of the approval will be covered with each audit.
b) Part of an audit should concentrate on the organisation's compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying and correcting its problems.
c) At the conclusion of the audit, an audit report should be completed by the auditing inspector, including all findings raised.

AMC2 ARO.GEN.305(b)(1) Oversight programme

RAMP INSPECTIONS

a) When conducting a ramp inspection of aircraft used by organisations under the CAA's oversight, the CAA should, as far as possible, comply with the requirements defined in ARO.RAMP.
b) When conducting ramp inspections on other-than-suspected aircraft, CAA should take into account the following elements:
    1) repeated inspections should be avoided of those organisations for which previous inspections have not revealed safety deficiencies;
    2) the oversight programme should enable the widest possible sampling rate of aircraft flying into their territory; and
    3) there should be no discrimination on the basis of the organisation's nationality, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk.
c) For aircraft other than those used by organisations under the CAA's oversight, when conducting a risk assessment, CAA should consider aircraft that have not been ramp inspected for more than 6 months.

AMC1 ARO.GEN.305(b);(c);(d);(d1) Oversight programme

INDUSTRY STANDARDS

a) For organisations having demonstrated compliance with industry standards, the CAA may adapt its oversight programme, in order to avoid duplication of specific audit items.
b) Demonstrated compliance with industry standards should not be considered in isolation from the other elements to be considered for CAA's risk-based oversight.

c) In order to be able to credit any audits performed as part of certification in accordance with industry standards, the following should be considered:
   1) the demonstration of compliance is based on certification auditing schemes providing for independent and systematic verification;
   2) the existence of an accreditation scheme and accreditation body for certification in accordance with the industry standards has been verified;
   3) certification audits are relevant to the requirements defined MCAR-ORO and other relevant MCARs as applicable;
   4) the scope of such certification audits can easily be mapped against the scope of oversight in accordance with MCAR-ORO;
   5) audit results are accessible to the CAA and open to exchange of information; and
   6) the audit planning intervals of certification audits i.a.w. industry standards are compatible with the oversight planning cycle.

AMC1 ARO.GEN.305(c) Oversight programme

OVERSIGHT PLANNING CYCLE

a) When determining the oversight planning cycle and defining the oversight programme, the CAA should assess the risks related to the activity of each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.
b) The CAA should establish a schedule of audits and inspections appropriate to each organisation's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.
c) When the CAA, having regard to an organisation's safety performance, varies the frequency of an audit or inspection, it should ensure that all aspects of the operation are audited and inspected within the applicable oversight planning cycle.
d) The section(s) of the oversight programme dealing with ramp inspections should be developed based on geographical locations, taking into account aerodrome activity, and focusing on key issues that can be inspected in the time available without unnecessarily delaying the operations.

AMC2 ARO.GEN.305(c) Oversight programme

OVERSIGHT PLANNING CYCLE

a) For each organisation certified by the CAA all processes should be completely audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the CAA wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.
b) The interval between two audits for a particular process should not exceed the interval of the applicable oversight planning cycle.

c) Audits should include at least one on-site audit within each oversight planning cycle. For organisations exercising their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight, the volume of activity at each site, as well as main risk areas identified.

d) For organisations holding more than one certificate, the CAA may define an integrated oversight schedule to include all applicable audit items. In order to avoid duplication of audits, credit may be granted for specific audit items already completed during the current oversight planning cycle, subject to four conditions:
   1) the specific audit item should be the same for all certificates under consideration;
   2) there should be satisfactory evidence on record that such specific audit items were carried out and that all corrective actions have been implemented to the satisfaction of the CAA;
   3) the CAA should be satisfied that there is no evidence that standards have deteriorated in respect of those specific audit items being granted a credit;
   4) the interval between two audits for the specific item being granted a credit should not exceed the applicable oversight planning cycle.

AMC1 ARO.GEN.305(d) Oversight programme

OVERSIGHT DECLARED ORGANISATIONS

a) When determining the oversight programme of organisations having declared their activity, the CAA should make a selection of operators to be inspected/audited based on the elements specified in ARO.GEN.305(d).

b) For each selected operator an inspection is a sample inspection of the pre-defined inspection criteria on the basis of key risk elements and the applicable requirements.

c) The results of past oversight activities should include information from approval activities, e.g. SPA or from other survey programmes such as ACAM.

d) The oversight programme should also include a certain percentage of unannounced inspections.

e) The oversight programme should be developed on a yearly basis. All operators should be considered for inclusion into the programme not later than 12 months after the date of the first declaration received. At least one inspection should be performed within each 48-month cycle starting with the date of the first declaration received.

f) Additional audit/inspections to specific operators may be included in the oversight programme on the basis of the assessment of associated risks carried out within the occurrences reporting scheme(s).

AMC1 ARO.GEN.305(d1) Oversight programme

OVERSIGHT OF AUTHORISATION HOLDERS

a) When determining the oversight programme of high risk commercial specialised operators holding an authorisation specialised operations authorisation holders, the CAA should assess the risks related to the type of activity carried out by each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.

b) An oversight cycle not exceeding 24 months should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the CAA has established that during the previous 24 months the organisation has been able to effectively manage safety risks.

c) The CAA should establish a schedule of audits and/or inspections, including unannounced inspections, appropriate to each organisation's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.

d) If the specialised operations authorisation is time limited, the CAA should adapt the schedule of audits and inspections to the duration of the specialised operation authorisation. Audits or inspections may not be necessary if an authorisation is issued for a single flight or event.

e) When scheduling audits and inspections, the CAA should also take into account the activity conducted by the CAA authorised organisations in other States. In this case the CAA should coordinate the audit and inspection schedule with the authority of the state in which territory the activity is taking place.

f) Additional audits or inspections to specific operators may be included in the oversight programme on the basis of the assessment of associated risks carried out within the occurrences reporting scheme(s).

GM1 ARO.GEN.305(d1) Oversight programme

OVERSIGHT OF AUTHORISATION HOLDERS

Past and current authorisation process refers to relevant results of past and current authorisation and oversight activities.

AMC1 ARO.GEN.305(e) Oversight programme

PERSONS HOLDING A LICENCE, CERTIFICATE, RATING OR ATTESTATION

The oversight of persons holding a licence, certificate, rating or attestation should normally be ensured as part of the oversight of organisations. Additionally the CAA should verify compliance with applicable requirements when endorsing or renewing ratings.

To properly discharge its oversight responsibilities, the CAA should perform a certain number of unannounced verifications.

ARO.GEN.310 Initial certification procedure – organisations

a) Upon receiving an application for the initial issue of a certificate for an organization, the CAA shall verify the organisation's compliance with the applicable requirements. This verification may take into account the statement referred to in MCAR.ORO.AOC.100(b).

b) When satisfied that the organisation is in compliance with the applicable requirements, the CAA shall issue the certificate(s), as established in Appendices I and II. 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 the CAA's approval in accordance with MCAR.ORO.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.

AMC1 ARO.GEN.310(a) Initial certification procedure – organisations

VERIFICATION OF COMPLIANCE

a) Upon receipt of an application for an air operator certificate (AOC), the CAA should:
   a) assess the management system and processes, including the operator's organisation and operational control system;
   b) review the operations manual and any other documentation provided by the organisation; and
   c) for the purpose of verifying the organisation's compliance with the applicable requirements, conduct an audit at the organisation's facilities. The CAA should require the conduct of one or more demonstration flights operated as if they were commercial flights, or an in-flight inspection should be conducted at the earliest opportunity.

b) The CAA should ensure that the following steps are taken:
   1) The organisation's written application for an AOC should be submitted at least 90 days before the date of intended operation, except that the operations manual may be submitted later, but not less than 60 days before the date of intended operation.
   2) An individual should be nominated by the CAA to oversee, to become the focal point for all aspects of the organisation certification process and to coordinate all necessary activity. The nominated person should be responsible to the CAA for confirming that all appropriate audits and inspections have been carried out. He/she should also ensure that the necessary specific or prior approvals required by (b)(3) are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the organisations' nominated persons. Account should be taken of the relevance of the nominee's previous experience and known record.

3) Submissions that require the CAA's specific or prior approval should be referred to the appropriate department of the CAA. Submissions should include, where relevant, the associated qualification requirements and training programmes.

c) The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel, should be assessed. This assessment should also include the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.

d) In order to verify the organisation's compliance with the applicable requirements, the CAA should conduct an audit of the organisation, including interviews of personnel and inspections carried out at the organisation's facilities.

The CAA should only conduct such an audit after being satisfied that the application shows compliance with the applicable requirements.

e) The audit should focus on the following areas:
1) detailed management structure, including names and qualifications of personnel required by MCAR.ORO.GEN.210 and adequacy of the organisation and management structure;
2) personnel:
3) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges;
4) validity of licences, ratings, certificates or attestations as applicable;
5) processes for safety risk management and compliance monitoring;
6) facilities — adequacy with regard to the organisation's scope of work;
7) documentation based on which the certificate should be granted (organisation documentation as required by MCAR-ORO, including technical manuals, such as operations manual or training manual).

f) In case of non-compliance, the applicant should be informed in writing of the corrections that are required.

g) When the verification process is complete, the person with overall responsibility, nominated in accordance with (b)(2), should present the application to the person responsible for the issue of an AOC together with a written recommendation and evidence of the result of all investigations or assessments which are required before the operator certificate is issued. Approvals required should be attached to the recommendation. The CAA should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. In cases where an application for an organisation certificate is refused, the applicant should be informed of the right of appeal as exists under national law.

ARO.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 the CAA's 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 MCAR.ORO.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;
   2) in case of level 1 or level 2 findings, act in accordance with ARO.GEN.350.

AMC1 ARO.GEN.330 Changes – organisations

AOC HOLDERS

a) Changes to personnel specified in MCAR-ORO:
   1) Any changes to the accountable manager specified in MCAR.ORO.GEN.210(a) that affect the certificate or terms of approval/approval schedule attached to it, require prior approval under ARO.GEN.330(a) and MCAR.ORO.GEN.130(a) and (b).
   2) When an organisation submits the name of a new nominee for any of the persons nominated as per MCAR.ORO.GEN.210(b) or for a safety manager as defined under AMC1 ORO.GEN.200(a)(1) of MCAR.ORO, the CAA should require the organisation to produce a written résumé of the proposed person's qualifications. The CAA should reserve the right to interview the nominee or call for additional evidence of his or her suitability before deciding upon his or her acceptability.

b) A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the CAA and when it was approved.

c) The organisation should provide each management system documentation amendment to the CAA, including for the amendments that do not require prior approval by the CAA. Where the amendment requires the CAA approval, the CAA, when satisfied, should indicate its approval in writing.

   Where the amendment does not require prior approval, the CAA should acknowledge receipt in writing within 10 working days.

d) For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the CAA should conduct an audit of the organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.

GM1 ARO.GEN.330 Changes – organisations

CHANGE OF NAME OF THE ORGANISATION

a) On receipt of the application and the relevant parts of the organisation's documentation as required by MCAR-ORO, the CAA should re-issue the certificate.

b) A name change alone does not require the CAA to audit the organisation, unless there is evidence that other aspects of the organisation have changed.

ARO.GEN.330A Changes to the information security management system

Reserved.

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, the CAA shall verify that the declaration contains all the information required:
   1) pursuant to the requirements outlined in MCAR.ORO.DEC.100; or
   2) (Reserved),
   3) (Reserved).

   After having verified the required information, the CAA shall 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, the CAA shall notify the organisation about the non-compliance and request further information. If deemed necessary the CAA shall carry out an inspection of the organisation. If the non- compliance is confirmed, the CAA shall take action as defined in ARO.GEN.350.

AMC1 ARO.GEN.345 Declaration – organisations

ACKNOWLEDGEMENT OF RECEIPT

The CAA should acknowledge receipt of the declaration in writing within 10 working days.

GM1 ARO.GEN.345 Declaration – organisations

VERIFICATION — DECLARATION

The verification made by the CAA upon receipt of a declaration does not imply an inspection. The aim is to check whether what is declared complies with applicable regulations.

ARO.GEN.350 Findings and corrective actions – organisations

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

b) A level 1 finding shall be issued by the CAA when any significant non-compliance is detected with the applicable requirements of MCARs, with the organisation's procedures and manuals or with the terms of an approval, certificate, specialised operation authorisation or with the content of a declaration which lowers safety or seriously hazards flight safety.

The level 1 findings shall include:

1) failure to give the CAA access to the facilities of the organisation in accordance with point MCAR.ORO.GEN.140, during normal operating hours and after two written requests;
2) obtaining or maintaining the validity of the organisation certificate or specialised operations authorisation by falsification of submitted documentary evidence;
3) evidence of malpractice or fraudulent use of the organisation certificate or specialised operations authorisation; 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 of MCARs, with the organisation's procedures and manuals or with the terms of an approval, 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, the CAA shall, without prejudice to any additional action required by MCARs, 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, specialised operations 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, 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 three months. At the end of this period, and subject to the nature of the finding, the CAA may extend the three-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 CAA, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).

4) CAA shall record all findings it has raised or that have been communicated to it in accordance with point (e) and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.

e) (Reserved).

GM1 ARO.GEN.350 Findings and corrective actions – organisations

TRAINING

For a level 1 finding, it may be necessary for the CAA to ensure that further training by the organisation is carried out and audited by the CAA before the activity is resumed, dependent upon the nature of the finding.

GM2 ARO.GEN.350(d) Findings and corrective actions – organisations

CORRECTIVE ACTION IMPLEMENTATION PERIOD

The 3-month period should commence from the date of the communication of the finding to the organisation in writing and requesting corrective action to address the non-compliance(s) identified.

ARO.GEN.355 Findings and enforcement measures – persons

a) If, during oversight or by any other means, evidence is found by the CAA in accordance with ARO.GEN.300(a) that shows non-compliance with applicable MCARs by a person holding a licence, certificate, rating, or attestation issued under MCARs, the CAA shall take action in accordance with the requirements of ARA.GEN.355(a) to MCAR-Aircrew.

b) If, during oversight or by any other means, evidence is found showing non-compliance with the requirements laid down in the MCAR Air Crew Regulation by a person not holding a licence, certificate, rating, or attestation issued in accordance with MCARs, the CAA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

GM1 ARO.GEN.355(b) Findings and enforcement measures – persons

GENERAL

This provision is necessary to ensure that enforcement measures will be taken also in cases where the CAA may not act on the licence, certificate or attestation. The type of enforcement measure will depend on the applicable MCARs, policies and procedures of CAA on enforcement actions and may include for example the payment of a fine or the prohibition from exercising.

It covers two cases:

a) persons subject to the requirements laid down in MCAR Air Crew Regulation who are not required to hold a licence, certificate or attestation; and

b) persons who are required to hold a licence, rating, certificate or attestation, but who do not hold the appropriate licence, rating, certificate or attestation as required for the activity they perform.

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 an MCAR by an operator, the CAA shall 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) The CAA shall issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in MCAR.ORO.AOC.100.

(b) The certificate shall include the associated operations specifications.

(c) The CAA determine specific operational limitations. Such limitations shall be documented in the operations specifications.

GM1 ARO.OPS.100(b) Issue of the air operator certificate

AREA OF OPERATION

(a) If the area of operation within the operational specifications of Appendix II to this regulation is not defined as 'worldwide' or 'with no geographical limit', the CAA should describe the boundaries of a permissible area of operation by listing for example:

(1) a continuous line between a list of coordinates (Lat./Long.);

(2) the national boundary of the State of issuance of the AOC;

(3) a flight information region (FIR) boundary;

(4) a combination of adjacent FIR boundaries;

(5) ICAO region(s) as per ICAO Doc 7030; and

(6) operations in the Inter-Tropical Convergence Zone (ICTZ).

(b) The following factors should be taken into account when deciding the area of operation for CAT operations:

(1) The adequacy of the operational control and maintenance arrangements within the proposed area of operation.

(2) The general suitability of the aircraft which are to be used and in particular:

(i) the performance capability of the aircraft with regard to the terrain;

(ii) the need for any special equipment;

(iii) the aircraft systems and the level of redundancy of those systems, with regard to extremes of weather or climate; and

(iv) the need for any special dispatch minima with regard to the content of the MEL.

(3) Any special training required for:

(i) weather or climatic conditions likely to be encountered; and

(ii) compliance with specific approvals under MCAR-SPA (MNPS, RVSM, etc.).

(4) The need for the flight crew to comply with non-standard ATC requirements such as the use of:

(i) non-standard phraseology;

(ii) altitude clearances in metres; and

(iii) altimeter settings in inches of mercury, wind speed in metres/sec, visibility in miles, etc.

(5) The navigation and communication facilities available over the routes proposed and the associated equipment of the aircraft.

(6) The adequacy of aerodromes or operating sites available within the proposed area, and the availability of current maps, charts, associated documents or equivalent data.

(7) The availability of adequate search and rescue facilities, and the need to carry special survival equipment and the need for training in the use of the survival equipment.

(8) Survival equipment available for the operator and installed in the aircraft used.

ARO.OPS.105 Code-share arrangements

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

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

(2) liaise with the competent authority of the State of the operator as necessary.

AMC1 ARO.OPS.105 Code-share arrangements

SAFETY OF A CODE-SHARE AGREEMENT

(a) When evaluating the safety of a code-share agreement, the CAA should check that the:

(1) documented information provided by the applicant in accordance with MCAR.ORO.AOC.115 is complete and shows compliance with the applicable ICAO standards; and

(2) operator has established a code-share audit programme for monitoring continuous compliance of the third country operator with the applicable ICAO standards.

(b) The CAA should request the applicant to make a declaration covering the above items.

(c) In case of non-compliance, the applicant should be informed in writing of the corrections which are required.

AMC2 ARO.OPS.105 Code-share arrangements

AUDITS PERFORMED BY A THIRD-PARTY PROVIDER

When audits are performed by a third party provider, the CAA should verify if the third party provider meets the criteria established in AMC2 ORO.AOC.115(b).

ARO.OPS.110 Lease agreements for aeroplanes and helicopters

(a) The CAA shall approve a lease agreement when satisfied that the operator certified in accordance with MCAR-ORO regulation 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, except for the cases specified in MCAR-ORO.GEN.310;

(4) relevant requirements of continuing airworthiness and air operations, for dry lease-in of an aircraft.

(b) The approval of a wet lease-in agreement shall 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.

(3) Reserved.

(c) The approval of a dry lease-in agreement shall be suspended or revoked whenever:

(1) the certificate of airworthiness of the aircraft is suspended or revoked;

(2) the aircraft is included in the list of operators subject to operational restrictions, or it is registered in a state where all operators under its oversight are subject to an operating ban.

(d) When asked for the prior approval of a dry-lease out agreement in accordance with MCAR.ORO.AOC.110(e), the CAA shall ensure:

(1) proper coordination with the competent authority responsible for the continuing oversight of the aircraft, in accordance with applicable European Union 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 except for the cases specified in MCAR ORO.GEN.310.

(e) When asked for prior approval of a dry lease-in agreement in accordance with MCAR ORO.AOC.110(d), the CAA shall ensure proper coordination with the State of Registry of the aircraft as necessary to exercise the oversight responsibilities of the aircraft.

AMC1 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

WET LEASE-IN

(a) Before approving a wet lease-in agreement, the CAA should assess available reports on ramp inspections performed on aircraft of the lessor.

(b) The CAA should only approve a wet lease-in agreement if the routes intended to be flown are contained within the authorised areas of operations specified in the AOC of the lessor.

AMC2 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

SHORT TERM WET LEASE-IN

The CAA may approve third-country operators either individually or through a framework contract with multiple third-country operators in anticipation of operational needs or to address operational difficulties, subject to the following conditions:

1. The operator demonstrates to the CAA that all safety standards equivalent to those imposed by the MCARs are met; and one of the following conditions is fulfilled:
   a) The operator justifies the leasing on the basis of exceptional needs, in which case approval may be granted for a period of up to seven months, with the possibility of renewal for an additional period of up to seven months; or
   b) The operator demonstrates that the leasing is necessary to meet seasonal capacity needs that cannot reasonably be satisfied through the leasing of aircraft registered within the Maldives, in which case the approval may be renewed; or
   c) The operator demonstrates that the leasing is necessary to overcome operational difficulties, and it is not possible or reasonable to lease aircraft registered within the Maldives, in which case the approval shall be granted for the duration strictly necessary to resolve the difficulties.

GM1 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

APPROVAL

(a) Except for wet lease-out, approval for a Maldivian operator to lease an aircraft of another operator should be issued by the CAA and the competent authority of the lessor.

(b) When a Maldivian operator leases an aircraft from an entity or individual other than an operator, the approval shall be issued by the CAA.

GM2 ARO.OPS.110 Lease agreements for aeroplanes and helicopters

DRY LEASE-OUT

The purpose of the requirement for the CAA to ensure proper coordination with the authority that is responsible for the oversight of the continuing airworthiness of the aircraft is to ensure that appropriate arrangements are in place to allow:

(a) the transfer of regulatory oversight over the aircraft, if relevant; or

(b) continued compliance of the aircraft with the requirements of MCAR-A Airworthiness.

GM3 ARO.OPS.110 Lease agreement

LONG-TERM WET LEASE-IN AGREEMENTS BETWEEN OPERATORS REGISTERED IN DIFFERENT STATES

Reserved.

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, the CAA shall 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 MCAR-SPO.

(b) When satisfied with the risk assessment and SOP, the CAA shall issue the authorisation, as established in Appendix IV. The authorisation may be issued for a limited or for unlimited duration. The conditions under which an operator is authorised to conduct one or more high risk commercial specialised operations shall be specified in the authorisation.

(c) Upon receiving an application for a change to the authorisation, the CAA shall comply with (a) and (b). It shall prescribe the conditions under which the operator may operate during the change, unless the CAA determines that the authorisation needs to be suspended.

(d) Upon receiving an application for the renewal of the authorisation, the CAA shall 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, the CAA shall suspend, limit or revoke the authorisation.

(f) Reserved.

AMC1 ARO.OPS.150 Authorisation of high risk commercial specialised operations

GENERAL

The CAA should make publicly available a list of activities of high risk commercial specialised operations so that operators are informed when to apply for an authorisation.

AMC1 ARO.OPS.150(a);(b) Authorisation of high risk commercial specialised operations

VERIFICATION OF COMPLIANCE

(a) For the purpose of verifying the operator's standard operating procedures (SOPs), the CAA may conduct an audit at the operator's facilities or require the conduct of one or more demonstration flights operated as if they were high risk commercial specialised operations.

(b) An individual should be nominated by the CAA to become the focal point for all aspects of the authorisation process and to coordinate all necessary activity. This nominated person should confirm that all appropriate audits and inspections have been carried out.

(c) When the verification process is complete, the person, nominated in accordance with (b), should present the application for the issuance of an authorisation together with a written recommendation and evidence of the result of the review of the operator's risk assessment documentation and SOPs, which is required before the authorisation is issued. The CAA should inform the applicant of its decision concerning the application. In cases where an application for an authorisation is refused, the applicant should be informed of the right of appeal as exists.

GM1 ARO.OPS.150(b) Authorisation of high risk commercial specialised operations

LIMITATIONS

The CAA may issue the authorisation for a limited duration, e.g. for a single event or a defined series of flights, or limit the operating area.

GM1 ARO.OPS.150(c) Authorisation of high risk commercial specialised operations

CHANGE OF NAME OF THE ORGANISATION

(a) Upon receipt of the application for a change of the authorisation, the CAA should re-issue the authorisation.

(b) A name change alone does not require the CAA to re-assess the risk assessment and SOPs, unless there is evidence that other aspects of the operation have changed.

AMC1 ARO.OPS.150(f) Authorisation of high risk commercial specialised operations

AUTHORISATION OF CROSS-BORDER HIGH RISK COMMERCIAL SPECIALISED OPERATION

(a) Reserved.
(b) Reserved.

GM1 ARO.OPS.150(f) Authorisation of high risk commercial specialised operations

AUTHORISATION OF CROSS-BORDER HIGH RISK COMMERCIAL SPECIALISED OPERATION

Reserved.

ARO.OPS.155 Lease agreements

(a) The CAA shall approve a lease agreement involving a third country registered aircraft or a third country operator when the SPO operator has demonstrated compliance with MCAR.ORO.SPO.100.

(b) The approval of a dry lease-in agreement shall be suspended or revoked whenever the certificate of airworthiness of the aircraft is suspended or revoked.

GM1 ARO.OPS.155 Lease agreements

WET LEASE-IN

Since ICAO has not established globally harmonized standards for specialized operators, the requirements for a third-country registered aircraft operated by a third-country operator will be based on local or national regulations. Therefore, the CAA approving a wet lease-in agreement should gather information about the oversight system of the operator's state or the aircraft's state of registry, if applicable, to better understand and ensure the safety and compliance of the operation.

GM2 ARO.OPS.155 Lease agreements

Reserved.

SECTION II – Approvals

ARO.OPS.200 Specific approval procedure

(a) Upon receiving an application for the issue of a specific approval or changes thereof, the CAA shall assess the application in accordance with the relevant requirements of MCAR-SPA and conduct, where relevant, an appropriate inspection of the operator.

(b) When satisfied that the operator has demonstrated compliance with the applicable requirements, the CAA shall issue or amend the approval. The approval shall 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 III, for non-commercial operations and specialised operations.

AMC1 ARO.OPS.200 Specific approval procedure

PROCEDURES FOR THE APPROVAL OF CARRIAGE OF DANGEROUS GOODS

When verifying compliance with the applicable requirements of MCAR.SPA SPA.DG.100, the CAA should check that:

(a) the procedures specified in the operations manual are sufficient for the safe transport of dangerous goods;

(b) operations personnel are properly trained in accordance with the ICAO Technical Instructions for the *Safe Transport of Dangerous Goods by Air* (ICAO Doc 9284-AN/905); and

(c) a reporting scheme is in place.

AMC2 ARO.OPS.200 SPECIFIC APPROVAL PROCEDURE

PROCEDURES FOR THE APPROVAL FOR REDUCED VERTICAL SEPARATION MINIMA (RVSM) OPERATIONS

(a) When verifying compliance with the applicable requirements of MCAR.SPA Subpart D SPA.RVSM, the CAA should verify that:

(1) each aircraft holds an adequate RVSM airworthiness approval;

(2) procedures for monitoring and reporting height keeping errors have been established;

(3) a training programme for the flight crew involved in these operations has been established; and

(4) operating procedures have been established.

(b) Demonstration flight(s)

The content of the RVSM application may be sufficient to verify the aircraft performance and procedures. However, the final step of the approval process may require a demonstration flight. The CAA may appoint an inspector for a flight in RVSM airspace to verify that all relevant procedures are applied effectively. If the performance is satisfactory, operation in RVSM airspace may be permitted.

(c) Form of approval documents

Each aircraft group for which the operator is granted approval should be listed in the approval.

(d) Airspace monitoring

For airspace, where a numerical target level of safety is prescribed, monitoring of aircraft height keeping performance in the airspace by an independent height monitoring system is necessary to verify that the

prescribed level of safety is being achieved. However, an independent monitoring check of an aircraft is not a prerequisite for the grant of an RVSM approval.

(1) Suspension, revocation and reinstatement of RVSM approval

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. It is expected of each operator to take immediate action to rectify the conditions that cause an error. The operator should report an occurrence involving poor height keeping to the CAA within 72 hours. The report should include an initial analysis of causal factors and measures taken to prevent repeat occurrences. The need for follow-up reports should be determined by the CAA. Occurrences that should be reported and investigated are errors of:

(i) total vertical error (TVE) equal to or greater than ±90 m (±300 ft);

(ii) altimeter system error (ASE) equal to or greater than ±75 m (±245 ft); and

(iii) assigned altitude deviation equal to or greater than ±90 m (±300 ft).

Height keeping errors fall into two broad categories:

errors caused by malfunction of aircraft equipment; and

operational errors.

(2) An operator that consistently experiences errors in either category should have approval for RVSM operations suspended or revoked. If a problem is identified that is related to one specific aircraft type, then RVSM approval may be suspended or revoked for that specific type within that operator's fleet.

(3) Operators' actions:

The operator should make an effective, timely response to each height keeping error. The CAA may consider suspending or revoking RVSM approval if the operator's responses to height keeping errors are not effective or timely. The CAA should consider the operator's past performance record in determining the action to be taken.

(4) Reinstatement of approval:

The operator should satisfy the CAA that the causes of height keeping errors are understood and have been eliminated and that the operator's RVSM programmes and procedures are effective. At its discretion and to restore confidence, the CAA may require an independent height monitoring check of affected aircraft to be performed.

AMC3 ARO.OPS.200 Specific approval procedure

APPROVAL OF HELICOPTER OFFSHORE OPERATIONS

(a) Approval

When verifying compliance with the applicable requirements of Subpart K of MCAR -SPA, the CAA should ensure prior to issuing an approval that:

(1) the hazard identification, risk assessment and risk mitigation processes are in place;

(2) operating procedures have been established applicable to the area of operation;

(3) helicopters are appropriately certified and equipped for the area of operation;

(4) flight crew involved in these operations are trained and checked in accordance with the training and checking programmes established by the operator; and

(5) all requirements of Part-SPA, Subpart K are met.

(b) Demonstration flight(s)

The final step of the approval process may require a demonstration flight performed in the area of operation. The CAA may appoint an inspector for a flight to verify that all relevant procedures are applied effectively. If the performance is satisfactory, helicopter offshore operations may be approved.

AMC4 ARO.OPS.200 Specific approval procedure

PROCEDURES FOR THE APPROVAL OF COMMERCIAL AIR TRANSPORT OPERATIONS WITH SINGLE-ENGINED TURBINE AEROPLANES AT NIGHT OR IN INSTRUMENT METEOROLOGICAL CONDITIONS (SET-IMC)

(a) When verifying compliance with the applicable requirements of Subpart L (SET-IMC) of MCAR-SPA, the CAA should check that:

(1) the aeroplane is eligible for SET-IMC operations;

(2) the maintenance and operational procedures are adequate;

(3) a training programme for the flight crew involved in these operations has been established; and

(4) the operator has adequately assessed the risks of the intended operations.

In particular, the CAA should assess the operator's safety performance, experience and flight crew training, as reflected in the data provided by the operator with its application, to ensure that the intended safety level is achieved.

With regard to the operator's specific SET-IMC flight crew training, the CAA should ensure that it complies with the applicable requirements of Subpart FC (FLIGHT CREW) of MCAR-ORO and Subpart L (SET-IMC) of MCAR-SPA Regulations, and that it is appropriate to the operations envisaged.

The CAA should assess the operator's ability to achieve and maintain an acceptable level of power plant reliability by reviewing its engine-trend-monitoring programme and propulsion reliability programme, which are established in accordance with MCAR-M Regulation.

(b) The CAA may impose temporary restrictions to the operations (e.g. limitation to specific routes) until the operator is able to demonstrate that it has the capability to operate safely in compliance with all the applicable requirements.

(c) When issuing the approval, the CAA should specify:

(1) the particular engine-airframe combination;

(2) the identification by registration of the individual aeroplanes designated for single-engined turbine aeroplane operations at night and/or in IMC; and

(3) the authorised areas and/or routes of operation.

VALIDATION OF OPERATIONAL CAPABILITY

Observation by the CAA of a validation flight, simulating the proposed operation in the aeroplane, should be carried out before an approval is granted. This should include flight planning and preflight procedures, as well as a demonstration of the following simulated emergency procedures in simulated IMC/night:

(a) total failure of the propulsion system; and

(b) total loss of normally generated electrical power.

In order to mitigate the risks associated with the conduct of such emergency procedures, the following should be ensured:

(a) in case of planned single-pilot operations, the crew should be composed of the commander using view-limiting devices for the purpose of simulating IMC/night and a second rated pilot whose responsibility is to help maintain visual separation from other aircraft, clouds, and terrain;

(b) the flight should be conducted in visual meteorological conditions (VMC) by day, and additional, more restrictive weather minima may be established for the demonstration of the procedures involving higher risks; and

(c) touch drills should be used when simulating a total failure of the propulsion system.

AMC5 ARO.OPS.200 Specific approval procedure

PROCEDURES FOR THE APPROVAL OF LOW-VISIBILITY OPERATIONS

Before issuing an approval for low-visibility operations (LVOs), the CAA should verify that the applicant has:

(a) taken account of the relevant airworthiness requirements and limitations;

(b) established the relevant aerodrome operating minima;

(c) established and documented the relevant operating procedures;

(d) established and conducted adequate training and checking programmes;

(e) adopted the minimum equipment list (MEL) for the LVOs to be undertaken;

(f) processes to ensure that only runways and instrument procedures suitable for the intended operations are used; and

(g) established and conducted the relevant risk assessment and monitoring programmes.

GM1 ARO.OPS.200 Specific approval procedure

LIMITATIONS FOR HELICOPTER OFFSHORE OPERATIONS

The CAA may impose limitations related to routes and areas of operation for offshore helicopter operations. Such limitations may be specified in the operations specifications (OPSSPEC) or specific approved documents or in the aeronautical information publication (AIP) or by other means.

For operations over sea areas, limitations may include a maximum significant wave height under which there is a good prospect of recovery of survivors. This should be linked with the available search and rescue capabilities in the different sea areas.

GM2 ARO.OPS.200 Specific approval procedure

SPECIFIC APPROVALS FOR TRAINING ORGANISATIONS

The specific approvals, as established in Appendix III, for non-commercial operations and specialised operations, also apply to training organisations with a principal place of business with in Maldives.

GM3 ARO.OPS.200 Specific approval procedure

INSERTION OF RELEVANT INFORMATION INTO THE OPERATIONS SPECIFICATIONS

When issuing the operations specifications in accordance with Appendix II, where the operation does not include helicopter operations, the helicopter-related elements contained in the operations specifications may be omitted.

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, the CAA shall assess each item affected, to verify compliance with the applicable requirements, before issuing the approval.

(b) The CAA shall approve the operator's procedure for the extension of the applicable rectification intervals B, C and D, if the conditions specified in MCAR.ORO.MLR.105(f) are demonstrated by the operator and verified by the CAA.

(c) The CAA shall 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 MCAR.ORO.MLR.105 are demonstrated by the operator and verified by the CAA.

GM1 ARO.OPS.205 Minimum equipment list approval

EXTENSION OF RECTIFICATION INTERVALS

The CAA should verify that the operator does not use the extension of rectification intervals as a means to reduce or eliminate the need to rectify MEL defects in accordance with the established category limit. The extension of rectification intervals should only be considered valid and justifiable when events beyond the operator's control have precluded rectification.

ARO.OPS.210 Determination of distance or local area

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

GM1 ARO.OPS.210 Determination of local area

GENERAL

The distance or local area should reflect the local environment and operating conditions.

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

(a) Reserved.

(b) Reserved.

AMC1 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

APPROVALS THAT REQUIRE ENDORSEMENT

(a) Reserved.

(b) Reserved.

AMC2 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

ENDORSEMENT BY ANOTHER STATE

(a) Reserved.

(b) Reserved.

GM1 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

DESIGNATED AREAS

Reserved.

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

Reserved.

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

Reserved.

AMC1 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

APPROVALS THAT REQUIRE ENDORSEMENT

Reserved.

AMC2 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

ENDORSEMENT BY ANOTHER STATE

Reserved.

AMC3 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

DIRECTORY OF PUBLIC INTEREST SITES

Reserved.

GM1 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

Reserved.

ARO.OPS.225 Approval of fuel/energy schemes

(a) The CAA shall approve the fuel/energy scheme proposed by a CAT operator if the operator demonstrates compliance with all applicable requirements laid down in this Regulation related to fuel/energy for aeroplanes or helicopters involved in CAT.

(b) The CAA shall assess and oversee the fuel/energy planning and in-flight re-planning, selection of aerodrome and, in-flight fuel/energy management policies associated with the fuel/energy schemes, together with the processes supporting the implementation of these fuel/energy schemes.

(c) In addition to points (a) and (b), when approving individual fuel/energy schemes, the competent authority shall:

(1) verify that the operator has demonstrated the baseline safety performance of the current fuel/energy scheme;

(2) assess the capability of the operator to support the implementation of the proposed individual fuel/energy scheme; the following elements shall be considered as a minimum:

(i) the operator's management system,

(ii) the operator's operational capabilities;

(3) verify that the operator's safety risk assessment that supports the proposed individual fuel/energy scheme achieves an equivalent level of safety to that of the current fuel/energy scheme; and

(4) establish an oversight plan to carry out periodic assessments of the approved individual fuel/energy scheme to verify compliance of the scheme or decide whether the scheme should be amended or revoked.

(d) The approval referred to in point CAT.OP.MPA.182 (d)(2) of MCAR.CAT shall include a list of the isolated aerodromes that are specified by the operator for each aircraft type to which the approval applies.

(e) Reserved.

AMC1 ARO.OPS.225 Approval of fuel/energy schemes

OVERSIGHT — VERIFICATION OF COMPLIANCE OF FUEL SCHEMES FOR CAT OPERATIONS WITH AEROPLANES

(a) When approving a basic fuel scheme, the CAA should be satisfied that the operator fulfils the applicable criteria of point CAT.OP.MPA.180(a)(3)(i) of MCAR.CAT taking into account the elements contained in the AMC applicable to the basic fuel scheme.

(b) When approving a basic fuel scheme with variations, the CAA should be satisfied that the operator fulfils the applicable criteria of point CAT.OP.MPA.180(a)(3)(ii) of MCAR.CAT taking into account the elements contained in the AMC applicable to the variation.

(c) When approving an individual fuel scheme that deviates, fully or partly, from the basic fuel scheme, the CAA should be satisfied that the operator fulfils the applicable criteria of point CAT.OP.MPA.180(a)(3)(iii) of MCAR.CAT taking into account the elements contained in the AMC applicable to the individual fuel scheme.

Before issuing the approval of an individual fuel scheme, the CAA should verify the following:

(1) the maturity, capability, and suitability of the operator's management system;

(2) the adequacy of this system for exercising operational control;

(3) the adequacy of the operator's SOPs;

(4) the resolution of significant findings in the areas that support the application of the individual fuel scheme;

(5) the suitability of the communications and navigation equipment of the aircraft fleet to which the individual fuel scheme will apply;

(6) the areas of operation where the individual fuel scheme will be used;

(7) the operator's ability to provide reliable and accurate aircraft-specific fuel data;

(8) the suitability of the relevant training programmes, including those for flight crew and operational control personnel;

(9) the experience of the personnel concerned, particularly of the flight crew, in the use of the procedures and systems that support the individual fuel scheme;

(10) any low-fuel events (including emergency fuel conditions) in the operator's safety records; and

(11) the maintenance of the fleet in terms of reliability of the fuel system, including the accuracy of the fuel-measurement systems.

GM1 ARO.OPS.225 Approval of fuel/energy schemes

OPERATIONS TO AN ISOLATED AERODROME — GENERAL

The use of an isolated aerodrome exposes both the aircraft and passengers to a greater risk than in operations where a destination alternate aerodrome is available. The CAA should, therefore, assess whether all possible means are applied to mitigate that greater risk.

GM2 ARO.OPS.225 Approval of fuel/energy schemes

ASSESSMENT AND OVERSIGHT OF POLICIES ASSOCIATED WITH FUEL SCHEMES

The CAA's assessment and oversight of:

the fuel planning and in-flight re-planning policy;

the selection-of-aerodromes policy; and

the in-flight fuel management policy

may follow a two-step process: firstly, assess and oversee each policy individually, and secondly, and more importantly, assess and oversee all the policies together.

The CAA should be satisfied with regard to the following:

the robustness of the operator's management system, particularly with regard to safety risk management; and

in case of basic fuel schemes with variations and individual fuel schemes, the operator's processes for performance monitoring and measurement.

AMC1 ARO.OPS.225(c) Approval of fuel/energy schemes

APPROVAL OF INDIVIDUAL FUEL SCHEMES — QUALIFICATION OF PERSONNEL

(a) In accordance with point ARO.GEN.200(a)(2), the CAA is required to have qualified personnel to perform the tasks under their responsibility. To approve individual fuel schemes, the CAA's inspectors should have the necessary knowledge and expertise to understand, monitor, and validate the criteria of point (c) of AMC1 ARO.OPS.225.

(b) For this purpose, the inspectors should be able to understand the relevance and meaningfulness of the operator's safety performance indicators (SPIs), targets, and means by which these targets are achieved.

(c) The CAA should develop guidance to be used by its inspectors when approving and verifying individual fuel schemes.

AMC2 ARO.OPS.225(c) Approval of fuel/energy schemes

APPROVAL OF INDIVIDUAL FUEL SCHEMES — APPLICATION OF INDIVIDUAL FUEL SCHEMES — GUIDANCE TO PERSONNEL

According to points ARO.GEN.115 and ARO.GEN.200(a)(1), the CAA is required to develop guidance on the application of individual fuel schemes to be used by its inspectors. Such guidance should cover the following:

(a) the operator's responsibilities:
  (1) operational control systems (organisational control over internal processes);
  (2) policies and procedures;
  (3) qualified personnel:
    (i) competence and experience of both flight crew and operational control personnel; and
    (ii) their training;
  (4) SOP compliance and suitability;
  (5) monitoring of the effectiveness of individual fuel scheme processes; and
  (6) continuous improvement;

(b) operational characteristics:
  (1) of the aircraft: current aircraft-specific data derived from a fuel consumption monitoring system; and
  (2) of the area of operations:
    (i) aerodrome technologies;
    (ii) meteorological information capabilities;
    (iii) ATM infrastructure; and
    (iv) aerodrome capabilities and ATS characteristics;
  (3) a suitable computerised flight plan;
  (4) flight monitoring or flight watch capabilities, as applicable;
  (5) communications systems: ground-based and airborne systems;
  (6) navigation systems: ground-based and airborne systems; and

(7) reliable meteorological and aerodrome information; and

(c) safety risk management:

(1) agreed SPIs;

(2) risk register;

(3) identification of hazards;

(4) risk monitoring; and

(5) compliance monitoring.

When collecting statistically relevant data, the CAA inspectors should consider the specificities of the operations of each operator. As a minimum, the data should be collected for a period of 2 years.

Note: Further guidance is provided in ICAO Doc 9976 Flight Planning and Fuel Management (FPFM) Manual, Appendix 7 to Chapter 5 A performance-based approach job-aid for an approving authority (1st Edition, 2015).

GM1 ARO.OPS.225(c) Approval of fuel/energy schemes

INDIVIDUAL FUEL SCHEMES — RESOLUTION OF SIGNIFICANT FINDINGS

The approval of an individual fuel scheme may be rejected, suspended or revoked when the operator has not resolved the relevant findings, or when there are unacceptable open findings that affect the areas that support individual fuel schemes (e.g. operational control, safety management system, safety risk assessment processes, availability of data, SPIs, pilot training, etc.).

ARO.OPS.226 Approval and oversight of evidence-based training programmes

(a) Where the CAA grants an approval for EBT programmes, inspectors must receive qualification and training in EBT principles, application, approval processes and continuing oversight.

(b) The CAA shall assess and oversee the EBT programme, together with the processes that support the implementation of the EBT programme and its effectiveness.

(c) Upon receiving an application for the approval of an EBT programme, the CAA shall:

(1) ensure the resolution of level 1 findings in the areas that will support the application of the EBT programme;

(2) assess the capability of the operator to support the implementation of the EBT programme. The following elements shall be considered as a minimum:

(i) the maturity and capability of the operator's management system in the areas that will support the application of the EBT programme — in particular, flight crew training;

(ii) the operator's EBT programme suitability — the EBT programme shall correspond to the size of the operator, and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in those activities;

(iii) the adequacy of the operator's record-keeping system, in particular with regard to flight crew training, checking and qualifications records in particular MCAR-ORO, ORO.GEN.220 and ORO.MLR.115 points (c) and (d);

(iv) the suitability of the operator's grading system to assess the pilot competencies;

(v) the competence and the experience of the instructors and other personnel involved in the EBT programme in the use of the processes and procedures that support the implementation of the EBT programme; and

(vi) the operator's EBT implementation plan and a safety risk assessment supporting the EBT programme in order to demonstrate how an equivalent level of safety to that of the current training programme can be achieved.

(d) The CAA shall grant an EBT programme approval when the assessment concludes that the compliance with at least MCAR-ORO, ORO.FC.146, ORO.FC.231, and ORO.FC.232 is ensured.

(e) Reserved.

AMC1 ARO.OPS.226(a) Approval and oversight of evidence-based training programmes

QUALIFICATION AND TRAINING — INSPECTORS

(a) For the initial approval and oversight of an operator's EBT programme, the inspector of the competent authority should undertake EBT training as part of their required technical training (see AMC2 ARO.GEN.200(a)(2)). At the conclusion of the inspector training, the inspector should:

(1) know the principles of EBT, including the following underlying principles:

(i) competency-based training;

(ii) learning from positive performance;

(iii) building resilience; and;

(iv) data-driven training;

(2) know the structure of an EBT module;

(3) know the method of training delivery for each phase of an EBT module;

(4) know the principles of adult learning and how they relate to EBT;

(5) recognise effective observations based on a competency framework, and document evidence of observed performance;

(6) recognise and relate specific performance observations of competencies;

(7) recognise trainee performance to determine competency-based training needs and recognise strengths;

(8) understand methods for the evaluation of performance using a competency-based grading system;

(9) recognise appropriate teaching styles during simulator training to accommodate trainee learning needs;

(10) recognise facilitated trainee learning, focusing on specific competency-based training needs; and

(11) understand how to conduct a debrief using facilitation techniques.

(b) The objective of such training is to ensure that the inspector:

(1) attains the adequate level of knowledge in the principles of approval and oversight of the EBT programmes; and

(2) acquires the ability to recognise the EBT programme suitability.

GM1 ARO.OPS.226(a) Approval and oversight of evidence-based training programmes

QUALIFICATION AND TRAINING — PRINCIPLES OF EBT — DATA-DRIVEN TRAINING

EBT is a data-driven programme and proper oversight requires the inspector to have a good understanding of all features where data plays an important role in the EBT programme:

(a) Flight crew training data

(1) Data related to grading of competencies (level 1), data related to OBs (level 2) and how it can be used to drive the design of the operator's EBT programme. Other training data (level 3) and how it is used in the contextualisation of an example scenario element.

(2) Individual flight crew training data — understand how it is used:

(i) in regard to licence revalidation and renewal; and

(ii) to provide tailored training and additional FSTD training.

(b) Data from the management system — understand how it may be used for the selection of the example scenario element(s) and the contextualisation of the example scenario element(s).

(c) Instructor standardisation and concordance data

(1) How the EBT data is used to standardise the instructor and how, at the same time, the operator ensures the necessary just culture and a non-jeopardy environment for the instructors (referred to in the instructor concordance assurance programme).

(2) Understand the importance of quality in the data – the feedback loop of the EBT programme.

GM2 ARO.OPS.226(a) Approval and oversight of evidence-based training programmes

QUALIFICATION AND TRAINING — OPERATOR'S EBT PROGRAMME SUITABILITY

To recognise and evaluate the suitability of an operator's EBT programme, the inspector's training programme may include those features as training objectives. AMC1 ORO.FC.231(a) provides the list of features of a suitable EBT programme.

AMC1 ARO.OPS.226(c) Approval and oversight of evidence-based training programmes

INITIAL APPROVAL — VERIFICATION OF COMPLIANCE

When approving an EBT programme, the CAA should ensure that the operator fulfils all the applicable criteria of MCAR-ORO, ORO.FC.231 and its associated AMC. In particular, it should recognise the suitability of the operator's EBT programme (AMC1 ORO.FC.231(a)).

AMC2 ARO.OPS.226(c) Approval and oversight of evidence-based training programmes

EBT PROGRAMME SUITABILITY

As regards the suitability of the EBT programme, please refer to AMC1 ORO.FC.231(a).

AMC1 ARO.OPS.226(d) Approval and oversight of evidence-based training programmes

OVERSIGHT PLAN — PERIODIC ASSESSMENT TO VERIFY THE COMPLIANCE OF THE EBT PROGRAMME

(a) After issuing the approval of the operator's EBT programme, the CAA should have a process to verify the operator's continuing compliance.

(b) Each organisation to which an EBT approval has been issued should have an inspector (or inspectors) assigned to it who is (are) trained and qualified for EBT (see AMC1 ARO.OPS.226(a)).

(c) Audits and inspections, on a scale and frequency appropriate to the operation, should cover at least:

(1) management supervision of the EBT programme;

(2) ongoing identification of operational risks and inclusion into the operator's EBT programme;

(3) relevance of the operator's EBT programme to address its operational and training needs;

(4) effectiveness of the operator's EBT programme to improve pilot competencies. When there is an ineffective programme, the CAA should examine the operator processes which identify the lack of effective results;

(5) compliance with all requirements of MCAR-ORO, ORO.FC.231;

(6) delivery of instructor initial training in accordance with AMC1 ORO.FC.146(c), including inspections of the training delivery;

(7) conduct of assessments of competence for EBT instructors, including periodic inspections of FSTD training;

(8) maintenance of crew records;

(9) administration of programme enrolment and compliance with the requirements of Annex I (Part-FCL) for licence revalidation and renewal;

(10) continuing standardisation of EBT instructors; and

(11) inspection of the training delivery.

GM1 ARO.OPS.226(d) Approval and oversight of evidence-based training programmes

EFFECTIVENESS OF THE OPERATOR'S EBT PROGRAMME

(a) The effectiveness of the operator's EBT programme can be determined by periodically reviewing pilot competencies across several domains, such as role, fleet (e.g. CPT/FO, A320, B737) and airline so that the continuing improvement of the EBT programme is linked to an improvement of the pilot competencies.

(b) The analysis of the pilot competencies across the domains should also take into account the operator's experience in the EBT programme and the level of difficulty contained within the scenario elements of the programme, which may result in variations of the grading results and those variations may be acceptable.

GM2 ARO.OPS.226(d) Approval and oversight of evidence-based training programmes

STANDARDISATION OF EBT INSTRUCTORS — ACCEPTABLE INSTRUCTOR CONCORDANCE

The authority may require a minimum acceptable level of concordance. This may be a non-exhaustive list:

(a) Set a minimum acceptable level of concordance per aircraft fleet or by group of instructors.

(b) Set a minimum acceptable level of concordance per competency.

(c) Set a minimum acceptable level of concordance for all operators under its oversight, or a minimum acceptable level of concordance per operator (or type of operator) based on the risk of the operator.

ARO.OPS.230 Determination of disruptive schedules

For the purpose of flight time limitations, the CAA shall determine, in accordance with the definitions of "early type" and "late type" of disruptive schedules in point MCAR.ORO.FTL.105, which of those two types of disruptive schedules shall apply to all CAT operators under its oversight.

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

(a) The CAA shall approve flight time specification schemes proposed by CAT operators if the operator demonstrates compliance with Subpart FTL of MCAR-ORO Regulation.

(b) When an operator seeks to deviate from MCAR-ORO Part FTL requirements, the CAA shall obtain a proposal from the operator with the new scheme, supported by a safety risk assessment, Fatigue Risk Management, and scientific studies conducted by a CAA accepted internationally recognized body.

(c) Reserved.

(d) Approved deviations or derogations shall be subject, after being applied, to an assessment to determine whether such deviations or derogations should be confirmed or amended. The CAA shall conduct an independent assessment based on information provided by the operator. The assessment shall be proportionate, transparent and based on scientific principles and knowledge.

GM1 ARO.OPS.235(b);(c) Approval of individual flight time specification schemes

ICAO DOC 9966 (MANUAL FOR THE OVERSIGHT OF FATIGUE MANAGEMENT APPROACHES)

Further guidance on fatigue risk management processes, appropriate fatigue management, the underlying scientific principles and operational knowledge may be found in ICAO Doc 9966 (Manual for the Oversight of Fatigue Management Approaches).

ARO.OPS.240 Specific approval of RNP AR APCH

(a) When compliance with the requirements in SPA.PBN.105 has been demonstrated by the applicant, the CAA shall grant a generic specific approval or a procedure-specific approval for RNP AR APCH.

(b) In the case of a procedure-specific approval, the CAA shall:

(1) list the approved instrument approach procedures at specific aerodromes in the PBN approval;

(2) establish coordination with the competent authorities for these aerodromes, if appropriate; and

(3) take into account possible credits stemming from RNP AR APCH specific approvals already issued to the applicant.

GM1 ARO.OPS.240 Specific approval of RNP AR APCH

TEMPORARY LIMITATION ON RVR

Where operators are new to RNP AR APCH operations and their initial application is for RNP < 0.3, it is appropriate to establish a temporary limitation for RVR minima, until operational experience is gained. This period could be based upon time (e.g. 90 days) and a number of conducted operations, as agreed by the CAA and the operator.

GM2 ARO.OPS.240 Specific approval of RNP AR APCH

REFERENCES

Additional guidance material for the specific approval of PBN operations, when required, can be found in ICAO Doc 9997 Performance-Based Navigation (PBN) Operational Approval Manual. In particular, a job aid can be found in paragraph 4.7 therein for assessment of applications for RNP AR APCH.

SECTION III – Oversight of operations

ARO.OPS.300 Introductory flights

The CAA may establish additional conditions for introductory flights carried out in accordance with MCAR-NCO in the territory of the Maldives. Such conditions shall ensure safe operations and be proportionate.

AMC1 ARO.OPS.300 Introductory flights

MARGINAL ACTIVITY

The CAA should publish criteria specifying to which extent it considers an activity marginal and how this is being overseen.

GM1 ARO.OPS.300 Introductory flights

ADDITIONAL CONDITIONS

For introductory flights carried out in the territory of the Maldives, the CAA may establish additional conditions such as defined area of the operation, time period during which such operations are to be conducted, safety risk assessments to be accomplished, aircraft to be used, specific operating procedures, notification requirements, maximum distance flown, pilot qualification, maximum number of passengers on-board, further restrictions on the maximum take-off mass.

SUBPART RAMP: INSPECTIONS OF AIRCRAFT OPERATED BY OPERATORS UNDER THE REGULATORY OVERSIGHT OF THE CAA AND OTHER STATES

ARO.RAMP.005 Scope

This Subpart establishes the requirements to be followed by the CAA when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft registered in the Maldives under the CAA's oversight, or used by third-country operators, or operators under the regulatory oversight of another state when landed at aerodromes located within the territory of the Maldives.

GM1 ARO.RAMP.005 Scope

RAMP INSPECTION MANUAL

The following information may be found in the ramp inspection manual established by the CAA:

(a) Additional guidance and best practices, in the manual and its attachments;

(b) Additional provisions which are referenced in AMCs to this subpart, in its appendices.

ARO.RAMP.100 General

(a) Aircraft, as well as their crew, shall 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, the CAA shall 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, the CAA shall establish an annual programme for the conduct of ramp inspections of aircraft. This programme shall:

  (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 the CAA to give priority to the inspections of aircraft on the basis of the list referred to in ARO.RAMP.105(a).

(d) When it deems necessary, the CAA, in cooperation with relevant national or international bodies, shall conduct ramp inspections of aircraft to verify compliance with the applicable requirements for the purpose of:

  (1) certification tasks assigned to the CAA under MCARs;

  (2) standardisation inspections of operators or state of the registry; or

  (3) inspections of an organisation to verify compliance with the applicable requirements in potentially unsafe situations.

AMC1 ARO.RAMP.100(b) General

SUSPECTED AIRCRAFT

In determining whether an aircraft is suspected of not being compliant with the applicable requirements, the following should be taken into account:

(a) information regarding poor maintenance of, or obvious damage or defects to an aircraft;

(b) reports that an aircraft has performed abnormal manoeuvres, causing serious safety concerns in the airspace of the Maldives or any other state;

(c) a previous ramp inspection that has revealed deficiencies indicating that the aircraft does not comply with the applicable requirements and where the CAA suspects that these deficiencies have not been corrected;

(d) lists, referred to in ARO.RAMP.105, indicating that the operator or the State of the operator has been suspected of non-compliance;

(e) evidence that the State in which an aircraft is registered is not exercising proper safety oversight;

(f) concerns about the operator of the aircraft that have arisen from occurrence reporting information and non-compliance recorded in a ramp inspection report on any other aircraft used by that operator;

(g) information received from international oversight bodies or relevant third-country monitoring activities; or

(h) any relevant information collected pursuant to ARO.RAMP.110.

AMC1 ARO.RAMP.100(c) General

ANNUAL RAMP INSPECTION PROGRAMME

(a) The CAA should establish an annual ramp inspection programme and determine the number of inspections for the upcoming calendar year.

(b) To establish the annual ramp inspection programme, the CAA should consider layer 1 and layer 2 operators as defined in AMC1 ARO.RAMP.150(b)(4)(iii).

(c) For layer 1 operators, the annual ramp inspection programme should meet the target numbers of inspections as assigned by the CAA.

The assigned targets for layer 1 operators may be exceeded in the following cases:

(1) operators recently considered in the lists provided by the CAA as per ARO.RAMP.105(a); or

(2) safety reasons that were not identified in the annual programme.

The CAA should keep records of the reasons leading to such over-inspections on layer 1 operators.

(d) For layer 2 operators, the total planned number of inspections as defined in the annual ramp inspection programme should not be less than the layer 2 operators target assigned by the CAA.

(e) The annual ramp inspection programme should take seasonal traffic patterns into account and, as far as possible, evenly distribute the inspections over the year.

(f) The CAA should ensure that the annual ramp inspection programme leaves appropriate time and resources to enable the inspections of aircraft operated by layer 2 operators suspected of not being compliant with the applicable requirements.

(g) The CAA should ensure that layer 2 operators, including unforeseen ones which cannot be a part of the established annual programme, receive inspections proportionate to the traffic pattern in the Maldives. The following priority criteria should be considered before deciding to inspect the aircraft:

(1) prioritised ramp inspections as per ARO.RAMP.105(a);

(2) aircraft suspected of not being compliant with the applicable requirements; and

(3) an operator that has not undergone a ramp inspection in the last 12 months under ARO.RAMP;

(h) The CAA should amend the annual ramp inspection programme as necessary to the extent possible:

(1) when the CAA deems new inspection targets necessary;

(2) when new layer 2 operators start operations; or

(3) following the identification of a significant increase of the safety risks level as per ARO.RAMP.100(c)(1).

ARO.RAMP.105 Prioritisation criteria

(a) If the CAA identifies operators or aircraft that present potential safety risks, it may share this information with other relevant national authorities to assist in prioritising ramp inspections.

(b) This list may include:

(1) operators of aircraft identified based on the analysis of available data in accordance with ARO.RAMP.150(b)(4);

(2) operators or aircraft identified through:

(i) ramp inspections conducted by CAA inspectors, where it is determined that further verification of compliance with relevant safety standards is needed through additional systematic ramp inspections; or

(ii) safety information provided by international aviation safety bodies or other national aviation authorities;

(3) aircraft operated into the Maldives by operators included in any international or national list of operators subject to an operating ban or heightened scrutiny due to safety concerns;

(4) aircraft operated by operators certified in a State exercising regulatory oversight over operators included in the list referred to in (3);

(5) aircraft operated by foreign operators flying into, within, or out of the Maldives for the first time or whose operating authorisation has been limited,

(c) The list shall be updated by the CAA at least once every twelve months, or whenever significant updates to relevant safety data or lists are available.

ARO.RAMP.106 Alcohol testing

(a) The CAA shall conduct alcohol testing on flight and cabin crew.

(b) The CAA shall prioritise alcohol testing within the ramp inspection programme based on a risk assessment, taking into account the effectiveness of existing psychoactive testing programmes of operators. This selection process should follow ARO.RAMP.105.

(c) When selecting operators for alcohol testing of flight and cabin crew, the CAA shall use the list established in accordance with point (b).

(d) When alcohol test data is included in the CAA database, as required by ARO.RAMP.145, the CAA shall ensure that no personal data of the crew member is included.

(e) In case of a reasonable cause or suspicion, alcohol tests may be carried out at any time.

(f) The alcohol testing methodology shall apply recognised quality standards that ensure accurate testing results.

(g) A flight crew or cabin crew member who refuses to cooperate during tests or who has been identified to be under the influence of alcohol after a positive test shall not be allowed to continue his or her duty.

AMC1 ARO.RAMP.106 Alcohol testing

GENERAL — ALCOHOL TESTING METHODOLOGY

(a) If alcohol testing is carried out by RAMP inspectors under the RAMP inspection programme, the following alcohol testing methodology should be used to ensure accurate testing results.

(1) The alcohol test should be carried out using an approved testing device in line with national requirements, or an internationally recognized industry standard, to achieve safety outcomes acceptable to the CAA.

(2) The ramp inspector that carries out the alcohol test should be adequately trained and qualified.

(3) After an initial positive alcohol test, a confirmation test should be conducted according to national requirements or internationally recognized industry standards for alcohol testing of individuals.

(4) Testing procedures should specify the following:

(1) Handling of test results, in order to determine a true positive test

(2) The process to be followed in case of a confirmed positive test result, including how to inform the crew member concerned about the actual testing result

(b) Initial alcohol test

(1) The initial alcohol test should be carried out using a breath alcohol analyser to ensure that initial alcohol testing is non-invasive.

(2) The breath alcohol concentration (BrAC), as measured during the initial test, should not exceed 0.2 grams BAC per litre of blood, or the applicable national statutory limit, if established.

(c) During a confirmation alcohol test, the BAC should not exceed a level equivalent to 0.2 grams per litre of blood or the lower of or the applicable national statutory limit (if established), whichever is the lower.

(d) In the event of a positive alcohol test following a confirmation test, or if the crew member refuses to cooperate during an alcohol test, the CAA should notify the crew member concerned, as well as the relevant national authority responsible for the crew, in the case of a foreign operator.

(e) A refusal by a crew member to cooperate during an alcohol test should be regarded in the same way as a positive test and as such should be regarded as a refusal to grant access in accordance with ORO.GEN.140.

(f) The CAA should provide information on its alcohol testing procedures in an easily accessible format.

GM1 ARO.RAMP.106 Alcohol testing

CONDUCT OF THE ALCOHOL TEST

(a) An alcohol test may be carried out at any time during a ramp inspection.

(b) In order to ensure sufficient time in case of a confirmation test, following an initial test, the alcohol test should, where possible, be carried out at the start of the inspection.

(c) At all times when carrying out an alcohol test, the inspector should ensure a testing environment as discreet as possible.

GM2 ARO.RAMP.106 Alcohol testing

GUIDANCE ON CARRYING OUT A CONFIRMATION ALCOHOL TEST

(a) The written information after a positive confirmation test provided to the crew member concerned contains information on the time and date of the alcohol test, the equipment used, as well as the actual result of the alcohol test.

(b) A further confirmation test may be carried out at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. During this time, the inspector should observe that the flight and cabin crew member does not eat or drink or ingest something into their mouth, in order to prevent any accumulation of alcohol in the mouth from leading to an artificially high reading.

GM3 ARO.RAMP.106 Alcohol testing

INFORMATION ON ALCOHOL TESTING

The information by the CAA on its alcohol testing procedures should include information on the breath alcohol concentration (BrAC) limit.

Note: *This regulation sets the BrAC limit at a maximum of 0.2 grams of alcohol per litre of blood; however, any applicable national statutory limit, if established, will take precedence.*

ARO.RAMP.110 Collection of information

The CAA shall collect and process any information deemed useful for conducting ramp inspections.

AMC1 ARO.RAMP.110 Collection of information

COLLECTION OF INFORMATION

The information should include:

(a) important safety information available, in particular, through:

(1) pilot reports;

(2) maintenance organisation report;

(3) incident reports;

(4) reports from other organisations, independent from the inspection authorities;

(5) complaints; and

(6) information received from whistleblowers (such as, but not limited to, ground handling or maintenance personnel) regarding poor maintenance, obvious damage or defects, incorrect loading, etc.

(b) information on action(s) taken subsequent to a ramp inspection, such as:

(1) aircraft grounded;

(2) an aircraft or operator banned by any foreign state or authority, specifically within the European Union, for failing to comply with their regulatory oversight requirements.

(3) corrective action required;

(4) contacts with the operator's national authority; and

(5) restrictions on flight operations.

(c) follow-up information concerning the operator, such as:

(1) implementation of corrective action(s); and

(2) recurrence of non-compliance.

ARO.RAMP.115 Qualification of ramp inspectors

(a) The CAA shall have qualified inspectors to conduct ramp inspections.

(b) Ramp inspectors shall:

(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 qualified ramp inspector appointed by the CAA;

(3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 9 inspections per calendar year.

(c) The training in (b)(2)(i) shall be delivered by the CAA or by any training organisation approved in accordance with ARO.RAMP.120(a).

(d) The CAA shall develop and maintain training syllabi and training courses and workshops for inspectors to improve the understanding and uniform implementation of this Subpart.

(e) The CAA shall facilitate an inspector exchange program that provides practical experience for inspectors and helps align procedures with other states where practical.

AMC1 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

ELIGIBILITY CRITERIA

(a) The candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:

(1) has good knowledge of the English language attested by a certificate, unless English was used as a medium of instruction during secondary or higher education; and

(2) relevant education or training and appropriate recent work experience (over the previous 5 years) in accordance with one of the following items:

(i) has successfully completed 3 years of post-secondary education followed by 2 years aeronautical experience in the field of aircraft operations and/or maintenance, and/or personnel licensing;

(ii) has or has had a commercial/airline transport pilot licence and carried out such duties;

(iii) has or has had a flight engineer licence and carried out such duties;

(iv) has been a cabin crew member and carried out such duties in commercial air transport;

(v) has been licensed as maintenance personnel and exercised the privileges of such a licence;

(vi) has successfully completed professional training in the field of air transport of dangerous goods, followed by experience in this field; or

(vii) has successfully completed post-secondary aeronautical education with a duration of at least 3 years, followed by aeronautical experience.

AMC2 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

QUALIFICATION PROCESS

(a) The CAA should ensure that its inspectors meet, at all times, the qualification criteria with regard to training and recent experience.

(b) If the CAA or a ramp inspection training organisation (RITO) approved in accordance with ARO.RAMP.120(a) may provide the initial theoretical and practical training.

(c) The ramp inspectors delivering the on-the-job training may be appointed by the CAA.

(d) The initial theoretical and practical training, as well as the on-the-job training as per ARO.RAMP.115(b)(2), should be completed within 12 months. If the qualification of the candidate is not completed within 12 months, the entire process should be re-initiated.

(e) The CAA should issue a formal qualification statement, including the inspection privileges, for each candidate who has successfully completed the initial theoretical, practical, and on-the-job-training, as demonstrated by:

(1) for theoretical and practical trainings, a satisfactory evaluation by the CAA or by the RITO which has delivered the training;

(2) for on–the-job training, the positive assessment, made by the senior ramp inspectors who have provided the training, of the candidate's ability to effectively perform ramp inspections in an operational environment;

(3) a final assessment of the inspector's competency performed at the end of the initial training process by the CAA.

AMC3 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

INITIAL THEORETICAL AND PRACTICAL TRAINING

(a) The initial theoretical and practical training for ramp inspectors should be developed on the basis of the syllabi that are established by the CAA and which are included as appendixes of the ramp inspection manual.

(b) The duration of the initial theoretical training should be no less than 3 training days, except for cases when previous training can be credited to the candidate, following an assessment made by the CAA.

In case of an integrated training course, intended to transfer both technical and specific ramp inspection knowledge, the duration of the course should be extended accordingly.

(c) The duration of the initial practical training should be not less than 1 day. The CAA may decide to lengthen or shorten the training taking into account the level of expertise of the candidate.

AMC4 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

ON-THE-JOB TRAINING

(a) The on-the-job training (OJT) should be conducted within the scope defined by ARO.RAMP.005.

(b) The content of the OJT should be established on the basis of the list of elements to be covered, which is included in appendixes of the ramp inspection manual.

(c) The CAA should ensure that only the candidates that have successfully completed the initial theoretical and practical trainings are undertaking the OJT.

(d) The OJT should comprise 2 phases:

(1) Observation:

During this phase, the candidate should accompany and observe a qualified ramp inspector performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities such as reporting).

The qualified inspector should also provide details on applicable follow-up activities.

(2) Under supervision:

During this phase, the candidate should perform ramp inspections under the supervision and guidance of a senior ramp inspector.

(e) The duration of the OJT should be customised to the individual training needs of each candidate. As a minimum, the OJT should include at least 6 observed ramp inspections and 6 ramp inspections performed under the supervision of a qualified ramp inspector, over a period of maximum of 6 months. Notwithstanding (a), up to 3 of these observed ramp inspections and 3 of these inspections under supervision may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.

(f) The OJT should cover in each phase all inspection items that the inspector will be privileged with, and it should be delivered by senior ramp inspectors who are privileged with the same items.

(g) The OJT should be documented by the senior ramp inspectors who have provided the training, using OJT forms detailing the training content.

(h) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. documents, dangerous goods).

AMC5 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

EXTENSION OF THE RAMP INSPECTOR PRIVILEGES

(a) The CAA may extend the privileges of a ramp inspector provided that the following conditions are met:

(1) the relevant knowledge of the ramp inspector has been satisfactorily complemented by additional theoretical and/or practical training relevant to the scope of the extension; and

(2) the ramp inspector has received OJT on the new inspection items that will be added to his/her privileges.

(b) The CAA should determine the necessary number of ramp inspections of the OJT on a case-by-case basis, taking into account both the complexity and the criticality of the new items to be covered during this training, as well as the inspector's aeronautical education and practical knowledge.

(c) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. document inspections, dangerous goods).

AMC6 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

RECENT EXPERIENCE AND REQUALIFICATION

(a) The minimum number of inspections to be performed by a ramp inspector to meet the recent experience requirement should be 9 per calendar year.

(b) Up to half of these ramp inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.

(c) In the calendar year during which the ramp inspector is qualified, the minimum number of inspections to meet the recent experience requirement should be determined on a pro rata basis.

(d) When qualification is lost as a result of failure to perform the minimum number of inspections, the ramp inspector may be requalified by the CAA after having performed at least half of the missing inspections under supervision of a senior inspector within the following calendar year. These inspections under supervision should not be counted for the recent experience requirements for that calendar year. Up to half of these inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.

(e) If the ramp inspector cannot regain the qualification following the process described in (d), he/she should perform a complete OJT during the calendar year that follows.

(f) If the ramp inspector fails to regain the qualification following the process described in (e), the conditions for initial qualification should apply.

AMC7 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

RECURRENT TRAINING

(a) The CAA should ensure that all ramp inspectors undergo recurrent training at least once every 3 calendar years.

(b) In addition, the CAA should ensure that additional training is provided to all ramp inspectors when required or deemed necessary. In developing such training, the CAA may take into account internationally recognized standards and best practices related to the training content and the associated timeframe for implementation. This ad-hoc training may be considered as recurrent training.

(c) Recurrent training should be delivered by the CAA or an acceptable ramp inspection training organisation.

(d) The recurrent training should cover at least the following elements:

(1) regulatory and procedural developments;

(2) operational practices;

(3) articulation with other regulations; and

(4) standardisation and harmonisation issues, including those aligned with internationally recognized standards and best practices.

AMC8 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

Reserved.

ARO.RAMP.120 Approval of training organisations

Reserved.

AMC1 ARO.RAMP.120(a) Approval of training organisations

Reserved.

AMC2 ARO.RAMP.120(a) Approval of training organisations

Reserved.

AMC1 ARO.RAMP.120(a)(4) Approval of training organisations

Reserved.

ARO.RAMP.125 Conduct of ramp inspections

(a) Ramp inspections shall be performed in a standardised manner.

(b) When performing a ramp inspection, the inspector(s) shall 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 flight crew member or a representative of the operator shall be informed of the ramp inspection's results.

AMC1 ARO.RAMP.125 Conduct of Ramp Inspections & ARO.RAMP.130 Categorisation of findings

INSPECTION INSTRUCTIONS ON THE CATEGORISATION OF FINDINGS

Inspectors should follow the inspection instructions as defined in the ramp inspection manual on the categorisation of findings established by the CAA for inspections performed on aircraft used by third country operators and on aircraft used by operators under the regulatory oversight of the CAA.

AMC1 ARO.RAMP.125(b) Conduct of ramp inspections

GENERAL

(a) The CAA should put in place appropriate procedures to allow the inspecting team unrestricted access to the aircraft to be inspected. In this respect ramp inspectors should possess adequate credentials.

(b) The inspection should start as soon as possible and be as comprehensive as possible within the time and resources available. This means that if only a limited amount of time or resources is available, not all inspection items but a reduced number of them, may be verified. According to the time and resources available for a ramp inspection, the items that are to be inspected should be selected accordingly, in conformity with the objectives of the ramp inspection programme. Items not being inspected may be inspected during a next inspection.

(c) During the inspection, ramp inspectors should verify the rectification of previously identified non-compliances. Whenever the time available does not permit a full inspection, the items affected by such non-compliances should be prioritised over other items.

(d) Ramp inspectors should not open by themselves any hatches, doors or panels, which are not intended to be operated by passengers during normal operations, nor should they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors should request the assistance of the operator's personnel (flight crew, cabin crew, ground crew).

(e) During an inspection prior to departure, the CAA should inform the operator of any potential non-compliance with manufacturer's standards after the crew has confirmed that the pre-flight inspection has been performed.

(f) The items to be inspected should be selected from the Proof of Inspection (POI).

(g) Items which have been inspected, as well as any possible findings and observations, should be recorded on the POI and in the ramp inspection tool.

AMC1 ARO.RAMP.125(c) Conduct of ramp inspections

PROOF OF INSPECTION

(a) On completion of the ramp inspection, information about its results should be provided to the pilot-in-command/commander or, in his/her absence, to another member of the flight crew or a representative of the operator, using the Proof of Inspection (POI) form provided as an appendix to the ramp inspection manual, regardless of whether or not findings have been identified. When completing the Proof of Inspection (POI), the following should be taken into account:

(1) Only the remarks mentioned in the POI should be reported as findings in the final ramp inspection report. Any other relevant information which was not included in the POI should only be reported in the final report as a general remark under 'G' or in the additional information box.

(2) When handing over the POI to the pilot-in-command/commander or operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does in no way imply acceptance of the listed findings. The signature only confirms that the POI has been received by the pilot-in-command/operator representative, and that the aircraft has been inspected on the date and at the place indicated. A refusal to sign by the recipient should be recorded in the document.

(b) POIs may be completed electronically, including the required signatures, and may be printed on site or delivered electronically (e.g. by e-mail).

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 shall 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 the CAA, shall:

(1) communicate the finding in writing to the operator, including a request for evidence of corrective actions taken; and

(2) inform the national 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, the CAA shall 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, the CAA shall 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 under the CAA's jurisdiction, using its Powers of Authority to address unforeseen safety problems within the territory of the Maldives, taking into account relevant safety criteria.

(c) When the CAA has raised a category 3 finding, it shall request the national authority where the aircraft is landed to take the appropriate measures in accordance with (b).

AMC1 ARO.RAMP.135(a) Follow-up actions on findings

FOLLOW-UP ACTIONS FOR CATEGORY 2 OR 3 FINDINGS

(a) Exceptionally, where multiple category 2 findings have been raised and the accumulation of these findings or their interaction justifies corrective action before the flight takes place, the class of action may be increased to the actions foreseen by ARO.RAMP.135(b).

(b) When communicating findings to the operator, the CAA should:

(1) use the operator's national authority as the primary communication channel with the operator and limit the use of other communication channels in the case of a foreign operator;

(2) request evidence of corrective actions taken, or alternatively the submission of a corrective action plan followed by evidence that planned corrective actions have been taken;

(3) inform the operator's national authority and the operator no later than 15 calendar days after the inclusion of the report in the ramp inspection tool in order to permit appropriate action to be taken, as well as to confirm to the operator the findings raised;

(4) Reserved;

(5) give the operator a period of 30 calendar days to reply. If the operator does not react to the initial communication within this period, a second request should be sent, including a period of another 30 calendar days to reply whilst copying the operator's national authority. If the second attempt is also unsuccessful, the operator's national authority should be requested to encourage the operator to reply. The CAA should indicate in such request that no reaction from the operator could be interpreted as a 'lack of ability and/or willingness of an operator to address safety deficiencies' under MCARs.

AMC1 ARO.RAMP.135(b) Follow-up actions on findings

CLASSES OF ACTIONS FOR CATEGORY 3 FINDINGS

(a) Whenever restrictions on the aircraft flight operation (Class 3a action) have been imposed, the CAA should conduct appropriate verification of adherence to such restrictions.

(b) Whenever the operator is required to take corrective actions before departure (Class 3b action), inspectors should verify that the operator has taken such actions. Depending on the circumstances, this verification may take place after the departure.

(c) Whenever a category 3 finding is raised, the aircraft should be grounded only (Class 3c action) if the crew refuses to take the necessary corrective actions or to respect imposed restrictions on the aircraft flight operation. However, grounding might be appropriate if an operator refuses to grant access in accordance with MCAR.ORO.GEN.140. The CAA should then ensure that the aircraft will not depart as long as the reasons for the grounding remain. Any records of communication undertaken pursuant to ARO.RAMP.140(b), as well as other evidences, should be collected and kept as evidential material.

(d) If inspectors have imposed any restrictions and/or corrective actions, these should be mentioned in the ramp inspection report.

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, the CAA shall:

(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) The CAA shall immediately inform the national authority of the state of the operator and of the state in which the aircraft is registered, in the case of a grounded aircraft used by a third-country operator.

(c) The CAA shall, 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 shall only be lifted by the CAA when the operator shows evidence that:

(1) compliance with the applicable requirements has been re-established;

(2) a permit-to-fly has been obtained in accordance with MCARs, for Maldivian operators;

(3) a permit-to-fly or equivalent document of the state of registry or the state of the operator for foreign operators; 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) shall be entered into the CAA Ramp database referred to in ARO.RAMP.150(b)(2), within 21 calendar days after the inspection.

(b) The CAA shall enter into the Ramp database any information useful for the application of this regulation, including the relevant information referred to in ARO.RAMP.110.

(c) Whenever the information referred to in ARO.RAMP.110 indicates a potential safety threat, such information shall also be communicated without delay to the relevant national authority in the case of a foreign operator.

(d) Whenever information concerning aircraft deficiencies is given by a person to the CAA, the information referred to in ARO.RAMP.110 and ARO.RAMP.125(a) shall be de-identified regarding the source of such information.

AMC1 ARO.RAMP.145 Safety reports

IMPORTANT SAFETY INFORMATION

(a) When the CAA receives safety-related information relevant to the safety of flight operations involving a foreign operator, the CAA shall share the information with the relevant authority as a safety report

(b) Safety-related information should be verified by the CAA, as far as possible, before being communicated to other authorities

(c) If available, any relevant information contained in documents and pictures should be attached to the 'safety report'.

ARO.RAMP.150 CAA coordination tasks

Reserved.

AMC1 ARO.RAMP.150(b)(4)(iii) CAA coordination tasks

Reserved.

ARO.RAMP.155 Annual report

The CAA shall prepare and maintain records of 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) The CAA shall use the information received by them pursuant to ARO.RAMP.105 and ARO.RAMP.145 solely for the purpose of this Regulation and shall protect it accordingly.

(b) The CAA shall, upon request, provide the annual report available to the public under the Maldives Right to Information Act (Law Number 1/2014). The report shall be simple and easy to understand, and the source of the information shall be de-identified.

Appendix I to MCAR-ARO

AIR OPERATOR CERTIFICATE
(Approval schedule for air transport operators)

Types of operation: Commercial air transport (CAT) ☐ Passengers; ☐ Cargo; ☐
Other ([1]): .....

([4])	Republic of Maldives ([2]) Maldives Civil Aviation Authority ([3])	([5])
AOC # ([6]): 	Operator Name ([7]) Dba Trading Name ([8]) Operator address ([10]): Telephone ([11]): Fax: E-mail:	Operational Points of Contact: ([9]) Contact details, at which operational management can be contacted without undue delay, are listed in ..... ([12]).
This certificate certifies that ..... ([13]) is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with Maldives Civil Aviation Regulations.		
Date of issue ([14]):	Name and Signature ([15]): Title:	

([1]) Other type of transportation to be specified.
([2]) Name of the State .
([3]) Issuing authority.
([4]) For use of the CAA.
([5]) For use of the CAA.
([6]) Approval reference, as issued by the CAA.
([7]) Replaced by the operator's registered name.
([8]) Operator's trading name, if different. Insert "Dba" (for "Doing business as") before the trading name.
([9]) 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 contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew members' competency, dangerous goods and other matters as appropriate.
([10]) Operator's principal place of business address.
([11]) Operator's principal place of business telephone and fax details, including the country code. Email to be provided if available.
([12]) Insertion of 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".
([13]) Operator's registered name.
([14]) Issue date of the AOC (dd-mm-yyyy).
([15]) Title, name and signature of the competent authority representative. In addition, an official stamp may be applied on the AOC.

Appendix II to MCAR-ARO

OPERATIONS SPECIFICATIONS **(subject to the approved conditions in the operations manual)**				
CAA contact details Telephone [1]: _____; Fax: _____; Email: _____				
AOC [2]:	Operator name [3]:		Date [4]:	Signature:
	Dba trading name			
Operations specifications #:				
Aircraft model [5]: Registration marks [6]:				
Types of operations: Commercial air transport				
☐ Passengers	☐ Cargo		☐ Others [7]: _____	
Area of operation [8]:				
Special limitations [9]:				
Specific approvals:	Yes	No	Specification [10]	Remarks
Dangerous goods:	☐	☐		
Low-visibility operations				
Take-off	☐	☐	RVR [11]:.. m	
Approach and landing	☐	☐	CAT [12].... DA/H: ft, RVR:.. m	
Operational credits	☐	☐	CAT [13].....DA/H: ft, RVR:... m	
RVSM [14] ☐ N/A	☐	☐	☐	
ETOPS [15] ☐ N/A	☐	☐	☐ Maximum diversion time [16]: min.	
Complex navigation specifications for PBN operations [17]	☐	☐		[18]
Minimum navigation performance specification	☐	☐		
Operations of single-engined turbine aeroplane at night or in IMC (SET-IMC)	☐	☐	[19]	
Helicopter operations with the aid of night vision imaging systems	☐	☐		
Helicopter hoist operations	☐	☐		
Helicopter emergency medical service operations	☐	☐		
Helicopter offshore operations	☐	☐		
Cabin crew training ([20]	☐	☐		
Issue of CC attestation [21]	☐	☐		
Use of type B EFB applications	☐	☐	[22]	
Continuing airworthiness	☐	☐	[23]	
Others [24]				

1. Contact details of the CAA.
2. Insertion of associated Air Operator Certificate (AOC) number.
3. Insertion of the operator's registered name and the operator's trading name, if different. Insert 'Dba' before the trading name (for 'Doing business as').
4. Issue date of the operations specifications (dd-mm-yyyy) and signature of the Chief Executive.
5. Insertion of 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).
6. Registration marks to be listed either in the operations specifications or in the operations manual. If listed in the operations manual, a reference to the specific page is required. In cases where not all specific approvals apply to the aircraft model, the registration marks may be entered in the remarks column related to specific approvals.
7. Other types of transportation to be specified (e.g., emergency medical service).
8. Listing of geographical area(s) of authorised operation (by geographical coordinates, specific routes, flight information region, or national/regional boundaries).
9. Listing of applicable special limitations (e.g., VFR only, Day only).
10. Listing of the most permissive criteria for each approval or the approval type (with appropriate criteria).
11. Insertion of approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.
12. Insertion of applicable precision approach category: CAT II or CAT III. Insertion of minimum RVR in metres and DH in feet. One line per listed approach category.
13. Insertion of applicable operational credit: SA CAT I, SA CAT II, EFVS, etc. Insertion of minimum RVR in metres and DH in feet. One line per listed operational credit.
14. The Not Applicable (N/A) box may be checked only if the aircraft's maximum ceiling is below FL290.
15. Extended range operations (ETOPS) currently apply only to two-engined aircraft. Therefore, the Not Applicable (N/A) box may be checked if the aircraft has more or less than two engines.
16. The threshold distance may also be listed (in NM), along with the engine type.
17. Performance-based navigation (PBN): One line per complex PBN-specific approval (e.g., RNP AR APCH) with limitations listed in the 'Specifications' or 'Remarks' columns, or in both. Procedure-specific approvals may be referenced in the operations manual if listed there.
18. Specification of limitations for certain runway ends or aerodromes, if applicable.
19. Insertion of the particular airframe or engine combination.
20. Approval to conduct training and examination for a cabin crew attestation as specified in the applicable MCARs.
21. Approval to issue cabin crew attestations as specified in the applicable MCARs.
22. List of type B EFB applications, with the reference of the EFB hardware (for portable EFBs). This may be listed in the operations specifications or referenced in the operations manual.
23. Name of the person or organisation responsible for maintaining the continuing airworthiness of the aircraft, with reference to Subpart G of MCAR Part-M.
24. Other approvals or data may be entered, using one line or multi-line block per authorisation (e.g., short landing operations, steep approach operations, reduced landing distance, helicopter operations under specific conditions).

Appendix III to MCAR-ARO

List of specific approvals

Non-commercial operations

Specialised operations

(subject to the conditions specified in the approval and contained in the operations manual or pilot's operating handbook)

Maldives Civil Aviation Authority ([1]):		
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 of the CAA.

([2]) Insertion of the associated number.

([3]) Issue date of the specific approvals (dd-mm-yyyy) and signature of the Chief Executive.

([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 shall 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, maintenance check flights.

([6]) List in this column any approved operations, e.g., dangerous goods, LVO, RVSM, PBN, MNPS, HOFO.

([7]) List in this column the most permissive criteria for each approval, e.g. the decision height and RVR minima for CAT II.

Appendix IV to MCAR-ARO

AUTHORISATION OF HIGH RISK COMMERCIAL SPECIALISED OPERATIONS	
Maldives Civil Aviation Authority: ([1]) Authorisation no: ([2])	
Operator name: ([3]) Operator address: ([4]) Telephone: ([5]) Fax: E-mail:	
Aircraft model and registration marks: ([6])	
Authorised specialised operation: ([7])	
Authorised area or site of operation: ([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's Standard Operating Procedures, ERO.OPS.120 to MCAR-Air Operations and its delegated and implementing acts.	
Date of issue ([10]):	Name and Signature ([11]): Title:

([1]) Name and contact details of the CAA.

([2]) Insertion of associated authorisation number.

([3]) Insertion of the operator's registered name and the operator's trading name, if different. Insert "Dba" before the trading name (for "Doing business as").

([4]) Operator's principal place of business address.

([5]) Operator's principal place of business telephone and fax details, including the Email if available.

([6]) 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 shall 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.

([7]) Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement, maintenance check flights.

([8])	Listing of geographical area(s) or site(s) of authorised operation (by geographical coordinates or flight information region or national or regional boundaries).
([9])	Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
([10])	Issue date of the authorisation (dd-mm-yyyy).
([11])	Title, name and signature of the Chief Executie. In addition, an official stamp may be applied on the authorisation.