



Air Crew Procedures (Licencing)

Instruction to Applicants

Applications for licences

Applicants are required to submit the completed application form to the Civil Aviation Authority (CAA), accompanied by all supporting documents as specified within the form.

The regulatory requirements for obtaining licences issued by the Maldives Civil Aviation Authority (MCAA) are outlined in the following documents:

- **Flight Crew Licence (Part-FCL)**

MCAR Aircrew, Annex I – Flight Crew Licencing [Part-FCL]

- **Validation of Licences**

MCAR Aircrew, Annex III – Conditions for The Acceptance of Licences Issued by or On Behalf of Third Countries

- **Cabin Crew Licence (Part-CC)**

MCAR Aircrew, Annex V – Qualification of Cabin Crew Involved in Commercial Air Transport Operations (Part-CC)

- **Flight Dispatcher Licence**

ASC Aircrew – Flight Operations Officer/Flight Dispatcher Licence

What to expect from us

Upon receipt of your application by the Civil Aviation Authority (CAA), it will be subject to a desk-based assessment conducted by either a Personal Licensing Inspector or a Flight Operations Inspector. If the assessment is satisfactory, your licence will proceed to processing, signature, and subsequent dispatch.

Should any queries arise regarding your application, we will contact you by writing or via telephone. Please be advised that your application may be placed on hold pending the submission of additional information. Applications will only remain pending for a maximum of 30 days; failure to respond within this timeframe will result in automatic cancellation.

Processing Time

We are currently operating within the established service standards of 10 working days for the processing of initial licence applications. Applications for renewal or revalidation are processed within 5 working days. In cases where an application is placed on hold (pending), the processing timeline will resume from the date on which the requested additional information is received.



Requesting an expedite

If your application is of an urgent nature, you may submit a request for expedited processing. Please note that such requests will only be considered under exceptional circumstances. All other applications will be processed strictly in the order of their receipt.

Requests for expedited processing must be submitted in writing by your Approved Training Organization (ATO) or employer to ops@caa.gov.mv. The CAA will not accept expedite requests made by applicants directly or via telephone.

Documents to be submitted

Initial of Part FCL Licence (CPL)

Conversion of CPL & ATPL issued in compliance with the requirements of Annex 1 to the Chicago Convention into a Part-FCL CPL

Application Forms	Application Form Number
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>
Application for Class or Type Rating	<u>CAA FORM 1119 - Application for Class or Type Rating</u>
Examiner Report for CPL (A) Skill Test	<u>CAA Form 2130 - Examiner Report for CPL(A) Skill Test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>
Examiner Report for Single pilot Aeroplanes (SPA) skill test	<u>CAA Form 1157 - Examiners Report - for single pilot aeroplanes (SPA) skill test</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 2131 - Examiner Report for Instrument Rating (A) Skill Test</u>
Course Completion Certificate	<u>CAA FORM 1107 - Course Completion Certificate SP, MP Type, Class and IR</u>
Certificate of Landing Completion	<u>CAA FORM 1112 - Certificate of Landing Completion</u>

Initial of Part FCL Licence (PPL) & (LAPL)

Conversion of PPL issued in compliance with the requirements of Annex 1 to the Chicago Convention into a Part-FCL PPL

Application Forms	Application Form Number
Application for PPL (A) and LAPL (A)	<u>CAA FORM 1105A - Application for PPL (A) and LAPL (A)</u>
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>

Examiner Report for LAPL (A) Skill Test	<u>CAA Form 2127 - Examiner Report for LAPL(A) Skill Test</u>
Examiner Report for PPL(A) Skill Test	<u>CAA Form 2128 - Examiner Report for PPL(A) Skill Test</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 2131 - Examiner Report for Instrument Rating (A) Skill Test</u>
Course Completion Certificate	<u>CAA FORM 1107 - Course Completion Certificate SP, MP Type, Class and IR</u>

Initial of Part FCL Licence (ATPL)

Application Forms	Application Form Number
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>
MPA and SP HPCA Training, Skill test or Proficiency Check for ATPL, MPL and Type Ratings	<u>CAA Form 1158 - MPA and SP HPCA Training, Skill test or Proficiency check for ATPL, MPL and type ratings</u>
Examiner Report (A) for Class, Type, IR & ATPL Skills Test Air Operation	<u>CAA FORM 2199 - Examiner Report(A) for Class, Type, IR & ATPL Skills Test Airoperation</u>

Initial & Renewal of Cabin Crew Licence

Application Forms	Application Form Number
Application for Issue/Renewal/Revalidation of Cabin Crew Licence and Inclusion of Rating	<u>CAA FORM OPS 03 - Application for Issue-Renewal of Cabin Crew Licence and Inclusion of Rating</u>

Initial & Renewal of Flight Dispatcher Licence

Application Forms	Application Form Number
Application for Issue/Renewal/Revalidation Flight Dispatcher Licence	<u>CAA Form OPS 09 - Application for issue / renewal of Flight Operations Officer / Flight Dispatcher Licence</u>

Initial & Renewal of Instructor Rating

Application Forms	Application Form Number
Application for issue of an instructor certificate	<u>CAA Form 1131 - Application for issue of an instructor certificate</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>

Inclusion of Type Rating Examiner, Flight Examiner, Flight Instructor Examiner, Class Rating Examiner, Synthetic Flight Examiner

Application Forms	Application Form Number
Application for The Examiner Authorisation (Issue/Reissue/Variation – TRE/SFE)	<u>CAA FORM 3102 - Application for the Examiner Authorisation Issue/Reissue/Variation - TRE/SFE</u>
Application for The Examiner Authorisation (Issue/Reissue/Variation)	<u>CAA Form 1128 - Application for the examiner authorization issue/reissue/variation</u>
Examiner Report (A) for Class, Type, IR & ATPL Skills Test Air Operation	<u>CAA FORM 2199 - Examiner Report(A) for Class, Type, IR & ATPL Skills Test Airoperation</u>

Inclusion of Class or Type Rating

Application Forms	Application Form Number
Application for Class or Type Rating (Initial, Revalidation & Renewal)	<u>CAA FORM 1119 - Application for Class or Type Rating</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 2131 - Examiner Report for Instrument Rating (A) Skill Test</u>
Examiner Report for Single pilot Aeroplanes (SPA) skill test	<u>CAA Form 1157 - Examiners Report - for single pilot aeroplanes (SPA) skill test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>
Certificate of Landing Completion	<u>CAA FORM 1112 - Certificate of Landing Completion</u>

Inclusion of Instrument Rating

Application Forms	Application Form Number
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 2131 - Examiner Report for Instrument Rating (A) Skill Test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>

Initial & Extension of Validations

Application Forms	Application Form Number
Application for the validation or extension of validation of a Flight Crew Licence	<u>CAA Form 2134 - Application for the validation or extension of validation of a Flight Crew Licence</u>
Application for Class or Type Rating	<u>CAA FORM 1119 - Application for Class or Type Rating</u>
Examiner Report for Single pilot Aeroplanes (SPA) skill test	<u>CAA Form 1157 - Examiners Report - for single pilot aeroplanes (SPA) skill test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>
MPA and SP HPCA Training, Skill test or Proficiency Check for ATPL, MPL and Type Ratings	<u>CAA Form 1158 - MPA and SP HPCA Training, Skill test or Proficiency check for ATPL, MPL and type ratings</u>

Licence Verification

Application Forms	Application Form Number
Application for verification of a licence	<u>CAA Form 1160 - Application for verification of a Licence</u>

Renewal of PPL, LAPL, CPL & ATPL

Application Forms	Application Form Number
Application for Renew or Revalidate a Flight Crew Licence	<u>CAA Form 1102- Application to Renew or revalidate a Flight Crew Licence</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 2131 - Examiner Report for Instrument Rating (A) Skill Test</u>
Examiner Report for Single pilot Aeroplanes (SPA) skill test	<u>CAA Form 1157 - Examiners Report - for single pilot aeroplanes (SPA) skill test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>
Examiner Report for LAPL (A) Skill Test	<u>CAA Form 2127 - Examiner Report for LAPL(A) Skill Test</u>
Examiner Report for PPL(A) Skill Test	<u>CAA Form 2128 - Examiner Report for PPL(A) Skill Test</u>