Sultanate of Oman
Ministry of Transport & Communications
Civil Aviation Affairs

سـلطنة عـمان
وزارة النقل والإتـصالات
شـؤون الطيران المدنـي

CIVIL AVIATION NOTICES
2012 CONSOLIDATION

The following Civil Aviation Notices have been (re)-issued as a 2012 consolidation, incorporating the latest amendments, additions and deletions and will become effective as per 1st January 2012:

Section 1	**Administration**
1-01 Rev 2	Introduction of Oman Civil Aviation Notices
1-02 Rev 4	Issue of Civil Aviation Regulations
1-03 Rev 3	Aircraft Registration
1-04 Rev 2	Procedures and Documentation required for Aircraft Registration, Airworthiness Certification and Importation into Oman
1-05	Deleted
1-06 Rev 3	Schedule of Fees
1-07	Deleted
Section 2	**Flight Operations**
2-01 Rev 3	Lease and Interchange of Aircraft
2-02 Rev 3	Aircraft Service Introduction
2-03	Deleted
2-04	Deleted
Section 3	**Airworthiness**
3-01 Rev 1	Service and Technical Bulletins
3-02 Rev 3	Aircraft Maintenance Schedules
3-03 Rev 2	Mandatory Modifications/Restrictions/Actions to be taken affecting Continuous Airworthiness or Safety
3-04 Rev 1	Control Surface Locks
3-05 Rev 3	Aircraft Engine and Variable-Pitch Propeller Log Books
3-06	Deleted
3-07 Rev 2	Bogus Parts
3-08 Rev 2	Documentation of Airworthiness
3-09	Deleted
3-10	Deleted
3-11	Deleted
3-12 Rev 2	Ground Support Servicing, Fuelling and Ramp Equipment (GSE)
3-14	Deleted
3-15	Deleted
3-17 Rev 3	Galley Equipment
3-18	Deleted
3-19 Rev 4	Service Difficulty Reports
3-20 Rev 3	Aeronautical parts from other than CAA Oman Certificated Sources
3-22 Rev 4	Application for an Approved Maintenance Organisation (AMO)
3-23	Deleted
3-24 Rev 1	Survey for Compass Bay

These Civil Aviation Notices have been published on the CAA website.

Please note that all revised text and amendments are in purple colour for easy reference.

Juma Haji Al-Balushi

Director General for Safety and Aviation Services

CIVIL AVIATION NOTICES

CAN 1-01

Introduction of Civil Aviation Notices

INDEX

Introduction of Civil Aviation Notices

1.1 Applicability.

This Notice applies to all persons conducting air operations in Oman and all persons operating and / or maintaining Oman registered aircraft as well as certificated Service Providers.

1.2 Introduction.

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, foreign operators of Omani registered aircraft and certficated service providers..

1.3 Background to Civil Aviation Notices

The CAA previously issued Notices to Aircraft Owners and Aircraft Maintenance Engineers. These notices were primarily aimed at airworthiness technical matters. The CAA has found it necessary to develop a similar vehicle for information on other Flight Safety issues.

The Notices to Aircraft Owners and Aircraft Maintenance Engineers were rescinded with the issue of these Civil Aviation Notices.

The Civil Aviation Notices provide an expanded and more specific explanation of the intent of the Civil Aviation Regulations and administrative procedures to be followed. Civil Aviation Notices will also discuss issues not specifically mentioned in the Regulations, which the CAA wish to introduce in the interest of safety.

1.4 Format of Civil Aviation Notices.

The Civil Aviation Notices (CAN) will be issued in six (6) sections; namely, Administration, Flight Operations, Airworthiness, Air Navigation Services, Licensing and Forms.

(a) Section 1 - Administration

These subjects will be numbered No.1-01 and up, and will cover any subject which does not fit naturally into Sections 2 through 6. This Notice is an example of an Administrative Notice.

(b) Section 2 - Flight Operations

These subjects will be numbered No. 2-01 and up, and will cover any subject exclusively aimed at Flight Operations.

(c) Section 3 - Airworthiness

These subjects will be numbered No. 3-01 and up, and will cover any subject exclusively aimed at Airworthiness.

(d) Section 4 - Licensing

These subjects will be numbered No. 4-01 and up, and will cover any subject exclusively aimed at Licensing of personnel.

(e) Section 5.-.Air Navigation Services

These subjects will be numbered No. 5-01 and up, and will cover any subject exclusively aimed at Air Navigation Services..

(e) Section 6.-.Forms

These subjects will be numbered No. 6-01 and up, and will cover any subject exclusively aimed at aplication forms.

1.5 Compliance

Instructions contained in these Notices are to be observed by all concerned and where dates are given for compliance with such instructions the specified date must not be exceeded, except by |written authority of the CAA.

1.6 Declaration of Compliance.

A declaration that all applicable Notices have been complied with will be a requirement for the renewal of any CAA Certificate as from the date of this Notice. All aircrew, engineers, and certificate holders are required to show proof that they are in possession of and familiar with all applicable current Notices.

1.7 Distribution.

These Notices have been published on the CAA website 212.72.7.142/eng/index.php
Previous versions must be discarded
Copies of Notices on CD may be obtained from the CAA Flight Safety Technical Library The holders of these will be registered in order to receive future amendments, however, it is the responsibility of those concerned to advise the CAA of any change of their mailing address.

1.8 Inquiries.

Any inquiries as to the supply or technical contents of the Notices should be made to the Director of Flight Safety, CAA, Seeb International Airport, P.O. Box 1, Code 111, Muscat, Oman.

CIVIL AVIATION NOTICES

CAN 1-02

Issue of Civil Aviation Regulations

INDEX

Issue of Civil Aviation Regulations

2.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and / or maintaining Oman registered aircraft.

2.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

2.3 Issued Civil Aviation Regulations

The following Civil Aviation Regulations (CAR) are issued by the CAA under the authority of Civil Aviation Law. You are advised that Page 3 of this Notice provides a listing of Civil Aviation Regulations promulgated by the CAA. The effective date of any Civil Aviation Regulation issued in accordance with the schedule on Page 3 of this Notice is the date printed in the footnotes of the CAR page. Page 3 of this Notice will display the latest status of the Civil Aviation Rules and Regulations, indicating which rules have been rescinded. Pages 3 and 4 of this Notice will be amended from time to time to show which Regulations have been issued and which Rules and Regulations have been rescinded.

CIVIL AVIATION REGULATIONS

The following CARs have been (re)-issued as a 2011 consolidation, incorporating the latest revisions of the ICAO Annexes, and will become effective as per 1st May 2011:

CAR 1 DEFINITIONS AND ABBREVIATIONS
CAR 11 CIVIL AVIATION REGULATIONS CHANGE PROCEDURES
CAR 13 AIRCRAFT ACCIDENT and INCIDENT INVESTIGATION
CAR 39 AIRWORTHINESS DIRECTIVES
CAR 47 AIRCRAFT REGISTRATION and REGISTRATION MARKINGS
CAR 66 CERTIFYING STAFF
CAR-106 HANG GLIDERS OPERATING RULES
CAR 139 AERODROMES – CERTIFICATION, DESIGN and OPERATION
CAR 145 APPROVED MAINTENANCE ORGANISATIONS
CAR 147 AVIATION MAINTENANCE TECHNICIAN SCHOOLS
CAR 170 AIR NAVIGATION TRAINING CENTERS
CAR 171 COMMUNICATION AND NAVIGATION SERVICES – CERTIFICATION
CAR 172 AIR TRAFFIC SERVICE ORGANISATIONS – CERTIFICATION
CAR 173 INSTRUMENT FLIGHT PROCEDURE ORGANISATIONS –CERTIFICATION
CAR 174 AVIATION METEOROLOGICAL ORGANISATIONS – CERTIFICATION
CAR 175 AERONAUTICAL INFORMATION SERVICE ORGANISATIONS – CERTIFICATION
CAR-AEW AERIAL WORK REGULATIONS
CAR-FCL 1 FLIGHT CREW LICENSING (AEROPLANE
CAR-FCL 2 FLIGHT CREW LICENSING (HELICOPTER)
CAR–FCL 3 FLIGHT CREW LICENSING (MEDICAL)
CAR-FCL 4 FLIGHT CREW LICENSING (FLIGHT ENGINEER)
CAR-FCL SUPPLEMENT
CAR M CONTINUING AIRWORTHINESS
CAR-MLA MICROLIGHT AEROPLANES
CAR-OPS 0 GENERAL OPERATING and FLIGHT REGULATIONS CONTENTS
CAR-OPS 1 COMMERCIAL AIR TRANSPORTATION (AEROPLANES)
CAR-OPS 2 GENERAL AVIATION (AEROPLANES)
CAR-OPS 3 COMMERCIAL AIR TRANSPORTATION (HELICOPTER)
CAR-OPS 4 GENERAL AVIATION (HELICOPTERS)

These Regulations have been published on the CAA website 212.72.7.142/eng/index.php Previous versions must be discarded.

2.4 Code of Airworthiness

Until such time as Oman is able to develop and establish a national code of airworthiness, the following are adopted as published by foreign authorities:

FAA FAR	EASA
Part 21	Part 21
Part 23	CS 25
Part 25	CS 27
Part 29	CS 29
Part 33	JAR E
Part 35	JAR EP

Codes of Airworthiness of a State of Design other than the above may be acceptable at the discretion of the DGSAS

2.5 Compliance

Instructions contained in the Civil Aviation Regulations are to be observed by all concerned and where dates are given for compliance with such instructions, the specified date must not be exceeded, except by written authority of the CAA.

2.6 Declaration of Compliance

A declaration that all applicable Civil Aviation Regulations have been complied with will be a requirement for the renewal of all Certificates as from the date of this Notice. All holders of licenses and certificates are required to be familiar with all current applicable Regulations.

2.7 Distribution

Copies of Civil Aviation Regulations may be obtainjed from CAA Flight Safety Office. Amendments will be mailed to subscribers, however, it is the responsibility of the subscriber to advise the CAA of any change of their mailing address.

2.8 Inquiries

Any inquiries as to the supply or technical contents of the Civil Aviation Regulations should be made to the Director of Flight Safety, CAA, Muscat International Airport, P.O. Box 1, Code 111, Muscat, Oman.

CIVIL AVIATION NOTICES

CAN 1-03

Aircraft Registration

INDEX

Aircraft Registration and Deregistration

3.1 Applicability

This Notice applies to all persons conducting air operations in Oman .

Requirements of nationality and registration marks do not apply to meteorological balloons or to unmanned free balloons.

3.2 General

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

The Civil Aviation Law, CAR 47 of the Civil Aviation Regulations and CAN 1-04, lay down the requirements and provide guidance for registration and deregistration of the aircraft in the Sultanate of Oman. This Notice provides further amplification, guidance and additional requirements for conditions not covered in the above documents.

3.3 Mandatory Requirements

(a) No civil aircraft shall fly in or over the Sultanate of Oman unless it is registered in an ICAO contracting state or in some other country which has in force an agreement with the Sultanate of Oman for the flight in or over the Sultanate of Oman by aircraft registered in that country.

(b) No civil aircraft shall fly over or in the Sultanate of Oman unless painted thereon or affixed thereto, in the manner required by the law of the country in which it is registered, the nationality and registration marks required by that law.

(c) The certificate of registration shall always be carried in the aircraft during the flight.

3.4 Eligibility for Registration

(a) The following aircraft are eligible for registration in the Sultanate of Oman:

(1) the aircraft owned fully or partially by an Omani national or by an Omani company/firm;

(2) the aircraft owned fully or partially by a non-Omani national who is a resident of Oman and has a place of business in Oman; or

(3) the aircraft leased to an Omani national, to an Omani company or to an Omani airline/operator.

(b) The aircraft may be registered only by and in the name of it's owner where the term "owner" is defined for these purposes as a buyer, a bailee, a charterer, a lessee or an operator who proves sole possession of the aircraft under a contract / agreement with the legal owner, or is the legal owner proving title to the aircraft.

(c) Registration of an aircraft will be effected in the name of a person or a company who appears to the CAA to be the owner of the aircraft, as defined in paragraph 3.6(b) of this Notice, on the basis of the authenticated documents submitted with the application for registration of the aircraft.

(d) The Certificate of Registration of the aircraft is not evidence of legal title of ownership of the aircraft in any proceeding in which legal ownership by a particular person/company is an issue.

3.5 Registration Procedure

(a) The owner of the aircraft shall apply in writing to the CAA, on the prescribed form (Form No. AWR/010 obtainable from the Flight Safety Department Airworthiness Section) for registration of the aircraft in Oman, not later than 30 days before the desired date of registration. The application shall be complete in all respects. If any data or supporting document is not available at the time of submission of the application, it should be submitted prior to registration of the aircraft.

(b) The owner shall notify the CAA;

(1) the location of the aircraft, where it will be available for inspection by the CAA Airworthiness Inspector for the purpose of registration;

(2) whether the aircraft registration is desired while it is stationed in a foreign country for subsequent flights under Omani registration; or

(3) whether it will be imported in the Sultanate of Oman in a crated condition, in a kit form or it will be flown to an airport in the Sultanate of Oman, under foreign registration.

The procedure for the registration of the aircraft will depend on the above circumstances.

(c) The application for registration of the aircraft on the prescribed form shall be accompanied by the following support documents.

(1) Confirmation of de-registration of the aircraft from the Civil Aviation Authority of the country where the aircraft was previously registered and that no lien or mortgage is recorded against the aircraft. In case of a newly manufactured aircraft, confirmation from Civil Aviation Authority of the state of aircraft manufacture that the aircraft was not registered in that country.

(2) Bank draft towards payment of prescribed registration fee.

(3) Bill of sale or other acceptable ownership document.

(4) Nationality of the owner in whose name the aircraft is to be registered and his address with proof of nationality.

(5) Certificate of Airworthiness for Export from the exporting state.

(6) Copy of the Aircraft Radio Station Licence issue by the Telecommunications Regulator Authority from the Sultanate of Oman.

(7) If the aircraft is leased, then an authenticated / notarised copy of the lease agreement.

(8) any other documentation as may be required by the CAA dependent upon the individual circumstances.

(d) If the aircraft has been flown to a place in the Sultanate of Oman, under foreign registration complying with the requirements of the country of registry pertaining to crew licenses, certificate of airworthiness, etc, for its sale and registration in the Sultanate of Oman, the prospective owner shall have to submit, in addition to the documents listed in (c) above, authenticated copies of the foreign
certificates of registration and airworthiness.

(e) If a foreign registered aircraft is imported into the Sultanate of Oman in a packed and disassembled condition or in a kit form, for effecting its sale and registration in the Sultanate of Oman, it will have to be assembled, inspected and test flown to bring it to an airworthy condition, meeting all the requirements of maintenance, certification and operation of the country of registry. The prospective owner will be required to submit the documents for registration of this aircraft as laid down in paragraph (c) and (d) of this notice. The aircraft will not be registered while in a packed / crated condition.

(f) Upon receiving an application for the registration of an aircraft in the Sultanate of Oman wherever the aircraft may be, and on being satisfied that the aircraft may properly be so registered, the CAA will assign registration marks assigned to that aircraft.

Note: When letters are used for the registration mark, combination shall not be used which might be confused with the five-letter combinations used in the International code of signals, Part II, the three-letter combinations beginning with Q used in the Q code, and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT.

(g) The owner shall paint or affix the nationality and registration marks to the aircraft as stipulated in the rules or as approved by the CAA. When the size and the shape of the aircraft do not permit affixing of the nationality and registration marks of the prescribed dimensions and/or at the prescribed locations, the owner in such a case will seek approval of the CAA for the proposed location and the dimensions of the nationality and registration marks with drawings which should be the best compromise with the requirements.

(h) The nationality and registration marks together with the name and address of the registered owner shall be inscribed on a fire proof metal plate which shall be affixed in a prominent position to the fuselage structure near the main entrance to the aircraft.

(i) The owner of the aircraft shall make requisite arrangements for inspection of the aircraft, wherever it may be, by a representative of the CAA Flight Safety Department Airworthiness section for verification that the assigned nationality and registration marks have been painted or affixed to the aircraft and the identification plate has been installed in a satisfactory manner.

(j) If the owner has concurrently applied for issue of Certificate of Airworthiness and Radio Station License etc., the CAA Airworthiness Inspector may also accomplish inspection for issue of these certificates to facilitate aircraft operation, after its registration, if feasible.

(k) On satisfactory completion of above formalities at the location / site of the aircraft, wherever it may be, the Airworthiness Inspector will advise the CAA Airworthiness section to register the aircraft and thereafter issue the certificate of registration to the registered owner or his nominee.

3.6 Responsibilities of the registered owner of the aircraft

(a) If the original certificate of registration is lost or destroyed, the registered owner of the aircraft shall immediately notify the occurrence to the CAA in writing. The registered owner may then request for the issuance of a duplicate certificate of registration after paying the requisite fee.

(b) The registered owner of the aircraft shall remain solely liable for all legal obligations imposed by the rules concerning maintenance, operation, payments, etc. pertaining to that aircraft. He shall forthwith inform the CAA in writing of:

(1) any change in particulars which were furnished to the CAA when application was made for registration of the aircraft;

(2) the destruction of the aircraft or its permanent withdrawal from use;

(3) the proposal to sell the aircraft or to lease / mortgage the aircraft; and/or

(Note: The Civil Aviation Law requires the owner to obtain prior permission of the CAA for the sale or mortgage of the aircraft. If the aircraft is sold, the registered owner shall surrender the certificate of registration to the CAA and the new owner, if desires to have Omani registration, shall have to apply for the registration following the stipulated procedure)

(4) changes in or termination of the lease agreement.

3.7 De-registration of the Aircraft

(a) The aircraft shall be de-registered on receipt of written notification from the registered owner of the aircraft, surrendering the certificate of registration for cancellation and advising that:

(1) the aircraft has been destroyed, lost, or permanently withdrawn from use;

(2) he intends to register the aircraft in another country and requests the CAA to notify the de-registration to the civil aviation authorities of that country where he has applied for the registration; and / or

(3) he has sold the aircraft or has terminated the lease and the aircraft is returned to the lessor.

(b) The aircraft shall be de-registered if:

(1) the registered owner of the aircraft loses Omani nationality, or

(2) the aircraft is no more eligible for registration in the Sultanate of Oman due to loss of residential visa or place of business in the Sultanate of Oman by the non-Omani owner of the aircraft.

(c) The CAA, without assigning any reason, may de-register the aircraft, and may initiate requisite action if it is established to the CAA's satisfaction that it is inexpedient in the national interest for the aircraft to continue to remain registered in the Sultanate of Oman.

(d) Whenever the registered owner of the aircraft receives a notification from the CAA about de-registration of his aircraft, the registered owner shall forthwith surrender the certificate of registration to the CAA for cancellation and remove the identification plate as well as the nationality and the registration marks from the aircraft. The aircraft shall be made available for verification of these by a representative of the CAA.

(e) The registered owner may issue a Power of Attorney to anyone to effect the intent of 3.8(a) of this section on his behalf.

3.8 Removal from the National Register for Civil Aircraft

(a) Owners and Operators of aircraft registered in the Sultanate of Oman and for which a Certificate of Airworthiness has been issued, are advised that all aircraft which applications for the renewal of the Certificate of Airworthiness have not been submitted for three consecutive years shall be removed from the National Register for Civil Aircraft. The aircraft external Nationality and Registration markings and internal identification plate shall be removed from the aircraft**.**

(b) Reinstatement of the Registration may be effected when the owner or the operator submits proof that the aircraft has been inspected by an official of the Airworthiness Section of the CAA and found satisfactory**.**

3.9 Fee

Fees for the issue of the Certificate of Registration and for recording of the various documents in the |National Register for Civil Aircraft are stipulated in CAN 1-06.

CIVIL AVIATION NOTICES

CAN 1-04

Procedures and Documentation required for aircraft registration, airworthiness certification and importation into Oman

INDEX

Procedures and Documentation required for aircraft registration, airworthiness certification and importation into Oman

4.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

4.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

4.3 Procedures and Documentation required for aircraft registration, airworthiness certification and importation into Oman

(a) The convention on International Civil Aviation of ICAO provides inter that every aircraft engaged in International Navigation shall carry a Certificate of Registration and a Certificate of Airworthiness issued or validated by the state in which it is registered. It is, therefore, essential that the following procedures be complied with before any aircraft is imported into Oman. Failure to comply with these requirements is punishable under the Civil Aviation Law of Oman, and the aircraft may be impounded.

(b) Certificate of Registration

(1) Applications for the grant of Certificate of Registration should be submitted not later than 30 days prior to expected date of aircraft registration on Application Form No. AWR/010 together with a Bank Draft for the prescribed fee. The Application Form should be completed in all respects before submission to the CAA.

(2) On receipt of the Application Form and the Bank Draft the applicant, if eligible to register an aircraft under his name will be informed of Oman Registration Markings that have been allocated to the aircraft.

(3) Notwithstanding (d), a Certificate of Registration (C of R) will be granted by the CAA to the applicant after the submission of a true copy of evidence of ownership and further satisfied other requirements for aircraft registration as specified in CAR 47 and Civil Aviation Law. Subject to the above, the C of R will be delivered to the applicant or his representative by the CAA or his authorised representative.

(c) Certificate of Airworthiness

Application for the grant of Certificate of Airworthiness should be submitted 30 days prior to expected date of issuance of the C of A on CAA Form No. AWR/020 together with a Bank Draft for the necessary fee, and should be accompanied by the following documents:

(1) Certificate of Airworthiness for Export or its equivalent.

(2) Appropriate certifications including a Certificate of Maintenance Review (CMR) acceptable to the CAA's Airworthiness Section that the aircraft is airworthy in all respects.

(3) Insurance document(s)

(4) Modification status of the aircraft.

(5) Copy of the approved Weight Schedule of the aircraft.

(6) List of Mandatory SBs and ADs

(7) Satisfactory test flight proforma duly filled in by a qualified pilot.

(8) AFM with page containing the least-risk bomb location.

(9) Noise Certificate meeting the requirements of ICAO Annex 16

(10) Aircraft Radio Station Licence from the Telecommunications Regulatory CAA of the Sultanate of Oman

(11) Other documents as may be requested by the CAA or his authorised representative.

On receipt of the application, and subject to the result of the inspection carried out by an authorised representative of the CAA, the Certificate of Airworthiness or a Flight Permit (depending upon the degree of the applicant's compliance the CAA's requirements), may at the discretion of the CAA be issued to the applicant. A temporary Flight Permit if ever issued will normally be for the purpose of ferrying the aircraft to Oman or until the first landing at a Custom Aerodrome in Oman. A permanent Certificate of Airworthiness will be issued after the Airworthiness Section is satisfied that full compliance has been established in accordance with the Airworthiness requirements applicable in Oman.

(d) Unless advised otherwise, a complete set of maintenance, operating manuals, etc. pertaining to the aircraft first of its type in Oman are to be supplied to the Airworthiness Section at the time of import of the aircraft by the owner.

(e) Aircraft imported under Foreign Registration:

In the case of applications for the grant of Oman Certificate of Registration and/or Airworthiness in respect of aircraft, which have already been imported into Oman bearing Foreign Registration,

the requirement laid down in (b) and (c) of this notice will apply. In addition, the owner will produce the following documents:

(1) A copy of the Foreign Certificate of Registration.

(2) A copy of the Foreign Certificate of Airworthiness.

(3)Documentary evidence from the Country of Registry of the aircraft that the aircraft has been de-registered

CIVIL AVIATION NOTICES

CAN 1-06

Schedule of Fees

INDEX

Schedule of Fees

6.1 Applicability.

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

6.2 Introduction.

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

6.3 Schedule of Fees

This notice indicates the schedule of fees to be paid to the CAA. In addition, the applicant shall bear the cost of any CAA investigation required prior to the issuance/renewal of these certificates/approvals.

CAA Fees

(a) Registration of an Aircraft.

(1) For the issue of a Certificate of Registration:
R.O. (1) for each 100 kg of maximum permissible ramp weight (MPRW) or part thereof.

(2) For the issue of a duplicate Certificate of Registration:	R.O. 25
(3) For entry of aircraft mortgage or lease agreement:	R.O. 500
(4) For entry of Priority Notice:	R.O. 25
(5) For entry of Security document:	R.O. 25
(6) For change in particulars:	R.O. 25
(7) For discharge of aircraft mortgage:	R.O. 25
(8) Request for reserving registration marks for every aircraft	R.O. 100
(9) Temporary Certificate of Registration	R .O .100

(b) Airworthiness Certification

(1) For the issue of a Certificate of Airworthiness:
R.O. (7) for each 100 kg of maximum permissible ramp weight (MPRW) or part thereof.

(2) For the renewal of a Certificate of Airworthiness:
R.O. (7) for each 100 kg of MPRW or part thereof.

(3) For issue of an Export Certificate of Airworthiness:
R.O. (7) for each 100 kg of MPRW or part thereof.

(4) For the issue of a replacement Certificate of Airworthiness:	R.O. 25
(5) Temporary Certificate of Airworthiness	R.O. 100
(6) Validation of a new Type Certificate	R.O. 1000

(c) Certificate of approval of Aircraft Radio Installation and Aircraft Radio Station License.

(1) For the issue and renewal of certificate and license:	R.O. 150
(2) For the issue of a replacement certificate and/or license:	R .O. 25

(d) Noise Certificate

(1) For the issue of a Noise Certificate:	R.O. 300
(2) For the issue of a replacement Noise Certificate:	R.O. 25

(e) Approved Maintenance Organization (AMO)

(1) For the issue and renewal of large AMO approval:	R .O.2000
(2) For the issue and renewal of small AMO approval:	R .O.1000
(3) For the issue and renewal of Lines Station approval:	R.O.200
(4) Additional Ratings or extension to (1)	R.O.500
(5) Additional Ratings or extension to (2)	R.O.200
(6) Additional Ratings or extension to (3)	R.O.100
(7) For additional or renewal of new locations to (1)	R.O. 1000
(8) For additional or renewal of new locations to (2)	R.O. 500
(9) For the issue of replacement AMO certificate:	R.O. 25

(f) Aircraft Leasing in excess of five (5) days

(1) Foreign registered aircraft leased to Omani AOC holder:	
MPRW under 5,700 kg	R.O. 1000
MPRW over 5,700 kg	R.O. 3000
(2) Omani registered aircraft leased to foreign AOC holder:	
MPRW under 5,700 kg	R.O. 1000
MPRW over 5,700 kg	R.O. 3000
(3) Omani air carrier aircraft leased to an Omani AOC holder:	
MPRW under 5,700 kg	R.O.500
MPRW over 5,700 kg	R.O.1500

(g) ETOPS

Grant of ETOPS Approvals per aircraft type	R.O. 2000

(h) Air Operator's Certificate (AOC)

(1) For the issue of AOC:	
MPRW (heaviest a/c type) under 5,700 kg	R.O. 5000
MPRW (heaviest a/c type) over 5,700 kg	R.O. 15000
(2) Annual Charge – AOC:	
MPRW (heaviest a/c type) under 5,700 kg	R.O. 3000
MPRW (heaviest a/c type) over 5,700 kg	R.O. 10000

(i) Operation Specification (each) approval R.O. 200

(j) Air Operations permit (AOP)

(1) Issue of Permit	R.O. 500
(2) Extension or addition of one aircraft	R.O. 300

(k) Aircraft Maintenance Engineer's License (AME license)

(1) For each separate written and each separate oral examination required for issue of an AME license:	R.O. 25
(2) For the issue or renewal of an AME license valid for 5 years:	R.O.120
(3) For the issue/extension of each type rating: R.O.30	
(4) For the issue of an additional category with or without type rating:	R.O. 30

(l) Flight Crew Members (Pilots and Flight Engineers)

(1) For each separate examination required for issue of a Flight Crew Member license:	R.O.50
(2) Initial issue of license:	R.O.200
(3) Replacement of license: (re-issue and renewal)	R.O. 100
(4) Additional qualifications:	
(i) Type Rating	R.O. 40
(ii) Instructor	R.O. 40
(5) Validation of foreign licence	R.O.50

(m) Cabin Attendants.

(1) Initial issue or renewal:	R.O. 50
(2) Replacement: (re-issue and renewal)	R.O. 30
(4) Additional type rating:	R.O. 10

(n) Validation of Simulators

(1) Issue, validation, or renewal of each simulator every two years:	R.O. 750
(2) Amendment:	R.O. 30
(3) Replacement	R.O. 25

(o) CAR 147 Training Organisation

(1) Initial or renewal of approval every two years:	R.O.1000
(2) Type Training:	R.O. 500
(3) Approval of additional type course:	R.O. 300

(p) Flight Training Organisations:

(1) Initial issue or renewal:	R.O.5000

(q) Permission to transport and carry Dangerous Goods

(1) Issue or renewal of annual general permission	R.O. 500
(2) Once-off Permission	R.O. 50

(s) Application for the establishment of Aviation entities or companies

(1) Scheduled international air transport	R.O. 500
(2) Non-scheduled international air transport	R.O. 300
(3) International Freight or cargo	R.O. 300
(4) Domestic scheduled or non-scheduled air transport	R.O. 300
(5) Tourist activities (such as balloons or gliders)	R.O. 100

CIVIL AVIATION NOTICES

CAN 2-01

Lease Operations

INDEX

Lease Operations

1.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

1.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of the CAA's Licenses and Certificates, foreign Operators in Oman, and foreign operators of Omani registered aircraft.

1.3 Purpose

(a) This Notice is intended to provide current information with respect to the lease interchange of aircraft in accordance with CAR-OPS 1.165 and CAR-OPS 1.175(d). The information contained herein is to be used for all aircraft leasing.

(b) Permission to conduct a leasing operation shall be effected through CAR-OPS 1.165 and CAR-OPS 1.175(d) and this Notice on Lease and Interchange of Aircraft. Preparation and issue of an approval document will be the responsibility of the CAA.

1.4 Background

(a) ICAO Document 8335-An/879, Chapter 10 provides guidance on lease, charter and interchange of aircraft. The following paragraph is quoted directly to provide some background for the international regulatory concerns generated by aircraft leasing.

"*In recent years the practice of leasing aircraft with or without crew has come into wide usage. Many of these leases involve aircraft, owned by individuals or companies, that are registered in one State and leased to operators of another State. Unless suitable arrangements are made between the States involved, a lease may create complex legal, safety, enforcement and practical problems for both the State of Registry of the aircraft and/or the State of the Operator because of possible uncertainty concerning which party is responsible for the safe operation and airworthiness of the aircraft and which States' regulations are applicable*."

(b) Notwithstanding paragraph 1.8 below, the operation of Omani aircraft may be transferred to Omani Operators or to foreign Operators, and the operation of foreign aircraft may be transferred to Omani Operators, without affecting the aircraft registration. To the extent possible, this policy will be administered within the intent and spirit of the amendment to the convention on International Civil Aviation, Article 83 bis. For guidance in the implementation of Article 83 bis, the CAA is adopting ICAO Document Cir 295 LE/2 latest issue.

(c) Where it is in the public interest and by acceptable arrangements, the CAA may conditionally authorise:

(1) Omani Operators to operate foreign registered aircraft;

(2) Omani Operators to transfer the operation and maintenance of their aircraft to Omani or foreign Operators .

(3) Omani Operators to provide commercial operations on behalf of another Omani or foreign Operator (Wet Lease);

(4) Foreign Operators provide commercial operations on behalf of an Omani operator (Wet Lease);

(5) Lease of an aircraft without crew or support to an Omani Operator (Dry Lease)

1.5 Definitions

For the purposes of this Notice the following definitions apply:

"Acceptable Arrangement" – includes a lease interchange or similar arrangement acceptable to the CAA.

"Contracting State" – means a country that is a member of the International Civil Aviation Organisation (ICAO).

"Dry Lease" – means a lease of an aircraft under the terms of which the lessor does not provide, directly or indirectly, aircrew to operate the aircraft or maintenance to support it.

"Wet Lease"– means an authorised arrangement in which a Lessor provides the aircraft with flight crew to an Operator (a Lessee), where the Lessor normally exercises operational control of the aircraft. Usually in a Wet Lease situation the aircraft should be operated under an AOC issued by the competent authority of the State of Registry of the aircraft, as described in paragraphs 1.11 and 1.12 below.]

"Familiarisation" – means the procedure by which the CAA formally accepts and recognises a Type Certificate. A list of accepted Type Certificates is held by the CAA, Muscat.

|*"Lessor"* – means a person or organisation which lets an aircraft for lease.

|*"Lessee"* – means a person or organisation which holds the aircraft by lease.

"Omani aircraft" – means an aircraft registered in Oman.

1.6 Common Leasing Requirements

As section 1.4 indicates, there are many types of leasing. Requirements, which are common to each are listed below. Requirements found under the subsequent lease headings are specific to that type of lease, and must be considered and applied in conjunction with the requirements provided below. The following operational and airworthiness requirements must normally be met prior to the approval of the lease arrangement:

(a) The prospective lessee must provide one (1) copy of the lease;

(b) In the opinion of the CAA, the lease must be in the public interest;

(c) The lease must identify the aircraft by make, model, series, serial no., registration, etc;

(d) The lease must include the routes on which it is proposed to operate, including a description of the operation;

(e) The lease must clearly identify all parties to the lease;

(f) The lease must clearly identify who retains custody and operational control of the aircraft;

(g) The lease must clearly identify who is responsible for the airworthiness of the leased aircraft;

(h) The lease must include the commencement and termination date of the lease; and

(i) The aircraft must have a standard certificate of airworthiness, or equivalent issued in respect of the aircraft by the state of registry and must conform with the Type Certificate issued in respect of the aircraft type or other equivalent standard acceptable to the CAA.

1.7 Approval Criteria

Issuance of a CAA approval is contingent upon the following criteria being met:

(a) the aircraft must be of a type and model eligible for a standard Omani Certificate of Airworthiness and comply with all environmental and operational requirements.

(b) regulatory control of the aircraft operation must be equivalent to that of an Omani aircraft operated by its Omani registered owner, and in keeping with the provisions of the Operating Certificate or equivalent document;

(c) the aircraft must be operated in accordance with a Minimum Equipment List (MEL), which is acceptable to the CAA;

(d) the lease must identify the organisation which will maintain the aircraft, and all maintenance approvals held by that organisation;

(e) the aircraft shall be maintained in accordance with the applicable airworthiness standards and certified in accordance with Regulations which are acceptable to the CAA;

(f) the aircraft will be maintained to a Maintenance Program approved / accepted by the CAA;

(g) the lease approval issued by the CAA must be carried in the aircraft during the term of the lease; and.

(h) appropriate training and certification for the maintenance staff approved/accepted by the CAA.

1.8 Foreign Registered Aircraft Leased to Omani Operators

Foreign registered aircraft proposed for use in an Omani commercial air service should normally be removed from the foreign register and subsequently registered in Oman, in the name of the Omani operator, for the term of the lease. Where this is not practical, the lessee must make an application to the CAA as required pursuant to CAR-OPS 1.165. The maximum term of the lease where the aircraft may remain in foreign registration is one year.

1.8.1 Requirements for Type Certificated Aircraft with the CAA's Familiarisation

(a) Prior to operation in Oman, the aircraft and its records shall be inspected by the CAA for acceptability in accordance with standard procedures required for the inclusion of an aircraft on an Omani Operating Certificate.

(b) The airworthiness authority of the state of registry must provide a letter stating that it has no objection to the lease, and that the lease will not affect the registration of the aircraft in the state of registry or the certificate of airworthiness issued in respect of the aircraft by that state.

(c) All Omani Operators leasing U.S. registered aircraft should be aware, and take into account, that the requirement for maintenance programs approved under FAR Part 129 applies to U.S. registered aircraft listed on operations specifications issued under FAR Section 129.1. In addition, FAA Advisory Circular No. 129.4 provides information and guidance about acceptable maintenance programs for U.S. registered aircraft subject to FAR Part 129. Copies of the US Federal Aviation Regulations and Advisory Circulars are available from:

The Superintendent of Documents
U.S. Government Printing Office
Mail Stop SSOP
Washington D.C. 20402 - 9328, USA.

1.8.2 Requirements for Type Certificated Aircraft without the CAA's Familiarisation

The following airworthiness requirements must normally be met prior to aircraft operation:

(a) The aircraft must be listed by serial number, or other identification unique to the aircraft, on a Type Certificate accepted by the CAA. Details of an aircraft under a lease agreement, which are not identified on a Type Certificate, are to be submitted to the CAA.

(b) The aircraft must conform and be maintained in accordance with an approved configuration defined in the Type Certification.

1.8.3 Foreign Modifications

Prospective dry lessees of foreign registered aircraft shall provide a list of all modifications on the aircraft, e.g. STCs, field approvals (e.g. FAA ACA-337) or company approved modifications. The modifications shall be reviewed by the CAA for approval and/or familiarisation prior to the lease being approved, with particular attention to those modifications which may have been approved on the basis of airworthiness standards or regulations which are not recognised in Oman.

(a) when the aircraft being proposed for dry lease into Oman is from a country where a Bilateral Airworthiness Agreement or Technical Arrangement exists with Oman, the following factors shall be considered when determining a need for familiarisation of the modification:

(1) type of modification and possible safety implications;

(2) type of operation proposed versus its previous role; and

(3) the service history of the leased aircraft.

Note: Following due consideration of the above, the aircraft may be accepted without prior familiarisation of those installed modifications, provided the aircraft continues to operate in its previous role.

(b) When the aircraft being proposed for any lease into Oman is from a country where no Bilateral Airworthiness Agreement or Technical Arrangement exists with Oman, the following factors shall be considered when determining eligibility requirements for installed modifications:

(1) aircraft source of export, State of Design, and service history;

(2) type of operation proposed versus its previous role; and

(3) type of modification and possible safety implications.

(c) The scope of the review will depend on the findings evolving from the evaluation requirements mentioned above. Each aircraft will be assessed on the basis of its history. Upon satisfactory review of the documentation provided, it may be determined that specific modifications may be acceptable for the duration of the lease period, while others may require a more formal validation.

(d) Possible exceptions to the above are applicable for the duration of the lease only. Should the operator decide to register the aircraft in Oman during or at the termination of the lease period, all documentation pertaining to modifications shall be submitted to the CAA at least 45 days prior to the planned registration date for formal familiarisation or validation.

1.9 Oman Registered Commercial Aircraft Leased to Foreign Operators

(a) In addition to the requirements of Section 1.6, the following conditions shall apply with respect to Oman registered aircraft leased to persons who do not qualify to be the registered owner:

(1) Omani Operators which elect to lease their aircraft to foreign Operators must make an application to the CAA.

(2) The airworthiness authority of the country of operation must issue a maintenance
i. approval or equivalent to the organisation responsible for the maintenance of the
ii. aircraft. This will ensure that an evaluation of the intended organisation has been
iii. carried out by the foreign airworthiness authority.

(3) The CAA will establish any required formal lines of communication with the foreign airworthiness authorities and the affected foreign and Omani Operators .

(4) The CAA will evaluate the ability of the foreign Operator (lessee) to operate and maintain the aircraft to Omani standards and requirements by:

(i) inspecting proposed facilities;

(ii) reviewing personnel qualifications and training programs;

(iii)ensuring that the operator is aware of Omani requirements;

(iv) ensuring that on going surveillance is accomplished.

(5) The lessors must reimburse the CAA for all travel, accommodation and other expenses incurred by the person authorised by the CAA to perform surveillance and inspection duties with respect to the operation and maintenance of such aircraft.

(b) After authorisation of the lease, the CAA will be responsible for ongoing surveillance and, as such, will develop a surveillance schedule on a case by case basis. Regulatory surveillance of the leasing operation should normally be conducted every 90 days. (Except in those cases where an arrangement has been agreed upon between the foreign regulatory authority and the CAA).

(c) The surveillance will ensure that aircraft leased to foreign operators are operated and maintained to Omani standards.

1.10 Omani Registered commercial Aircraft Leased to Other Omani Operators

The following additional conditions shall apply to Omani registered commercial aircraft when leased to other Omani Operators:

(a) The lessee must be appropriately approved and capable of performing required maintenance (unless maintenance is sub-contracted); and

(b) The lessee must hold the appropriate AOC.

1.11 Omani Operators Providing Wet lease Operations

(a) When performing wet lease operations, CAR-OPS 1 or CAR OPS 3 whichever is applicable, shall apply in addition to the lessee's civil aviation rules. Whichever rule (foreign or Omani) is more restrictive shall apply in each instance of application of the rules.

(b) In addition to the requirements of section 1.6, in the case where the aircraft is to be operated on behalf of a foreign operator in accordance with CAR-OPS 1.165, the agreement should be authorised by the foreign Operator's civil aviation authority. The authorisation should be by letter and must include authorisation for CAA inspectors to conduct necessary inspections of flight operations and maintenance facilities, personnel and/or documents, as deemed necessary, in the operating country.

(c) The lessor must submit to the CAA a letter stating they will reimburse the CAA for all travel, accommodation and other expenses incurred by the CAA to perform surveillance duties relating to the approval and continuing surveillance of such aircraft.

(d) When performing wet lease operations under CAR-OPS 1.165, the lessor must maintain the aircraft in accordance with the conditions of its Maintenance Program. The lessor must have its Operation Manual amended to include any changes required to account for:

(1) Location of maintenance facilities, personnel, spares supplies;

(2) Minimum Equipment List (MEL) compliance handling procedures, including
   i. submission of a copy or reference to the MEL that will be utilised and any required
   ii. changes with respect to the intended operation; and

(3) Changes and/or use of contract maintenance facilities.

In addition:

(1) The lessor must identify the aircraft Maintenance Program along with any proposed amendments as a result of the intended operation; and

(2) The agreement must clearly specify that the lessor retains airworthiness control and responsibility for the aircraft.

(e) The foregoing must be evaluated to determine if any changes are required to the aircraft inspection program, location of maintenance facilities, personnel, equipment, etc. prior to approving the arrangement.

(f) A base inspection of the foreign facilities may be conducted by the CAA flight operations and airworthiness inspectors. Discussions with the foreign civil aviation authorities may be required, regarding compliance with any special airworthiness / operations conditions required by either the CAA or the foreign authorities prior to approving the arrangement.

1.12 Foreign Operators Providing Wet Lease)to Omani Operators

(a) When performing wet lease operations for an Omani Operator, the foreign Operator shall be approved under CAR OPS 0.

(b) When performing wet lease operations, CAR-OPS 1, or CAR OPS 3 whichever is applicable, shall apply in addition to the lessor's civil aviation rules. Whichever rule (foreign or Omani) is more restrictive shall apply in each instance of application of the rules.

(c) In addition to the requirements of section 1.6, the agreement must be authorised by the foreign Operator's civil aviation authority; e.g., operations specifications.

(d) The lessor must maintain the aircraft in accordance with the conditions of its Maintenance Program. The lessor may be required to have its Operation Manual amended to include any changes required to account for:

(1) location of maintenance facilities, personnel, spares supplies;

(2)Minimum Equipment List (MEL) compliance handling procedures, including
   i. submission of a copy or reference to the MEL that will be utilised and any required
   ii. changes with respect to the intended operation; and

(2) changes and/or use of contract maintenance facilities.

In addition:

(1) The lessor must identify the aircraft Maintenance Program along with any proposed amendments as a result of the intended operation; and

(2) The agreement must clearly specify that the lessor retains airworthiness control and responsibility for the aircraft.

(e) The lease agreement shall state that the Lessor has Operational Control of the aircraft.

(f) The foregoing must be evaluated to determine if any changes are required to the aircraft inspection program, location of maintenance facilities, personnel, equipment, etc. prior to approving the arrangement.

1.13 Reserved

1.14 Leasing of Aircraft at Short Notice

In circumstances where an Omani Operator is faced with immediate and urgent requirement of replacement aeroplane, the approval may be deemed to have been given provided that:

(a) The Operator has a Short Term Leasing Policy in the company Exposition Manual or similar document approved by the CAA;

(b) The lessor is an Operator holding an AOC issued by a State which is a signatory to the Chicago Convention;

(c) The lease period does not exceed 5 consecutive days; and

(d) The CAA is officially notified of the use this provision within 24 hours of the agreement.

1.15 Leased Aircraft subject to Long Term Airworthiness Directives

Certain airworthiness directives (ADs), such as the Corrosion Prevention and Corrosion Protection (CPCP) ADs, have long term implementation times and are subject to additional compliance requirements. Therefore, aircraft which are subject to these ADs must be inspected and the maintenance records reviewed to show conformity to that type design, with particular attention to the following (where & when applicable):

(a) corrosion related airworthiness directives;

(b) corrosion and structural related services bulletins;

(c) structural modifications;

(d) application of Supplemental Structural Inspection Programs;

(e) major and multiple site damage repairs;

(f) fatigue quality of multiple repairs;

(g) re-inspection of repaired structures to ensure continued integrity; and

(h) major repair documentation such as drawings, procedures and related technical data.

1.16 Termination

Any of the above aircraft lease approvals may be terminated on the date:

(a) the lease is terminated;

(b) specified by the CAA in the lease approval;

(c) on which the aircraft registration is suspended or cancelled;

(d) on which the Operation Certificate issued to either the aircraft lessee or lessor, with respect to the aircraft type, is suspended or cancelled; or

(e) on which any of the leasing regulations or conditions as specified in the approval are breached.

CIVIL AVIATION NOTICES

CAN 2-02

Aircraft Service Introduction

INDEX

Aircraft Service Introduction

2.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Omani registered aircraft.

2.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of the CAA's Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

2.3 Introduction Proving Tests

(a) Civil Aviation Regulations CAR-OPS1.180 stipulates and establishes the requirement for the issuance, variation and continued validity of an AOC. When required by the CAA, air carriers shall perform proving tests under certain conditions and for varying hourly requirements. Aircraft proving tests are conducted by the operator, independent of aircraft certification. Proving tests are operator oriented and allow the regulatory CAA to determine if the operator can function safely and efficiently with a specific type aircraft as an independent air transportation entity.

(b) Operator may be required by the CAA to conduct proving tests in the following situations.

(1) Initial operator certification.

(2) When introducing an aircraft type not previously used.

(3) When introducing an aircraft which has been materially altered in design.

(4) When introducing a new route/destination

(c) It is recommended that the operator conducts proving tests for a total of 15 hours. The first requirement of proving tests is to perform normal en-route flights over a representative portion of the air carrier's route system, and into airports which the operator, once authorised, plans to service in scheduled operations. Secondly, the carriage of revenue passengers will be prohibited during these representational en-route, flights. The carriage of mail or cargo will be permitted. The carriage of cargo will allow the regulatory CAA to observe a more comprehensive cross section of the operator's capabilities. Initial line training will be allowed to be conducted during the proving tests and must be done in accordance with, and meet the requirements of the operator's approved training program. A portion of ferry flight time and aircraft base training time may also be credited to proving test flight time (up to 50%), and will be discussed in detail later.

2.4 Proving Test Process

2.4.1 Phase 1

Normally initiated when the operator informs the CAA of its intention to conduct proving tests for purpose(s) mentioned in paragraph 2.3 (b) above. It should include proposed dates and schedules of events. The CAA may then provide the operator with specific proving test requirements including the submission of a proving test plan by the operator to the CAA for review and approval.

2.4.2 Phase 2

The operator must present the proving test plan to the CAA for evaluation at least thirty days prior to the proposed date of the intended proving test. The CAA will ensure that the plan meets the requirements as set forth by the CAA.

2.4.3 Phase 3

An in-depth evaluation of the proving test plan begins here with respect to the following:

(a) Regulatory compliance.

(b) Safe operating practices.

(c) Sequence of events, and

(d) Crew qualifications.

During this phase, the CAA will form its proving test evaluation team which will co-ordinate and plan its activities with the demonstrations the operator will conduct in Phase 4.

2.4.4 Phase 4

This is the demonstration Phase. It will most certainly begin during the ferry flight of the aircraft. It will also include at least a portion of the base training flights. Phase 4 will conclude upon completion of the en-route segments of the proving test.

2.4.5 Phase 5

The phase begins upon successful completion of the proving tests. During this Phase, the CAA will complete the proving test report, grant approval and issue Operations Specifications to the operator.

2.5 Planning the proving test

The operator will be required to provide a proving test plan at least 30 days prior to any in-flight demonstration, including ferry or training flights. The operator's plan should provide at least the following:

(a) Identify an Operations Coordinator or Officer of Coordination who will serve as the primary proving test spokesman for the Company in dealings with the CAA.

(b) A detailed schedule of all proposed flights including dates, times, and airports to be used. These flights should be clearly differentiated with respect to training, ferry or representative en-

route flights.

(c) A comprehensive list of names and position of flight crew members who will be participating in any or all, proving test flights.

(d) A list of names, titles and company affiliation of any non-crew member personnel the operator plans to have on board any proving test flight.

(e) A list of all cabin crew who will participate in the en-route portion of the proving test.

2.6 Co-ordination

It is recommended that meetings between the CAA and the operator's management staff initiate and continue meetings at least monthly to assure adequate and successful accomplishment of Phase 1, 2, 3.

2.7 Demonstration Phase

2.7.1 Ferry Flights and Base Training

Flight time accumulated during this non-en-route segment of the demonstration phase may be credited up to 50% of the recommended 15 hours of proving tests. During this phase, flight and cabin crew members will be undergoing initial training and the CAA evaluation team will primarily observe.

2.7.2 En-route Segments

During this phase, the operator will be required to simulate, over representative routes, routine line operations, which it proposes to conduct. All of these flights will be observed by the CAA's evaluation team. In addition to the observation of pre-flight, in-flight, and post flight operational activities, the CAA's Airworthiness inspectors will also evaluate flight initiation, servicing, maintenance (scheduled and non-scheduled) and flight termination activities. The operator ground staff activities will also be observed and evaluated. The following five general areas will be evaluated to determine the operator's competence to conduct scheduled operations:

(a) Flight Crew knowledge and qualification:

(1) Aircraft performance and flight characteristics.

(2) AFM limitations

(3) Aircraft Normal, Abnormal and Emergency procedures.

(4) Aircraft systems and equipment.

(5) Airport data.

(6) Flight management and cruise control.

(7) Company manuals and procedures.

(8) Crew discipline, and cockpit resource management.

(9) Crew vigilance and collision avoidance procedures.

(10) Knowledge of unique en-route and area of operation procedures and requirements.

(11) MEL and CDL procedures.

(b) Cabin Crew Competency and Ability:

(1) Knowledge of all normal, abnormal and emergency procedures in all assigned positions

(2) Knowledge of procedures with respect to crew member incapacitation and passenger physiological problems.

(3) Knowledge of verbal and non-verbal communication techniques amongst cabin crew and the cockpit.

(4) Training program effectiveness.

(c) Airport / Station Facilities

1) Adequacy of runways and taxiways.

2) Adequate lighting of runways and taxiways.

3) Approach lighting.

4) Navigational aids.

5) Gate and ramp areas.

6) Station manuals, maintenance manuals, and facilities.

7) Ground staff qualifications.
8) Passenger enplaning and deplaning procedures.

9) Aircraft fuelling and servicing.

10) Gate arrival and departure procedures and equipment.

(d) Operational Control

(1) Flight planning.

(2) Flight release procedures.

(3) Airport and route information collection and dissemination.

(4) Diversion procedures.

(5) Weather collection and dissemination.

(6) Flight control personnel competency.

(7) Communication capabilities.

(8) Load control and weight and balance.

(9) Manuals.

(10) Maintenance control (procedures and records).

(e) Company Procedures: Examples of company procedures to be observed and evaluated are as follows:

(1) Aircraft operations.

(2) Ground operations / maintenance personnel.

(3) Fuelling facilities and equipment.

(4) Security.

(5) Adequacy of Training Program.

(6) MEL CDL procedures.

(7) Procedures for accomplishing scheduled and unscheduled maintenance.

(8) Ability to conduct operations at unscheduled stops or alternate airports.

2.7.3 Evaluation and Reporting

During both the non-en-route and en-route demonstration phases it is the intention of the CAA to maintain close contact with the operator management in the form of meetings or conferences to discuss deficiencies found by the proving test evaluation team. Decisions and commitments must be made during these meetings. Minor deficiencies often occur which most often can be readily corrected by management personnel. Other minor deficiencies can be satisfactorily resolved by securing commitments for corrective action from these same management personnel. Should deficiencies jeopardise safety of flight and immediate corrective action is not obtained, the proving test must be stopped until satisfactory corrective action has been taken by the operator. Depending on the results of the on-going assessments done during the demonstration phase, the CAA's evaluation team may:

(a) Complete the proving test as planned to ensure all test objectives are met and that the

operator's overall capabilities to demonstrate safe operating practices are satisfactory.

(b) Terminate the proving test sooner than planned, provided all test objectives are met and that the operator has demonstrated a repetitive ability to conduct normal line operations and safe operating practices.

(c) Extend the test beyond those scheduled in the proving test plan. This option could be exercised should the operator fail at any time to meet the objectives of (a) and (b) above.

(d) Stop further testing under the proving test plan when it becomes apparent that the operator is not capable of correcting deficiencies, and continuation of the en-route segment would not serve a useful purpose. With this option, the CAA will advise the operator describing the deficient areas and specifying the need for a new proving test plan.

CIVIL AVIATION NOTICES

CAN 3-01

Service- and Technical Bulletins

INDEX

Service- and Technical Bulletins

1.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

1.2 Introduction.

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

1.3 Service and Technical Bulletins

(a) Manufacturers of aircraft, engines, propellers, and related components/equipment periodically issue various kinds of instructions regarding necessary or optional modifications, part replacements, inspections, operating procedures, or other changes affecting their products. These may improve airworthiness, serviceability, personnel safety, life or time extensions, reliability, economy of performance, etc. No attempt will be made here at trying to list all the different classes, categories or ratings used by various manufacturers to advise owners/operators of the level of importance of complying with or incorporating the aforementioned changes.

(b) Various Civil Aviation Airworthiness Authorities having type design or other design certification responsibility for aircraft, engines, propellers and related components/equipment issue mandatory airworthiness directives or similar mandatory notifications covering modifications, part replacements, inspections, time limits, etc. against these products. Often these airworthiness directives or similar notifications are referenced to or specify various manufacturer's technical publications for complying with mandatory actions to be taken. In this regard the manufacturer's technical publications then become mandatory by reference.

(c) Another way manufacturer's technical publications may be referenced to or specified for mandatory compliance is when they are so identified by Civil Aviation Airworthiness Authorities in the product Type Design Certificate Data Sheets covering particular aircraft, engines or propellers.

(d) The CAA Oman, in relation to those referred to in paragraph (b) preceding, may occasionally require additional modifications, part replacements, inspections, time limits, etc. beyond those set by the Civil Aviation Authorities certifying the type design. These additional mandatory requirements may be justified by severe geographical environment conditions, unusual operating profiles, or unique needs for higher levels of safety and airworthiness. Likewise, as stated in (b) preceding, in these instances various manufacturer's technical publications may also be referred to or specified for mandatory compliance.

(e) Notwithstanding (b), (c), and (d) preceding, incorporation of all other manufacturer's product improvements and related technical publications, however identified or stated herein, is the voluntary decision responsibility of the owner or operator. Nothing should be inferred from the foregoing paragraphs mitigating or absolving responsibility of the owner or operator from having to evaluate all applicable non mandatory manufacturer's product improvements and related technical publications for possible incorporation or adoption concerning aircraft, engines, propellers and related components/equipment in their service.

(f) Often when aircraft ownership is changed the new owner fails to establish a current compilation of manufacturer's product improvement related technical publications or fails to maintain it up-to-date thereafter. The CAA requires owners and operators of aircraft to keep complete and up-to-date applicable technical publications related to all manufacturer's product improvements.

(g) Owners and operators of aircraft must record the incorporation or compliance with of all manufacturer's product improvements as discussed in this Notice whether mandatory or not. Recordation must be made in relevant log books or other suitable records forms acceptable to the CAA.

(h) Furthermore, before issuance of the initial aircraft airworthiness certificate the application must include a list of all mandatory and non-mandatory manufacturer's product improvements incorporated or complied with. Subsequent renewal applications need only list those mandatory and non-mandatory incorporated or complied with since issuance of the last certificate of airworthiness.

CIVIL AVIATION NOTICES

CAN 3-02

Aircraft Maintenance Schedules

INDEX

Aircraft Maintenance Schedules

2.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

2.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA's Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

2.3 Aircraft Maintenance Schedules, Contracted Maintenance and Certifications

(a) For the purpose of this Notice, a Maintenance Program means all facilities, tools, equipment, personnel, procedures, and company systems required to control and monitor the effectiveness of the program. The Approved Maintenance Schedule (AMS) forms a part of the Approved Maintenance Program.

(b) All aircraft registered in Oman shall be maintained in accordance with an Aircraft Maintenance Program, submitted by the owner or operator and approved by the CAA's Airworthiness Section. The approved program may include but is not limited to: Weight and Balance, Flight Tests, Condition Monitoring/Reliability, Part Loan and Pooling, Minimum Equipment Lists, Maintenance Ferry Flight CAA, and AMS contractor-operator procedures or controls.

(c) Manufacturer recommendations for an AMS for new operators to the aircraft type will be initially adhered to unless justification is submitted and accepted to the satisfaction of the Airworthiness Section for a more mature starting operator AMS.

(d) Owners or operators contracting out part or all of their maintenance work will not necessarily be approved to adopt the contractor or other operator AMS' as their own as other considerations must be evaluated by the Airworthiness Section.

(e) Amendments to the AMS are the responsibility of and proposals shall be made by the owner or operator, although if applicable, justification data from a contractor if fully understood, accepted and submitted by the owner or operator will be considered by the Airworthiness Section. Five designations for different kinds of AMS amendments shall be used.

(1) Originated and directed by the CAA;

(2) Originated by ADs, Alert SBs, Telex Advices from manufacturers etc. Prior approval from the CAA is not required

(3) Originated by Manufacturer Advices on reduction of inspection interval or introduction of additional/new inspections. Prior approval of the CAA is not required.

(4) Originated and proposed by owner/operator for the CAA's approval;

(5) Originated by owner/operator covering only typo, format, spelling, and grammar error corrections and do not require CAA's approval.

Note: All amendments carried out in paragraphs (e)(ii) and (e)(iii) above must be submitted to the CAA for post-facto approval.

(f) Owners and operators are primarily responsible for all aspects of airworthiness of their aircraft even if work is contracted to an organisation approved or accepted by the CAA. As such, the owner or operator must monitor and be knowledgeable as to the status of their AMS and other airworthiness aspects of their aircraft at all times.

(g) Owners or operators intending to contract out major maintenance functions (complete or large parts of AMS, aircraft overhauls, structural inspection programs, large modification projects etc.) are cautioned to gain the Airworthiness Section's acceptance of the contractor and scope of work prior to contractual commitments. Areas of concern and review will be

(1) Contractor capability/experience with type;

(2) Contractor management/quality assurance systems coverage including scope and reporting aspects; and

(3) Owner/operator involvement in monitoring and continuing analysis of the work functions contracted out.

(h) A Certificate of Maintenance Review (CMR), the format and schedule to be approved by the CAA's Airworthiness Section, shall be issued specifying the completion of required mandatory maintenance, and showing the next required CMR issuing period. One copy will be carried in the aircraft and another copy held by the owner or operator at his main base. All maintenance work (rectifications, inspections, modifications, tests, etc) performed shall be recorded in the aircraft technical log or other appropriate technical forms and covered by the issue of a Certificate of Release to Service (CRS). (The foregoing does not cover logbook entry requirements, which are addressed in CAN 3-05).

(i) Duplicate inspections shall be required at any time following initial assembly or any disturbance of a vital point or control system of an aircraft where mal-assembly of a single feature could lead to a catastrophe, i.e. result in loss of an aircraft and/or in facilities. An inspection is to be first made and certified by one qualified person and subsequently again inspected and certified by a second qualified person. A control system is any system by which the flight path, attitude or propulsive force of an aircraft is changed.

(j) Operators are required to review their maintenance programs and update the Aircraft Maintenance Schedules at every 3 months.

CIVIL AVIATION NOTICES

CAN 3-03

Mandatory Modifications/Restrictions/Actions to be taken Affecting Continuous Airworthiness or Safety

INDEX

Mandatory Modifications/Restrictions/Actions to be taken Affecting Continuous Airworthiness or Safety

3.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

3.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

3.3 Mandatory Modifications, Inspections, Time/Life Limitations, or other Restrictions/Actions to be taken affecting continuous airworthiness or safety

(a) Various Civil Aviation Authorities issue Airworthiness Directives or equivalent notifications covering mandatory conditions, restrictions, or actions to be taken for products designed, manufactured, and certificated in their respective countries.

(b) The Civil Aviation Authority of the "State of Design", as defined in CAR 39, of an aircraft, engine, or propeller have the original or primary type certification and continuing airworthiness responsibility. There may be instances where engines or propellers designed, manufactured, and certificated in one country are installed in aircraft designed, manufactured, and certificated in another country. In these cases, the Civil Aviation Authority responsible for the continuing airworthiness of the aircraft (the State of Design) will usually re-issue under their AD system those ADs issued by the Airworthiness Authority responsible for the engine or propeller manufacturers.

(c) The CAA Oman may require additional conditions, restrictions, or actions to be taken beyond those specified in (a), (b) and (c) preceding, because of severe geographical environment conditions, unusual operating profiles, or unique needs for higher levels or airworthiness or safety.

(d) As a general policy, the ADs or similar mandatory notifications covering the aircraft in its entirety issued by the Civil Aviation Airworthiness Authority of the State of Design, holding the type certification of the aircraft shall be mandatory together with any other conditions, restrictions or actions imposed by the CAA Oman for all aircraft registered in Oman.

(e) There may be instances of deviations from the general policy stated in (d) because of unusual bilateral airworthiness agreements and these differences, if any, will be established at the time of application for aircraft registration in Oman. If doubt exists as to what policy herein is to be followed concerning aircraft presently on Oman registration, the CAA Airworthiness Section should be consulted for clarification.

(f) At the time of application for issue and renewal of a CAA Airworthiness Certificate a listing and certification by the owner and operator of the status of all applicable terminating and recurring mandatory actions discussed in this Notice shall be required.

CIVIL AVIATION NOTICES

CAN 3-04

Control Surface Locks

INDEX

Control Surface Locks

4.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

4.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

4.3 Control Surface Locks

For all civil aircraft registered in Oman, when a device is provided for locking a Control Surface while the aircraft is on ground or water, the following requirements must be complied with:-

(a) The locking devices shall be so installed as to provide unmistakable warning to the Pilot while the locks are engaged.

(b) It is impossible for the locks to become inadvertently engaged during flight.

(c) It is impossible for the aircraft to take off with locks engaged.

(d) The locking device shall have streamers fitted so as to render the devices visible to the ground crew when installed.

CIVIL AVIATION NOTICES

CAN 3-05

Aircraft Engine and Variable-Pitch Propeller Log Books

INDEX

Aircraft Engine and Variable-Pitch Propeller Log Books

5.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

5.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

5.3 Aircraft, Engine and Variable-Pitch Propeller Log Books

(a) It is a mandatory requirement for all aircraft registered in Oman that the owner or operator maintains aircraft, engine, and variable-pitch propeller records in the logbooks or equivalent forms/documents acceptable to the CAA. These log books or equivalencies must contain an airworthiness and maintenance record of the life of the aircraft, engine and variable-pitch propellers. A listing of the data required to be kept in the logbooks or equivalencies is found in paragraph 5.3, 5.4 and 5.5 below

(b) The Airworthiness Section recognises the advantages brought about by the latest improvements in management information systems such as the use of computers, sophisticated forms, etc. These improvements may be extended to aviation related records, provided the operator will be able to justify to the CAA that this alternate means of record keeping or a combination thereof meets the intent of the mandatory log book requirements.

(c) The entry of logbook required data/records should not normally exceed a period of 7 days after the related event and in no case must exceed 14 days. Daily operating time (aircraft, engine, propeller) must be a separate day-by-day entry and cannot be grouped over several days' operation.

(d) Unless otherwise directed by manufacturer requirements, only the actual take-off landing time needs to be considered in calculating the hours of operation aircraft, engines, propellers etc.

(e) Logbooks must be retained by the owner or operator until the aircraft, engine or propeller is either sold or returned to the owner/leasing agent or damaged beyond use, refers) and permission for disposal of the log book is obtained from the CAA.

5.4 Aircraft Logbook Entries

(a) Manufacturers name, type/model, S/N, date of manufacture.

(b) Nationality and reg. Marking.

(c) Name and address of operator/owner.

(d) Total flight time (T/O to landing time) per day of operation and number of landings or flights.

(e) Total flight time since manufacture.

(f) Completion of Aircraft Maintenance Schedule checks/inspections, giving the schedule item reference number. (Recordation of daily or turn around checks not required).

(g) Replacement of life limited/required overhauled items giving S/N "off" and "on" and reference information for traceability to the last overhaul records.

(h) All repairs of primary structure, and those repairs made outside the manufacturer's repair manual.

(i) Incorporation/compliance of Airworthiness Directives, mandatory Service Bulletins and CAA instructions.

(j) Incorporation of aircraft modifications such as CAA approved local modifications and manufacturer's Service Bulletin.

(k) Relative to (f) through (i) preceding brief description of maintenance work, date of completion and referenced to person/organisation certifying work.

(l) Record of all test flights.

(m) Recalculation of aircraft empty weight schedule and weighing of aircraft.

5.5 Engine Logbook Entries

(a) Manufacturer name, type/model, S/N, date of manufacture.

(b) Name and address of operator/owner.

(c) Date of installation, position, aircraft registration, aircraft type.

(d) Total operational time and cycles per day of operation.

(e) Total operational time since new and since complete overhaul.

(f) Similar entries to that of items (f) to (k) of Aircraft Logbook.

(g) Record of full power ground runs and test cell/bed runs.

5.6 Propeller Logbook Entries

Similar entries to (a) to (f) of Engine Logbook.

CIVIL AVIATION NOTICES

CAN 3-07

Bogus Parts

INDEX

Bogus Parts

7.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

7.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

7.3 Bogus Parts

(a) It is necessary to draw the attention of all concerned to the problem of bogus parts. Superficially many of these parts are identified with the genuine part labels.

(b) Bogus parts are parts which are not airworthy, intended for installation on a certificated aircraft, engine, components. They are of unknown material/source/identity, fabricated at variance with industry and Government specifications.

(c) The problem of bogus parts is not confined to a particular country, and there are examples which serve to show that care is necessary when buying aircraft spares of foreign origin. Such parts should be purchased either direct from the manufacturer or from a source known to be reputable.

(d) Civil Aviation Notice 3-20 provides information, guidance and requirements for qualifying the acceptability of parts received from non certificated sources.

(e) It is required that any suspected bogus parts must be immediately reported to the Airworthiness Section, using the SDR reporting procedure (CAN 3-19) and may be classified under unusual technical deficiency.

CIVIL AVIATION NOTICES

CAN 3-08

Documentation of Airworthiness

INDEX

Documentation of Airworthiness

8.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

8.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

8.3 Certificate of Airworthiness (C of A)

A "C of A" is originally issued and renewed for one year periods by the CAA after the Airworthiness Section is satisfied that an aircraft conforms to the approved type design, inspections and other maintenance required by the Approved Maintenance Schedule (AMS) have been completed, complies with all applicable ADs/mandatory SBs, parts are within life/service limits, weight and balance within requirements, etc. For additional information, see latest issue of CAN 1-04.

8.4 Certificate of Maintenance Review (CMR)

In order to maintain a "C of A" valid, a "CMR" is required to be issued in accordance with CAN 3-02 and at the times prescribed in the approved maintenance program for the aircraft concerned. CAA approved Aircraft Maintenance Organisations and Oman operator approved procedures, in part, should limit the authority to certify the "CMR" to senior and well qualified licensed Aircraft Maintenance Engineers. It must be determined at the time of issuance that the aircraft complies with the following:

(a) Completion of all inspections and other maintenance requirements of the Approved Maintenance Program.

(b) Accomplishment of all applicable terminating or recurring ADs and CAA mandatory SBs, modifications or inspections.

(c) No parts, components or assemblies exceed their life/service limits.

(d) No outstanding defects or inoperative items exist, or if any, have been deferred in accordance with procedures acceptable or approved by the CAA.

(e) Mandatory requirements of CAA Civil Aviation Notices affecting airworthiness have been met.

(f) No known condition(s) exists that would adversely affect the aircraft airworthiness, safe operation, or endanger passengers or crew members.

8.5 Certificate of Return to Service (CRS)

(a) Whenever any inspection, replacement, repair, modification, overhaul, test or calibration of |any part installed on an aircraft is carried out, a "CRS" is required to be issued as a condition of continued validity of the "C of A". Replacement parts must be accompanied by a "CRS" on a Release Certificate. Standardised certification wording of the "CRS" used on various forms or documents must be acceptable to the CAA.

(b) A "CRS" refers to various acceptable airworthiness statements accompanying aeronautical parts (whether new, repaired, overhauled, tested, etc.) declaring they are serviceable. Due to variation of foreign civil aviation regulations, an incoming "CRS" may take the form of a Certificate of Conformity, Release, Approval for return to service, Airworthiness Parts Release, etc.
A "CRS" from CAA Approved Aircraft Maintenance Organisations is of course acceptable in addition to other sources acceptable to the CAA.

8.6 Certificate of Fitness for Flight (C of FF)

The "C of FF" shall be issued prior to flight test of aircraft for an original "C of A" and renewal of an expired "C of A", engineering evaluations, and CAA approved ferry flights. Full description of the purpose, procedure and requirements for the issuance of the Certificate of Fitness for Flight can be found in CAN 3-27, latest issue.

8.7 Signing of Certificates

Unless otherwise authorised by the CAA, the foregoing certificates except the Certificate of Airworthiness shall only be signed by the following:

(a) "CMR" - A person holding an appropriate Aircraft Maintenance Engineer license or equivalent CAA authorisation and authorised by the operator, or, a CAA approved Aircraft Maintenance Organisation.

(b) "CRS" - A person holding an appropriate Aircraft Maintenance Engineer's license or equivalent CAA authorisation and persons authorised by the CAA approved Aircraft Maintenance Organisations.

CIVIL AVIATION NOTICES

CAN 3-12

Ground Support Servicing, Fuelling and Ramp Equipment (GSE)

INDEX

Ground Support Servicing, Fuelling and Ramp Equipment (GSE)

12.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

12.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

12.3 Ground Support Servicing, Fuelling and Ramp Equipment (GSE)

(a) It is the primary responsibility of the companies providing or contracted to provide various services of aircraft technical ground support, fuelling, or passenger/freight ground support to ensure their equipment (GSE) is:

(1) Always in a safe operating condition and properly maintained;

(2) Presents no hazard to aircraft, passengers, other GSE or equipment operators; and

(4) Ensures the individual equipment operator is competent to perform his job and is knowledgeable about airport vehicle operating rules and requirements.

(b) Individual equipment operators must be knowledgeable of and follow standard practices, company procedures, and airport rules covering equipment safety conditions and fire hazards, and those rules covering speed limits, parking areas and positioning locations while servicing aircraft.
At any time GSE being operated becomes unserviceable or hazardous, the on-duty supervisor should be notified before further operation.

(d) In order to provide company management/administrative control of the responsibility fore-stated in(a)(3), some form of record should be maintained that identifies the scope of the authority given, how the determination of authority was made, and when and who authorised each equipment operator.

(e) GSE maintenance or inspection schedules and records as applicable, should be established and followed. Self-powered vehicles must have suitable fire extinguishing equipment. GSE manufacturers and major international fuelling companies are sources of information regarding maintenance, safety, and good operating practices and procedures.

CIVIL AVIATION NOTICES

CAN 3-17

Galley Equipment

INDEX

Galley Equipment

17.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

17.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

17.3 Background

As the ever increasing need to provide high standards of cabin service to passengers, galley equipment becomes an important part of the aircraft and now occupies a large portion of the cabin area. The CAA therefore would like to highlight the importance of keeping this galley equipment under airworthiness control with regard to their serviceability and proper fitment on the aircraft.

Service carts with defective brakes may cause injuries to passengers/crew during rough air, poor electrical connection may result in cabin fire, loose catering boxes may delay rapid passenger evacuation, are some of the circumstances where galley equipment becomes a hazard to passengers and crew.

17.4 Purpose

The CAA intends to provide in this Notice, information, guidance and airworthiness requirements regarding the construction, installation and maintenance of galley equipment. All operators providing catering services on flight are therefore required to comply with this Notice

17.5 Grouping of Galley Equipment

Galley equipment includes service carts/trolleys, ovens, refrigerators, water boilers, buffets and other similar equipment. For the purpose of controlling this equipment, this Notice intends to group them into:

(a) Galley equipment using electrical power.

(b) Catering trolleys and carts or similar devices.

(c) All other miscellaneous galley equipment not covered by (a) or (b) above.

Note: Any fixed feature of the galley equipment in the aircraft cabin is normally included in the aircraft Type Certification. Those modified or fitted new at a later period, are expected to meet the original Type Design requirement of subject aircraft. Such fixed feature of the galley equipment shall be considered part of the aircraft and will be controlled like ordinary aircraft parts/structures.

17.6 Airworthiness Requirement of Galley Equipment and Structure

(a) Unless advised otherwise, the design, installation and stowage aspect of galley equipment referred to in paragraph 17.5(a) and (b) must meet the original type design requirement of subject aircraft and be covered by the Type Certificate or Supplemental Type Certificate.

(b) The suitability and quality of galley equipment referred to in paragraph 17.5(c) is the responsibility of the operator. Care should be exercised by the operator to prevent such equipment from being a hazard to passengers or crew.

(c) No alteration to the factory fit galley aircraft structure shall be undertaken without prior approval of the CAA.

(d) Second restraint device is required in addition to the primary locks/latches for galley equipment and compartment facing a seat located within a longitudinal distance equal to three

seat pitching. This secondary restraint device must be able to withstand the inertia load required by paragraph 17.6(a).

(e) Galley equipment and cooking appliance must provide access for cleaning of hidden areas. A regular cleaning of these areas is encouraged to limit the accumulation of extraneous substances that may constitute a fire risk.

(f) The use of equipment in the galley that may cause injury to person such as hot plates and open cooking utensils is not allowed.

(g) Food/beverage service carts must be capable of standing unassisted on a 4 degree or 7% slope with its maximum design load without rolling by the use of its brakes only.

(h) All service carts must be secured during take-off, rough air and landing. When in use, thebrakes must be applied before leaving the carts unhandled

(i) All service galley equipment must be placarded as to it's loading capability taking into consideration the limitations of its catches, hinges and any other attachment to the aircraft structure.
In addition, the operating restrictions referred in paragraph 17.6(h) above must also be placarded on the service carts.

(j) Galley equipment using electrical power must not be installed unless adequate analysis has been made to ensure that the use of such galley equipment will not adversely affect the aircraft electrical loading or cause malfunction of other aircraft equipment/system as a result of fluid/vapour contamination from the galley equipment.

(k) Unless a separate arrangement has been agreed by the CAA, operators must establish a maintenance programme for controlling the condition of galley equipment referred by this Notice.
The corresponding procedures for the certification and maintenance of the galley equipment must be included in the company engineering manual or its equivalent
.

CIVIL AVIATION NOTICES

CAN 3-19

Service Difficulty Reports

INDEX

Service Difficulty Reports

19.1 Applicability

This Notice applies to all persons operating and / or maintaining Oman registered aircraft.

19.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

19.3 Purpose of Service Difficulty Reports (SDRs)

(a) To enable the Airworthiness Section to become aware and participate in the rectification and prevention processes of serious defects, malfunctions, failures and serious occurrences experienced by operators while operating and maintaining Omani registered aircraft.

(b) To enable CAA Oman to comply with the provision of the ICAO Annex 8with respect to exchange of information with other Contracting States related to continuing airworthiness of the aircraft.

19.4 Mandatory Reporting Requirements

(a) In order to achieve the above purposes and ensure the continued airworthiness of all Omani registered aircraft, the operator or the approved maintenance organisation is required by this Notice to notify the Airworthiness Section by submitting a Service Difficulty Report using CAA Form CA15 Rev.1,not later than 72 hours from the time of discovery of a reportable item or occurrence. Telephone notification is required if an initial report submission is delayed.

(b) Approved Maintenance Organisations who are not operators of Oman registered aircraft are to telex notify the Airworthiness Section of brief details of a reportable item/occurrence prior to airmailing Form CA15 Rev.1 within 72 hours as above. Generally only items/occurrences in 19.5(a)(ii) or 19.5(a)(iv) will affect Approved Maintenance Organisations.

(c) In line with ICAO Annex 8 Chapter 4, a copy of Form CA15 when completed shall be forwarded by the operator/AMO to organization responsible for aircraft type design.

Note: Reporting of an accident/incident which was caused by or related to a reportable item does not relieve the operator from complying with this Notice.

19.5 Reportable Defects, Malfunctions, Failures or Occurrences

(a) For ease of identification, reportable items or occurrences are grouped in four general classes shown below. For a list refer to Appendix A of this Notice and CAR 145.60.
For more comprehensive list, please refer to EASA AMC 20-8 latest issue.

(1) Defects, malfunctions and failures of aircraft systems, engines, components or equipment.

(2) Structural failure, defects, corrosion, damage or related conditions.

(3) Operational occurrences requiring conditional inspections, e.g. lightning strikes, overweight/hard landings, etc.

(4) Unusual technical deficiencies/difficulties, such as aircraft design or manufacturing irregularities, defects beyond normal maintenance experience, serious maintenance error, etc.

(b) This Notice is restricted to events affecting airworthiness of aircraft. Occurrences directly related to pilot flight or ground handling of aircraft such as air misses, over-shoot, leaving airport operating surfaces, etc., are reportable by means other than SDR.

(c) Unserviceability of items included in the CAA approved Minimum Equipment List/Configuration Deviation List are not normally reportable. However, the circumstances of the unserviceability or its association with another item or occurrence that could introduce an element of danger are required to be reported. For example, a component failure causing a fire, decompression, etc.

19.6 Retention and preservation of SDR related components/parts

In the event the nature or cause of a SDR related component/part unserviceability is not clearly evident, the operator should not loose retention or possession of such items until agreed upon with the Airworthiness Section. Until such time care should be taken to protect items from damage or deterioration.

19.7 Retention of FDR and CVR recordings

Following an accident, or occurrence requiring immediate notification to the CAA, the operator of an aeroplane on which an CVR and/or FDR is carried shall, to the extent possible, preserve the original recorded data pertaining to that accident, as retained by the recorder for at least 60 days or a longer period as requested by the CAA.

Appendix "A"

Reporting of Service Difficulty Reports (SDRs)

Defects, malfunctions, failure of aircraft systems, engines, components or equipment concerning:

1. Engine in-flight, shutdown or significant power loss or premature replacement except for convenience.
2. Uncontrollable operation of propellers, main rotors or tail rotors.
3. Malfunction of any flying or engine control system.
4. Failure of undercarriage to retract or extend, or to support the aircraft.
5. Failure of wheels, brakes or tyres.
6. Failure or malfunction of an electrical, hydraulic, or pneumatic power system resulting in total loss of that function to the aircraft.
7. Uncontrollable cabin pressure or asymmetrical thrust reversal.
8. Multiple or serious malfunctioning of avionic, indicating/warning, radio or navigation systems, resulting in hazardous flight information, e.g. false fire warnings, excessive errors of instruments, etc.
9. Taking emergency action during flight resulting in precautionary/forced landings, rapid descents; use of emergency systems, equipment or modes of operation, or emergency procedures as listed in the Approved Flight Manual.
10. Fires (including engines), explosions, smoke or toxic gases during maintenance, ground or in-flight operation, including false alarms of fires.
11. Significant leakage of or flow interruption/exhaustion of fuel, hydraulic fluid, or oil or servicing or incorrect fluids.

Structural Failures

12. Separation of any aircraft, engine or propeller part during in-flight or ground operation. 13. Failure, cracks, deformation or corrosion of structural parts, including accidental damage which exceed maximum allowable continued in-service limits of manufacturer.

Operational Occurrences – Conditional Inspections

14. Lightning strikes, hard or over-weight landings, bird strikes, turbulence or overspeed flight conditions and on-aircraft dangerous goods mishaps that may affect airworthiness and require the performance of a conditional special inspection.

Unusual deficiencies / difficulties

15. Other deficiencies, defects, damages or error which, in the opinion of the operator, have or could have endangered the operation of the aircraft or the safety of attending maintenance personnel. These may include any type design deficiency, inspection difficulties encountered or technical defects, that cannot be corrected by normal maintenance practices; or any serious maintenance personnel error of omission or commission causing rectification of the error before further flight; also serious personnel injury during servicing or maintenance activities.

CIVIL AVIATION NOTICES

CAN 3-20

Aeronautical parts from other than CAA Oman Certificated Sources

INDEX

Aeronautical parts from other than CAA Oman Certificated Sources

20.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

20.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

20.3 Purpose

This Notice provides information, guidance and requirements on procedures an operator should utilise for qualifying the acceptability of parts received from non CAA certificated sources.

20.4 Background

(a) The CAA is aware that some doubt may exist with operators or Aircraft Maintenance Engineers regarding acceptability of aeronautical parts obtained from other than CAA certificated (approved) sources.
(b) Furthermore, with the increasing availability of economically attractive offers by foreign non certificated organisations for rental/exchange schemes, parts pool/time sharing programs, continuous part leases, etc, there is a need to guide Omani operators in accepting aeronautical parts under the foregoing schemes.

20.5 Definition

"Aeronautical Part".
(a) Items intended for incorporation in an aircraft, engine, propeller, equipment or its components the failure or partial failure of which could adversely affect the continued airworthiness or reliability of the aircraft or the safety of its occupants.
(b) Some manufacturers offer items of similar civil and military design and specification that outwardly appear identical. Only items meeting all applicable civil design and specifications requirements are eligible as aeronautical parts.
"Non Certificated Source": Person or organisation not holding an appropriate CAA Oman Certificate of Approval or acceptable equivalent.
"Release Certificate": Any airworthiness statement accompanying an incoming aeronautical part declaring that it is serviceable. This statement may take the form of a Certificate of Release to Service, Conformity, or Compliance.
"Reworked Component": An aeronautical part which has undergone either repair, inspection, test, overhaul, modification, calibration.

20.6 Non Certificated Sources and Certification

Unless a separate arrangement has been authorised by the CAA, the following shall apply:

(a) Aircraft, Engine, APU, Propeller, Gearbox, Landing Gear Manufacturers: For brand new unit, the CAA accepts the Release Certificate issued by these manufacturers on the basis of the type design approval granted to them by foreign certifying Civil Aviation Authority. For used unit,

the CAA shall not accept the Release Certificate issued by the Service Centre belonging to these manufacturers unless the Centre holds CAA CAR 145 approval.

(b) Component Manufacturers: Some operators transact business directly with component manufacturers rather than through the manufacturers of the airframe, engine, propeller on which their component is fitted, for the purpose of securing replacement parts or to rework the component. The CAA has no objection to the continuance of this practice provided the operator has made the determination that the component manufacturer is the sub-contractor or supplier of the corresponding aircraft, engine, propeller manufacturer. The part should be accompanied by a release certificate issued by the component manufacturer.

(c) Part Distributors/Suppliers/Stockists: Since this group normally restricts its certifications to handling/storage and visual condition of parts, the operator should limit their supply of parts from this group to new parts or completely overhauled (zero timed) components only. Note also that it is the responsibility of the operator to satisfy himself that his supplier obtains the parts directly from the manufacturer (brand new parts) or approved overhaul organisation (zero timed parts) and when delivered, is accompanied by the original release certificate from the manufacturer or approved overhaul organisation.
Note: Approved Overhaul Organisation means CAA CAR 145 certificated or authorised under paragraph (a), (b) or (d) herein.

(d) Other Aircraft Operator / Overhaul Organisations:

(1) Serviceable components excluding engines, engine modules, APUs, propellers, rotor (main, tail) blades, landing gears and gearboxes coming from this group of non certificated sources are acceptable provided the overhaul / repair organisation concerned holds an appropriate valid approval acceptable to the CAA (copy of their approvals and ratings should be readily available to the CAA for inspection) and that the corresponding Release Certificate issued against these items is on file.

(2) Supply of service lifed components from this group is not acceptable unless the supply of this part is covered by a separate CAA authority as mentioned in paragraph 20.7 herein.

(3) Note however that the overhaul / repair organisations including the manufacturer's Service Centres referred in 20.6(a) above who are carrying out major maintenance for an operator, i.e. **regular** performance of aircraft Maintenance Schedule inspections / checks; aircraft modifications; and repair/overhaul/inspection/testing/modifications of engine, engine module, APU, propeller, rotor blades, gearboxes and landing gear must hold a valid CAA CAR 145 approval.

20.7 Rental/Exchange, Parts Pool/Time sharing, Continuous Part Lease Programs

Complex arrangements such as participation in rental / exchange Parts pools / time sharing, continuous part lease programs should be specifically authorised by the CAA. The operators should develop appropriate procedures for administering such arrangements and include these procedures in their Exposition Manual or equivalent document. These procedures should resolve the areas of concern detailed in paragraph 20.8 herein. Once the programme is approved, the parts maintained or provided by non-certificated organisation may be fitted on Omani registered aircraft.

20.8 Guide for Qualifying Incoming Aeronautical Parts

(a) The item must meet its basic design approval criteria for civil use.

(b) It must be in compliance with applicable airworthiness directives, mandatory service bulletins and life limits.

(c) The model and modification status of the part must be established with regard to its compatibility with the operator's fleet and inspection / maintenance programme.

(d) In addition to the Release Certificate, other applicable technical documentation substantiating new parts or maintenance of reworked component must be reviewed and incorporated into the operator's aircraft records. Technical information may include test results, calibration records, special manufacturer's repair / modification schemes, failure analysis / condition monitoring data, etc., the availability of such information which may be necessary in the operation and maintenance of the subject item in the future.

(e) If there is any question of the integrity of the previous operator with regard to operation or maintenance of the item or if environmental aspects of the previous operator were adverse, special test or inspections to determine its condition should be accomplished. For example, an engine might warrant a boroscope inspection, oil spectrographic analysis, performance tests, or a hot section inspection to ensure its serviceability with regard to the new operator's standards.

(f) If the part has been out of service for an appropriate period, it must be determined that it was properly preserved, stored, handled and protected during the period.

(g) If the serviceability cannot be adequately established, then the aeronautical part must be dismantled and inspected, and all life limited parts must be scrapped.

20.9 Operator's Responsibility

The operator's engineering or maintenance management has the ultimate responsibility for ensuring that all aeronautical parts once received meet the requirements of this Notice. The Maintenance Manager, Quality Assurance Manager or similar responsible person should be assigned to establish a procedure for carrying out the above mentioned responsibility and to monitor compliance of this Notice. They should further ensure that all required certifications are authentic and is readily available for the CAA inspection when requested.

CIVIL AVIATION NOTICES

CAN 3-22

Application for an Approved Maintenance Organisation (AMO)

INDEX

Application for an Approved Maintenance Organisation (AMO)

22.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

22.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

22.3 General

(a) This Notice describes the requirements to be met by a maintenance organisation seeking the CAA Oman approval, and the following paragraph is an additional condition to CAR 145, CAR M and CAN 3-08.

(b) A maintenance organisation may be approved by the CAA to certify maintenance, overhauls, repairs, modifications, replacements, inspections and tests of Omani registered aircraft, engines and items of equipment or components thereof have been carried out in conformity with Oman and International standards and specifications as approved by CAA Oman.

(c) Approved Maintenance Organisations (AMO) are divided in two categories:

(1) CAR 145 AMO approved for maintenance of aircraft and/or components thereof.

(2) CAR M AMO approved for maintenance of aircraft and/or components thereof, other than maintenance of large aircraft used for commercial air transport and components thereof.

22.4 Application

Application for approval, renewal or change in "Terms of Approval" of an AMO shall be submitted on Form AWR/030 and should be filed with the Airworthiness Section at least 30 days prior to the requested issuance/renewal/change of the certificate. The application must be accompanied by the following along with relevant fee as published in CAN 1-06.

(a) For Issuance:

(1) CAR 145 AMO: Maintenance Organisation Exposition (MOE) meeting the requirements of paragraph 22.6 of this publication.

(2) CAR M AMO: Maintenance Organisation Manual (MOM) meeting the requirements of paragraph 22.6 of this publication.

(3) Qualifications of personnel nominated in paragraph 22.5(a). Use Form AWR/032.

(4) Supporting letter(s) from an operator of Oman registered aircraft justifying the need to apply for approval.

(b) Validity:

(1) The AMO Certificate issued by the CAA is valid for 2 years unless stated otherwise.

(2) The approval certificate may be renewed if justified need is demonstrated.

(c) For changes in "Terms of Approval" or ratings:

(1) Document(s) supporting application for changes in the "Terms of Approval" or ratings granted to the company.

(2) Proposed revision of the MOE or MOM.

22.5 Personnel

(a) Nominated personnel:

(1) The organisation using Form No. AWR/032 shall nominate –

(i) An Accountable Manager in accordance with CAR 145.30.

(ii) An appropriate person, or a group of persons whose function(s) include co-ordination of all concerned departments to ensure compliance with the relevant airworthiness requirements and other related technical requirements.

(iii) Departmental heads and other members of the staff as appropriate to the extent of work for which approval is sought.

(iv) Quality Assurance Manager of the Quality Assurance Department.

(v) Identification by name or position/title of person authorised to issue Certificate of Maintenance Review or Certificates of Release to Service.

(2) The CAA shall be satisfied that persons nominated are qualified for the appropriate positions. Written evidence of their qualifications and experience must be submitted to CAA for approval. The organisation must ensure that nominees are conversant with CAA requirements and procedures in so far as they affect the particular matters for which they are responsible.

(b) Management/Supervision Personnel:

The organisation shall have enough qualified management/ supervision personnel to provide and maintain the airworthiness standards.

(c) Maintenance/Inspection Personnel:

(1) Those individuals who are to be directly in charge of maintenance / inspection functions for the organisation must be licensed.

(2) Nominated personnel of approved organisation shall be responsible for the competency of personnel under their control.

(3) Maintenance personnel may be granted authority to sign for the organisation in accordance with CAA approved authority delegation procedure to be shown in the MOE or MOM. Personnel as approved may be issued with inspection stamps of type and design accepted by the CAA for their individual use.

(d) The staff in all appropriate technical departments shall be of sufficient number and experience as may reasonably be expected to undertake the volume of work in the class for which approval is sought.

22.6 MOE and MOM

(a) The applicant shall provide CAA Oman an MOE or MOM containing at least the following information specified in CAR 145.70.

(b) The MOE or MOM shall be reviewed periodically by the organisation and necessary amendments be submitted to CAA for approval.

(c) Copies of the MOE or MOM when approved by the CAA, shall be issued to the organisation's staff responsible for the quality control and other maintenance activities.

22.7 Maintenance resources

The organisation must show that it has adequate facilities and equipment to perform satisfactorily the functions that are to be accomplished by that organisation. These requirements include: premises, equipment, storage, control of quality, records, and technical data provided by the organisation for the purpose of maintaining standards of airworthiness control.

(a) Premises – The premises of the organisation shall be adequate in respect of construction, dimensions, lighting, heating and cooling, etc., conducive to good workmanship and maintained in a clean condition. The premises must be large enough to fully enclose the product for which approval is granted.

(b) Equipment –

(1) The organisation shall be equipped with the necessary machinery, tooling, test apparatus, etc., the conditions of which should be of sufficiently high standard to ensure the required accuracy.

(2) The organisation shall make provisions for properly protecting parts and such assemblies during disassembly, cleaning, inspection, repair, alteration and assembly.
Suitable trays, racks and stands for segregating complete assemblies shall also be provided.

(c) Stores –

(1) The organisation is required to provide satisfactory storage for certified goods and a suitable place for storage of aircraft goods awaiting inspection or classified as unserviceable.

(2) Certified aircraft goods must be inspected by the organisation, on receipt for damage and correct identification.

(3) Certified goods must be segregated from commercial goods, correctly identified and protected from deterioration or corrosion.

(4) Storage arrangements shall provide such special facilities as necessary for proper housing of the type of aircraft goods concerned e.g. storage of rubber items in a cool place, shock-proof storage for delicate instruments, etc.

(5) A system is required which provides for the recording of part number, identification and incoming certification of all aircraft goods.

(6) The condition of aircraft supplies storage is important. The storage area must be clean, well ventilated and maintained in dry even temperature conditions.

(7) All materials of a flammable nature such as dope, thinners, paint etc. shall be kept in a store isolated from the main buildings. Satisfactory safety precautions must be taken such as fire protection and precaution against leakage.

(8) The organisation must not permit equipment or materials to be stored when in the opinion of CAA representative(s) they are considered to be hazardous.

(d) Control of quality –

(1) The organisation shall adopt systems and procedures for controlling inspection and quality matters directly affecting airworthiness and other technical standards, which may affect airworthiness including a quality control surveillance system operated in respect of work sub contracted to other organisations.

(2) The organisation must be able to show to the satisfaction of the CAA the effectiveness of its systems and procedures contained in the MOE that ensures full and efficient co-ordination exists within departments and between related departments.

(3) A satisfactory procedure and required time periods shall be established to check the calibration of each precision tool, master gauge, reference instrument, measuring and test equipment etc. to maintain the desired accuracy.

(4) The organisation shall have procedures covering the issuance and means of control of all types of airworthiness certification issued under the company's Terms of Approval.

(e) Records –

(1) The organisation is required to maintain a satisfactory historical record in respect of the aircraft, engines, equipment or parts thereof which they perform maintenance.

(2) The recording system must provide for the preservation and retrieval of information in a manner acceptable to the CAA.

(3) The record forms shall include the following:

(i) Description.

(ii) Date of completion of work performed.

(iii) Name or identification of the person performing and certifying the work.

(iv) Records of major repairs, major alterations, and rebuilding, if applicable.

(f) Technical data – The organisation shall hold and make available staff, CAA publications, manufacturers' and vendor maintenance/overhaul approval manuals, Type Certificate Data Specifications, Airworthiness Directives and Service Bulletins, and related literature appropriate to the class of work for which approval is sought. Suitable arrangements should be made to ensure that documents are kept up-to-date.

22.8 Certification

(a) An appropriate Certificate of Release shall be issued in respect of each overhaul, repair, replacement, modification or inspection of aircraft parts or equipment.

(b) A Certificate of Maintenance Review shall be issued in respect of aircraft at periods specified in the Aircraft Maintenance Program after the completion of required maintenance, inspection, modification in accordance with CAA acceptable technical data.

(c) The Certifications shall be prepared in accordance with the procedures set forth in the MOE or MOM

22.9 CAA right of access

(a) The organisation shall be maintained at the standards necessary to undertake the work for which it is approved, and the CAA representative shall have the right of access to the organisation during hours of operation for the purpose of assessing the standards of work in progress.

(b) The CAA or his representative(s) shall have the right to witness maintenance in any way associated with establishing airworthiness of an aircraft, engine, or any part thereof.

(c) The CAA may revoke, suspend or vary the Terms of Approval if conditions required for approval are not maintained.

(d) The CAA when deemed necessary may require the organisation to comply with the requirements or conditions other than those listed in this Notice.

22.10. List of Approved Maintenance Organisations

(a) The CAA Flight Safety Department maintains a list of approved AMO's and their Terms of Approval. This list can be obtained by contacting the following address:

Director Flight Safety Department
PO Box 1
P.C. 111, Muscat International Airport
Sultanate of Oman

(b) It is incumbent upon aircraft owners and operators placing maintenance work with any AMO to confirm the validity of that organisation as the CAA can suspend or revoke the approval if organisations do not maintain the required standards.

CIVIL AVIATION NOTICES

CAN 3-24

Survey for Compass Bay

INDEX

Survey for Compass Bay

24.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

24.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

24.3 General

The presence of any magnetic materials such as pipes etc., concrete reinforcements in ground / any type of structure or current carrying conductors / cables establish a resultant magnetic field which distorts both the magnitude and direction of earth's natural magnetic field at any location. Before any site is finally selected for conducting compass swinging operations it is imperative to ensure that it is free from such Man Made magnetic fields. Detailed below is the procedure for checking any candidate site before its acceptance for the aforesaid purpose.

24.4 Equipment required

- Two six foot poles able to stand vertically on a level base.
- One peg marker.
- A plumb bob.
- A landing compass with calibration life indicated.

24.5 Procedure

(a) One pole should be placed at the centre of the base. The landing compass is to be levelled and positioned 30 ft. to the South of the pole. A plumb bob is to be suspended from the centre of the landing compass to the ground and the compass sighting should be set to read due North. Another pole should be positioned 30 ft. to the North of centre pole so that when viewed with the landing compass sight the poles, as set, are in alignment.

(b) The positioning of plumb bob and "North" should be marked with a peg or paint on ground and the position of the North Pole and landing compass be interchanged. The reading of the poles as now positioned should be checked and should be within $\pm 1^{o}$ of the reciprocal of the initial reading otherwise the base is unsuitable.

(c) A further check to establish if there is any buried magnetic materials within the base should be made by locating the landing compass at different points along the line between North and South points already established taking four readings at approximately equidistant intervals. The landing compass should not deviate by more than 1o from the original reading at any position, otherwise the base is unsuitable.

(d) The procedure outlined in paragraphs (a), (b) and (c) should be repeated for determining the E and W positions. The base should be proved geometrically by checking chord distances between the cardinal points as indicated by the pegs, and if they are equal it will prove that North and South

line cuts the East to West line at right angles. The measurements should agree within ±3 inches, otherwise the base is unsuitable.

(e) A final check in the base can be made by using a landing compass placed approximately 50 ft from the perimeter of the circle and aligned on the points previously made. The base should be checked once every year, and certified by an approved person. An approved person must hold a current Direct Reading Compass AME License.

CIVIL AVIATION NOTICES

CAN 3-25

Magnetic Compass Calibration

INDEX

Magnetic Compass Calibration

25.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

25.2 Introduction

(a) The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.
(b) The Notice prescribes Airworthiness Standards for the calibration of direct reading and remote reading compass. Alternative standards providing an equivalent level of safety may be submitted for approval.

25.3 Definition

For the purposes of this requirement, the following definitions apply:
"Deviation" means the angular difference between magnetic heading of the aircraft and compass indication.
"Residual Deviation" means the deviation remaining after compensation.
"Compensation" means the measurement of the deviation of a compass installed in an aircraft, any necessary compensation of this deviation, and the recording of residual deviation.

25.4 Magnetic Compass Calibration

(a) Prior to the issue of a Certificate of Airworthiness or Flight Permit, each compass shall be calibrated. Thereafter, unless otherwise approved in the aircraft maintenance schedule or maintenance manual, each compass shall be calibrated at an interval not exceeding the following:

(1) One year when fitted to aircraft intended for IFR flight or air transport operations.

(2) For the purpose of this requirement IFR flight does include the following:
- (i) Night cross–country flying.
- (ii) Instrument flight training.
- (iii) Trans–oceanic flight.
- (iv) Off-shore aerial work operations in excess of 20 NM from land.

(b) Compasses shall also be calibrated:

(1) When newly installed or replaced.
(2) After an engine change, unless otherwise approved.
(3) Whenever a magnetic sensing element has been changed or re-located.
(4) After modification of an electrical or avionic installation of the aircraft, unless the CAA is satisfied and has approved that the modification will not affect the compass.
(5) After lightning strike, unless at least one heading check shows that no change of deviation has occurred. A heading check may be made during the flight on which a strike has occurred if the procedure has previously been approved.
(6) After any maintenance involving the addition, removal or relocation of magnetic materials likely to influence compass deviation.
(7) Following an operational occurrence i.e.

(i) A heavy landing.
(ii) After long term storage of the aircraft.
(iii) Whenever there is a reason to suspect that a change of deviation might have occurred.

(8) If a change in deviation on any particular heading is reported.

25.5 Calibration Procedure

(a) The compass of an aircraft shall be calibrated only on a base / site which is level and free from variable magnetic disturbances. If magnetic headings are marked on the Base these shall be checked at approved intervals to ensure alignment with the magnetic meridian. Prior to calibration the compass shall be checked for general serviceability and it shall be verified that angle of dip correction for the Northern / Southern hemispheres has been made.

(b) During the compass calibration the aircraft shall be positioned at not more than 5 degrees from the cardinal or quadrantal points and shall be calibrated to determine the residual deviation on at least eight equally spaced headings which include the cardinal headings. The magnetic headings of the aircraft shall be established by means of a landing compass, or similar instrument, or by alignment with a marked compass base.

(c) The compass shall be calibrated with:
(1) Engine(s) running.
(2) All equipment correctly stowed for normal operation.
(3) Flight controls, as closely as practicable to cruise position.
(4) All electrical communications and navigation systems operating for normal cruise configuration.

The flight controls, shall then be operated and avionic system switched ON and OFF or operated through the range permitted for cruising flight to ascertain that there are no significant adverse effects.

(d) When calibrating in accordance with paragraph (c) above, the residual deviation shall not exceed:
(1) 2 degrees for a remote reading (gyro) compass.
(2) 3 degrees for a remote reading (non-gyro) compass.
(3) 5 degrees for a direct reading compass as the primary heading reference.
(4) 8 degrees for any other compass.

25.6 Certification and Recording

(a) When the residual deviation has been determined, a compass correction card shall be displayed near the compass except that if the maximum residual deviation does not exceed one degree a placard to this effect may be displayed instead of a correction card. The correction card shall be either graphical or tabular (For/steer) in format, shall show its expiry date determined in accordance with paragraph 25.4(a) above and shall be certified by an appropriately qualified engineer in Category 'X' covering compasses.

(b) After a compass has been calibrated, a record sheet with full details shall be retained. A certificate to this effect shall be signed by the appropriately qualified engineer and the same shall be inserted in the aircraft Log Book.

CIVIL AVIATION NOTICES

CAN 3-27

Flight Tests, Ferry Flights for Maintenance Purposes and Certificate of Fitness for Flight

INDEX

Flight Tests, Ferry Flights for Maintenance Purposes And Certificate of Fitness for Flight

27.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

27.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

27.3 Flight Tests, Ferry Flights for Maintenance Purposes and Certificate of Fitness for Flight

(a) A flight test to confirm aircraft airworthiness, in accordance with a CAA approved |Flight Test Schedule, is required prior to issuing an original or an expired "C of A". Further, a flight test may be required by an operator for engineering evaluation of airworthiness related conditions or matters not determinable on the ground.

(b) Ferry flights for maintenance purposes are herein considered those infrequent cases where an aircraft is not fully airworthy, thereby invalidating the "C of A", but is safe for flight, under certain conditions and restrictions, to a location where maintenance will be performed. Such flight must be CAA approved.

(c) Before conducting flight tests for an original "C of A", or expired "C of A", for engineering evaluation purposes, and conducting a ferry flight, a Certificate of Fitness for Flight ("C of FF") must be issued. A "C of FF" is not required before a flight for renewal of a valid (un-expired) "C of A". The "C of FF" proforma should be acceptable to the CAA. Issuing this certificate certifies that an appropriate inspection has been conducted and the aircraft is in a safe condition for the intended flight. Flights for which the "C of FF" are required are as follows:

(1) Flight tests for an original "C of A" or an expired "C of A".

(2) Engineering evaluation of aircraft or system performance after maintenance work when assessment of such work or other conditions directly affecting airworthiness can only be carried out in flight.

(3) Ferry flight for maintenance purposes. Provided prior CAA approval has been granted and the aircraft holds a valid "C of A", ferry an aircraft to a place at which maintenance of the aircraft will be performed. In cases of damage affecting airworthiness caused by accidents/incidents a CAA investigation may be required before approval of a ferry flight.

(4) Ferry flight for aircraft with invalid (expired) C of A.

(d) General requirements of all flight tests and ferry flights are as follows:

(1) All flights shall only carry flight or crew members essential to the purpose of the flight; passengers are prohibited.

(2) Except for a ferry flight, flight should terminate at the location of origination.

(3) The inspection(s) conducted before each flight, and each segment, must establish no adverse airworthiness conditions exist in addition to the known original condition necessitating the flight, and that the flight is safe to be undertaken.

(4) The flight crew must understand the condition(s) affecting the airworthiness and agree that the flight can be safely conducted.

(5) Appropriate entries must be made before flight in the aircraft technical log referring to the purpose of the flight or the "C of FF" and any other conditions / restrictions. Flight results must also be recorded in the technical log.

(6) Flight Permit validity shall not exceed 7 days or shall become invalid sooner whenever any conditions directly affecting airworthiness have adversely changed since the time of the initial or subsequent inspection(s).

(e) The "C of FF" shall only be issued by the following:

(1) a person holding an appropriate Aircraft Maintenance Engineer A and C license or equivalent CAA authorisation.

(2) a Maintenance Organisation approved to issue such certificates.

(f) A "C of FF" is required to be issued in duplicate. One copy of the certificate must accompany the aircraft and the other copy is to be kept elsewhere than the aircraft and shall be retained for a period of two years.

CIVIL AVIATION NOTICES

CAN 3-28

Issuance of Export Airworthiness Certificate

INDEX

Issuance of Export Airworthiness Certificate

28.1 Applicability

This Notice applies to all persons operating and/or maintaining Oman registered aircraft.

28.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information on administrative or technical nature to holders of CAA licenses and Certificates, foreign air operators in Oman, and foreign operators of Oman registered aircraft.

28.3 Application for an export airworthiness certificate

An application for an export airworthiness certificate should be made on CAA form AWR/026 at least 30 days prior to exporting the aircraft. The CAA only issues export airworthiness certificates for aircraft and does not issue export airworthiness certificates for any engine, propeller or component individually.

28.4 Each application for export airworthiness certificate should include:

(a) A mass and balance report. This report should be based on an actual weighing of the aircraft within the preceding four years. Changes in equipment not classified as major changes that are made after the actual weighing may be computed in and the report should be revised accordingly. The mass and balance report should include an equipment list showing mass and moment arms of all required and optional items of equipment that are included in the certificated empty mass;

(b) Evidence of compliance with the applicable Airworthiness Directives. A suitable notation should be made when such Directives are not complied with;

(c) When temporary installations are incorporated in an aircraft for the purpose of export delivery, the application form should include a general description of the installations together with a statement that the aircraft will return to its original configuration upon completion of the delivery flight;

(d) Summary of aircraft maintenance history;

(e) A statement as to the date when title passed or is expected to pass to foreign purchaser;

(f) The data required by the special requirements of the importing country.

(g) Payment of fee for the issuance of export airworthiness certificate as may be specified in CAN 1-06.

28.5 Issue of Export Airworthiness Certificate

An applicant should be entitled to an export airworthiness certificate if he shows that at the time the aircraft and its document are presented to the CAA for inspection, the following requirements have been satisfied:

(a) The aircraft should meet the airworthiness requirements of the CAA, subject to the special requirements of the importing country;

(b) The aircraft has a valid airworthiness certificate;

(c) The aircraft should have undergone inspection in accordance with the AMS and be approved for return to service;

(d) The aircraft should conform to the type design specification and should be in condition for safe operation;

(e)The Aircraft Flight Manual is up to date and in good condition; and

(f) The special requirements of the importing country should have been met.

28.6 Responsibilities of exporter

In addition to bearing the cost of CAA inspection, each exporter applying for an export airworthiness certificate should:

(a) Forward to the new owner all documents and information necessary for the proper aircraft operation e.g., Flight Manual, Maintenance Manual, service bulletins, assembly instructions, and such other material as may be stipulated in the special requirements of the importing country. The documents, information, and material should be forwarded in a manner consistent with the request of the importing country;

(b) Forward the manufacturer's assembly instructions and CAA approved flight test proforma to the new owner when unassembled aircraft are being exported. These instructions should be in sufficient detail to permit whatever rigging, alignment, and ground testing is necessary to ensure that the aircraft will conform to the approved configuration when assembled;

(c) Remove any temporary installation incorporated on an aircraft for the purpose of export delivery and restore the aircraft to the approved configuration upon completion of the delivery flight;

(d) Secure all proper foreign entry clearances from all the countries involved when conducting delivery flights; and

(e) When title to an aircraft passes or has passed to a foreign purchaser:

(1) Request cancellation of the Certificate of Registration and Certificates of Airworthiness, giving the date of transfer of title, and the name and address of the foreign owner;

(2) Return the Certificate of Registration, Certificate of Airworthiness, Aircraft Radio Station Licence, Certificate of Aircraft Radio Installation Approval and Aircraft Noise Certificate to the CAA; and

(3) Submit a statement certifying that the owner's plate and registration markings have been removed from the aircraft.

CIVIL AVIATION NOTICES

CAN 3-29

Certification of Personnel for Specialised Services

INDEX

Certification of Personnel for Specialised Services

29.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating or maintaining Oman registered aircraft.

29.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

29.3 Importance of Personnel Qualification

It is recognized that the effectiveness of specialised service applications (e.g. NDT, welding, etc.) depends upon the capabilities of the personnel who are responsible for, and performing such task. It is important to conduct personnel qualification and certification in order to assure that these specialists thoroughly understand the process since most do not inherently create their own records and its results can seldom be cross-checked without conducting another test. This Notice identifies the standard and provides the procedure for certification of these specialized service personnel.

29.4 Certification Standards & Procedures

Only specially trained and authorised personnel may carry out and certify special work during aircraft or aircraft component maintenance. Under CAR 145.30(e), Approved Maintenance Organization must establish a procedure to ensure that his staff is competent and have the necessary skill related to their job. For specialised activities, this procedure once approved by the CAA shall form a part of the Maintenance Organization Exposition wherein the qualification standard, methods, training and procedures are specified. Where an AMO does not have the expertise to control a specialised service, then such service must be obtained from another appropriately approved organization and their exposition procedure must identify such fact.

For certification of specialised service personnel, the following standards are adopted by the CAA.

(a) Non Destructive Testing Personnel

European standard EN 4179 latest issue or any CAA approved equivalent.

(b) Welding Personnel

British Civil Airworthiness Requirements Chapter A8-10 latest issue or any CAA approved equivalent.

(c) Plasma Spray and other Specialized Service Personnel

Qualification standard as may be agreed by the CAA and defined in the approved MOE/MOM.

29.5 Record of Qualifications & Experience

Proof of the required qualifications and training levels shall be retained by AMO for CAA review. Where test sample prepared by specialised service personnel is required as evidence of qualification, that specimen shall be examined by a Test House or other qualified metallurgist

acceptable to the CAA and the corresponding certificate of test shall be kept with the individual's training and experience record.

29.6 Exemption

Foreign based AMOs who at the time of issuance of this notice have existing qualification standard agreed by their local Airworthiness Authorities, are subject for approval by the CAA for any exemption if required.

CIVIL AVIATION NOTICES

CAN 4-01

Policies and Procedures for Crew Examiners

CONTENTS

FOREWORD

This Civil Aviation Notice (CAN) has been issued by the Civil Aviation Affairs of Oman (CAA) under the provisions of the Civil Aviation Law of the Sultanate of Oman.
This CAN contains the standards, policies, procedures and guidelines concerning the Designated Examiner program for use by both CAA Inspectors and Designated Examiners, in accordance with the requirements of CAR-FCL Subpart I.

For the purposes of this manual, a Designated Examiner is an Operator employee, authorized to conduct Pilot Licensing Skill Tests, Pilot Proficiency Checks, Pilot Line Checks, and Pilot and Cabin Crew SEP checks on behalf of the CAA. Although they are employed by an Operator, Designated Examiners are first and foremost acting as delegates of the CAA when performing their duties as an Examiner.

1. DEFINITIONS

AFM - Aircraft Flight Manual.
Aircraft Operating Manual - a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a manual established by the Air Operator for the use and guidance of crew members in the operations of its aircraft.
Applicant - a person nominated as a candidate for Designated Examiner approval by the CAA.
ATC - Air Traffic Control.
ATPL - Airline Transport Pilot License.
Base Month – the month in which the Skill Test for the issue or renewal of a type rating is successfully completed (on the base aircraft type, for pilots operating on more than one type or variant). Where an aircraft test/check is required, it is established at the completion of the aircraft test/check. In the context of the Designated Examiner program, it means the month in which the Examiner was initially authorized by the CAA.
C/A - Cabin Attendant(s).
CAR - Civil Aviation Regulations.
CPL - Commercial Pilot License.
Command Upgrade Training - the training required for crew members who have qualified and served as second in command on a particular aircraft type, before they serve as pilot in command, on that aircraft.
Company Executive - a company Post Holder, Vice President Operations or Chief Executive.
Conducting - to take an active role in the test or check, i.e. to carry out the briefing, to control the various sequences in the check, to assess applicant(s) performance, to conduct the debriefing, and complete the required documents, including the certification of applicant(s) license(s).
Conversion Training - the training required for crew members when changing to an aircraft for which a new type or class rating is required.
DE Final Monitor - the final stage in the training required for authorisation as a SFE, consisting of a Skill Test or Proficiency Check conducted by the SFE candidate, under the supervision and observation of a CAA Inspector, or a SFE/TRE specifically authorised for this purpose.
DE Monitor Check - an annual requirement to maintain the validity of a SFE/TRE authorisation, consisting of a Skill Test or Proficiency Check conducted under the observation of a CAA Inspector, or another SFE/TRE specifically authorised for this purpose.
DE Proficiency Check - an annual requirement to maintain the validity of a SFE/TRE authorisation, in which a SFE/TRE is monitored by a CAA Inspector (or another SFE/TRE specifically authorised for this purpose), whilst undergoing a recurrent proficiency check.
CAA - the Civil Aviation Affairs Oman
Differences Training - the training required for crew members and dispatchers operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires additional knowledge and training on an appropriate training device or aircraft.
Designated Examiner - a qualified pilot, normally employed by an Operator, who has been authorized by the CAA to conduct tests and checks required by the Civil Aviation Regulations on behalf of the CAA.
ECAM - Electronic Centralized Aircraft Monitor.

EICAS - Engine Indication and Crew Alerting System.
Employ - to use the services of someone (does not necessarily imply financial remuneration).
Examiner - either a CAA Inspector, TRE, SFE or SEP Examiner.
Familiarisation Training - the training required for crew members and dispatchers to operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires acquisition of additional knowledge.
Flight Crew - a pilot, co-pilot, or flight engineer.
FMS - Flight Management System.
ICAO - International Civil Aviation Organization.
In-flight - manoeuvres, procedures, or functions that must be conducted in an aircraft.
Inspector - CAA Inspector.
Line Operational Evaluation (LOE) - A gate-to-gate line-oriented scenario designed for the evaluation of both technical and CRM skills of a complete cockpit crew, conducted in a flight simulator, using a normal crew complement.
Management Pilot - a pilot employed by an Operator in a flight operations management position.
Monitoring - means to take a passive role during the check. Monitoring will be done by CAA Inspectors, or their delegates, where the Inspector's interest will be in the manner in which the Designated Examiner conducts the test, assesses the results and processes the necessary documentation. In the case of a DE Proficiency Check, the Inspector's interest is in monitoring the personal performance and standard of the SFE/TRE whilst undergoing their own proficiency check.
Nominee - a person nominated by an Operator as a candidate for CAA authorisation as a Designated Examiner.
Normal Crew Complement - a complete cockpit crew, consisting of a qualified Captain and First Officer (candidates for a type rating Skill Test are considered qualified for this purpose).
Operator - a commercial airline operating under an AOC issued by CAA, and in accordance with the Civil Aviation Law and Regulations.
PIC - pilot-in-command.
Practical Test - that portion of a flight crew test administered in a simulator or in an aircraft.
Proficiency Check - a demonstration of continuing knowledge and skill necessary to revalidate a type rating and instrument rating as required by CAR OPS 1.965 Appendix 1 (b) (Licence Proficiency Check LPC); or to revalidate the Operator Proficiency Check (OPC) required by CAR OPS 1.965 (b).
Recurrent Training - training conducted at regular intervals to refresh initial training.
Renewal – the administrative action taken by an examiner and the CAA after a rating has expired, whereby the CAA renews the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified renewal requirements.
Revalidation – the administrative action taken by an examiner within the period of validity of a rating that allows the holder to continue to exercise the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified revalidation requirements.
SEP - Safety and Emergency Procedures.
SFE – a CAA Designated Synthetic Flight Examiner.
SFI – a CAA-authorised Synthetic Flight Instructor.
SIC - second-in-command.

Skill Test – a demonstration of knowledge and skill required for the issue or renewal of license or rating.
SOP - CAA approved Standard Operating Procedures established by an Air Operator, which enable the crew members to operate the aircraft within the limitations specified in the Airplane Flight Manual.
Training Pilot - a CAA-authorised SFI or TRI.
TRE – a CAA Designated Type Rating Examiner.
TRI – a CAA-authorised Type Rating Instructor.

2. DESIGNATED EXAMINER PROGRAM

2.1. Delegation Policy

The Designated Examiner program has been instituted to allow Air Operators to develop and maintain a program of flight crew **[**and cabin crew**]** tests and checks independent of the availability of CAA Inspectors. Designated Examiners must, however, be constantly aware that they perform their checking duties as delegates of the CAA.

Examiners, while conducting or observing a flight check from the observer's seat, are cautioned not to move throttles, controls, pull circuit breakers or otherwise do anything that would cause confusion or distraction to the flight crew.

The Designated Examiner program is designed to supplement inspection requirements by delegation of certain powers.

The number of Designated Examiners, and their conduct of tests and checks, are closely monitored by, and at the option of, the CAA.

An Inspector may conduct any of the tests and checks referred to in this manual. An Inspector may monitor any approved Designated Examiner conducting any test or check, at any time.

Examiners shall hold a license and rating at least equal to the license or rating for which they are authorized to conduct Skill Tests or Proficiency Checks and, unless specified otherwise, the privilege to instruct for this license or rating.

Suitably-qualified personnel of recognised integrity may be nominated by an Operator for authorisation by CAA as Designated Examiners. The Operator shall forward a Designated Examiner Nomination Form (PELO 210) for each nominee to the CAA . Formal advice of the acceptability of each nominee must be received from CAA prior to commencement of the Examiner training course. CAA may also nominate suitably-qualified personnel employed by an Operator to act as Designated Examiners for that Operator's programme.

Although the Designated Examiner is the holder of CAA authorization, he nevertheless requires the authority of the Operator to conduct checks/tests on behalf of the CAA.

2.2. Conflict of Interest

Conflict of Interest is defined as any relationship that might influence a Designated Examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority.

In order to preclude an actual conflict of interest, the CAA shall, in conjunction with the Operator, investigate each nominee's background, character and motives and resolve any conflict of interest found, prior to advising the acceptance of each nomination.

In addition, each candidate shall declare on their resume, which accompanies their nomination form, any conflict of interest of which they have knowledge, and shall be prepared to discuss at each annual monitor thereafter any change to their status in this regard.

In general, candidates having a management position, (e.g. Accountable Manager, Postholder, Chief Pilot, Cabin Crew Manager), should not be nominated as Designated Examiner, unless specific circumstances (such as a small organization, a small fleet) are recognized by the CAA.

All Designated Examiners are held to be in a "perceived" conflict of interest, in that they are simultaneously employees of the company and delegates of the CAA when performing their

checking duties. To avoid a "real" conflict of interest, it is imperative that Designated Examiners strictly adhere to the policy and guidelines contained in this manual.
Lack of adherence to the manual will result in cancellation of a Designated Examiner's delegation.

The final authority, for deciding whether there is any conflict of interest that might affect the Designated Examiner's ability to conduct tests and checks in an impartial manner, rests with the CAA.
It must be emphasized that any effort by an Operator to influence or obstruct a Designated Examiner, in any way, in the course of fulfilling his obligations to the CAA, will result in the forfeiture of the Operator's Designated Examiner programme. The validity of any checks performed by the affected Designated Examiner will also be revoked.
Should any Designated Examiner come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to the CAA for review.

Furthermore, the Operator shall review the status of each Designated Examiner once every calendar year, to ascertain that they are not in any conflict of interest, and shall record this Conflict of Interest Review on the Designated Examiner's file.

The expiry of the Conflict of Interest Review shall be 31st December of the year following the latest review. This review will address all foreseeable issues, such as preferential scheduling of candidates with the examiner of their choice, family ties, business connections, etc.

3. DESIGNATED EXAMINER NOMINATION, APPLICATION AND APPROVAL

3.1. Initial Approval

3.1.1. The Operator

The Operator's Postholder Training shall complete and sign the Nomination for Designated Examiner Form (PELO 210), in accordance with the instructions printed thereon. A resume of the candidate's background, qualifications and experience is required, and must include a summary of previous checking, training or supervisory experience.

A candidate shall also declare, on his resume, any interest in the company, or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving Designated Examiner authority.

The CAA will assess every case, with consideration given to all circumstances involved.

When the Postholder Training is the candidate, the form must be signed by the Accountable Manager.

If a deviation from the qualifications and experience requirements is required, supporting documentation justifying the deviation must be included with the nomination form.

The completed nomination form, with required supporting documentation, shall be submitted to the CAA office holding responsibility for the Operator.

3.1.2. The CAA

The CAA is solely responsible for the acceptance and authorisation of all Designated Examiners. CAA may also nominate suitably-qualified personnel employed by an Operator to act as Designated Examiners for that Operator's programme.

Designated Examiner nominees shall normally satisfy the experience and qualification requirements specified in Section 4 of this manual. However, if considered necessary or desirable, the CAA may select a nominee not meeting all of the specified requirements.

Justification by CAA will be included with the nomination form.

After satisfactory completion of the Final Monitor, the Inspector or Examiner conducting the monitor must complete and sign a Designated Examiner Monitoring Report form (PELO 263).

The CAA Principal Operations Inspector for the Operator concerned shall then complete and sign the Verification and Recommendation block on the Nomination for Designated Examiner Form (PELO 210), and then issue the Designated Examiner Authority, ensuring that a copy is retained in the appropriate file.

3.2. Addition of Further Type or Authority to an Existing Designated Examiner Approval

CAA will consider retaining the designation of Examiners who change aircraft types, after an acceptable familiarization period on the new type.

A Designated Examiner Nomination Form shall be submitted, containing only the additional information pertaining to the type of aircraft or additional privileges requested. The application shall be signed and submitted as for an initial Designated Examiner approval.

The CAA office responsible for the Operator shall verify the nominee qualifications, including the candidate's demonstrated ability to conduct Skill Tests and Proficiency Checks on each aircraft type requested.

When the applicant has met all requirements, a revised Designated Examiner Authority shall be issued.

The revised authority shall be annotated "This authority supersedes and cancels the approval dated (previous approval date)."

4. DESIGNATED EXAMINER NOMINEE QUALIFICATIONS

4.1. Synthetic Flight Examiner (SFE) and Type Rating Examiner (TRE)

The Designated Examiner nominee shall:

- Hold a valid ATPL which would allow the applicant to act as pilot in command on the same type of aircraft as requested in the application for checking privileges;
- Have accumulated a minimum of 1,500 flight hours as Pilot-in-Command;
- Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;
- Have been employed as Pilot-in-Command in the same type of commercial operation for which examining authority is sought;
- Have previous experience as an instructor and/or examiner, or have demonstrated ability and knowledge which provides an equivalent level of experience;
- Demonstrate satisfactory knowledge of the contents and interpretation of the CAA Civil Aviation Requirements;
- Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;
- Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and
- Have successfully completed the training requirements for authorisation as a TRI, as specified in Parts 1 and 2 of CAR AMC FCL 1.365 / 2.365 (or the equivalent training requirements acceptable to the CAA, and specified in the Operator's Training Manual).

NOTE: If the nominee is not currently authorised as an SFI or TRI by the CAA, then he shall undergo such training as may be required for such an authorisation, prior to commencement of the SFE training course. In the case of Examiners whose authority shall be limited to simulator checks only, then only the SFI training requirements need to be completed.

4.2. SEP Examiners

The following minimum qualification requirements must be satisfied by all applicants for appointment as SEP Examiners:

- Served for a minimum of 2 years as a SEP Instructor, unless waived by CAA.
- Has or has had a qualification to act as operating crew member.
- Demonstrate the thorough knowledge of the contents and interpretation of the CAA civil aviation requirements.
- Demonstrate a thorough knowledge of the contents of the operators operation manual and cabin safety manual.
- Has successful complete the training requirements as specified in the operations manual if any.
- Final appointment is subjected to the specified approval of the CAA.

5. DESIGNATED EXAMINER NOMINEE INITIAL TRAINING

5.1. Synthetic Flight Examiner (SFE)

Pilots shall undergo the following training in order to be authorised as a Synthetic Flight Examiner (SFE):

1. A briefing, conducted by a CAA Inspector, or a TRE/SFE specifically authorised by CAA for this purpose, covering the following topics;
    - The procedures and techniques associated with the conduct of Skill Tests and a Proficiency Checks;
    - The techniques and standards used in the assessment and evaluation of candidate performance;
    - Briefing and debriefing procedures and requirements;
    - Completion of all applicable forms and documentation; and
    - The contents and interpretation of all applicable manuals and publications.
2. The completion of an approved training course covering the assessment of CRM skills, and the use of facilitation techniques;
3. The observation of at least one Skill Test or Proficiency Check in an approved simulator;
4. The conduct of at least two Skill Tests and/or Proficiency Checks in an approved simulator, under the supervision of a TRE/SFE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork, except for any signatures and licence entries, which shall be made by the TRE/SFE conducting the training; and
5. Undergo a CAA Final Monitor, during which a CAA Inspector, or a SFE/TRE specifically authorised for this purpose by the CAA, will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator. Subject to the satisfactory demonstration of his ability to perform the required duties, the observing Inspector or TRE/SFE shall recommend the authorisation of the applicant as an SFE.

NOTE: Written authorisation by the CAA must be received, prior to the applicant conducting the duties of a SFE.

5.2. Type Rating Examiner (TRE)

In addition to the training requirements for a SFE, as specified in 5.1 above, pilots shall undergo the following training in order to obtain authorisation as a Type Rating Examiner (TRE):

1. Appropriate simulator training, covering the TRE's role during circuit training, and the exercises required in the aircraft to complete a type-rating Skill Test;
2. Observation of the conduct of aircraft training; and
3. Conduct aircraft training for one trainee, under the supervision of a TRE, and under observation by CAA (this observation requirement may be waived with the written approval of the CAA).

5.3. SEP Examiners Initial training

SEP Instructor shall undergo the following in order to be authorized as SEP Examiner:

1. A briefing conducted by an authorized SEP Examiner or by the CAA for this purpose covering the following topics:
   - The procedures and techniques associated with the conduct of checks.
   - The techniques and standard used in the assessment and evaluation of candidate performance.
   - Briefing and Debriefing procedures and requirements.
   - Completion off all applicable forms and documentation.
   - The contents and interpretation of all manuals and publications
2. The completion of an approved training course covering the assessment of CRM skill and the use of facilitation techniques.
3. The observation of at least two examinations.
4. The conducts of at lest two examinations under the supervision of a SEP Examiner. The nominee shall carry out all the briefing & debriefing and complete the necessary paper work except for any signature.

6. VALIDITY, REVALIDATION, RENEWAL AND WITHDRAWAL OF EXAMINER AUTHORISATION

6.1. Synthetic Flight Examiner (SFE) and Type Rating Examiner (TRE)

6.1.1. Validity

A TRE/SFE authorisation is valid for a period of three calendar years**,** not including the month of issue (base month).
A TRE/SFE authorisation will cease to be valid whenever any of the following conditions apply:

- More than 12 calendar months have elapsed since completion of a SFE/TRE Refresher Course or Workshop conducted by, or acceptable, to the CAA. Such a workshop shall cover assessment standards and practices, licensing requirements and current regulations; or
- More than 12 calendar months have elapsed since the SFE/TRE has been monitored by a CAA Inspector, or another SFE/TRE authorised for this purpose, whilst conducting a Skill Test or Proficiency Check in an approved simulator (DE Monitor Check); or
- More than 12 calendar months have elapsed since the TRE/SFE has undergone a Proficiency Check conducted by a CAA Inspector, or a TRE/SFE specifically authorized for this purpose (DE Proficiency Check); or
- When less than 6 Skill Tests or Proficiency Checks sessions have been conducted by a SFE/ TRE within a 12 calendar month period; or
- A SFE/TRE's type or instrument rating has expired; or
- A SFE/TRE's license is not valid or has expired; or
- The SFE/TRE's medical category invalidates his license (does not apply in case of an authorisation issued for and restricted to flight simulator checks); or
- The SFE/TRE authorisation is withdrawn by the CAA; or
- More than 12 calendar months have elapsed since a TRE has occupied either pilot's seat during circuit training (in this case, SFE authorisation shall remain valid provided all other validity requirements continue to be satisfied).

6.1.2. Revalidation Requirements

For revalidation of a current SFE/TRE authorization, the following shall be accomplished within 12 calendar months of the expiry date of the authorization:

- Conduct of a Skill Test or Proficiency Check in an approved simulator, under the observation of a CAA Inspector, or another SFE/TRE specifically authorised for this purpose (DE Monitor Check); and
- Undergo a Proficiency Check in an approved simulator, conducted by a CAA Inspector, or another TRE /SFE specifically authorised for this purpose (DE Proficiency Check).

6.1.3. Renewal Requirements

Provided all necessary licences and ratings (including TRI authorisation) are valid, a TRE/SFE authorisation that has expired may be renewed by the following:

- If less than 3 calendar years have elapsed since a SFE/TRE has been monitored and checked by a CAA Inspector, then the authorisation may be renewed by undergoing a DE Monitor Check and a DE Proficiency Check, each to be conducted by a CAA Inspector or a TRE/SFE specifically authorized for this purpose.
- If 3 calendar years or more have elapsed since a SFE/TRE has been monitored and checked by a CAA Inspector, then the authorisation may be renewed by undergoing the complete SFE/TRE initial qualification training requirements.
- If more than 12 calendar months have elapsed since a TRE has occupied either pilot's seat during circuit training, then the TRE authorisation may be renewed by undergoing appropriate refresher training in the simulator.

6.2. SEP Examiners

6.2.1 Validity

An SEP Examiner authorization is valid for a period of 5 calendar years, not including the month of issue.

An SEP Examiner authorisation will cease to be valid whenever one of the following conditions apply:

- More than 12 calendar month have elapsed since completion of an SEP Examiner refresher course or workshop conducted by, or acceptable, the CAA, such a workshop shall cover assessment standard and practices, licensing requirements and current regulations.
- More than 12 calendar months have elapsed since the SEP Examiner has been monitored by a CAA Inspector, or another SEP Examiner authorized whilst conducting examination.
- The SEP Examiner authorization is withdrawn by CAA.

6.2.2 Revalidation Requirements

For revalidation of a current SEP Examiner authorization, the following shall be accomplished within 12 calendar months of the expiry date of the authorization:

- Conduct of an examination under the observation of a CAA Inspector or an SEP Examiner authorized for this purpose.

6.2.3 Renewal Requirements

Provided all necessary licenses and rating are valid an authorization that has expired may be renewed by the following.

- If more than 12 calendar months have elapsed since an SEP Examiner has conducted an examination, then the SEP Examiner authorization may be renewed by undergoing appropriate refresher training or workshop.

- If 5 calendar years or more have elapsed since an SEP Examiner has been monitored and checked by a DGSAS Inspector, then the authorization may be renewed by undergoing the complete SEP Initial qualification training requirements.

6.3. Withdrawal of Designated Examiner Privileges

Designated Examiner privileges may be withdrawn by the CAA, in part or in whole, for due cause. In these cases, the CAA Flight Safety Department will issue a written notification of withdrawal of examiner privileges to the Designated Examiner concerned, and also inform the applicable Operator(s). Where there is an immediate threat to safety, this privilege will be withdrawn immediately.

The CAA may withdraw a Designated Examiner's authority if evidence shows that an Examiner has:

- At any time, acted in a manner which is in contravention of the guidelines contained in this CAN;
- Placed a personal interest, or the interest of the company, ahead of the interest of the CAA and the travelling public;
- Failed to attend the required refresher training;
- Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;
- Fraudulently miss-used Designated Examiner authority, or acted in any other way that would discredit the CAA;
- Breached the CAA Civil Aviation Rules and Regulations;
- During the course of a Proficiency Check, Skill Test or DE Monitor Check, failed to meet the required CAA Standards. The Designated Examiner will be informed verbally, immediately upon completion of the Proficiency Check or Skill Test, or the Inspector may stop the check at the time an overall failure is awarded;
- Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or
- Failed to represent CAA in a manner acceptable to the CAA.

Except where there is an immediate threat to safety, the CAA, prior to making a final decision in the matter of withdrawal of a Designated Examiner's authority, shall ensure:

- The matter has been investigated thoroughly; and
- The Designated Examiner and, where applicable, the concerned Operator, have been given a formal opportunity to respond to the allegations, either verbally or in writing.

7. DESIGNATED EXAMINER MONITORING AND CHECKING

7.1. Synthetic Flight Examiner (SFE) and Type Rating Examiner (TRE)

7.1.1. CAA Records and Responsibilities

The CAA shall monitor the standards of all TRE/SFE's by:

- Monitoring each TRE/SFE while he conducts a Skill Test or Proficiency Check every 12 calendar months - this check shall be referred to as the DE Monitor Check. The period of validity of this check requirement shall be 12 calendar months, in addition to the remainder of the month of the check;
- Reviewing the Operator's utilization of Designated Examiners on a regular basis;
- Monitoring the activities of each Designated Examiner to ensure:
  - his reports are complete, accurate and meaningful;
  - his Checks cover the required sequences;
  - his conduct of Checks is fair and in conformance with the standards and procedures described in this manual;
  - he is acting within the limits of his authority; and
- Completion of the Designated Examiner Monitoring Report, retaining of records, an updating the Operator's Designated Examiner file.

7.1.2. Operator Records and Responsibilities

It is the Operator's responsibility to ensure a Designated Examiner's Authority is valid before scheduling him to conduct a Check. To aid in this responsibility, an Operator shall maintain records to show:

- The last date on which each Designated Examiner underwent a DE Proficiency Check conducted by an Inspector (or an authorized TRE/SFE), and when his next DE Proficiency Check is due;
- The last date on which each Designated Examiner a DE Monitor Check by an Inspector (or an authorized TRE/SFE), and when his next DE Monitor Check is due; and
- The last date on which each Designated Examiner attended a DE Refresher Course or workshop, and when the next course/workshop is due;
- A record of the annual review for Conflict of Interest, as required by section 2.2., and when the next such review is due;
- A list of the Tests/Checks conducted by each Designated Examiner, using PELO 212 or alternative recording and reporting system approved by CAA (e.g. computerised record system maintained by an Operator’s simulator facility that includes the same information as PELO 212). Completed PELO 212 forms are required to be submitted for each TRE/SFE every calendar quarter. Where a TRE/SFE has not conducted any checks/ tests in a quarter, the PELO 212 shall be annotated “no checks/tests conducted this quarter”.

If a delay or problem is anticipated by the Operator in arranging a DE Monitor Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the appropriate CAA Office to make alternate arrangements.

If the Operator can show that it is impractical to arrange a CAA monitor/check to fulfil the requirements above, prior to the expiry date, an extension may be granted by the CAA on a specific case basis. Maximum extension may not exceed 30 days, from the date the CAA monitor was due.
In order to maintain up to date records for Designated Examiner utilization, the Operator shall advise the CAA when a Designated Examiner is no longer in the employ of the Company, or will not be required to perform Designated Examiner duties during the coming 24 months.
Where the CAA has delegated the mandatory checking and/or monitoring requirements as detailed in section 9., to a TRE/SFE; a copy of the applicable PELO 406 (Pilot Check Report Form and in the case of a DE monitor, the PELO 263 (Designated Examiner Monitoring Report), must be forwarded to the CAA within 14 days of the check/test.

7.1.3. Procedures for Monitoring and Checking

In the case of DE Monitor and Final Monitor Checks, the Inspector (or the SFE/TRE authorised to conduct the monitor) will meet with the Designated Examiner under monitor prior to commencement of the test or check, to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.
Either the Inspector or Designated Examiner may conduct pre-flight activities including the briefing of the candidates.
Upon completion of the check ride portion of the monitored Test/Check, the Inspector (or his delegate) and the Designated Examiner under monitor will confer privately, to reach agreement on the results of the check and the items to be covered in the debriefing. Where a disagreement exists between the evaluations of the Inspector and Designated Examiner, the Inspector's evaluation shall take precedence, and be used in the debriefing.
The following documentation procedures shall be observed by a CAA Inspector (or a SFE/ TRE so authorised), upon completion of a DE Monitor Check.

• Annual DE Monitor Check:
1. Complete the PELO 263 (Designated Examiner Monitoring Report);

• DE Final Monitor Check:
1. Complete the PELO 263 (Designated Examiner Monitoring Report);
2. Enter an ‘X’ in the “I/E” box on the PELO 406 (Pilot Check Report); and
3. Attach a copy of the PELO 263 to the PELO 210 (Nomination for Designated Examiner Form).

8. DESIGNATED EXAMINER TERMS OF REFERENCE

8.1. General

A TRE/SFE shall not conduct a Skill Test on a candidate for whom he has conducted the associated conversion course training, nor shall he conduct the re-check of a candidate who has failed a previous skill test or proficiency check, and for whom he has conducted the necessary remedial training.

A TRE/SFE may conduct an Operator Proficiency Check, and the Recurrent Training session conducted in conjunction with that check, for the same candidate(s).

A TRE/SFE may conduct a Licence Proficiency Check, and the Recurrent Training session(s) conducted in conjunction with that check, for the same candidate(s), but only for justifiable reasons, and provided that specific approval has been obtained from the CAA in each case.

This approval may be written (letter, fax, telex or e-mail), or verbal (a verbal approval number must be obtained). If requested, written justification must also be submitted to the CAA by the Operator.

A copy of this written approval, or the applicable verbal approval number, must be provided to the SFE/TRE conducting the check, with a copy and any written justification, placed on the candidate's file. In the case of a verbal approval, the applicable verbal approval number must be noted in the "Comments" section of the candidate's PELO 406. Whenever this situation occurs, the next recurrent Proficiency Check for the affected candidate shall be conducted by a different TRE/SFE.

8.2. Synthetic Flight Examiners (SFE)

An SFE is authorised to conduct in a flight simulator:

- Skill tests for the issue of type ratings for multi-pilot aircraft;
- Proficiency checks for revalidation or renewal of multi-pilot type and instrument Ratings (LPC) and for the revalidation of the Operator Proficiency Check (OPC),
- Low Visibility Operations checks (i.e. low visibility takeoffs and CAT II/III approaches);
- Any other test or check, normally conducted by an Inspector, when so authorized by CAA (specific approval required in each case).

An SFE with the appropriate license, ratings and a valid medical certificate is also authorised to conduct Initial and Recurrent Line Checks in the aircraft.

8.3. Type Rating Examiners (TRE)

In addition to the terms of reference for a SFE, a Type Rating Examiner (TRE) with the appropriate license, ratings and a valid medical is authorized to conduct:

- Aircraft training and checking (Base Training).
- Skill Test required for the issue of an ATPL;

8.4. Designated Examiner Authority on Flight Simulators when a Designated Examiner's license is not medically valid

A TRE/SFE whose medical certificate is not valid may be granted SFE authorisation on flight simulators only. The duration of the authority shall be limited to the period of validity of the Examiner's license. This authority shall remain valid only if, during the preceding 12 calendar months, the Examiner completes a DE Proficiency Check and a DE Monitor Check, on the type for which Designated Examiner privileges are granted.

8.5. SEP Examiners

An SEP Examiner is authorized to conduct Flight- and Cabin Crew SEP examinations.

9. CAA MANDATORY CHECKING AND TESTING RESPONSIBILITIES

A CAA Inspector must conduct the following checks:

- Annual Proficiency Check for each Company Executive;
- DE Final Monitor;
- Annual DE Monitor Check for each Designated Examiner;
- Final Evaluation for SFI authorisation;
- Final Evaluation for TRI authorisation;

Any of these checks may be delegated by the CAA to a TRE/SFE, subject to specific authorisation on a case by case basis.
A permanent delegation may be given in the form of a Special Authority for the TRE/SFE.
The Special Authority describes the conditions of issuance and must be acknowledged by the TRE/SFE.

In addition to the flight checks and tests detailed above, which must be conducted by an Inspector, the CAA reserves the right to conduct a sample of any other checks conducted by the Operator, in order to further validate the approved training programs.

10. GUIDELINES FOR SKILL TESTS AND PROFICIENCY CHECKS

10.1. General

The aim of a Skill Test or Proficiency Check is to:

- Determine, by practical demonstration, whether the applicant has reached and/or maintained the required level of knowledge and skill for the rating;
- Improve the overall standards of instruction and training, by identification of those exercises and procedures which are failed, or for which marginal performance is commonly observed; and
- To ensure that safety standards are maintained and where possible improved, throughout the aviation industry by requiring the application of sound airmanship and flight discipline.

Skill Tests and Proficiency Checks will be conducted in accordance with the standards described in this chapter. They shall be documented on the CAA Pilot Check Report Form (PELO 406).

Note: A CAA certificated operator that has a CAA approved training and checking program may develop its own Skill Test and Proficiency Check contents and report forms, otherwise form PEL 406 (Pilot Check Report form) must be used.

All Skill Tests and Proficiency Checks shall be conducted with a normal crew complement.
A Skill Test or Proficiency Check shall consist of a demonstration of both pilot flying (PF) duties and pilot not flying (PNF) duties by each crew member.
A Skill Test or Proficiency Check of a PIC shall be completed in the seat occupied by the pilot in- command, and a test or check of a SIC shall be completed in the seat occupied by the second-in-command.
Each SIC pilot will demonstrate his ability to perform his assigned functions during Skill Tests and Proficiency Checks. Company limits for First Officers, of minimum ceiling and visibility do not apply during Skill Tests and Proficiency Checks. First Officer Company crosswind limits continue to apply.

It is essential that a common standard is applied by all examiners. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. The examiner must exercise sound judgment and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.

When the Proficiency Check is conducted in a simulator, all components must be operative as per the approved aircraft MEL, and the approved Simulator Component Inoperative Guide applicable to the simulator concerned. The motion and visual systems must meet the standard set forth in the CAA Simulator Approval Letter. Headset use is mandatory, in accordance with the Operator's SOPs, for all checks conducted in a simulator.
When any portion of a Skill Test or Proficiency Check must be conducted in an aircraft, the aircraft portion of the test/check shall take place within 30 days of the simulator test/check, not including the day of the test/check. When it is impractical to arrange the airborne portion of the test/check within 30 days, the CAA may grant an extension.

The format for a Skill Test or Proficiency Check is intended to simulate a practical flight environment, i.e. a commercial air transport flight. Planning and preparation must be completed by the crew using routine planning material, in accordance with normal operating procedures.
In flight, the candidate must use the normal charts and plates, as per the applicable company's operation, i.e. it is not acceptable to use "home-made" line drawings or photocopied material which has been customised or highlighted.

Examiners are reminded that when check scenarios are written to offer several operational choices, they must refrain from imposing their personal "optimum" operational solution on the crew.
Most pilots will dislike the prospect of being tested. Some applicants may become nervous, which might affect their performance. The attitude and approach of the examiner can do much to overcome these difficulties. The examiner must establish a friendly and relaxed atmosphere, which will enable the applicant to properly demonstrate his abilities. A severe or hostile approach by the examiner must be avoided, and will not be tolerated by the CAA.

10.2. Modifications to the Lesson Plan

A Skill Test or Proficiency Check is normally conducted in accordance with a set lesson plan, which is designed to ensure the accomplishment of the mandatory test/check items and sequences. However, the examiner conducting the test/check may modify the lesson plan, bearing in mind the assessment standards specified in section 10.12.4. as follows:

- By changing the sequence of items or manoeuvres to achieve an orderly and efficient flow of a practical flight, having regard to the existing conditions or circumstances;
- By requiring the conduct of additional manoeuvres or procedures, where proficiency in any area is in doubt, either for an individual or for a crew, to properly determine actual proficiency, and to confirm that the individual or crew can operate the aircraft safely;
- By altering environmental conditions and/or system malfunctions, when defects or limitations affecting the simulator preclude use of the environmental conditions and/or system failures required by the lesson plan; or
- When an unforeseen crew decision requires subsequent modification to the scenario.

Where the lesson plan has been modified for the reasons described above; examiners must ensure that;

- All mandatory items and sequences are covered;
- The test is completed efficiently and without wasted time; and
- A record of the modification is made in the "Comments" section of the PELO 406, to ensure data collected reflects the modified circumstances, and to provide feedback concerning the suitability of the lesson plan and/or the quality of the supporting documentation.

10.3. Additional requirements for the Revalidation of a Type Rating

In the case of Proficiency Checks conducted for the revalidation of a type rating (LPC), the examiner must ensure that the candidate has completed at least 10 route sectors as pilot of the

relevant type or class of aircraft, or one route sector with an examiner during the period of validity of the rating.
This requirement (as specified in CAR-FCL) is considered to be satisfied if the pilot's Annual Line Check is valid at the time of the Proficiency Check. Confirmation that this requirement is satisfied shall be the responsibility of the operator.

10.4. Additional requirements for ATPL Skill Tests

A pilot undergoing a Skill Test for the initial issue of an ATPL, shall operate as "pilot flying" (PF) during all mandatory manoeuvres. Additionally, he shall demonstrate proficiency as "pilot not flying" (PNF) during the test.
The following shall be specifically assessed when testing pilots for the ATPL, irrespective of whether the pilot acts as PF or PNF:

- Management of crew co-operation
- Maintaining a general survey of the aircraft operation by appropriate supervision; and
- Setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

The Skill Test should be accomplished, as far as possible, in a simulated line operational environment under IFR. An essential element is the ability to plan and conduct the flight from routine briefing material.

ATPL Skill Tests shall be undertaken in accordance with the following options:

- In combination with a Skill Test conducted for the issue or renewal of a multi-pilot type rating;
- In combination with a Licence Proficiency Check conducted for the revalidation of a multipilot type rating; or
- As a separate Skill Test, conducted in accordance with a lesson plan approved for this purpose by the CAA .

An ATPL Skill Test shall include checking on Circling Approaches. The Operator's approved ATPL training course, which shall include simulator training covering circling approaches, must be completed prior to the Skill Test.
The "Instructor Recommendation" section of the licence application form and the PELO 406 that will be used for the Skill Test, shall be completed and signed by the Instructor/Examiner conducting the ATPL simulator training.
Each ATPL Skill Test must be conducted by a CAA Inspector, or a TRE/SFE specifically authorised for the particular check.

10.5. Examiner Participation - Simulator Tests and Checks

10.5.1. Operator Proficiency Checks (OPC)

When conducting an Operator Proficiency Check in a simulator, the TRE/SFE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources, as appropriate. However, if it is necessary to provide training to achieve proficiency, then the TRE/SFE may intervene as required.
Check items must not be briefed in advance of the first execution of such manoeuvres, i.e. prior to the "first look". Proficiency data must be collected prior to any training and re-sit of any first look item.
Demonstration of the required proficiency standard is required for all check items in order to award an overall PASS for an Operator Proficiency Check.

If any item is assessed as UNSATISFACTORY on the first attempt, then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, training and re-sits may be conducted at the discretion of the TRE/SFE, in order to restore and confirm proficiency.
For MPA: The applicant shall pass all sections of the proficiency check. Failure of more than five items will require the applicant to take the entire test/check again. Any applicant failing 5 or less items shall take the failed items again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again.

The TRE/SFE shall exercise his judgment in deciding how much additional training is appropriate to provide during the OPC, for a pilot having difficulty achieving proficiency.
However, if more than two (2) re-sits are required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete necessary re-sits, the TRE/SFE shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

10.5.2. Skill Tests

When conducting a Skill Test in a simulator, the TRE/SFE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources as appropriate.

If any item is assessed as UNSATISFACTORY then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, a re-sit may be conducted at the discretion of the TRE/SFE. Unless a re-sit opportunity occurs "naturally", for instance as a result of crew decision-making during the remainder of the session, re-sits will usually be conducted at the conclusion of the planned session, if time remains.
All re-sits shall be conducted without prior training, practice, or coaching of any kind by the Examiner.
For MPA: The applicant shall pass all sections of the skill test check. Failure of more than five items will require the applicant to take the entire test/check again. Any applicant failing 5 or less

items shall take the failed items again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again.

The TRE/SFE shall always exercise his judgment in deciding when and/or if a re-sit is appropriate. Although, technically, all items on the test schedule could be subject to re-sit, this is not the intent of the discretionary authority provided to the Examiner in this respect.
If the candidate's performance is such that several items need repeating, he is clearly not up to the required standard, and so the discretion to repeat should not be exercised any further. In any case, if more than one (1) re-sit is required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete a re-sit, the TRE/SFE shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

10.5.3. Licence Proficiency Checks (LPC)

A Licence Proficiency Check shall be designed and conducted to ensure the requirements applicable to the revalidation of both the Operator Proficiency Check and the aircraft Type Rating are completed.
When conducting an LPC, the TRE/SFE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources as appropriate. The LPC will be conducted strictly as scripted, without interruption or deviation, unless required as a result of unforeseen crew decisions.

If any item is assessed as UNSATISFACTORY then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, a re-sit may be conducted at the discretion of the TRE/SFE. Unless the crew repeats the item(s) as a result of their own decision-making, the TRE/SFE may provide debriefing, training and re-sit(s), as required, in order to restore and confirm proficiency.
For MPA: The applicant shall pass all sections of the skill test/proficiency check. Failure of more than five items will require the applicant to take the entire test/check again. Any applicant failing 5 or less items shall take the failed items again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again.

The TRE/SFE shall exercise his judgment in deciding when and/or if a re-sit is appropriate, and how much additional training is appropriate to provide during the LPC. However, if more than two (2) re-sits are required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete a re-sit, the TRE/SFE shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED.
Resits initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

10.5.4. Maximum time allotments for Skill Tests, LPC's and OPC's

Time Allotment:	Skill Test / LPC*	OPC*	Remarks
Two candidates: Normal Crew Complement Commander – First Officer (FO)	Max 4.0 hrs.	- Max 2.5 hrs. - Max 4.0 hrs in case of combination with LOFT	- inclusive re-sits and any break taken
One candidate: Commander or FO with a sit-in / help-out	Max 3.0 hrs.	- Max 2.0 hrs. - Max 3.0 hrs in case of combination with LOFT	- inclusive re-sits and any break taken - sit-in for a normal crew complement is required.

* Sit-in's/help-outs are to function in the same capacity for the whole simulator session, a change of seats is not allowed.

10.6. Examiner Participation - Skill Tests and Proficiency Checks conducted in an Aircraft

When conducting a Skill Test or Proficiency check in an aircraft:

- A TRE shall normally occupy an observer's seat; the other pilot must be a qualified instructor and shall be the nominated PIC;
- Subject to CAA approval the TRE may sit in a pilot seat during the check. In this case the TRE is also PIC.
- The PIC must always be in a position to correct a potentially dangerous control input by a trainee;
- The PIC should bring to the trainee's attention any tendency for flight parameters to move significantly from their target values;
- The PIC will be ready for instant use of all thrust levers when a `low and slow' situation is developing;
- If windshear is experienced, or forecast, then the test/check should be delayed or cancelled;
- No unauthorized manoeuvres, which might jeopardize the safety of flight, shall be conducted. In addition, no demonstrations of the flight envelope protection systems (as applicable) will be intentionally carried out;
- Practice rejected takeoffs will not be conducted. The decision to reject a take-off is made exclusively by the PIC, who will immediately take control of the aircraft. This requirement shall be emphasized during the briefing conducted prior to flight, and shall be re-emphasized during the pre-takeoff briefing conducted in the aircraft;
- Aircraft systems shall not be deliberately shut down;

- Stabilizer runaway shall not be simulated;
- An engine shall not be shut down during aircraft training. Engine "failure" shall be simulated by retarding a thrust lever to the idle stop, having first checked the correct functioning of the other engine(s). Engine failure on take-off or go around should only be simulated after gear-up selection, and after a steady climb attitude has been achieved.
- Simulated engine-out landings shall only be made to a full stop;
- Single-engine-out procedures only shall be simulated;
- Visual circuits shall not be conducted if cloud base is less than 1500ft AGL or visibility less than 5 km;
- ILS approaches, via radar vectors, may be used, provided the cloud base is not less than 500 ft AGL and the visibility is not less than 3 km.

10.7. Documentation Check

Prior to commencing any Skill Test or Proficiency Check, the TRE/SFE shall examine and verify:

- The validity of the pilot's License and Medical Certificate of each candidate;
- The applicable training report(s) or file, including the instructor recommendation, for each candidate (not required if recurrent training is to be conducted after an Operator Proficiency Check);
- The aircraft technical log book (for a check/test conducted in an aircraft); and
- The simulator status and documents, including simulator approval certificate, technical log book and Component Inoperative Guide.

A check ride will not be conducted if licensing and training documents are not presented, are not valid, or if the company has failed to provide appropriate training for the candidate(s), as specified in the Operator's approved training programme.

10.8. Checking Cycle

10.8.1. Base Month and Validity of Mandatory Checks

The Base Month is the month in which the Skill Test for the issue or renewal of a type rating is successfully completed (on the base aircraft type, for pilots operating on more than one type or variant). Where an aircraft test/check is required, it is established at the completion of the aircraft test/check.

The validity period for a Type Rating and Instrument Rating is 12 calendar months, in addition to the remainder of the month of issue, i.e. the base month.

The validity period of the Operator Proficiency Check is 6 calendar months, expiring alternately at the end of the base month, and the sixth month following the base month.

10.8.2. Licence Proficiency Check (LPC)

A Type Rating and Instrument Rating are revalidated by successful completion of a Licence Proficiency Check. The LPC shall be conducted within the final 3 calendar months of the validity period.

10.8.3. Operator Proficiency Check (OPC)

The Operator Proficiency Check is revalidated by successful completion of either a Licence Proficiency Check or an Operator Proficiency Check.

An Operator Proficiency Check shall be conducted within the final 3 calendar months prior to the end of the validity period of the previous Operator Proficiency Check.

10.8.4. Extensions

The CAA may extend the validity period of a Type Rating or Operator Proficiency Check, by up to 2 calendar months where the CAA is of the opinion that safety is not compromised.

Applications for extension must be submitted in writing to the CAA office responsible for the Operator concerned, prior to the expiry of the current validity period. Appropriate justification for the extension must be included with each application. CAA will only consider circumstances that are beyond the control of the operator as justification for an extension.

10.9. Briefing

10.9.1. General

A pre-flight briefing of the candidate(s) for a test or check is mandatory. It must include the following information (as applicable, depending on whether an aircraft or simulator check is to be conducted):

- The mandatory items to be demonstrated during the check/test, when the check/test is conducted in the aircraft;
- The probable duration of the check/test;
- Any restrictions or limits imposed on manoeuvres conducted in the aircraft, which are necessary to ensure flight safety;
- The serviceability of the simulator, and any differences from the aircraft;
- The extent of examiner participation, as described in section 10.5. or in section 10.6., as applicable;
- The identification and role of the Pilot-in-Command.
- That the aircraft or simulator is to be flown in accordance with flight manual requirements, SOPs and within acceptable tolerances; and
- The actions to be completed in the event of a real emergency or malfunction in the aircraft or simulator.

The candidate should also be informed that:

- The Pilot-in-Command retains all command responsibility and is ultimately responsible for the safety of the operation. However, when the First Officer is the pilot flying, the initial responses and decisions following any abnormalities should come from him;
- Normal crew co-ordination and CRM is expected;
- When the check is conducted in a simulator, an emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the Examiner;
- Simulated emergencies introduced by the Examiner in an aircraft will be announced by the word "simulated";
- For the purpose of the test or check, the weather will be simulated at or below the weather minima for the type of approach being carried out. In a visual simulator, the Designated Examiner will control the visual system to the minima specified in the lesson plan, appropriate to the exercise being conducted;
- When a test or check is conducted in the aircraft, the Examiner will call “go around” if he requires the candidate to execute a missed approach;
- The candidate(s) may be required to demonstrate proficiency in any normal or emergency procedure applicable to the aircraft type concerned; and
- Technical performance will be assessed in accordance with the:
  - aircraft flight manual, aircraft operating manual or pilot operating handbook;
  - Air Regulations and ATC procedures;
  - the Operator’s Operations Manual and SOP’s; and
  - Section 10.12 of this manual.

10.9.2. Additional Briefing Requirements - ATPL Skill Tests

Candidates for the ATPL Skill Test shall be briefed by the Inspector, TRE or SFE conducting the test on the following:

- That an assessment shall be made of their abilities to:
  - Manage crew cooperation.
  - Maintain a general survey of the operation by appropriate supervision.
  - Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
- That although the pilot-in-command retains all command responsibility and overall responsibility for the safety of the operation, the First Officer test candidate should make all initial responses and decisions, including those related to abnormalities.

10.10. Grades

10.10.1.General

Unless the operator has a CAA approved training and checking program and uses its own developed grading system, each sequence of a check/test shall be graded according to the following grading standards and definitions. The appropriate grade shall be recorded on the Pilot Check Report Form (PELO 406).

10.10.2.Grading Codes

1 = UNSATISFACTORY

A grade of UNSATISFACTORY shall be awarded for a check or test item in accordance with any of the following criteria:

- Performance does not provide an adequate margin of safety.
- Proficiency in an item falls below the required standard.
- Crew resource management skills and behaviours are not effective.
- Errors are not recognised and/or resolved.

This grade shall be assigned if initial performance is well below the Operator's required standard, or (at Examiner discretion) if a pilot was unable to demonstrate the required standard after a maximum of:

- Training (at SFE/TRE discretion) and two (2) re-sits, during a Proficiency Check; or
- One (1) re-sit, during a Skill Test.

Typical situations resulting in an "Unsatisfactory" grade (1) being awarded, either before or after a re-sit, include:

- Totally inadequate flight management and/or ineffective CRM skills.
- Requires constant challenge and guidance.
- Gross mishandling of the aircraft, or a crash.
- Deviations occur which violate an ATC clearance, or endanger the aircraft.
- An improper emergency procedure is used which creates a more hazardous situation.

2 = STANDARD WITH DEBRIEF

This grade shall be assigned if performance of any check or test item did not meet the expected standard, but where standard may be restored by the conduct of an appropriate debriefing.

The grade shall be assigned in accordance with any of the following criteria:

- Performance provides some measure of safety, but would be unacceptable if diminished by any further amount.
- Proficiency in an item is adequate, but occasionally falls below the required standard.
- Crew resource management skills and behaviours are not completely effective.
- Errors are eventually recognised and resolved.

Typical situations warranting a "Standard with De-Briefing" grade (2) include:

- Deviations from the required standard occur, but the crew corrects and safety is not compromised.

- An emergency procedure deviates from the prescribed checklist, but does not create a more hazardous situation.
- Deviations from SOP's are observed, but flight safety is not compromised.

3 = STANDARD

This grade shall be assigned if performance of a check or test item meets the required standard, in accordance with the following criteria:

- Performance meets expectations and provides sustained safe flight operations.
- Proficiency in an item meets all required standards.
- Crew resource management skills and behaviours are clearly effective.
- Errors are recognised and resolved so that safety of flight is not diminished.

4 = ABOVE STANDARD

This grade shall be assigned if performance of a check or test item exceeds the required standard, in accordance with the following criteria:

- Performance is above expectations and provides sustained safe flight operations.
- Proficiency in an item meets and occasionally exceeds all required standards.
- Crew resource management skills and behaviours are clearly effective and occasionally exceptional.
- Errors are recognised and resolved in a timely manner.

10.10.3.Examples of Grades

The following examples are provided to assist Examiners in the application of the grading codes specified above.

- An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence in a Skill Test. However, he decides that it may be possible for the candidate to demonstrate the required proficiency, if given an opportunity to repeat the sequence at the conclusion of the skill test programme. If the subsequent re-sit is successful, then the Examiner will award a grade of "2", "3" or "4" (as applicable). If the re-sit is unsuccessful, then the sequence will be graded as "1", and an overall "FAIL" shall be awarded for the test. Appropriate reason code(s) and comments shall be entered for the item concerned.
- An Examiner observes that a candidate demonstrates proficiency in a particular sequence that is well below the standard required by the Operator (e.g. loss of control, or crash). The knowledge and/or skill evident are unacceptably low, and the candidate obviously requires extensive training to restore proficiency. The sequence should then be graded "1", and an overall FAIL assessed for the check. Appropriate reason code(s), number of resits and comments must be entered for the sequence concerned.
- An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence during a Proficiency Check. However, he decides that it is appropriate under the circumstances to provide some suitable training and a re-sit opportunity for the item. The proficiency demonstrated after the first re-sit is still below standard, but the Examiner considers it appropriate to allow a further re-sit opportunity.

If this second re-sit is unsuccessful, then a grade of “1” shall be assigned to the sequence, and the check shall be awarded an overall “FAIL”. However, if the second resit is successful, then a grade of “2”, “3” or “4” (as applicable) shall be assigned to the sequence. Appropriate reason code(s), number of resits and comments and comments shall be entered for the sequence concerned.

10.11. Assessment Guidelines

10.11.1.General

It is impossible to define all instances when a particular exercise should be graded "1", "2", "3" or "4". However, it is possible to examine each sequence of a check, and test its validity against the definition for each grade. By applying this test to all exercises, standardization can be achieved in Proficiency Check and Skill Test assessments. Each sequence of the Proficiency Check, including any errors or mistakes, shall be evaluated with respect to the grade definitions.

Common errors and rating assessments are described by a variety of adjectives. Terms such as *(un)acceptable*, *(un)satisfactory*, *timely*, *safe*, *minor*, *slight*, *brief*, *lack*, *inadequate* and *excessive* are used to describe a candidate’s performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as *(in)complete*, *(in)correct*, *exceed* and *failure* are more finite, and may be objectively described by referring to the appropriate regulation, AFM or company procedure.

Examiners shall use the assessment guidelines as a reference when determining the grade to be awarded for specific test sequences and items. These guidelines are not intended to be restrictive or to define all common errors. Examiners must use knowledge, experience and sound judgment, in conjunction with the grade definitions, to arrive at their assessments.

During a Proficiency Check or Skill Test, a flight sequence may involve duties and/or responsibilities for crew members other than the "pilot flying". Such a sequence that is rated as "1" or "2" for the pilot flying, may, due to inappropriate action on the part of other crew members, be rated as "1" or "2" for the non-flying crew member also.

The inter-relationship of flight crew coordination and aircraft systems, as it relates to automation, may mean that errors made during the completion of one exercise will affect the grading of several sequences.
If a simulator is used, remember that the examiner is acting as ATC, and therefore would not know that the crew have suffered an engine/systems failure, unless they give out a PAN / MAYDAY.
It is up to the crew to liaise with you. It is solely the crew’s responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the check lists etc.

When assessing non-technical or CRM skills (NOTECHS), the relevant behavioural markers must have been observed during the course of the test/check

10.11.2.Instrument Rating Tolerances

When making an assessment, handling qualities and performance should be taken into account. Further, the examiner should make allowance for turbulent conditions.

Parameter	Detail	Tolerance
Altitude or Height (NOTE 1)		
	Normal Flight	± 100 ft
	With simulated engine failure	± 100 ft
	Starting go-around at DH(A) or VDP	+ 50 ft / -0 ft
	Minimum descent altitude / height	+ 50 ft / -0 ft
Tracking (NOTE 2)		
	All except precision approach	± 5 degrees
	Precision approach	± half scale deflection LOC and G/S
Heading		
	All engines operating	± 5 degrees
	With simulated engine failure	± 10 degrees
Speed		
	All engines operating	± 5 knots
	With simulated engine failure	+ 10/ -5 knots (but never below V2 or VREF)

NOTE 1: Height Accuracy
The candidate need not be failed if an error of more than 100ft occurs several times. However, the examiner should seriously consider awarding a grade "1" or "2", if:-
• a height error of more than 200ft occurs; or
• an error of 100ft or more is uncorrected for an unreasonable period of time.
NOTE 2: Tracking Accuracy
A failure should be awarded at any time during the test/check if there is an inability to settle within +/- 5 of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

10.11.3.Technical Knowledge Testing During a Skill Test or Proficiency Check

An oral examination shall be conducted prior to each Skill Test or Proficiency Check. It shall be solely concerned with testing the knowledge of items that a pilot should have available by recall, in order to operate safely and efficiently. Such testing should concentrate on the following areas:

- Limitations;
- Recall checklists;
- Systems knowledge required to understand and correctly apply normal and non-normal checklists related to the training cycle;
- Recent manual amendments;
- SOPs, including standard calls;
- CRM concepts and practices (as specified in the Operator's approved CRM training programme); and
- Operational subjects, such as correct application of Aerodrome Operating Minima and performance data.

Examiners must ensure that if two pilots are under check, then each is subjected to an approximately equal amount on oral questioning. Nevertheless, if a pilot does exhibit a lack of knowledge, this will justify additional questioning to establish whether or not a "Fail" grade shall be assigned.
All questions concerning Limitations, Recall Checklists, SOPs and Standard Calls should be answered correctly, after an opportunity to re-think an initial incorrect answer.
The majority of questions related to other topics should be answered correctly. Examiners are expected to exercise good judgment in assessing whether the level of overall knowledge is adequate to ensure safe operation of the aircraft. The result of the Oral Examination shall be communicated immediately on its completion, and prior to the simulator/aircraft phase of the test/check.

The result of an Oral Examination shall be indicated on the PELO 406, and the PELO204 (if applicable). An Oral Examination that is “Passed” shall be indicated by a grade of “3” or “4” against Item 0 of the PELO 406. A reason code of “P” or “S” is required to substantiate a grade of “1”, along with an explanation in the “Comments” section of the PELO 406.

If a pilot fails the Oral Examination, the entire Skill Test or Proficiency Check for the crew pairing (if applicable), is terminated immediately, and the pilot in question so informed.

10.11.4.Detailed Assessment Standards and Guidelines

The following section describes assessment standards and guidelines applicable to the items required to be completed during a Skill Test or Proficiency Check. The numbers specified below are those used to identify individual test/check items in JAR-OPS and JAR-FCL, and which are also depicted on the CAA Pilot Check Report Form (PELO 406).

ITEMS 1.1 through 1.5 - Flight Preparation

- Checks and cockpit procedures shall be carried out in compliance with the authorised check list for the aircraft type used in the test. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the Operations Manual or Flight Manual for the aircraft used and should be agreed with the examiner.
- This item does not stipulate that it has to be the first flight of the day, however some thought should be given, when designing lesson plans, to alternating first flights with transit checks, to make sure that there is a comprehensive knowledge of the check list.
- The candidate must complete a normal start procedure and/or deal with any malfunctions.
- In a simulator, engine start malfunctions can be given easily. In an aircraft, malfunctions may not be achievable. In this case, the examiner should establish the candidate’s knowledge by use of a touch drill and/or by oral questioning.
- Crews must refrain from any activity that would compromise lookout on the ramp or taxiway.

ITEM 1.6 - Before Take-off Checks

- Completes any applicable pre-departure checks. Care should be taken, when designing lesson plans, to ensure that first flight of the day and transit checks are alternated, so that the knowledge of the various systems checks that are carried out on a first fligh are not overlooked.

• Obtains a clearance.

ITEMS 2.1 through 2.4 - Take-Offs

- A complete take-off briefing need only be completed once by each crew. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.
- The examiner must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift off. The airplane should be rotated smoothly to the correct pitch angle, with a satisfactory rate of climb and required airspeed attained in a reasonable time.
- Engine handling must be smooth and positive and the correct power setting used and monitored.

ITEMS 2.5.1 through 2.5.3 - Take-off with Engine Failures

- The engine failure may be combined with the departure (ITEM 3.9.1).
- In an aircraft this should be after V2 when safely away from the ground, and should be simulated by closing a throttle completely. Shut down checks should be done by use of a touch drill.
- The Engine Failure Procedures (EFP) (Emergency Turn (ET)), is flown as designed.
  - A question often asked is "how much swing is acceptable on an engine failure". There are no published tolerances. Each aircraft type has its own characteristics, and this in turn will depend on the time of the engine failure and the type of failure given.

ITEM 2.5.4 - Rejected Take-Off

- The rejected take-off should be taken to its full conclusion. e.g. Would the aircraft taxi onto stand? Was brake cooling, evacuation or a further take-off considered, etc.
- If the duties for the RTO are divided, and it is performed incorrectly, care must be taken to correctly assess whether a “1” or “2” or grade in this item should be attributed to just one or both pilots.
- RTOs must not be performed in an aircraft, other than as a static touch drill.
- If the Operator procedures mean that the co-pilot never aborts a take-off, it will be necessary to manufacture a reason for the co-pilot to initiate the stop e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three-yearly recurrent training and checking cycle.
- A candidate should not be told when the RTO will occur.

ITEM S 3.9.1 and 3.9.2 - Departure, Arrival and Holding Procedures

- This may be combined with an abnormal or emergency procedure.
- Full use of automatics and LNAV (if fitted) is permitted. Designers of lesson plans are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control, or a change to ATC clearance that may require some reprogramming of the FMS, might be appropriate.
- Some interpretation of departure and/or arrival plates should be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance should be given by the examiner or gained from ATC, that includes

some form of altitude/turn/track adherence. A departure which only consists of radar vectors, should not be used.
- Climb/descent transitions between flight levels and altitudes using correct altimeter setting procedures.
- Flight management is demonstrated with a flight log, fuel and system checks, including anti-ice procedures when necessary.
- The candidate should comply with applicable arrival and joining procedures.
- If the arrival procedure contains a hold or the crew requests one, this can be assessed. Automatics can be used, and therefore in lesson plans design, value can be obtained by giving a last minute clearance into the hold, or if FMS is fitted, an early exit from the hold to see how the FMS is handled.

ITEMS 3.4, 3.5 and 3.6
- Details as specified in the lesson plan, unless modification is required, as allowed by section 10.2.
- May be combined with ITEMS 2.1 through 2.5.4, ITEM 3.9, 4 and ITEM 5.
- Multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine. Where a single checklist exists for a multiple system failure, the failure is not deemed to be a multiple, unrelated failure; for example, dual hydraulic failures.

ITEMS 3.6.2 and 3.6.6 - SMOKE/PRESSURISATION
- The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure, and contaminated cockpit drills. The crews' ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.

ITEM 3.6.7- Pilot Incapacitation
- May be combined with ITEM 2.5.4.
- This should be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi, and how far?
- If he has asked the ambulance to meet the aircraft how does he handle this?
- Does he make use of any automatics?
- In lesson plan design, some thought should be given as to how to instigate the incapacitation, i.e. when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company SOPs are satisfactory.

ITEM 3.9.3.1 – Precision approach flown manually without flight director
- While lesson plan design may normally combine various test items for expediency, as this particular exercise is fairly demanding, it may be wise not to load the candidate in this way.

ITEM 3.9.3.4 - Manual precision approach with one engine inoperative
- The candidate should complete a safe approach manually and in an asymmetric configuration to the company DA/DH. Should an ILS be flown, the examiner should ensure that the test/check is conducted into an airfield where the company minimum allows a decision height not greater than 450 feet AAL, in order to assess the candidate’s ability.
- The autopilot should be disconnected before intercepting the localizer and before final configuration for the approach, so that the candidate’s handling of any trim change associated

with flap extension can be assessed. The engine failure should also be simulated prior to this phase.
- If an aircraft can be dispatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

ITEM 3.9.4 - Non precision approach
- This may be flown either automatically or manually, as per the Operator's SOPs. It must be flown to the specified minima, and not to circling minima, unless they are coincident.

ITEM 4.3 - Go-around from instrument approach - one engine inoperative
- Complete a safe go-around from published DA/H or MDA/H.
- The instrument approach is flown in an asymmetric thrust configuration.
- Engine Failure Procedures (EFP) (or Emergency Turn (ET)), is flown as designed.
- If an aircraft can be despatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

ITEM 5.5 - Landing with one engine inoperative
- Directional control must be maintained, and brakes and other retardation devices used to achieve a safe roll out and deceleration.
- The applicant must complete a safe landing from a stable approach on the require glide path.
- Consideration should be given to the weather, wind conditions, landing surface and obstructions.

Overall Assessment
The applicant must demonstrate the ability to:
- Operate the aircraft within its limitations;
- Complete all manoeuvres with smoothness and accuracy;
- Exercise good judgement and airmanship;
- Apply aeronautical knowledge of procedures and regulations as currently applicable;
- Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship must be assessed with each exercise, and this must include lookout, checks and drills, cockpit management, ATC liaison, fuel management, icing precautions, planning and use of airspace etc.;
- Manage and/or coordinate effectively with other crew members;
- Maintain a general survey of the operation by appropriate supervision;
- Set priorities and make decisions in accordance with safety considerations, and relevant rules and regulations, appropriate to the operation situation, including emergencies;
- Understand and apply crew co-ordination and incapacitation procedures;
- Communicate effectively with other crew members; and
- Demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

11. GUIDELINES FOR LINE CHECKS

11.1. General

Line checks shall be conducted so as to establish the ability of the crew member(s) concerned:

- To perform satisfactorily a complete line operation, including the pre-flight and post flight procedures, and use of the equipment provided, as specified in the Operations Manual;
- To assess the Crew Resource Management skills of the flight crew member(s) concerned;
- In the case of Commanders, or pilots to whom the conduct of the flight may be delegated, the ability to manage the flight and to make command decisions shall also be demonstrated; and
- To check the operation of each flight crew member in the functions of Pilot Flying (PF) and Pilot Not Flying (PNF).

A minimum of one sector as PF and one sector as PNF shall be conducted during the Line Check of each flight crew member.

Line Checks shall be conducted by a TRE or SFE, or commanders nominated by the operator and acceptable to the CAA and be suitably qualified in the assessment of CRM skills.

Line checks shall be conducted over a route selected to allow adequate representation of the scope of normal flight operations.

11.2. Examiner Participation

When conducting a line check:

- A suitably-qualified Captain occupying a pilot's seat shall be the nominated PIC;
- The TRE conducting the check shall occupy an observer's seat;
- The TRE shall not simulate system/ engine failures of any kind;
- The PIC decides which pilot shall be PF or PNF (a demonstration of PF and PNF duties by each crew member under check is still required to complete the check);
- The PIC shall decide the level of automation or type of approach aid to be used; and
- The TRE shall alert the crew to all flight safety hazards immediately.

11.3. Documentation Check

Prior to commencing any Line Check, the TRE/SFE or commanders nominated by the operator shall examine and verify the validity of each candidate's:

- Pilot License
- Medical Certificate;
- Training file, including instructor recommendation (as applicable).

CIVIL AVIATION NOTICES

CAN 4-02

Licensing of Aircraft Maintenance Engineers

INDEX

Licensing of Aircraft Maintenance Engineers

2.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and/or maintaining Oman registered aircraft.

2.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licences and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

2.3 Part I - Background

(a) The CAA's Flight Safety Department will issue an Aircraft Maintenance Engineer's Licence Without Type Rating (LWTR), for aeroplanes and helicopters, on being satisfied that the applicant is a fit person to hold the licence and has fulfilled the requirement for its issue.

(b) This Notice is in addition to the information regarding AME licensing contained in the Sultanate of Oman Civil Aviation Law, Civil Aviation Regulations, and Civil Aviation Notice 4-03.

(c) This Notice is in three parts. The first part is the Background. The second part lays down the procedure and the requirements for the issue/extension of LWTR. The third part contains general regulations for examinations, licence renewal, validity and the fees.

(d) The recommended standards of the International Civil Aviation Organisation (ICAO) as described in Annex 1 to the Convention on International Civil Aviation for issue of AME licences have been taken into consideration in formulating these requirements.

(e) Except as specified in paragraph (f) of this Notice, a CAA Approved Maintenance Organisation shall not issue a CAR 145 / CAR M certification authorisation listed in their respective MOE/MOM unless the concerned person holds an appropriate valid A, B1 or B2 AME LWTR or a type rated AME licence, issued by the CAA.

(f) On specific request, the CAA may permit approved maintenance organisations to issue company authorisations with certification privileges to foreign AME licence holders or foreign company authorisation holders. Such persons must fulfil the requirements of training, experience etc. as laid down in their approved MOE. This authorisation is normally only used for third party contracts at line stations and foreign maintenance facilities for certification of Omani registered aircraft.

(g) Approved maintenance organisations will be permitted by the CAA to conduct CAR 145 authorisation examinations, written and/or oral. A CAA Inspector may be present at any of this examination to monitor the standards. The company shall lay down the requirements for authorisation in the approved/accepted exposition manual. Such requirements shall not be less than those depicted in the relevant Civil Aviation Regulations, and applicable Civil Aviation Notices.

2.4 Part 2 – Aircraft Maintenance Engineer's Licence Without Type Rating (AME LWTR)

2.4.1 AME LWTR Categories

(a) The CAA issues Aircraft Maintenance Engineer's Licence Without Type Rating (LWTR), in the following categories:

- Category A
- Category B1
- Category B2

(b) An AME LWTR in any category, in itself, does not confer any certification privilege. However, it is a prerequisite for obtaining a company authorisation which confers full certification privileges.

(c) Table 1 below depicts which category and sub-division of AME LWTR must be held for obtaining a type rating or a company authorisation for certification of aircraft, engine or equipment listed in the column "Experience/Coverage".

(d). An AME LWTR will be issued in the categories and sub-divisions as given below.

Table 1

Categories	Sub-divisions	Experience/Coverage
Aeroplane"A and B1" "	A1 and B1.1 A2 and B1.2	Aeroplanes Turbine Aeroplane Piston
Helicopter "A and B1"	A3 and B1.3 A4 and B1.4	Helicopter Turbine Helicopter Piston
"B2"		Avionics and Electrical

(e) Categories "A", "B1`" and "B2" pertain to maintenance (Line and Base maintenance of aircraft, engines & equipment).

2.4.2 Procedure for issue of an AME LWTR

(a) As a minimum, the applicant must comply with the requirements of CAR 66.30.
An application for issue of an AME LWTR should be submitted to the CAA Flight Safety Department, on the prescribed form together with requisite fees and supporting documents for age, medical fitness, educational qualifications, aeronautical training course certificates giving duration of the training course, attendance, marks obtained in the examinations, aircraft practical maintenance experience certificate, foreign AME licences, company authorisation, two recent ID size photos, specimen of his signature and a copy of the passport.
To apply for a licence, Form. AML 82-4.must be used.

(b) If the application is acceptable, the applicant will be advised of the date, time and venue of the written examination in Omani Civil Aviation Legislation and Basic Technical Knowledge as required.

(c) On being successful, the applicant will be issued with the AME LWTR.

(d) Fees of unacceptable applications will be reimbursed to the applicant.

2.4.3 Procedure for extension of an AME LWTR

(a) An application on the prescribed form for extension of an AME LWTR with requisite fee, supporting documents (training, experience, etc. on the basis of which the applicant got his original foreign AME licence, copy of foreign AME licence and Omani AME LWTR should be submitted to the CAA.

(b) If the application is acceptable, and CAA examination is required, the applicant will be advised of the schedule of the examination.

(c) The AME LWTR will be extended on the basis of foreign AME licence extension or successful completion of the CAA examination.

2.5 Part 3 - Examinations, Renewals, Validity, Reinstatement, Fees

2.5.1 Examinations

(a) Examinations in Omani Civil Legislation and Basic Technical Knowledge:

(i) A written examination in Omani Civil Legislation (CAL, CAR & CAN) and Basic Technical Knowledge covering AME related topics listed in CAR 66 are normally held once a month. The question paper is quiz type (multiple choice answers) and pass marks are 80%.for the Omani Civil Legislation and 75% for the Basic Technical Knowledge examination No penal deduction is made for an incorrect answer. Applicants may be required to do an oral examination if the CAA finds it necessary.

(ii) These examinations will have to be cleared only once by every applicant for the first issue of the AME licence. It will have to be cleared again for renewal / reissue of an expired AME licence along with other examinations or re-instatement of revoked licences. An oral exam may be required for re-instatement of a revoked licence.

2.5.2 Failure in examinations

(a) An applicant, who fails in either written or oral examination, can apply for retest in the next month's examination schedule. However, examining authority, based on the applicant's performance, may require more than one month interval between consecutive examinations.

(b) An applicant who fails in three consecutive type rating written examinations, will be required to undergo refresher type training and acquire further experience of minimum three months, before application for next retest can be accepted.

(c) An applicant who fails in three consecutive oral type rating examinations, will be required to pass a type rating written test which will be scheduled after a period of three months from the last failure.

(d) An applicant who fails in three consecutive legislation examinations can apply for a retest after six months.

2.5.3 Renewal and Validity

(a) Licences cannot be backdated and certification without a current licence/authorisation is invalid and is a cause of serious consequences. Hence, AMEs must ensure timely renewal of their licence.

(b) The AME LWTR and/or a type rated AME licence will be issued for a period of 5 years. It will be renewed for the next 5 years on receipt of application on the prescribed form for renewal which must reach the CAA at least 30 days earlier to the date of licence expiry, together with prescribed fee, recent photo medical certificate meeting Appendix 1 criteria and a certificate of aviation connected experience of at least 6 months immediately preceding the date of application.

(c) If a licence is lapsed for two years or more, or if the AME was not employed in aviation as a practising AME, as defined below, for two years preceding the expiry date of the licence, then renewal of the licence will be considered by the CAA on satisfactory completion of examination by the applicant for issue of the licence. The nature of examination will depend on the length of period the AME was not engaged in work comparable with the duties and privileges for which the licence is rated.

(d) A practising AME is defined as one employed in the aviation industry who exercised regularly the privileges granted by the terms of the licences or performs supervisory duties of a like nature.

(e) For every renewal / reissue of a lapsed AME licence, the applicant will be required to pass a written test in Omani Civil Aviation Legislation and Basic Technical Knowledge as required.

(f) The CAA, after making enquiry as deemed fit, may cancel, suspend, restrict, endorse adverse remarks or deny renewal of an AME LWTR or a type rated AME licence when it is established that:

(i) the holder has performed work or certified work which was not performed in a careful and competent manner, or which the holder was not licenced / authorised to certify, or

(ii) medically unfit, or

(iii) it is undesirable for any other reason that the holder of the licence should continue to exercise the privileges of the licence.

(g) **Validity** : Maintenance / Overhaul certification on the authority of a Type Rating in an AME Licence or a company authorisation shall only be made if the holder was engaged for periods totalling at least 6 months in the preceding 24 months, on work affording experience comparable with that required for the grant of the type rating.

2.5.4 Re-instatement of suspended/revoked AME licences

(a) Licences which have been suspended by the CAA shall be reinstated by a letter from the CAA prescribing any conditions and requirements as considered necessary by the CAA.

(b) Licences which have been revoked shall be reinstated following completion of examinations in accordance with 2.5.1(a)(ii) and endorsement prescribing any conditions and requirements as considered necessary by the CAA.

2.5.5 Conversion to a CAR 66 licence.

(a) Subject to sub-paragraph (b), a previously issued CAR 63 Aircraft Maintenance Engineer's Licence issued prior to 1st January 2012 shall be replaced with a CAR-66 Aircraft Maintenance Engineer's Licence upon renewal without further examination.

(b) Existing licence holder may apply for conversion of his or her licence to a CAR-66 licence only if any one or more of the following criteria is/are met:

i. The CAR 63 licence is due for renewal within the next 3 months;
ii. The applicant qualifies for a licence extension (i.e. inclusion of a (sub) category, rating, or removal of limitation); or
iii. There is a need to update a personal particular that is reflected in the existing CAR 63 licence.

To apply for a licence conversion, Form. AML 82-4.must be used.

(c) Where necessary, the replacement CAR-66 aircraft maintenance licence shall contain technical limitations in relation to the scope of the pre-existing qualification.

(d) Limitations on CAR-66 aircraft maintenance licence may be removed when the licence holder successfully applies to the CAA for their removal after fulfilling the necessary theoretical and practical requirements, or any experience as required by the CAA. (CAR 66.30)

(e) Conversion Process and limitations
On conversion from a CAR 63 licence, the basic licence categories held will be transferred to the CAR-66 licence. The converted licence may carry limitations to reflect existing privileges on the CAR 63 licence. (e.g. Electrical, Instruments, Radio Com & Nav, Pulse & FM, Autopilot)

The equivalent CAR-66 basic licence and applicable limitations may be derived from the following relationships:
CAR-66 Cat A1 and B 1.1 = CAR 63 Cat A (aeroplane) and C (turbine)
CAR-66 Cat A2 and B 1.2 = CAR 63 Cat A (aeroplane) and C (piston)
CAR-66 Cat A3 and B 1.3 = CAR 63 Cat A and C (rotorcraft 2)
CAR-66 Cat A4 and B 1.4 = CAR 63 Cat A and C (rotorcraft 1)
CAR-66 Cat B2 = CAR 63 Cat R and X

2.5.6 Fees

(a) Fees for issue, renewal, extension, examination for AME LWTR and Type Rated AME Licence are stipulated in CAN 1-06

(b) An application with appropriate fee is required for every examination. Once the application is accepted and the date of examination is communicated to the applicant, the fees become non-refundable and will not be carried forward.

Appendix 1

Medical Fitness Criteria

For the purposes of issuance, renewal and continuing validity of AME licence, a person must meet the following:

(a) No physical disability that may affect his ability to perform the work.

(b) No mental, psychological, attitudes and personality disorder.

(c) Eyesight meeting the following:

(1) Corrected or uncorrected near distance acuity in at least one eye shall be such that the individual is capable of reading from a standard test chart Jeager No. 1 letters, Times Roman N4 or equivalent at a distance of not less than 30 cm; and

(2) Colour vision (Ishihara Method) shall be such that the individual can distinguish and differentiate contrast between the colours used in the inspection method concerned.

CIVIL AVIATION NOTICES

CAN 4-03

Renewal of Aircraft Maintenance Engineers' Licenses

INDEX

Renewal of Aircraft Maintenance Engineers' Licenses

3.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

3.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

3.3 Renewal of Aircraft Maintenance Engineers' Licenses

(a) Attention of all Licensed Aircraft Maintenance Engineers is drawn to CAR 66 of Civil Aviation Regulations.

(b) Normally Aircraft Maintenance Engineers' Licenses shall be valid for five years and renewed on application provided that during the twenty-four months preceding the date of expiry of the License, the holder has been engaged for a period totalling at least six months on the type of work which either falls within the scope of his License or comes directly or indirectly under the supervision of Airworthiness Section of the CAA. Where these conditions are not fulfilled or when the License has been lapsed for two years or more, the applicant will be required to substantiate by examination, that he is able to meet the requirements for the issue of the License. The extent of the examination would be dependent on the nature of the employment of the holder since the License expired.

(c) When a License holder is no longer a practising aircraft Maintenance Engineer, renewal of his license will only be considered if he continues to be engaged in work which can be considered as comparable with the duties and privileges for which the License is rated. A practising Aircraft Maintenance Engineer is defined as one employed in the Aviation Industry who exercise regularly the privileges granted by the terms of his License, or performs supervisory duties of a like nature. (d) Applicants for renewal of Aircraft Maintenance Engineers' Licenses will be required to show proof that they are in possession of, and familiar with, the current Civil Aviation Notices.

(e) Licenses cannot be back-dated and, for a License to remain in force, application for renewal must be received by Airworthiness Section fourteen days prior to the date of expiry of the License.

CIVIL AVIATION NOTICES

CAN 4-04

Flight Crew Licensing

INDEX

Flight Crew Licensing

4.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating Oman registered aircraft.

4.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA licences and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

4.3 Background

CAR-FCL prescribes the requirements for obtaining and maintaining Flight Crew licences and ratings.
At present the issue of CAA licences (PPL, CPL, ATPL, FE) is restricted to validation or conversion of Foreign Flight Crew licences and ratings based on licences issued by other ICAO Contracting States, subject to compliance with the requirements in CAR-FCL 1 (Aeroplanes), CAR-FCL 2 (Helicopter), CAR-FCL 3 (Medical), CAR-FCL 4 (Flight Engineer).

Furthermore, upon completion of an approved training program, Omani licences can be upgraded. (ATPL, Command Upgrade**).**
) and additional ratings can be issued.

4.4 Requirements

4.4.1 Validation Requirements

A licence issued by an ICAO Contracting State may be rendered valid at the discretion of the CAA subject to the conditions of CAR-FCL 1.015 (a) (Aeroplane), CAR-FCL 2.015 (a) (Helicopter) or CAR FCL-4 (Flight Engineer) and compliance with Appendix 1 to CAR-FCL 1.015 (Aeroplane) or Appendix 1 to CAR-FCL 2.015 (Helicopter)) as applicable

Applicants for a validation of a licence/rating must have a valid foreign licence with current rating and have completed a CAA approved operators conversion course in accordance with CAR-OPS 1.945 (Aeroplane), CAR-FCL 2.945 (Helicopter) or CAR FCL-4 (Flight Engineer) as applicable.

Note: In general Validations are issued for a short period (max. 1 year) for special circumstances.(such as operation of Omani registered aircraft leased to Operators outside the Sultanate of Oman, Ferry Flights, awaiting final licensing)

4.4.2 Conversion Requirements

A licence issued by an ICAO Contracting State may be converted at the discretion of the CAA subject to the conditions of CAR-FCL 1.015 (a) (Aeroplane), CAR-FCL 2.015 (a) (Helicopter)

or CAR FCL-4 (Flight Engineer) and compliance with Appendix 1 to CAR-FCL 1.015 (Aeroplane) or Appendix 1 to CAR-FCL 2.015 (Helicopter) as applicable

Applicants for a conversion of a licence/rating must have a valid licence with current rating and have completed a CAA approved operators conversion course in accordance with CAR-OPS 1.945 (Aeroplane), CAR-FCL 2.945 (Helicopter) or CAR FCL-4 (Flight Engineer) as applicable.

4.4.3 Ratings

Instrument-, Class- and Type Ratings are only issued for aircraft types certificated and registered in the Sultanate of Oman, subject to the applicants compliance with CAR-FCL 1.240 (Aeroplane), CAR-FCL 2.240 (Helicopter) as applicable.

.

4.4.4 ATPL Upgrade

An applicant for an ATPL must hold a CPL issued by the CAA and must comply with requirements of CAR-FCL 1 or CAR-FCL 2, Subpart G.

4.4.5 Command Upgrade

An applicant for command upgrade must hold a valid licence issued by the CAA and must comply with the requirements of CAR-OPS 1.955 (Aeroplane) or CAR-OPS 2.955(Helicopter) as applicable.

4.5 Validity and Revalidation

Licences

Licences are issued for a maximum of five years from the date of issue.
The validity is determined by the validity of the ratings and the medical certificate.
Within the period of 5 years the licence will be re-issued by the CAA in accordance with CAR-FCL 1.025(Aeroplane), CAR-FCL 2.025 (Helicopter) or CAR-FCL 4. (Flight Engineer), as applicable.

Ratings

(a)) Instrument ratings, Type ratings and Multi-engine class ratings are valid for one year from the date of issue, or the expiry date if revalidated within the validity period.

(b) Single pilot single engine class ratings are valid for two years from the date of issue, or the date of expiry if revalidated within the validity period.

(c) Class and Type Ratings must be revalidated within the three months immediately preceding the expiry date of the rating as per CAR-FCL 1.245 (Aeroplane), CAR-FCL 2.245 (Helicopter) or CAR-FCL 4 requirements as applicable.

(d) Instrument rating revalidation shall be combined with type/class rating revalidation.

4.6 Skill Tests and Licence Proficiency Checks

(a) Skill Tests and Licence Proficiency Checks must be performed by a CAA (Designated) Examiner.

(b) A CAA certificated operator that has a CAA approved training and checking program may develop its own Skill Test and Proficiency Check contents and report forms, otherwise form PELO 406 (Pilot Check Report form) must be used.
(c) Skill Test and Licence Proficiency Check contents and report forms used by an operator must, as a minimum, comply with the standards as per the relevant (PPL, CPL, ATPL, IR, FE) CAR-FCL Subpart and must be CAA approved.

4.7 Arrangements for testing

The CAA has designated and authorized Examiners to conduct on its behalf skill tests and proficiency checks.
Note: See CAR-FCL Subpart I and CAN4-01 for qualification requirements and conduct for Examiners.

4.8 Operation on more than one type or variant

There is no CAR-FCL limit to the number of ratings that may be held at one time. However for operations under CAR-OPS a flight crew member operating more than one class, type or variant must comply with the requirements of Appendix 1 to CAR-OPS 1.980 for Aeroplanes or Appendix 1 to CAR-OPS 2.980 for Helicopters as applicable.
.

Specific licensing requirements for flight crewmembers operating more than one type or variant, not within a single licence endorsement.

(a). The flight crewmember may not operate more than two types or variants.

(b). Both ratings as endorsed on the licence must be kept valid and the period for revalidation or renewal of each type rating shall not exceed that prescribed in CAR-FCL for each type.

4.9 Licensing Procedures.

4.9.1 Application

(a) Licensing Application Form (Aircraft) PELO 204 must be submitted to the CAA by applicants who wish to apply for

- Validation/Conversion of a foreign licence:
  - CPL A (Aeroplane) or -H (Helicopter)
  - ATPL A (Aeroplane) or -H (Helicopter)
  - FE Flight Engineer
- (Additional) Rating
- ATPL Upgrade
- Renewal of Rating

(b) The following items must be attached to the application:

- -A duly certified Skill Test Report Form (PELO 406)
- -2 color photos (3x3 cm, in uniform, no headdress, blue background
- -Photocopy of original foreign licence and rating if applicable
- -Photocopy of a valid CAA medical certificate (Class 1)
- -Photocopy of the last page of logbook
- -Photocopy of passport
- -Proof of Licence authentication by the State that issued the foreign licence
- -Summary of received training for the applied category

All applications must be complete and legible.

(c) **Preparation of PELO 204**

The Operator must have filled in the check-boxes applicable to the license and or type rating applied for.
This form must be accompanied by "Record of training" information certifying successful completion of ground and STD flight training (AMC FCL 1.261 (c)(2)), when submitted to CAA DGSAS.

Enter a cross in the appropriate box at the top of the form to indicate the purpose of the application, as follows:

1. 'ATPL' or 'CPL' box for an initial (Omani) licence application
2. 'ATPL' box for an ATPL upgrade on an Omani licence.
3. 'PIC TYPE RATING' box for command upgrade (P2 to P1).
4. 'RENEWAL' box for expired rating;
5. 'ADDITIONAL TYPE RATING' box for addition of a new type rating to existing (Omani) licence.
6. 'FIRST TYPE RATING' box for first type rating on a multi-pilot aircraft type to a new or existing (Omani) licence.
7. 'FE' application for Flight Engineer.
8. 'VALIDATION' of a foreign licence.

Applicant's identification
This section on the applicant's identity is self-explanatory.

Type of Licence Held
Must be completed accurately by the applicant and must reflect the applicant's former ratings.

Holder of Omani Licence - This section applies to applicants who are holding an Omani Licence.

Holder of foreign Licence - This section applies to applicants who are holding an ICAO contracting state Licence where validation or conversion may be granted

Applicant Certification
The application must be signed and dated by the applicant, in the allocated box.

Instructor Recommendation and Operator Certification
Instructors recommending a flight crew member applicant for their practical test after completing a CAA approved training program, or recommending an applicant for re-test after failure of the initial test, must sign the Instructor's Recommendation section on the application form.

The instructor must hold a current Licence, the appropriate type rating and either a valid certificate of designation or have been specifically authorized to conduct the training.

Designated examiners shall not recommend and check the same applicant unless specifically approved by the CAA.
Note: The DGSAS allows for the same TRI/TRE to conduct training and checking to proficiency

for at least the minimum required TOs and landings. He then shall also sign off the relevant part of PELO 406

The concerned Fleet Training Manager must also sign this section of the form, in order to certify that the applicant has completed all necessary training for the licence and/or rating, and that all other associated requirements have also been checked and verified as being satisfied.

If aeroplane training has been conducted in order to satisfy the training requirements for the licence and/or rating, then the instructor conducting the training shall enter the relevant details, and then sign and date the applicable section of the application form.

Examiner's Report

Examiners shall record the result of all flight crewmembers' Oral, Simulator and Flight Tests (as applicable) in the Examiner's Report section of the application form. This section is to be completed, dated and signed in the appropriate spaces by the Examiner administering each test, even if all required tests for the Licence were completed on the same day by the same Examiner. A different Examiner may conduct each test, if required, and successful completion of each one shall be duly certified by the conducting Examiner signing and dating the appropriate section of the application form. The applicant shall retain possession of the form until such time as all test requirements have been successfully completed and duly certified.

Designated Examiners must hold a current Licence, type rating and a valid certificate of designation.

(d) **Preparation of PELO 406**

GENERAL

- Candidate's training file must be made available to the TRE prior to the Skill Test
- In the candidate's training file there must be available an Operator pre-prepared PELO 204 and PELO 406 form.
- The Head of Training or nominated representative, is required to certify that all training has been carried out before the candidate undertakes the Type Rating Skill Test.
- The TRE must confirm that this certification has been issued prior to conducting the Skill Test.

PELO 406 PILOT CHECK REPORT

Section 'Candidate Details and Test Type (cross X the applicable boxes)'

These details must have been filled in by The Operator prior to the Skill Test.

Section 'Examiner Report of Completion'

- The applicable SKILL TEST box for SIMULATOR and/or AEROPLANE must have been ticked by the Operator. In case the candidate does not qualify for ZFTT both boxes must be ticked.
- The TRE's involved shall fill in the rest of the information required.

Section 'MANEUVRES/PROCEDURES'

- For sub-sections 1 to 5 all 'Mandatory SKT' and 'Mandatory in the A/C' items must be evaluated by the TRE
- For Oman Air pilots 'Circling Approaches' are exempted from the Skill Test.

- Sub-section 6 needs no evaluation.

Section 'COMMENTS'

- The TRE is required to give comments for all items graded 1 or 2.
- After completion of the Skill Test and subsequent de-briefing the TRE has to make sure the candidate signs at the back for acknowledgement (not agreement!).
- Space must be left for the second TRE (where base training and checking is required) to give comments if necessary.
- In case the Skill Test is to be completed on the Aircraft, and depending on previous experience of the candidate, the TRI/TRE is to evaluate and make a comment in this section either:
  - "Trained and checked to proficiency within 2 hrs." where at least 6 TO's and Landings are required (candidate has less than 500hrs on similar type or less than 1500hrs total flight. time), or
  - "Trained and checked to proficiency within 1 ½ hrs." where at least 4 TO's and Landings are required (candidate has more than 500hrs on similar type and in excess of 1500hrs total flt. time.

4.9.2 Verification and Licence authentication

The CAA Licensing Section (PELO section) will check and verify the data of the application form and the attachments.
For authentication of the original licence, the Authority responsible for the issue of such licence will be contacted.
Any discrepancy or incorrect information will cause the application process to be cancelled.

4.9.3 Issue of the licence / rating

(a) After satisfactory verification, the CAA will issue:
(1) A licence/rating validation on the basis of the foreign licence (form PELO/202) or:
(2) A permanent licence.

Note: -Validations will be valid for maximum 12 months maximum

(b) The licence, issued together with an Aircraft Rating Certificate of Test, (PELO 300/3) will be in the format as specified in CAR-FCL 1.075.

Validations and licences shall not be altered or amended. If discrepancies are noted they should be reported to the CAA PELO section as soon as possible.

Additional Ratings and Upgrades:
After satisfactory verification, the CAA will re-issue the licence with the additional rating or upgrade (P1, ATPL).

4.9.4 Notice of Disapproval of Application

If the applicant fails to satisfactorily complete any portion of a Skill Test, the examiner will issue the applicant the original of the PELO 201, Notice of Disapproval of Application. The Examiner will forward the duplicate of the PELO 201, and the appropriate flight crewmember's application, to the CAA PELO section.

When an applicant is issued a PELO 201, the examiner will specify on the form the item(s) of the test that were assessed as "fail". For example, if the "Engine-out ILS Approach" was graded unsatisfactory on the applicable flight crew member's Pilot Check Report Form, the examiner shall indicate on PELO 201 "*ITEM x.x.x.x Engine-out ILS Approach*".
In the event of failure of any licensing check (Skill Test), the examiner must inform the flight crew member that he may not exercise the privileges of the affected Licence or rating until satisfactory completion of the required check. If the candidate has a valid SIC Proficiency Check, in the case of an upgrade check, a failed test will result in his certificate of test becoming invalid. In this case, the candidate must successfully pass a Proficiency Check to re-validate the certificate of test.

Applicants are required to present the original of PELO 201, Notice of Disapproval of Application, to the examiner conducting the re-test.

The CAA must be informed of all re-tests and re-checks.

4.9.5 Revalidation

Revalidation is the administrative action taken by an examiner within the period of validity of a rating that allows the holder to continue to exercise the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified revalidation requirements. (See CAR-FCL1.245)

Revalidation of ratings will be entered by the examiner on the Aircraft Rating Certificate of Test, (PELO 300/3)

4.9.6 Renewal

Renewal is the administrative action taken by the CAA after a rating has expired, whereby the CAA renews the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified renewal requirements.(See CAR-FCL1.245)

Renewal of ratings will be entered by the CAA on the Aircraft Rating Certificate of Test, (PELO 300/3)

4.9.7 Re-issue

The licence will be issued for a maximum period of 5 years. Within this period of 5 years the licence will be re-issued by the CAA:
(1) after initial issue of a rating;
(2) when paragraph XII in the licence is completed and no further spaces remain;
(3) for any administrative reason:
(4) at the discretion of the CAA when a rating is revalidated.
(5) after upgrade (P1, ATPL)

Valid ratings will be transferred to the new licence document by the CAA.
The licence holder shall apply to the CAA for the re-issue of the licence.
The application shall include the necessary documentation.

4.10 Forms

PELO 201	Notice of Disapproval of Application
PELO 202	Licence validation form

PELO 204	Licensing Application form (Aircraft)
PELO 300/3	Aircraft Rating Certificate of Test
PELO 406	Pilot Check Report form

CIVIL AVIATION NOTICES

CAN 4-05
Air Traffic Control Licence

INDEX

Air Traffic Control Licence

5. 1 Applicability

This Notice applies to all persons who wish to become air traffic controllers in the Sultanate of Oman and to those persons who are already holding Air Traffic Controllers' Licence issued by another ICAO Contracting State and wishing to work in the Sultanate of Oman.

5.2 Introduction

(a) A person who provides any type of air traffic control service to civil aircraft is required to hold a licence, issued by the CAA, authorizing him to provide that type of service at the facility in accordance with CAR - FCL Supplement.

(b) The licence will entitle the holder to act as an air traffic controller and, as such, to provide air traffic control service in accordance with the rating or ratings shown on the licence provided that the appropriate rating or ratings are shown as valid at the facility where the licence holder is employed.

(c) A person who meets the requirements stipulated in paragraph 5.4(a) may be designated as a an air traffic controller trainee. A trainee air traffic controller is entitled to provide air traffic control service, under the direct supervision of a qualified air traffic controller, for the purpose of the grant or renewal of an ATC License, rating or rating validation.

(d) It is the responsibility of the License holder to comply with the relevant sections of CAR-FCL Supplement, Subpart B and this Notice in respect of the renewal and maintenance of licence and the validity of the rating.

5. 3 Functions of Flight Safety Department

The Flight Safety Department is vested with responsibilities by the CAA to regulate issuance of Air Traffic Controllers' Licences and to carry out the following functions:

(i) assessment and approval of applications for licences and ratings;
(ii) application of medical fitness relating to licence requirements;
(iii) issue of licences and ratings; and
(iv) validation of foreign licences.

5. 4 Part 1 - Procedures for issue of Air Traffic Control Licence

(a) In order to be issued with ATC trainee status, the individual must:

(i) have a Class 2 Medical Certificate;

(ii) have attained the age of 21 years;

(iii) have undergone and successfully passed an approved ICAO 051/052, 053/054, and/or 054/055 courses as applicable for the rating(s) being sought; and

(iv) have acquired an English Language Proficiency Level 4 as defined in ICAO Annex 1.

(b) An applicant for an air traffic controller's licence must produce evidence of:

(i) having successfully completed an air traffic control course stated in (a) iii) above in a training institute or college approved/recognized by the CAA and of having successfully provided an air traffic control service under the direct supervision of a qualified CAA air traffic controller within the 6 months immediately preceding the date of application for the licence; or

(ii) having been qualified as an air traffic controller by the civil aviation authority of an ICAO member state and of having provided an air traffic control service under the direct supervision of a qualified CAA licensed air traffic controller within the 6 months immediately preceding the date of application for the licence;

(iii) having completed the Experience requirement as specified in CAR-FCL Supplement Subpart B, paragraph 4.2.1(b); and

(iv) having been assessed by an authorized CAA ATC Examiner to be able to handle aircraft in routine and emergency situations as applicable for the rating(s) being sought.

(c) Technical examinations are required to be performed and passed for applicants referred to in b (i) above.

(d) Air Traffic Control License Ratings are as follows:

(i) aerodrome control rating

(ii) approach control procedural

(iii) approach control surveillance

(iv) area control procedural

(v) area control surveillance

(e) Licence application form (PELO/250) may be obtained from any air traffic control facility or from the:

Flight Safety Department,
Civil Aviation Affairs,
P.O. Box 1,
Postal Code 111,
Sultanate of Oman.

5. 5 Part 2 - Testing and Examination Procedures

(a) Tests are used to determine potential controllers' verbal articulation because pilots must be given information quickly and clearly. Intelligence and a memory also are important because controllers constantly receive information that they must immediately understand, interpret, and remember so as to make appropriate and accurate decisions.

(b) Tests MUST be standardized, and the scoring of test results must be impartial. Human abilities, measurable by standardized tests, appear to have some predictive value in the selection of good controllers.

(c) Tests that will identify human abilities may include:

(i) general intelligence tests;

(ii) spatial reasoning;

(iii) abstract reasoning;

(iv) arithmetical reasoning;

(vi) verbal fluency; and

(vii) manual dexterity.

(d) The testing and examination process should not be considered as static. It should evolve as the tasks and equipment in ATC change. Appropriate modifications of the testing and examination procedures may be introduced only when properly validated.

5. 6 Part 3 - Syllabus

(a) Trainees learn their jobs through a combination of formal and on-the-job training. Trainees receive 18 weeks of ab-initio training at the CAA training centre or in an academy, approved/recognized by the CAA which provides ATC training in line with ICAO standards.

(b) The ab-initio course shall consist of:

(i) Air Traffic Services, General Rules of the Air (ICAO Doc 4444, Annex 2 and 11);

(ii) Aviation law: rules and regulations relevant to the air traffic controller. (ICAO Annex 2);

(iii) Aeronautical meteorology: appreciation of meteorological documentation and information, origin and characteristics of weather phenomena effecting flight operations and safety, altimetry (ICAO Annex 3);

(iv) Navigation: principles of air navigation, basic prickles of plotting, limitation and accuracy of navigation systems and visual aids;

(v) Airports and Aerodrome: airport lighting systems, runways and taxiways markings (including TORA, LDA, ASDA), obstructions and obstacle clearance surfaces etc. (ICAO Annex 14);

(vi) Aircraft performance: types and characteristics, speeds, climb rates, rate of turn and functions of various components of aircraft;

(vii) Human Factors: human performance relevant to air traffic control. Human Factor Training Manual (Doc 9683)

(viii) Communications: radio and radio navigational aids, frequencies etc., (ICAO Annex 10);

(ix) Facilities associated with ATS: towers, radars, safety services and their operational categories;

(x) Principles of Flight: including FAM-FLIGHTs, definitions of lift, drag, stall speed, rotation, thrust etc.

(xi) Flight Instruments: understanding and basic knowledge of air speed indicators, gyros, compasses, altimeters, artificial horizon, rate of climb indicator, turn and bank indicators, etc.;

(xii) Safety Management Systems (SMS): understanding and knowledge of safety policy and principles, safety risk management, incidents and investigations, safety assurance, safety promotion and the CAA's State Safety Program (SSP); and

(xiii) Basic Principles of Administration.

(f) Applicants must complete the required training and pass a series of examinations including the necessary practical tests. Training shall also include instruction in the operation of the air traffic control systems in use.

(g) Other recommended methods to be used for assessment or examination may include:

i) Projects;

ii) Simulation;

iii) Oral and written tests; and/or

iv) Computer Based Testing (CBT).

(h) The minimum pass marks for each administered test is 70%. In the event of failure, one supplementary (re-sit) is permitted.

CIVIL AVIATION NOTICES

CAN 4-06

Aviation English Language Proficiency

INDEX

Aviation English Language Proficiency

6.1 Applicability

This Civil Aviation Notice applies to applicants for a CAA licence and CAA licence holders who are required to use radio telephony.

6.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft as applicable.

6.3 Background

This CAN describes the policies and procedures for the implementation of Aviation English Language Proficiency as required by CAR-FCL.

6.4 Requirements

(a) The method of assessment and re-evaluation the English Language Proficiency must be incorporated in the Operations Manual Part D and be approved by the CAA.

(b) The minimum English Language Proficiency level for license endorsement is the Operational Level (level 4) of the ICAO Language Proficiency Rating

(c) Active holders of an ATPL issued in accordance with CAR-FCL requirements will be granted, upon request, a preliminary grade level 4.

(d). The English Language Proficiency re-evaluation intervals referred to in Appendix 1 to CAR-FCL 1.010 paragraph 3 should not exceed:

(1) 3 years if the Language Proficiency level demonstrated is Operational Level (level 4) of the ICAO Language Proficiency Rating;

(2) 6 years if the Language Proficiency level demonstrated is Extended Level (level 5) of the ICAO Language Proficiency Rating;

(3) Re-evaluation is not required for applicants who demonstrate expert (level 6) language proficiency.

f. The operator is responsible for keeping English Language Proficiency level records and a re-evaluation schedule for all employed pilots.
It is recommended that the holder of the licence receives a statement containing the level and validity of the language endorsements.

6.6 Application Procedure

(a) Existing Licences:
Applicants with a valid existing license must apply for re-issue by means of submitting Form PELO 213 to the CAA.
The application must be accompanied with an assessment certificate issued by a CAA approved assessment body.
Note: The assessment certificate requirement does not apply to ATPL holders applying for a preliminary grade level 4 endorsement.

(b) First issued licences:
Applications after 5th March, 2008 for a first licence must be accompanied with an assessment certificate issued by a CAA approved assessment body.
For holders of a valid foreign licence the English Language Proficiency endorsement can be accepted at the discretion of the CAA.

(c) Endorsement:
After demonstrated compliance with the requirements of CAR-FCL 1.010(a)(2) / CAR-FCL 2.010(a)(2), the CAA shall include an English Language Proficiency endorsement in all new and re-issued licenses in accordance with CAR-FCL 1.075 / CAR-FCL 2.075.
The re-issued licences shall be valid for a maximum of 5 years as per CAR-FCL 1.025 / CAR-FCL 2.025.
Note: For the fees to be charged for new and re-issued licenses refer to CAN 1-06

Example:

XIII	Language Proficiency: English

6.7 Operators Responsibility

The operators and licence holders are responsible for the validity of English Language Proficiency endorsements in case of level 4 and level 5 endorsements.

CIVIL AVIATION NOTICES

CAN 4-07

Requesting a Review of Adverse Decisions Made By the CAA

INDEX

Requesting A Review of Adverse Decisions Made By The CAA

7.1 Applicability

This Notice applies to all persons conducting air operations in Oman and all persons operating and / or maintaining Oman registered aircraft.

7.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of CAA Licenses and Certificates, foreign air operators in Oman, and foreign operators of Omani registered aircraft.

The types of adverse decisions or proposals made by the CAA which are subject to review

- Aerodrome licence;
- Air Operator's certificate;
- Air Traffic Controller's licence;
- Air Operator Certificate;
- Certificate of Airworthiness or a Permit to Fly;
- Lease Approval;
- Maintenance Engineer's licence;
- Medical certificate;
- Noise Certificates and Noise Exemptions;
- Pilot's licence;
- any other type of licence, certificate, authorisation or approval issued by the CAA.

When such a decision is received the 'applicant' may request a review to be undertaken by Members of the CAA Appeal Board.
Members are appointed by H.E. the Under-Secretary for Civil Aviation Affairs.

7.3 Requesting a review

The letter containing the notification of the CAA decision will provide details on whom to contact to request a review.
The applicant may within 14 days of a decision request a review.

7.4 Representation by the Applicant

The applicant may within 21 days of a decision make written representations of their case, which the CAA is bound to consider.

7.5 CAA Brief

The CAA will produce a Brief (as described below) setting out their case.

The Brief is compiled by the CAA and will contain the details and facts on how the official's decision was reached
The CAA Brief will be supplied to the applicant and the applicant's representations will be supplied to the CAA.

7.6 Comments prepared and exchanged

The CAA will prepare comments on the applicant's representations. The applicant will prepare comments on the CAA Brief. These comments will be exchanged

7.7 Review

Review will be conducted by Members of the CAA Appeal Board.

The applicant will normally be offered an oral hearing; this will usually be attended by:

• Members of the CAA Appeal Board • A CAA legal adviser acting as Clerk to the review panel and providing legal advice on the conduct of the hearing to the CAA Board Members

• The applicant

• The applicant's legal adviser, friend and/or witness if required by the applicant

• Technical assessor(s) who have not been involved in the case appointed by the CAA Board Members

• CAA Staff involved with the decision/proposal

• A CAA legal adviser acting as adviser to CAA.

The hearing will be based on the documents supplied (Brief, Applicant's Representations, Comments by CAA on Applicant's Representations, Comments by Applicant on Brief) and provides the applicant the opportunity to make oral representations, seek clarification and ask questions. CAA staff will be given the opportunity to seek clarifications, make comments on the oral representations and question the applicant. The last word will go to the applicant.

If any new information or arguments are introduced, either by the applicant or CAA staff, which were not contained within the documents, the hearing may be adjourned to allow time for all parties to consider the new issues.

A transcript of the hearing will be supplied to applicant.

If the applicant decides not to attend or be represented at the oral hearing, the review will be undertaken by the CAA Appeal Board Members solely based on the documents. This will be without the attendance of CAA staff involved with the decision or proposal.

7.8 The Decision

The applicant will be informed, in writing, of the decision and the reasons for it, normally within 7 to 10 days of the hearing.

CIVIL AVIATION NOTICES

CAN 4-08

Cabin Safety Instructor Qualifications

INDEX

Cabin Safety Instructor Qualifications

8.1 Applicability

This Notice applies to all persons conducting air operations in Oman.

8.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature Cabin Safety Training Organisations

8.3 General

(a) Appendix 1 to CAR–OPS 1.1045. par. 5 requires a description of the required competency experience, training, and skills for the appointment of Cabin Safety Instructors Consideration must be given to the aeroplane type, kind of operation and crew composition

(b) The Assessment process and the Continuation/Revalidation process must be developed by the Organisation and referenced in the Operations Manual Part D

(c) Training organisations shall retain a record of the Instructors, Knowledge Examiners and Practical Assessors training, qualifications and experience.

(d) A record system shall be established to record the skills, proficiencies and competencies for the continuation/validation of Instructors, Periodicity of these checks must be recorded and retained in the individual's personnel training record file.

8.4 Qualification Requirements

The following prerequisites have to be fulfilled in order to comply with the requirements to be qualified as Cabin Safety Instructor within the approved training and checking program envelope of the respective operator.

Applicants shall:

- Be well familiar with the operator's philosophy, procedures, organisation as well as area and kind of operation;
- Have a good knowledge of the administrative procedures, contents of Operations Manuals, operational documents, forms and related records;
- Have substantial experience on relevant aeroplane types.

Note: Depending on the organisational structure, aeroplane fleet and subject to DGSAS acceptance, the Operator may nominate other training and checking personnel in specific function (e.g. Ground Instructors, CRM Trainer, Training Captain etc.) for the tasks which must be described in the operator's Operations Manuals.

8.5 Training Requirements

Applicants shall undergo:

- Training in the area of "teaching and learning" as described in table 1.
- An operator internal training for operator specific elements according to table 2.

Table 1 Elements on teaching activity and learning

An adequate syllabus for theoretical knowledge concerning teaching activity and learning behaviour of a Cabin Sa\fety Instructor candidate should include at least:

Topic	**Content**
Learning Process	Motivation Perception and understanding Learning methods
Teaching Process	Elements of effective teaching Teaching methods Planning of instructional activity
Training Philosophy	Importance of a planned syllabus Integration of theoretical knowledge
Techniques for Supervision	The cabin environment In-flight situational awareness Briefing structure (topics and targets) Candidate's self-assessment and self-critic
Human Performance and Limitation	Physiological factors Psychological factors Human information processing behavioral attitudes
Feedback system	The drawing up of comments, recommendations and improvements The need of concise communication
Candidate's Evaluation	The role of a Cabin Crew Instructor during supervision and its analysis. Assessment of student performance Analysis of student's errors

Table 2 Operators' specific elements

Instructors shall undergo training update at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined".

Topic	**Content**
Requirements	Legal basis (OPS Subpart O etc.) Operator specific requirements (directives)
Training and Checking Administration	Records and Forms Control, analysis and storage of records Feedback system (Element of Quality system)
Handling of underperforming crew	Procedures to be applied in the event that candidates do not achieve or maintain the required standard

8.6 The Continuation of an Instructor Authorisation

This training should consist of a minimum of 35 hours of training classes within the 24 month period; In addition, training school personnel are to remain conversant with in the latest revision of the CAR's, AMC's, Guidance Material and CAN's. They should also be conversant with the relevant parts of the Operations Manual and associated training procedures.

The organizations should ensure that personnel training records, including records of qualifications, training update and experience is retained for each Instructor.

8.7 Revalidation of Authorisation

In order for an Instructor authorization to be revalidated following expiry/withdrawal. The organisation shall implement a reinstating procedure that will cover the relevant training disciplines associated with the authorization concerned.

The criteria for reinstating shall take into consideration the length of time the individual has been away from that specific training environment or discipline.

Any Instructor who has passed 24 month period without exercising the privileges of this authorization, as a minimum, must comply with the table below;

Inactive Period	Recovery Action
24 to 30 months	35 hours training update + Continuation training + Training procedures and processes + monitored training sessions with another instructor
30 months onwards	As above plus two sit-ins on the type course for the authorization being sought

8.8 Addition of a new Aeroplane type or new Operator commencing Operation

Where a new aeroplane is being added to the operator's AOC or where a new operator is starting its operation it might be necessary to make use of special resources for its introduction, such as

Cabin Safety Instructors rated on the aeroplane type from the manufacturer
Cabin Safety Instructors from another operator using the same type of aeroplane
Other instructing personnel (e.g. Training Captain, Ground Instructor)

Before being authorised as Cabin Safety Instructor, compliance with the requirements stipulated in 4.2, table 2, tailored to the operator's needs is required.

Proof of the corresponding qualification and training shall be recorded and reported to DGSAS.

An operator's Cabin Safety Instructor may extend the function to the new aeroplane type after having undergone training according to CAR OPS-1 Subpart O for changing aeroplane type.

8.9 Cabin Safety Instructor changing operator while maintaining aeroplane type

A Cabin Safety Instructor who is changing operator with the same aeroplane type with the intention to continue the Cabin Safety Instructor activity must undergo the regular training according to CAR OPS-1 Subpart O for changing operator. Additionally compliance with the requirements stipulated in 4.2, table 2, tailored to the operator's needs is required.

8.10 Cabin Safety Instructor changing operator and aeroplane type

A Cabin Safety Instructor who is changing operator and aeroplane type with the intention to continue the Cabin Safety Instructor activity must undergo the regular training according CAR OPS -1 Subpart O for changing operator and aeroplane type. Additionally compliance with the requirements stipulated in 4.2, table 2, tailored to the operator's needs is required.

CAN 4-09

Maintenance Instructors, Knowledge Examiners and Practical Assessors Qualifications

INDEX

Maintenance Instructors, Knowledge Examiners and Practical Assessors Qualifications

9.1 Applicability

This Notice applies to civil aircraft maintenance technical training organisations approved by CAA to conduct aircraft maintenance Basic and Type training.

9.2 Introduction

The Civil Aviation Notices, hereinafter referred to as Notices, are issued by the Civil Aviation Affairs (CAA). The Notices are a means of circulating essential information of an administrative or technical nature to holders of the Authority's Licenses and Certificates pertaining to aircraft maintenance and the applicants seeking the opportunity to obtain such Licences and Certificates.

9.3 General

(a) The Civil Aviation Regulation, CAR 147.105 and 147.110 and its associated AMC and GM provides guidance for the CAR 145 maintenance and CAR 147 technical training organisations, for the initial assessment of qualifications, competencies and skills for the appointment of Engineering Instructors, Knowledge Examiners and Practical Assessors. This CAN also provide guidance for the continuation/revalidation of CAR 145/CAR 147 Instructors, Knowledge Examiners and Practical Assessors.

(b) The Assessment process and the Continuation/Revalidation process should be developed by the Organisation and referenced in the relevant Maintenance Training Organisation Exposition (MTOE) or in MOE as applicable, prepared in compliance with CAR 147.140/CAR 145.70.

(c) Training organisations should retain a record of the Instructors, Knowledge Examiners and Practical Assessors training, qualifications and experience.

(d) A record system should be established to record the skills, proficiencies and competencies for the continuation/validation of Instructors, Knowledge Examiners and Practical Assessors within the approved training organisation. Periodicity of these checks should be recorded and retained in the individual's personnel training record file.

.

9.4 Definitions

"Expect" and "Should" are used to indicate strong obligations.

"May" is used to indicate discretion.

Qualification assessment; A check of the authenticity of the applicants Curriculum Vitae (CV). Training certificates and experience.

Revalidation Check; A periodic review carried out by the training organisation to check instructors' recency in accordance with the CAR 147 regulation.

(c) Scope of approval document; A personal approval document indicates the scope of approval for each instructor/examiner/practical assessor. The document should list subjects and or modules that the individual is approved to deliver/examine/assess.

"Shall" and "Must" are used to indicate a mandatory requirement.

Skill Test: demonstration of knowledge and skill

Update training; The scope of this training can include, but is not restricted to; changes in technologies, new instructional technologies and knowledge of aircraft maintenance processes etc.

9.5 Engineering Instructor Requirements

9.5.1 General

9.5.1.1 All Aircraft Basic skills and Type training instructors, whether permanently or temporary employed, must have undergone an instructor Technique course or/and train the trainer course and be able to demonstrate and understanding of the CAR 66 and 147 regulatory requirements. Additionally they should have a practical working knowledge of the Maintenance Training Organizations Exposition (MTOE), Maintenance Organisation Exposition (MOE) and associated training procedures.

9.5.1.2 All Engineering instructors, Knowledge examiners and Practical assessors permanently employed within the CAR 147 must be listed in Part 1.5 (AMC Appendix 1) of the MTOE (List of Maintenance training Instructors, Knowledge Examiners and Practical assessors) or in the CAR 145 MOE.

9.5.1.3 Engineering instructors may also hold other positions within the training organizations, i.e. Knowledge examiner, Practical assessor; these other roles must be clearly identified against the individual within the relevant MTOE/MOE.

9.5.2 Type Training Instructor

9.5.2.1 The basic criteria for an aircraft Type training instructor must be, to either

a) Hold an aircraft maintenance engineer's license endorsed with the type rating relevant to the type course being taught and successfully completed a formal instructional technique course, or
b) Hold an aeronautical/electrical or mechanical engineering degree and successfully completed a formal instructor technique course, or
c) Have evidences of previous employment as an aeronautical type-training instructor

9.5.2.2 With respect to paragraph b) and c) above the prospective Type training instructor should undergo a type course specific to the category and type to be taught.

9.5.2.3 The instructor should attend a number of lesson "sit-ins" of the type training course on the material he or she is to deliver. The instructor should then prepare and deliver a training session in a monitored environment, attended and assessed either by the training manager or his delegated representative as part of the organization assessment process, prior to the instructor being approved

to deliver a course. On the satisfactory, the assessment should be submitted to CAA for evaluation and approval.

9.5.3 Training Update Training for Type Training Instructor;

Update training should consist of at least 35 hours. It may be sub-divided over 24 months into more than one element and should include such activities as awareness of the latest training techniques, any specific technical upgrade to the aircraft type, attendance at relevant lectures and symposiums etc. Records should indicate when update training was scheduled and when it took place for each instructor/examiner and practical assessor

9.5.4 Basic Skills Instructor

09.5.4.1 The basic criteria for an aircraft Basic skills instructor must be, to either;

a) Comply with any of the requirements listed in 09.5.1 and
b) Hold an aircraft maintenance engineers license applicable to the relevant category/sub-category, or
c) Provide evidence of previous employment as a basic mechanical, electrical engineering, technical training instructor for a period of not less 3 years.

Note: For individuals involved with the instruction of Modules 1 and 2 only an academic teaching qualification, relevant to the modules being taught is acceptable.

09.5.4.2 On meeting the criteria as stated above, the prospective Basic training instructor should attend training on the specific CAR 66 module to be taught.
Ideally the Basic Skills Instructor should attend a number of lesson “sit-ins” of the specific Basic CAR 66 module course he is to deliver, in a monitored environment, attended and assessed by either, the training manager, or his delegated representative, as part of the organization assessment process, prior to the instructor being approved to deliver a course.

9.5.5 Training Update for the Basic Skills Instructor

Update training should consist of at least 35 hours; it may be sub-divided during 24 months into more than one element and may include such activities as awareness of the latest training techniques, attendance at relevant lectures and symposiums etc. Records should indicate when update training was scheduled and when it took place for each instructor/examiner and practical assessor.

9.5.6 CAR 147/145 Technical Training Requirements

9.5.6.1 All CAR 147 Basic and Type Instructors should be listed in Part 1.5 (AMC Appendix 1) of the MTOE (List of Maintenance training Instructors, Knowledge Examiners and Practical assessors). In case of CAR 145 it should be in MOE. This list should identify the scope of authorization for each instructor i.e.B1, B2, B737, B747 Airbus A330 etc. The CAR 147/145 organization should ensure that the scope of authorization for each instructor, including any sub-contracted instructor, is current and applicable to the subject being taught.

9.5.6.2 The organizations should ensure that all staff remain conversant with the requirements of CAR 66/147 and associated AMC’s, Guidance materials and CAN’s through training update.

9.5.6.3 The training organizations that employ sub-contracted instructors should maintain a record of the courses instructed and identify the amount of experience gained in each discipline.

9.5.6.24A record of instructor/examiner recency check should be retained, by the training organization, demonstrating at least 35 hours of classes of training update carried out over a 24 month period.

9.6 Knowledge Examiner Requirements

9.6.1 General

09.6.1.1 All Knowledge examiners must be able to demonstrate an understanding of the CAR 66 and 147 regulatory requirements and a practical working knowledge of the MTOE document and associated organisation training procedures.

09.6.1.2 All CAR 147 Knowledge examiners should be listed in Part 1.5 of the MTOE (list of Training Instructors, Knowledge Examiners, and Practical Assessors) or in the CAR 145 MOE.

09.6.1.3 A Knowledge Examiner may also hold other positions within the organization, i.e. Engineering Instructor or Practical assessor; these other roles must be clearly identified against the individual within the relevant MTOE/MOE.

Note; A knowledge Examiner shall not issue an examination paper or invigilate an examination in a subject area where he/she has acted as an instructor.

9.6.1.4 An organisation may appoint a Chief Knowledge Examiner. This person should submit an Form 4 to the CAA for approval prior to inclusion into the MTOE Para 1.2

9.6.2 Qualifying the Knowledge Examiner

9.6.2.1 The Knowledge Examiner must be:
Conversant with the Aircraft Basic or Type course/s being taught, and
Conversant with the CAR 66 syllabus that details the level of number and level of questions per module, and
Able to compile both written and multi choice question papers and, in the case of the written papers supply a model answer sheet detailing the marking guide, and
Able to make and analyse the students' responses and provide feedback to the instructor/training manager, detailing any inconsistencies with the examination results or process.

9.7 Practical Assessor Requirement

9.7.1 General

9.7.1.1 All CAR 147 nominated Practical Assessors, whether permanently or temporally employed, must demonstrate an understanding of the CAR 66 and 147 regulatory requirements; additionally they should demonstrate a practical working knowledge of the MTOE document and associated organisation training procedures.

9.7.1.2 Practical Assessors should be listed in Part 1.5 of the MTOE, (List of Training Instructors, Knowledge Examiners and Practical Assessors). In case of CAR 145 it should be in MOE. This list

should identify the scope of authorization for each Practical Assessor i.e. B1, B2, B737, B747, Airbus A320 etc.

9.7.1.3 Practical Assessors may also hold other positions within the training organisation, i.e. Engineering Instructor or Knowledge examination; these other roles must be clearly identified against the individual MTOE/MOE.

9.7.1.4 The Practical Assessor should assist instructional personnel in developing the practical training tasks and assessment criteria.

9.7.1.5 An organisation may appoint a Chief Assessor; this person should submit an Form 4 to the CAA for approval prior to inclusion into the MTOE /MOE

9.7.2 Qualifying the Practical Assessor

9.7.2.1 The Practical Assessor must either;
Hold a current aircraft type authorization, issued by a CAR 154 organisation, on the subject aircraft being taught and successfully completed a formal instructional/facilitators techniques course and completed an assessor training course, or
Hold a supervisory position or, a position of responsibility, as an avionic or mechanical practitioner within a CAR 145 maintenance environment and can prove practical experience of 6 months within the last 24 months, or
A person who has been nominated by a CAR 147 training organization and can demonstrate the experience and skills outlined in either a) or b) above.

9.7.2.2 All CAR 147/145 nominated Practical Assessors should be listed in Part 1.5 of the MTOE /MOE (List of Training Instructors, knowledge Examiners and Practical Assessors). This list should identify the scope of authorization for each Practical Assessor i.e. B1, B2, B737, ATR 42, Airbus 330 etc.

9.8 The Continuation of an Instructor, Knowledge Examiner and Practical Assessors Authorisation

9.8.1 General

9.8.1.1 The CAR 147.A.105 Personnel Requirements, states; “Instructors and Knowledge Examiners shall undergo training update at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined”.
This training should consist of a minimum of 35 hours of training classes within the 24 month period; In addition, training school personnel are to remain conversant with in the latest revision of the CAR 147 regulations, AMC’s, Guidance Material and CAN’s. They should also be conversant with the respective organizations MTOE/MOE and associated training procedures.

9.8.1.2 The organizations should ensure that personnel training records, including records of qualifications, training update and experience is retained for each Instructor, Knowledge Examiner and Practical Assessor.

9.9 Revalidation of Authorisation

9.9.1 General

9.9.1.1 In order for an Instructor, Knowledge examiner or Practical Assessors authorization to be revalidated following expiry/withdrawal. The maintenance training organisation should implement a reinstating procedure that will cover the relevant training disciplines associated with the authorization concerned.

9.9.1.2 The criteria for reinstating should take into consideration the length of time the individual has been away from that specific training environment or discipline.

9.9.1.3 Any Instructor, Knowledge examiner or Practical assessor who has passed 24 month period without exercising the privileges of this authorization, as a minimum, must comply with the table below;

Inactive Period	Recovery Action
24 to 30 months	35 hours update training + Continuation training + Training School procedures and processes + monitored training sessions with another instructor
30 months onwards	As above plus two sit-ins on the type course for the authorization being sought

CIVIL AVIATION NOTICES

CAN 4-10

Policies and Procedures for Air Traffic Control Examiners

CONTENTS

FOREWORD

This Civil Aviation Notice (CAN) has been issued by the Civil Aviation Affairs of Oman (CAA) under the provisions of the Civil Aviation Law of the Sultanate of Oman. This CAN contains the standards, policies, procedures and guidelines concerning the Designated ATC examiner program for use by both CAA Inspectors and Designated ATC examiners, in accordance with the requirements of CAR-FCL Subpart I.

For the purposes of this notice, a Designated Air Traffic Control Examiner (ATC Examiner) is an Air Traffic Services service provider employee, authorized to conduct Air Traffic Controller Licensing Validation Tests and Proficiency Checks on behalf of the CAA Directorate General of Safety and Aviation Services (DGSAS). Although they may or may not be employed by the CAA, ATC Examiners are first and foremost acting as delegates of the CAA DGSAS when performing their duties as an ATC Examiner.

1. DEFINITIONS

Applicant - a person nominated as a candidate for Designated ATC examiner approval by the CAA.
ATC - Air Traffic Control.
ATS – Air Traffic Services.
Authorized Instructor – A licensed air traffic controller who is appropriately qualified to provide on-the-job instruction for air traffic controller trainees.
CAA - the Civil Aviation Affairs Oman.
CAR - Civil Aviation Regulations.
Candidate – a person undergoing a Validation Check or Proficiency Check.
Company Executive - a company Post Holder, Vice President Operations or Chief Executive.
Conducting - to take an active role in the test or check, i.e. to carry out the briefing, to control the various sequences in the check, to assess candidate(s) performance, to conduct the debriefing, and complete the required documents, including the certification of candidate(s) license(s).
Designated ATC Examiner (ATC Examiner) - a qualified air traffic controller, normally employed by the Air Traffic Services service provider, who has been authorized by the CAA to conduct tests and checks required by the Civil Aviation Regulations on behalf of the CAA.
DGMAN – Directorate General of Meteorology and Air Navigation Services
DGSAS – Directorate General of Safety and Aviation Services.
Employ - to use the services of someone (does not necessarily imply financial remuneration).
Examiner - either a CAA Inspector or a Designated ATC examiner.
ICAO - International Civil Aviation Organization.
Inspector - CAA Inspector.
Monitor Check – the procedure whereby a Designated ATC Examiner is assessed by the CAA to ensure compliance with the CAA's Designated Examiner program.
Monitoring - means to take a passive role during the check. Monitoring will be done by CAA Inspectors, or their delegates, where the Inspector's interest will be in the manner in which the Designated ATC examiner conducts the test, assesses the results and processes the necessary documentation.
Nominee - a person nominated by the Air Traffic Services service provider as a candidate for CAA authorisation as a Designated ATC Examiner.
Practical Test - that portion of an ATC test administered in a simulator or at an operational ATC position.
Proficiency Check - a semi-annual procedure that is required to maintain the validity of an ATC License in which an air traffic controller is tested and monitored by an ATC Examiner to ensure satisfactory performance.
Recurrent Training - training conducted at regular intervals to refresh initial training.
Renewal – the administrative action taken by an examiner and the CAA after a rating has expired, whereby the CAA renews the privileges of a rating or authorization for a further period, consequent upon the fulfilment of specified renewal requirements.
Validation Check – a procedure whereby an air traffic controller trainee is tested and monitored by an ATC Examiner to ensure satisfactory performance for the purposes of receiving a rating and appropriate license.

SOP - CAA approved Standard Operating Procedures established by a service provider which enables the service provider's staff to operate in conformance and compliance with CAA regulations.

2. DESIGNATED ATC EXAMINER PROGRAM

2.1. Delegation Policy

The Designated ATC Examiner program has been instituted to allow Air Traffic Services (ATS) service providers to develop and maintain a program of air traffic control tests and checks independent of the availability of CAA Inspectors. Designated ATC Examiners must, however, be constantly aware that they perform their checking duties as delegates of the CAA.

ATC Examiners, while conducting tests or observing performance, are cautioned not to interfere or otherwise do anything that would cause confusion or distraction for the air traffic controller. The Designated ATC Examiner program is designed to supplement inspection requirements by delegation of certain powers. The number of Designated ATC Examiners, and their conduct of tests and checks, are closely monitored by, and at the option of, the CAA.

An Inspector may conduct any of the tests and checks referred to in this notice. An Inspector may monitor any approved Designated ATC Examiner conducting any test or check, at any time.
Designated ATC Examiners shall hold a license and rating at least equal to the license or rating for which they are authorized to conduct Validation Checks or Proficiency Checks and, unless specified otherwise, the privilege to instruct for this license or rating.

Suitably-qualified personnel of recognised integrity may be nominated by an ATS service provider for authorisation by CAA as Designated ATC Examiners. The service provider shall forward a Designated Examiner Nomination Form (PELO 210) for each nominee to the CAA. Formal advice of the acceptability of each nominee must be received from CAA prior to commencement of the Examiner training course. The CAA may also nominate suitably-qualified personnel employed by a service provider to act as Designated ATC Examiners for that service provider's programme. Although the Designated ATC Examiner is the holder of CAA authorization, he nevertheless requires the authority of the service provider to conduct checks/tests on behalf of the CAA.

2.2. Conflict of Interest

Conflict of Interest is defined as any relationship that might influence a Designated ATC Examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority. In order to preclude an actual conflict of interest, the CAA shall, in conjunction with the service provider, investigate each nominee's background, character and motives and resolve any conflict of interest found, prior to advising the acceptance of each nomination.

In general, candidates having a management position should not be nominated as Designated ATC Examiners, unless specific circumstances (such as a small organization) are recognized by the CAA. All Designated ATC Examiners are held to be in a "perceived" conflict of interest, in that

they are simultaneously employees of the service provider and delegates of the CAA when performing their checking duties.

To avoid a "real" conflict of interest, it is imperative that Designated ATC Examiners strictly adhere to the policy and guidelines contained in this CAN. Lack of adherence to the CAN will result in cancellation of a Designated ATC Examiner's delegation. The final authority, for deciding whether there is any conflict of interest that might affect the Designated ATC Examiner's ability to conduct tests and checks in an impartial manner, rests with the CAA.

It must be emphasized that any effort by a service provider to influence or obstruct a Designated ATC Examiner, in any way, in the course of fulfilling his obligations to the CAA, will result in the forfeiture of the service provider's Designated ATC Examiner programme. The validity of any checks performed by the affected Designated ATC Examiner will also be revoked.

Should any Designated ATC Examiner come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to the CAA for review. Furthermore, the service provider shall review the status of each Designated ATC Examiner once every calendar year to ascertain that they are not in any conflict of interest, and shall record this Conflict of Interest Review on the Designated ATC Examiner's file.

The expiry of the Conflict of Interest Review shall be 31st December of the year following the latest review. This review will address all foreseeable issues, such as preferential scheduling of candidates with the examiner of their choice, family ties, business connections, etc.

3. DESIGNATED ATC EXAMINER NOMINATION, APPLICATION AND APPROVAL

3.1. The Service Provider

The service provider's nominee shall complete and sign the Nomination for Designated Examiner Form (PELO 210), in accordance with the instructions printed thereon. A candidate shall also declare conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving Designated ATC Examiner authority.

The CAA will assess every case, with consideration given to all circumstances involved. The completed nomination form, with required supporting documentation, shall be submitted to the CAA DGSAS.

3.2. The CAA

The CAA is solely responsible for the acceptance and authorisation of all Designated ATC Examiners. CAA may also nominate suitably-qualified personnel employed by a service provider to act as Designated ATC Examiners for that service provider's programme.

Designated ATC Examiner nominees shall normally satisfy the experience and qualification requirements specified in Section 4 of this CAN. However, if considered necessary or desirable, the CAA may select a nominee not meeting all of the specified requirements. Justification by CAA will be included with the nomination form.

4. DESIGNATED ATC EXAMINER NOMINEE QUALIFICATIONS

The Designated ATC examiner nominee shall:

- Be an Air Traffic Controller who has been licensed in accordance with CAR-FCL Supplement Subpart B and maintains ATC operational currency and proficiency;
- Have a minimum of 12 months' experience as an Authorized Instructor for the position(s) for which an Examiner Authorization is being sought;
- Have a written recommendation and request for Examiner Authorization from the nominee's Director or Chief of Section as appropriate; and
- Have successfully completed a CAA approved Examiner Assessor training course.

5. DESIGNATED ATC EXAMINER NOMINEE TRAINING

5.1. Designated ATC Examiner Nominee

Upon meeting the qualification requirements specified in section 4, nominees shall undergo the following training in order to be authorised as an ATC Examiner:

1. The nominee shall observe and monitor an authorized ATC Examiner during the actual performance of that ATC Examiner's duties. The nominee shall observe and monitor a minimum of 3 simulator or operational sessions (validation checks and/or proficiency checks) that are at least 1 hour in duration; and

2. Upon completion of 1. above, the nominee shall perform the duties of an ATC Examiner while being monitored by an authorized ATC Examiner. The authorized ATC Examiner shall assess and document the nominee's performance for a minimum of 3 simulator or operational sessions (validation checks and/or proficiency checks) that are at least 1 hour in duration.

5.2. Responsibilities of the Authorized ATC Examiner

1. Prior to, during, and/or immediately after each monitoring or training session, the authorized ATC Examiner shall observe, test, brief, debrief, evaluate and assess the nominee to determine if the nominee possesses the following:

- A satisfactory knowledge of the contents and interpretation of relevant CAA and DGMAN policies, procedures and regulations;
- A thorough knowledge of the contents of the service provider's Standard Operating Procedures Manual, other applicable ATC manuals and appropriate ICAO documentation;
- A thorough knowledge of the mechanics and techniques associated with administering Validation Checks and Proficiency Checks; and
- A clear understanding of what is considered as appropriate action to be taken by an ATC Examiner when acceptable standards have not been met.

2. The authorized ATC Examiner shall document each of the training sessions and record the nominee's knowledge, skills and abilities to determine if the nominee possesses the elements detailed in paragraph 1. above.

6. VALIDITY AND PRIVILEGES OF AN ATC EXAMINER AUTHORISATION

6.1. Validity of an ATC Examiner Authorization

Unless sooner terminated under section 6.2. below, an ATC Examiner authorization shall expire on the same date as the designee's Air Traffic Control License.

6.2. Termination of ATC Examiner Authorization

An ATC Examiner authorization terminates:

- Upon written request of the designee;
- Upon termination of the designee;
- Upon written request of the service provider;
- Upon a finding by the CAA that the designee has not properly performed his duties under the authorization; or
- Under any condition in which the designee violates the applicable regulations.

6.3. Renewal Requirements

A renewal of ATC Examiner authorization is affected by the submission and approval of form PELO 213. If more than 12 calendar months have elapsed since an ATC Examiner has conducted an examination, the ATC Examiner authorization may be renewed, at the CAA's discretion, by also requiring appropriate refresher training or workshop.

6.4. Privileges of an ATC Examiner

An ATC Examiner may:

- Accept applications for and conduct written, oral and practical tests necessary for proficiency checks and for issuing ratings and validations for air traffic control licenses;

- Conduct practical examinations and tests of candidates for validation of a rating even though the examiner their self does not hold a rating validated at the specific aerodrome. In such cases, a qualified air traffic controller MUST be immediately available to assume the responsibilities of the position should they be so requested by the examiner. Additionally, the candidate must be fully briefed outlining their duties and responsibilities under which the validation will be carried out; and/or

- Suspend the validity of any air traffic controller's rating or license if, in their opinion, the license holder does not meet the qualification standards required to exercise the privileges of that rating or license.

6.5. Withdrawal of ATC Examiner Privileges

Designated ATC Examiner privileges may be withdrawn by the CAA, in part or in whole, for due cause. In these cases, the CAA Flight Safety Department will issue a written notification of withdrawal of examiner privileges to the Designated ATC Examiner concerned, and also inform the applicable service provider. Where there is an immediate threat to safety, this privilege will be withdrawn immediately.

The CAA may withdraw a Designated ATC Examiner's authority if evidence shows that an Examiner has:

• At any time, acted in a manner which is in contravention of the guidelines contained in this CAN;
• Placed a personal interest, or the interest of a service provider, ahead of the interest of the CAA and the travelling public;
• Failed to attend any required training;
• Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;
• Fraudulently miss-used Designated ATC Examiner authority, or acted in any other way that would discredit the CAA;
• Breached the CAA Civil Aviation Rules and Regulations;
• During the course of a Proficiency Check or Validation Check, failed to meet the required CAA Standards. The Designated ATC Examiner will be informed verbally, immediately upon completion of the Proficiency Check or Validation Check the Inspector may stop the check at the time an overall failure is awarded;
• Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or
• Failed to represent CAA in a manner acceptable to the CAA.

Except where there is an immediate threat to safety, the CAA, prior to making a final decision in the matter of withdrawal of a Designated ATC Examiner's authority, shall ensure:
• The matter has been investigated thoroughly; and
• The Designated ATC Examiner and, where applicable, the concerned service provider, have been given a formal opportunity to respond to the allegations, either verbally or in writing.

7. DESIGNATED ATC EXAMINER MONITORING AND CHECKING

7.1. CAA Records and Responsibilities

The CAA shall monitor the standards of all Designated ATC Examiners by:

• Monitoring Designated ATC Examiners at periodic intervals while they conduct a Validation Check or Proficiency Check;
• Reviewing the service provider's utilization of Designated ATC Examiners on a regular basis;
• Monitoring the activities of each Designated ATC Examiner to ensure:
  -his reports are complete, accurate and meaningful;
  -his Checks cover the required sequences;

-his conduct of Checks is fair and in conformance with the standards and procedures described in this CAN;
-he is acting within the limits of his authority; and

• Completion of the Designated ATC Examiner Monitoring Report, retaining of records, and updating the service provider's Designated ATC Examiner file.

7.2. Service Provider Records and Responsibilities

It is the service provider's responsibility to ensure a Designated ATC Examiner's Authorization is valid before scheduling him to conduct a Check. To aid in this responsibility, a service provider shall maintain records to show:

• The last date on which each Designated ATC Examiner underwent an ATC Proficiency Check and when his next ATC Proficiency Check is due;
• The last date on which each Designated ATC Examiner attended a Refresher Course or workshop, and when the next course/workshop is due;
• A record of the annual review for Conflict of Interest, as required by section 2.2., and when the next such review is due;
• A list of the Tests/Checks conducted by each Designated ATC Examiner, using PELO 212 or alternative recording and reporting system approved by CAA (e.g. computerised record system maintained by a service provider's simulator facility that includes the same information as PELO 212). Completed PELO 212 forms are required to be submitted for each ATC Examiner semi-annually. Where an ATC Examiner has not conducted any checks/ tests in his semi-annual report, the PELO 212 shall be annotated "no checks/tests conducted during this period".

In order to maintain up to date records for Designated ATC Examiner utilization, the service provider shall advise the CAA when a Designated ATC Examiner is no longer in the employ of the service provider, or will not be required to perform Designated ATC examiner duties during the coming 24 months.

7.3. Procedures for Monitoring and Checking

In the case of Monitor Checks, the CAA Inspector will meet with the Designated ATC Examiner prior to commencement of the test or check, to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input. Either the Inspector or Designated ATC Examiner may conduct pre-test activities including the briefing of the candidates.

Upon completion of the check ride portion of the monitored Test/Check, the Inspector (or his delegate) and the Designated ATC Examiner under monitor will confer privately, to reach agreement on the results of the check and the items to be covered in the debriefing. Where a disagreement exists between the evaluations of the Inspector and Designated ATC examiner, the Inspector's evaluation shall take precedence, and be used in the debriefing.

The following documentation procedures shall be observed by a CAA Inspector (or his Delegate so authorised), upon completion of a Monitor Check: a completed form PELO 263 (Designated Examiner Monitoring Report);

8. DESIGNATED ATC EXAMINER TERMS OF REFERENCE

8.1. General

An ATC Examiner should not conduct a Validation Check on a candidate for whom he has conducted the associated conversion course training, nor should he conduct the re-check of a candidate who has failed a previous Validation Check or Proficiency Check, and for whom he has conducted the necessary remedial training.

8.2. Designated ATC Examiner

A Designated ATC Examiner is authorized to:

- Conduct Validation Checks for air traffic controller trainees in the operational environment; and
- Conduct Proficiency Checks for licensed air traffic controllers in the operational or simulated environment.

9. CAA MANDATORY CHECKING AND TESTING RESPONSIBILITIES

A CAA Inspector must conduct the following checks:

- Monitor Check for each Designated ATC Examiner.

These checks may be delegated by the CAA subject to specific authorisation on a case by case basis. A permanent delegation may be given in the form of a Special Authority for the CAA's representative. The Special Authority describes the conditions of issuance and must be acknowledged by the Designated ATC Examiner's service provider.

In addition to the checks listed above, which must be conducted by an Inspector, the CAA reserves the right to conduct a sample of any other checks conducted by the service provider, in order to further validate the approved training programs.

10. GUIDELINES FOR VALIDATION CHECKS AND PROFICIENCY CHECKS

10.1. General

The aim of a Validation Check or Proficiency Check is to:

• Determine, by practical demonstration, whether the candidate has reached and/or maintained the required level of knowledge and skill for the rating;

• Improve the overall standards of instruction and training, by identification of those exercises and procedures which are failed, or for which marginal performance is commonly observed; and

• To ensure that safety standards are maintained and where possible improved.

Validation Checks and Proficiency Checks will be conducted in accordance with the standards described in this chapter. They shall be documented by the service provider on a form approved by the CAA.

Note: A CAA certificated service provider that has a CAA approved training and checking program may develop its own Validation Check and Proficiency Check contents and report forms.

It is essential that a common standard is applied by all ATC Examiners. However, because operational air traffic scenarios occur in different and sometimes varying conditions and circumstances, each ATC Examiner must consider all aspects when assessing the session. The ATC Examiner must exercise sound judgment and impartiality throughout. To assist with this, each ATC Examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.

When the Proficiency Check is conducted in a simulator, all components must be operative as at the actual work station. The format for a simulator Proficiency Check is intended to simulate a practical ATC environment. Planning and preparation must be completed by the air traffic controller using routine planning material, in accordance with normal operating procedures.

ATC Examiners are reminded that when Proficiency Check scenarios are written to offer several operational choices, they must refrain from imposing their personal "optimum" operational solution on the air traffic controller.

Most air traffic controllers will dislike the prospect of being tested. Some candidates may become nervous, which might affect their performance. The attitude and approach of the ATC Examiner can do much to overcome these difficulties. The ATC Examiner must establish a friendly and relaxed atmosphere, which will enable the candidate to properly demonstrate his abilities. A severe or hostile approach by the ATC Examiner must be avoided, and will not be tolerated by the CAA.

10.2. Modifications to the Checking Plan

A Validation Check or Proficiency Check is normally conducted in accordance with a set checking plan, which is designed to ensure the accomplishment of the mandatory test/check items and sequences. However, the ATC Examiner conducting the test/check may modify the checking plan, bearing in mind that for actual operational scenarios all of the mandatory checking items may not present themselves during the course of the scenario. In these cases the ATC Examiner may supplement the checking plan with verbal tests (e.g. to check procedural knowledge) or practical tests (e.g. to check knowledge of equipment functionality).

10.3. ATC Examiner Participation - Simulator Tests and Checks

10.3.1. Proficiency Checks

When conducting a Proficiency Check in a simulator, the ATC Examiner shall not participate as a supporting air traffic controller, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources, as appropriate. However, if it is necessary to provide training to achieve proficiency, then the ATC Examiner may intervene as required.

Check items must not be briefed in advance. Demonstration of the required proficiency standard is required for all check items in order to award an overall PASS for an Air Traffic Controller Proficiency Check. If any item is assessed as UNSATISFACTORY on the first attempt, then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation,

training and re-sits may be conducted at the discretion of the ATC Examiner in order to restore and confirm proficiency.

10.3.2. Validation Checks
Validation Checks performed in a simulator environment are not authorized.

10.4. ATC Examiner Participation - Operational Tests and Checks
When conducting Validation Checks and Proficiency Checks in an actual operational environment, the ATC Examiner:

- Shall position himself in a manner to both observe the candidate and not interfere with the candidate's movements or view as required to perform their duties;
- Shall be cognizant of the potential need to initiate corrective action in the interest of safety; and
- Shall minimize any distractions created when verbally testing for mandatory checking items.

10.5. Documentation Check
Prior to commencing any Validation Check or Proficiency Check the ATC Examiner shall examine and verify:

- The candidate's Air Traffic Control License (for Proficiency Checks);
- The candidate's English Language Proficiency rating (for Validation Checks);
- The candidate's Medical Certificate; and
- The applicable training reports and instructor recommendations (for Validation Checks).

10.6. Briefing

10.6.1. Pre-Check Briefing
Prior to any Validation Check or Proficiency Check the ATC Examiner shall brief the candidate with regard to the purpose of the particular Check and the general guidelines of how the Check will be conducted. Candidate's should be reminded of the fact that the ATC Examiner will be taking notes during the course of the Check and that periods of writing activity do not imply any wrongdoing on the part of the candidate.

10.6.2. Post-Check Briefing
Upon completion of the Validation Check or Proficiency Check a post-Check briefing should be provided for the candidate. This shall only be done after the candidate has been relieved from his operational duties and preferably in a quiet area away from the operational environment.

10.7. Grades
Grades for Validation Checks and Proficiency Checks are either "PASS" or "FAIL".

10.8. Assessment Guidelines

10.8.1. General
It is impossible to define all instances when a particular exercise or operational scenario should be graded as PASS or FAIL. However, it is possible to examine each item of a check, and test its validity against the standard or definition. By applying this test to all exercises, standardization can be achieved in Validation Check and Proficiency Check assessments. Each item of the Check,

including any errors or mistakes, shall be evaluated with respect to the applicable standard or definition.

Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate and excessive are used to describe a candidate's performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as (in)complete, (in)correct, exceed and failure are more finite, and may be objectively described by referring to the appropriate regulation or procedure.

ATC Examiners shall use the assessment guidelines as a reference when determining the grade to be awarded for specific test sequences and items. These guidelines are not intended to be restrictive or to define all common errors. ATC Examiners must use knowledge, experience and sound judgment to arrive at their assessments.

If a simulator is used, remember that the candidate, acting as ATC, would not know that an aircraft crew have suffered an engine/systems failure unless they give out a PAN / MAYDAY.

10.8.2. Technical Knowledge Testing During a Validation Check or Proficiency Check

An oral examination shall be conducted prior to each Validation Check or Proficiency Check. It shall be solely concerned with testing the knowledge of items that an Air Traffic Controller should have available by recall, in order to operate safely and efficiently. Such testing should concentrate on the following areas:

- Relevant rules and regulations;
- Use, principles and limitations of ATC equipment
- Aircraft performance and its impact on ATC operations;
- Aeronautical meteorology and its impact on flight operations;
- Navigation aids, principles, accuracies and limitations; and
- Operating procedures particular to the position(s) being checked.

If a candidate does exhibit a lack of knowledge, this will justify additional questioning to establish whether or not a "Fail" grade shall be assigned. All questions pertaining to rules, regulations and procedures should be answered correctly, after an opportunity to re-think an initial incorrect answer.

The majority of questions related to other topics should be answered correctly. ATC Examiners are expected to exercise good judgment in assessing whether the level of overall knowledge is adequate to ensure a safe operation. If a candidate fails the Oral Examination, the entire Validation Check or Proficiency Check is terminated immediately, and the candidate in question so informed.

In the event of termination of a Proficiency Check, the ATC Examiner should exercise sound judgement in determining if the candidate poses an operational risk to the travelling public. If a risk is perceived, the candidate's operating privileges should be suspended by the ATC Examiner until such time that remedial training can be provided and the candidate re-assessed.

10.8.3. Overall Assessment

For Validation Checks and Proficiency Checks, the candidate must demonstrate:

- A sufficient level of overall technical knowledge;
- The ability to operate the position(s) equipment including basic error diagnostics and adjustments;
- The skill in application of appropriate separation standards;
- The skill in application of appropriate procedures;
- The ability to handle traffic in a safe and expeditious manner;
- The ability to perform effective coordination with others;
- The ability to work with limited or general supervision;
- The ability to set priorities and make safe decisions in a timely manner;
- The ability to keep traffic informed of any condition that could affect operations such as inoperable navaids or significant weather;
- A knowledge of contingency procedures in the event of unexpected events or technical failures;
- A knowledge of emergency procedures in the event of unexpected events or technical failures; and
- The ability to apply good judgement.

CIVIL AVIATION NOTICES
CAN 5-01

Air Traffic Control
Currency and Proficiency Requirements

INDEX

Air Traffic Control
Currency and Proficiency Requirements

1.1. Applicability

This Notice applies to all persons who are licensed as an Air Traffic Controller in the Sultanate of Oman.

1.2. Introduction

(a) A person who provides any type of air traffic control service to civil aircraft is required to hold a licence, issued by the CAA, authorizing him to provide that type of service at the facility in accordance with CAR - FCL.

(b) The licence will entitle the holder to act as an air traffic controller and as such, to provide air traffic control service in accordance with the rating or ratings shown on the licence provided that the appropriate rating or ratings are valid at the facility where the licence holder is employed.

(c) Validity of license ratings is maintained through a licensee's compliance with the currency and proficiency requirements specified in this Notice.

(d) It is the responsibility of the License holder to comply with the relevant sections of CAR-FCL and this Notice in respect of the maintenance and validity of the licence and of the license's rating or ratings.

1.3. Types of Air Traffic Control Ratings

The types of Air Traffic Control ratings are as follows:

- Aerodrome Control
- Approach Control Procedural
- Approach Control Surveillance
- Area Control Procedural
- Area Control Surveillance

1.4 Requirement to Maintain Currency

1.4.1 General

(a) For each of the ratings identified in 1.3. above there may be one or more positions, stations, or sectors that an air traffic controller is required to validate on in order to receive the rating's endorsement on an Air Traffic Control License.

(b) To maintain the validity of the rating(s), the License holder is required to maintain currency for each of the positions, stations, or sectors that comprise the particular rating(s).

1.4.2. Aerodrome Control and Surveillance Control Currency

(a) For Air Traffic Control License holders that have ratings in Aerodrome Control, Approach Control Surveillance, and/or Area Control Surveillance, currency is defined as providing the associated air traffic control service for each and all of the positions, stations, or sectors that comprise the rating for a minimum of 1 hour during any consecutive 60 day period.

(b) If more than 180 days have elapsed since providing a rating's associated air traffic control service for each and all of the positions, stations, or sectors that comprise the rating, the license holder shall be considered as "Not Proficient" for that particular rating and the related proficiency requirement shall apply.

(c) When providing an air traffic control service for 2 or more combined positions, stations, or sectors, the associated air traffic control service will be credited as having worked each position, station, or sector individually.

1.4.3. Procedural Control Currency

For Air Traffic Control License holders that have ratings in Approach Control Procedural and/or Area Control Procedural, the currency requirement is satisfied through compliance with the proficiency requirement.

1.4.4. Failure to Maintain Currency

(a) For Air Traffic Control License holders that fail to maintain currency in the ratings of Aerodrome Control, Approach Control Surveillance, and/or Area Control Surveillance, the validity of the rating shall be suspended until such time that currency is re-established.

(b) For instances when a rating is comprised of multiple positions, stations, or sectors, failure to maintain currency on any one of the positions, stations, or sectors shall result in the entire rating being suspended until such time that currency is re-established on that particular position, station, or sector.

(c) During a period of rating suspension, the provision of air traffic control services associated with the rating is not authorized.

1.4.5. Re-establishment of Currency

Currency is re-established by providing the associated non-current air traffic control service under the direct supervision of an authorized Air Traffic Control Instructor for a period as follows:

- If non-current from 61 to 120 days; 1 hour;
- If non-current from 121 to 180 days; 2 hours; or
- If non-current for more than 180 days then 1.4.2.(b) shall apply.

1.5. Requirement to Maintain Proficiency

1.5.1. General

(a) The proficiency requirement ensures that licensed air traffic controllers are periodically trained, assessed and evaluated to ensure their proficiency in the provision of air traffic control services.

(b) Proficiency shall be maintained through compliance with (c) below at an interval of every 6 months.

(c) Proficiency is maintained by the following means:

- A minimum of 4 hours of general refresher training covering a syllabus approved by the CAA;
- A minimum of 3 hours of procedural control simulation for each Procedural Control rating held;
- A minimum of 2 hours of Emergency and Contingency Procedures simulation for each Surveillance rating held;
- A minimum of 2 hours of Emergency and Contingency Procedures simulation or classroom instruction if an Aerodrome Control rating is held; and
- The successful completion of a Proficiency Check for each of the ratings held for Aerodrome Control, Approach Control Surveillance, and/or Area Control Surveillance.

1.5.2. Proficiency Check - General

(a) Referenced in 1.5.1.(c) above is the requirement for air traffic controllers to undergo a Proficiency Check administered by an authorized ATC Examiner for the ratings of Aerodrome Control, Approach Control Surveillance, and/or Area Control Surveillance.

(b) The purpose of the Proficiency Check is to assess and evaluate the air traffic controller's knowledge, skill and ability to provide safe and expeditious air traffic control service.

1.5.3. Proficiency Check – Specific

(a) A Proficiency Check shall be performed for each of the ratings of Aerodrome Control, Approach Control Surveillance and Area Control Surveillance.

(b) A Proficiency Check shall be at least 1 hour in duration but may be extended if warranted in the opinion of the administering ATC Examiner.

(c) A Proficiency Check should preferably be done in the operational environment rather than by simulation.

(d) For ratings that are comprised of multiple positions, stations, or sectors, there is no requirement to perform a Proficiency Check for each of the positions, stations, or sectors contained therein. However, the administering ATC Examiner should use his best judgement in selecting a representative position, station, or sector for the particular rating.

(e) A Proficiency Check shall include written and verbal testing to ascertain if the License holder's current level of knowledge is sufficient to perform his duties.

1.5.4. Responsibilities of the ATC Examiner

(a) The ATC Examiner shall at all times use his best judgement in:

- Determining whether a Proficiency Check of more than 1 hour is warranted;
- Determining which position, station, or sector the Proficiency Check should be performed on so as to best represent the particular rating; and
- Determining the number and types of questions to posed on any written or verbal tests associated with the Proficiency Check.

(b) The ATC Examiner shall confer with those responsible for the License holder's proficiency training and simulation and note any identified deficiencies.

(c) Upon the completion of a License holder's Proficiency Check for a particular rating, the ATC Examiner shall review any documentation from (b) above, complete the Proficiency Check Report form and determine if:

- The License holder is proficient for the particular rating; or
- The License holder is not proficient for the particular rating.

(d) If a License holder is deemed to be proficient for a particular rating then the ATC Examiner shall document this on the Proficiency Check Report form.

(e) If the ATC Examiner determines that a License holder is not proficient and is a safety risk to the travelling public, he is authorized to immediately suspend the License holder's rating and must notify the License holder and appropriate DGMAN and DGSAS personnel. The ATC Examiner shall document this on the Proficiency Check Report form.

(f) If the ATC Examiner determines that a License holder is not proficient but is not a safety risk to the travelling public, he must notify the License holder and appropriate DGMAN and DGSAS personnel so that they may develop and coordinate the necessary corrective actions. The ATC Examiner shall document this on the Proficiency Check Report form.

1.6. Failure to Maintain Proficiency

1.6.1. General

(a) For Air Traffic Control License holders that fail to maintain proficiency, the validity of the license's associated rating or ratings shall be suspended until such time that proficiency is re-established.

(b) During a period of rating suspension, the provision of air traffic control services associated with the rating is not authorized.

1.6.2 Exception to Rating Suspension

(a) An Air Traffic Control License's rating shall not be suspended for failure to maintain proficiency if:

- The License holder has 2 or more of the ratings of Aerodrome Control, Approach Control Surveillance, or Area Control Surveillance; and
- The License holder has completed all of the training and simulation elements listed in 1.5.1.(c); and
- The License holder has successfully completed at least one of the required Proficiency Checks associated with the License's ratings.

(b) Contingent upon (a) above, the rating for which a successful Proficiency Check was performed shall not be suspended and the holder is authorized to provide air traffic control service for that particular rating.

(c) Contingent upon (a) above, for those ratings for which a Proficiency Check was not performed, the provision of air traffic control service is not authorized until such time that a successful Proficiency Check is completed.

1.7. Re-establishment of Proficiency

(a) If proficiency for a specific rating or ratings has not been maintained for a period of more than 24 months then the provisions in CAR-FCL Supplement Subpart B, 4.1, shall apply for that particular rating or ratings.

(b) If proficiency for a specific rating or ratings has not been maintained for a period of 24 months or less then proficiency may be re-established by:

- Completion of a minimum of 3 hours refresher training relevant to the particular rating;
- Completion of a minimum of 2 hours of on-the-job training for each and all of the positions, stations, or sectors contained within the rating; and
- Completion of all of the elements listed in 1.5.1.(c).

CIVIL AVIATION NOTICES

CAN 5-02

Air Traffic Control On-the-Job Training Instructors

INDEX

Air Traffic Control
On-the-Job Training Instructors

2.1. Applicability

This Notice applies to all persons who are licensed as an Air Traffic Controller in the Sultanate of Oman and wish to be on-the-job training instructors.

2.2. Introduction

Air Traffic Control Instructors provide guidance and instruction for Air Traffic Control Trainees through the on-the-job training process. Air Traffic Control Instructors shall be authorized to provide on-the-job training.

2.3. Air Traffic Control Instructor Authorization

(a) Air Traffic Control Instructor Authorization may be obtained by an Air Traffic Controller who has been licensed in accordance with CAR-FCL and who possesses the following:

(i) a minimum of 12 months experience as a validated air traffic controller for the position(s) for which Instructor Authorization is being sought;

(ii) a written recommendation and request for Instructor Authorization from the applicant's supervisor; and

(iii) successful completion of a CAA approved On-the-Job Instructor training course.

(b) Having met the requirements of 2.3.(a), the applicant's Director or Chief of Section, as appropriate, shall provide written authorization for the applicant to perform the duties of an Air Traffic Control Instructor as follows:

(i) the written authorization shall include the specific air traffic control positions, stations, or sectors for which the authorization is granted;

(ii) the written authorization and documentation supporting 2.3.(a) shall be kept by the DGMAN in the employee's personnel file; and

(iii) the DGMAN shall forward a copy of the written authorization and documentation supporting 2.3.(a) to the DGSAS ANS Safety Department.

(c) In the interest of operational necessity, the applicant's Director or Chief of Section, as appropriate, may request to waive the time requirement in 2.3.(a)(i) by submitting a written request to the DGSAS ANS Safety Department.

(v) under any condition in which the designee violates the applicable regulations.

2.4. Validity of Air Traffic Control Instructor Authorization

(a) Unless sooner terminated under section (b) below, an Air Traffic Control Instructor Authorization shall expire on the same date as the designee's Air Traffic Control License. A renewal of Instructor Authorization is affected when the designee's License is renewed.

(b) An Air Traffic Control Instructor Authorization terminates:

(i) upon written request of the designee; or

(ii) upon termination of the designee; or

(iii) upon termination of the Authorization by the DGMAN; or

(iv) upon a finding by the CAA that the designee has not properly performed their duties under the Authorization; or

SECTION 6

CAA FORMS

All required forms can be obtained from the Flight Safety Department Technical Library