AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

ƏMR

№ 3-27-102/3-2-52/2024

Bakı şəhəri "25" noyabr 2024-cü il

"Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" ("Azerbaijan Aviation Rules - Authority Requirements for Aircrew") adlı sənədə dəyişiklik edilməsi haqqında

"Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" ("Azerbaijan Aviation Rules - Authority Requirements for Aircrew") adlı AAR-PEL-007 nömrəli sənədin 1-ci nəşrinə 04 saylı dəyişiklik işlənib hazırlanmışdır.

Sözügedən dəyişikliyin tətbiqini təmin etmək məqsədilə Azərbaycan Respublikası Prezidentinin 2018-ci il 22 may tarixli 90 nömrəli Fərmanı ilə təsdiq edilmiş "Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqında Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq, **əmr edirəm:**

1. "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" ("Azerbaijan Aviation Rules - Authority Requirements for Aircrew") adlı AAR-PEL-007 nömrəli sənədin 1-ci nəşrinə 04 saylı dəyişiklik qüvvəyə minsin.
2. Sənədin Dövlət Mülki Aviasiya Agentliyi (DMAA) və DMAA-nın tabeliyində "Mülki Aviasiyada Uçuşların Təhlükəsizliyi üzrə Dövlət Müfəttişliyi" publik hüquqi şəxsin aidiyyəti mütəxəssisləri tərəfindən öyrənilməsi və icrası təşkil edilsin.
3. Sənədin yenilənmiş versiyası DMAA-nın rəsmi internet saytında yerləşdirilsin.
4. Əmr bütün şəxsi heyətə çatdırılsın.
5. Əmrin icrasına nəzarət direktorun müavini Bəhruz Məlikova həvalə edilsin.

Direktor **Arif Məmmədov**

APPROVED
by SCAA Director Order
№3-27-102/3-2-52/2024 dd.25 November 2024

AZERBAIJAN AVIATION RULES – AUTHORITY REQUIREMENTS FOR AIRCREW

State Civil Aviation Agency of the Republic of Azerbaijan

Document № AAR-PEL-007

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Baku

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0.3 DISTRIBUTION AND CONTROL

Copy #	Type of Copy	Department	Location
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Note: *Electronic and hard copies are considered "uncontrolled" if they are printed or not included into this distribution list.*

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0.4 RECORDS OF AMENDMENTS AND REVISIONS

Ed./Rev. №:	Effective date:	Entered into force by:	Reason
Ed.01	01.04.2021		
Ed.01 Rev.01	16.06.2021		
Ed.01 Rev.02	08.10.2024	3-2-44/2024 Dir.order	
Ed.01 Rev.03	24.10.2024	3-2-48/2024 Dir.order	
Ed.01 Rev.04	25.11.2024	3-2-52/2024 Dir.order	

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

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0.5 TERMS AND DEFINITIONS

(1) 'FCL licence' means a flight crew licence which complies with the requirements of AAR-FCL;

(2) 'Light aircraft pilot licence (LAPL)' means the leisure pilot licence;

(3) 'AAR-compliant licence' means the pilot licence and attached ratings, certificates, authorisations and/or qualifications, issued or recognised, in accordance with the national legislation reflecting AAR and procedures, by the Republic of Azerbaijan;

(4) 'Credit' means the recognition of prior experience or qualifications;

(5) 'Credit report' means a report on the basis of which prior experience or qualifications may be recognised;

(6) 'Conversion report' means a report on the basis of which a licence may be converted into a AAR-Part-FCL licence;

(7) 'AAR-compliant pilots' medical certificate and aero-medical examiners' certificate' means the certificate issued or recognised, in accordance with the national legislation reflecting AAR and procedures, by the Republic of Azerbaijan;

(8) 'Cabin crew member' means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;

(9) 'Aircrew' means flight crew and cabin crew;

(10) "acceptable means of compliance (AMC)" means non-binding standards adopted by the State Civil Aviation Agency to illustrate means to establish compliance with the relevant aviation regulation and its implementing rules;

(11) "alternative means of compliance (AltMoC)" means those means that propose an alternative to an existing AMC or those that propose new means to establish compliance with the relevant aviation regulation and its implementing rules for which no associated AMC have been adopted by the State Civil Aviation Agency;

(12) "approved training organisation (ATO)" means an organisation which is entitled to provide training to pilots on the basis of an approval issued in accordance AAR-ORO;

(13) "basic instrument training device (BITD)" means a ground-based training device for the training of pilots representing the student pilot's station of a class of aeroplanes, which may use screen-based instrument panels and spring-loaded flight controls, and providing a training platform for at least the procedural aspects of instrument flight;

(14) "certification specifications (CS)" mean technical standards adopted by the Agency indicating means to be used by an organisation for the purpose of certification;

(15) “flight instructor (FI)” means an instructor with the privileges to provide training, in accordance with Subpart J of the AAR-Part-FCL, in an aircraft;

(16) “flight simulation training device (FSTD)” means a device for the training of pilots which is:

(a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT) or a basic instrument training device (BITD);

(b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);

(17) “FSTD qualification” means the level of technical ability of an FSTD as specified in the certification specifications relating to the FSTD in question;

(18) “principal place of business” of an organisation means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;

(19) “Automatically validated” means the acceptance, without formalities, by an ICAO contracting State listed in the ICAO attachment of a flight crew licence issued by a State in accordance with Annex 1 to the Chicago Convention;

(20) “ICAO attachment” means an attachment to an automatically validated flight crew licence issued in accordance with Annex 1 to the Chicago Convention, which is mentioned under item XIII of the flight crew licence;

(21) “qualification test guide (QTG)” means a document established to demonstrate that the performance and handling qualities of an FSTD represent those of the aircraft, class of aeroplane or type of helicopter, simulated within prescribed limits and that all applicable requirements have been met. The QTG includes both the data of the aircraft, class of aeroplane or type of helicopter and FSTD data used to support the validation;

(22) “declared training organisation (DTO)” means an organisation which is entitled to provide training to pilots on the basis of a declaration made in accordance with the AAR-DTO;

(23) “DTO training programme” means a document established by a DTO, describing in detail the training course provided by that DTO.

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0.6 ABBREVIATION

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

DPATO	defined point after take-off
DPBL	decision point before landing
EC	European Community
ECG	electrocardiogram
ENT	ear, nose and throat
EOG	electro-oculography
ERP	emergency response plan
ETOPS	extended-range operations with twin-engined aeroplanes
FANS	future air navigation system
FATO	final approach and take-off are
FD	flight director
FEV1	forced expiratory volume in 1 second
FFS	full flight simulator
FMGC	flight management and guidance computer
FMS	flight management system
FNPT	flight navigation and procedures trainer
FSTD	flight simulation training device
ft	feet
FTD	flight training device
FTI	flight test instructor
FVC	forced vital capacity
GM	guidance material
GMP	general medical practitioner
GPS	global positioning system
HEMS	helicopter emergency medical service
HF	human factors
Hg	mercury
HHO	helicopter hoist operation
HT	head of training
Hz	Hertz
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	instrument flight rules
IGE	in-ground effect
ILS	instrument landing system
IMC	instrument meteorological conditions
IOS	instructor operating station
IR	instrument rating
kg	kilogram

LAPL	light aircraft pilot licence
LDP	landing decision point
LIFUS	line flying under supervision
LVO	low-visibility operation
LVTO	low visibility take-off
MCC	multi-crew cooperation
MMEL	master minimum equipment list
MPA	multi-pilot aeroplane
MPL	multi-crew pilot licence
NVIS	night vision imaging system
m	metre
mm	millimetre
OGE	out-of-ground effect
OPC	operator proficiency check
ORA	organisation requirements for aircrew
ORO	organisation requirements for air operations
OSD	operational suitability data
OTD	other training device
PBN	performance-based navigation
PF	pilot flying
PIC	pilot-in-command
PM	pilot monitoring
POM	proof of match
PPL	private pilot licence
QTG	qualification test guide
ROD	rate of descent
RVR	runway visual range
RWY	runway
SCAA	State Civil Aviation Agancy of the Republic of Azerbaijan
SMM	safety management manual
SOP	standard operating procedure
SPL	sailplane pilot licence
TAWS	terrain avoidance and warning system
TDP	take-off decision point
TRE	type rating examiner
TRI	type rating instructor
TWY	taxiway
VDR	validation data road map
VFR	visual flight rules
ZFTT	zero-flight-time training

0.7 TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.8 ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

SUBPART GEN – GENERAL REQUIREMENTS

SECTION I – GENERAL

ARA.GEN.115 OVERSIGHT DOCUMENTATION

The SCAA provides all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities through electronic SCAA Library established in Q-pulse.

ARA.GEN.120 MEANS OF COMPLIANCE

(a) The SCAA will develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with AARs and its Implementing Rules. When the AMC are complied with, the related requirements of the Implementing Rules are met.

(b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.

(c) The SCAA has an established system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with AARs and its Implementing Rules.

(d) The SCAA evaluates all alternative means of compliance proposed by an organisation in accordance with AAR-ORA.GEN.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

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

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

(e) When the SCAA itself uses alternative means of compliance to achieve compliance with AARs and its Implementing Rules it shall:

(1) make them available to all organisations and persons under its oversight; and

ARA.GEN.125 INFORMATION TO THE EASA

RESERVED

ARA.GEN.135 IMMEDIATE REACTION TO A SAFETY PROBLEM

(a) SCAA implements a system to appropriately collect, analyse and disseminate safety information (SCAA Order 13 dated 06.03.2020 related to “SMS procedures in the Azerbaijan Republic.”).

(b) There is an implemented a system to appropriately analyse any relevant safety information received, develops recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Law on Aviation.

(c) In order to maintain and further improve safety in civil aviation SCAA promotes the principles of safety management to address safety risks proactively; and stresses the concept of overall safety performance in all domains. Safety Management principles revolve around the implementation of the State Safety Programme (SSP) and Safety Management System (SMS) in aviation. All Operators/SPs shall refer to SCAA Order 13 dated 06.03.2020 related to “SMS procedures in the Azerbaijan.”, apply them in practice and sustain compliant during re-certification.

(d) Upon receiving the information referred to in (a) and (b), the SCAA takes adequate measures to address the safety problem.

(e) Measures taken under (c) will be immediately be notified to all persons or organisations which need to comply with them under Law on Aviation.

SECTION II – MANAGEMENT

ARA.GEN.200 MANAGEMENT SYSTEM

(a) The SCAA established and maintains a management system, including:

(1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation and the delegated and implementing acts adopted on the basis thereof. The procedures shall be kept up to date and serve as the basic working documents within that competent authority for all related tasks;

(2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel is qualified to perform their allocated tasks and obtain the necessary knowledge, experience, initial and recurrent training to ensure continuing competence.

(3) adequate facilities and office accommodation to perform the allocated tasks;

(4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring includes a feedback system of audit findings to the senior management of the SCAA to ensure implementation of corrective actions as necessary; and

(5) a person or group of persons, ultimately responsible to the senior management of the SCAA for the compliance monitoring function.

(b) The SCAA , for each field of activity including management system, appoints one or more persons with the overall responsibility for the management of the relevant task(s).

(c) The SCAA established procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, including the following information:

(1) on all findings raised, corrective follow-up actions taken pursuant to such findings and enforcement measures taken as a result of oversight of persons and organisations exercising activities in the territory of a Azerbaijan Republic but certified by or having made declarations to the competent authority of another ICAO Member State;

(2) stemming from mandatory and voluntary occurrence reporting as required by point ORA.GEN.160 of Annex VII.

(d) *reserved*.

ARA.GEN.205 ALLOCATION OF TASKS TO QUALIFIED ENTITIES

(a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to Law on Aviation, AAR regulations and its Implementing Rules are allocated by SCAA. When allocating tasks, SCAA will ensure:

(1) a system in place to initially and continuously assess that the qualified entity complies with Law on Aviation .

This system and the results of the assessments are documented;

(2) established a documented agreement with a the qualified entity, approved by both parties at the appropriate management level, which clearly defines:

(i) the tasks to be performed;

(ii) the declarations, reports and records to be provided;

(iii) the technical conditions to be met in performing such tasks;

(iv) the related liability coverage; and

(v) the protection given to information acquired in carrying out such tasks.

(b) The SCAA ensures that the internal audit process and a safety risk management process required by ARA.GEN.200(a)(4) cover all certification or continuing oversight tasks performed.

ARA.GEN.210 CHANGES IN THE MANAGEMENT SYSTEM

(a) The SCAA have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities and the delegated and implementing acts adopted on the basis thereof. That system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.

(b) The SCAA update its management system to reflect any change to Regulation and the delegated and implementing acts adopted on the basis thereof in a timely manner, so as to ensure effective implementation.

ARA.GEN.220 RECORD-KEEPING

(a) The SCAA has established a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:

(1) the management system's documented policies and procedures;

(2) training, qualification and authorisation of its personnel;

(3) the allocation of tasks, covering the elements required by ARA.GEN.205 as well as the details of tasks allocated;

(4) certification and declaration processes as well as oversight of certified and declared organisations;

(5) processes for issuing personnel licences, ratings, certificates and attestations and for the continuing oversight of the holders of those licences, ratings, certificates and attestations;

(6) processes for issuing FSTD qualification certificates and for the continuing oversight of the FSTD and of the organisation operating it;

(7) oversight of persons and organisations exercising activities within the territory of the Republic of Azerbaijan, overseen and certified by the SCAA;

(8) the evaluation and notification to the EASA of alternative means of compliance proposed by organisations and the assessment of alternative means of compliance used by the SCAA itself;

(9) findings, corrective actions and date of action closure;

(10) enforcement measures taken;

(11) safety information and follow-up measures; and

(12) the use of flexibility provisions

(13) the evaluation and authorisation process of aircraft laid down in points AAR-ORA.ATO.135 (a) and AAR-DTO.GEN.240 (a).

(b) The SCAA has established and keeps up-to-date a list of all organisation certificates, FSTD qualification certificates and personnel licences, certificates and attestations it issued, DTO declarations it received and the DTO training programmes it verified or approved for compliance with AAR-FCL.

(c) All records are kept for the minimum period specified in this Rules, QC Manual and other relevant Inspector Handbooks and Manuals. In the absence of such indication, records will be kept for a minimum period of 5 years subject to applicable data protection law.

SECTION III – OVERSIGHT, CERTIFICATION AND ENFORCEMENT

ARA.GEN.300 OVERSIGHT

(a) The SCAA verifies:

(1) compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, FSTD qualification certificate or personnel licence, certificate, rating, or attestation, as applicable;

(2) continued compliance with the requirements applicable to the persons holding licences, ratings and certificates, the organisations it has certified, the holders of a FSTD qualification and the organisations from which it received a declaration;

(3) implementation of appropriate safety measures mandated by the SCAA as defined in ARA.GEN.135(c) and (d).

(b) This verification will:

(1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;

(2) provide the persons and organisations concerned with the results of safety oversight activity;

(3) be based on audits and inspections, including ramp and unannounced inspections; and

(4) provide the SCAA with the evidence needed in case further action is required, including the measures foreseen by ARA.GEN.350 and ARA.GEN.355.

(c) The scope of oversight defined in (a) and (b) will take into account the results of past oversight activities and the safety priorities.

(d) RESERVED

(e) RESERVED

The SCAA collects and processes any information deemed useful for oversight, including for ramp and unannounced inspections.

ARA.GEN.305 OVERSIGHT PROGRAMME

(a) The SCAA established and maintains an oversight programme covering the oversight activities required by ARA.GEN.300 and by ARO.RAMP.

(b) For organisations certified by the SCAA and FSTD qualification certificate holders, the oversight programme will be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities and will be based on the assessment of associated risks. It will include within each oversight planning cycle:

(1) audits and inspections, including ramp and unannounced inspections as appropriate; and

(2) meetings convened between the accountable manager and the SCAA to ensure both remain informed of significant issues.

(c) For organisations certified by the SCAA and FSTD qualification certificate holders an oversight planning cycle not exceeding 24 months will be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation or the FTSD qualification certificate holder has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if it had been established by SCAA that, during the previous 24 months:

(1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;

(2) the organisation has continuously demonstrated under ORA.GEN.130 that it has full control over all changes;

(3) no level 1 findings have been issued; and

(4) all corrective actions have been implemented within the time period accepted or extended by the SCAA as defined in ARA.GEN.350(d)(2).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and the SCAA has approved, an effective continuous reporting system to the SCAA on the safety performance and regulatory compliance of the organisation itself.

(ca) Notwithstanding (c), for organisations only providing training towards the LAPL, PPL, SPL or BPL and associated ratings and certificates, an oversight planning cycle not exceeding 48 months shall be applied. The oversight planning cycle shall be reduced if there is evidence that the safety performance of the organisation holder has decreased.

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

(1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks, as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);

(2) the organisation has continuously maintained control over all changes in accordance with ORA.GEN.130 as demonstrated by the results of the annual review in accordance with ORA.GEN.200(c);

(3) no level 1 findings have been issued; and

(4) all corrective actions have been implemented within the time period accepted or extended by the SCAA as defined in ARA.GEN.350(d)(2).

(d) For persons holding a licence, certificate, rating, or attestation issued by the SCAA the oversight programme includes inspections, including unannounced inspections, as appropriate.

(e) The oversight programme includes records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

(f) Notwithstanding points (b), (c), and (ca), the oversight programme of DTOs is developed taking into account the specific nature of the organisation, the complexity of its activities and the results of past oversight activities and shall be based on the assessment of risks associated with the type of training provided. The oversight activities include inspections, including unannounced inspections, and may, as deemed necessary by the SCAA, include audits.

ARA.GEN.310 INITIAL CERTIFICATION PROCEDURE – ORGANISATIONS

(a) Upon receiving an application for the initial issue of a certificate for an organisation, the SCAA verifies the organisation's compliance with the applicable requirements in accordance with procedure set in.

(b) When satisfied that the organisationis in compliance with the applicable requirements, the SCAA will issue the certificate(s), as established in Appendixes III and V to this A A R . Certificate for Approved Training Organisations (ATO'S) will be issued for 2 (two) years. Certificate for Aeromedical Centres (AEmc's) will be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct will be specified in the terms of approval attached to the certificate(s).

(c) To enable an organisation to implement changes without prior SCAA approval in accordance with ORA.GEN.130, the SCAA will approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

ARA.GEN.315 PROCEDURE FOR ISSUE, REVALIDATION, RENEWAL OR CHANGE OF LICENCES, RATINGS, CERTIFICATES OR ATTESTATIONS – PERSONS

(a) Upon receiving an application for the issue, revalidation, renewal or change of a personal licence, rating, certificate or attestation and any supporting documentation, the SCAA verifies whether the applicant meets the applicable requirements.

(b) When satisfied that the applicant meets the applicable requirements, the SCAA will issue, revalidate, renew or change the licence, certificate, rating, or attestation.

ARA.GEN.330 CHANGES – ORGANISATIONS

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

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

When satisfied that the organisation is in compliance with the applicable requirements, the SCAA will approve the change.

(b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received SCAA approval as defined in (a), the SCAA will suspend, limit or revoke the organisation's certificate.

(c) For changes not requiring prior approval, the SCAA will assess the information provided in the notification sent by the organisation in accordance with ORA.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the SCAA will:

(1) notify the organisation about the non-compliance and request further changes; and

(2) in case of level 1 or level 2 findings, act in accordance with ARA.GEN.350.

(d) Notwithstanding points (a), (b) and (c), in the case of changes to the information contained in the declarations received from a DTO or to the training programme used by the DTO, notified to it in accordance with point DTO.GEN.116 of Annex VIII (AAR-DTO), the SCAA will act in accordance with the requirements of points ARA.DTO.105 and ARA.DTO.110, as applicable.

ARA.GEN.350 FINDINGS AND CORRECTIVE ACTIONS – ORGANISATIONS

(a) The SCAA for oversight in accordance with ARA.GEN.300(a) has a system to analyse findings for their safety significance.

(b) A level 1 finding will be issued by the SCAA when any significant non- compliance is detected, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

The level 1 findings will include:

(1) failure to give the SCAA access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests;

(2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;

(3) evidence of malpractice or fraudulent use of the organisation certificate; and

(4) the lack of an accountable manager.

(c) A level 2 finding will be issued by the SCAA when any non-compliance is detected, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.

(d) When a finding is detected during oversight or by any other means, the SCAA will, without prejudice, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, the SCAA will inform the State/Operator in which the aircraft is registered.

(1) In the case of level 1 findings the SCAA will take immediate and appropriate action to prohibit or limit activities and, if appropriate, it will take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.

(2) In the case of level 2 findings, the SCAA will:

(i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially will not be more than 3 months. At the end of this period, and subject to the nature of the finding, the SCAA may extend the 3-month period subject to a satisfactory corrective action plan agreed by the SCAA; and)

(ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non- compliance(s), accept these.

(3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the SCAA, the finding will be raised to a level 1 finding and action taken as laid down in (d)(1).

(4) The SCAA will record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.

(da) By way of derogation from paragraphs (a) to (d), in the case of DTOs, if during oversight or by any other means the SCAA finds evidence indicating non-compliance with the essential requirements set out in Aviation Law or with the requirements of AAR-FCL and AAR-DTO to this Regulation by a DTO, the SCAA will:

(1) raise a finding, record it, communicate it in writing to the representative of the DTO and determine a reasonable period of time within which the DTO is to take the steps specified in point DTO.GEN.150 of AAR-DTO;

(2) take immediate and appropriate action to limit or prohibit the training activities affected by the non-compliance until the DTO has taken the corrective action referred to in point (1), where any of the following situations occurs:

(i) a safety problem has been identified;

(ii) the DTO fails to take corrective action in accordance with point DTO.GEN.150;

(3) in respect of the training programmes referred to in point DTO.GEN.230(c) of AAR-DTO, limit, suspend or revoke the approval of the training programme;

(4) take any further enforcement measures necessary in order to ensure the termination of the non-compliance and, where relevant, remedy the consequences thereof.

(5) RESERVED

ARA.GEN.355 FINDINGS AND ENFORCEMENT MEASURES – PERSONS

(a) If, during oversight or by any other means, evidence is found by the SCAA responsible for oversight in accordance with ARA.GEN.300(a) that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued in accordance with Implementing Rules, the SCAA will raise a finding, record it and communicate it in writing to the licence, certificate, rating or attestation holder.

(b) When such finding is raised, the SCAA will carry out an investigation. If the finding is confirmed, it will:

(1) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and

(2) take any further enforcement measures necessary to prevent the continuation of the non-compliance.

(c) Where applicable, the SCAA will inform the person or organisation that issued the medical certificate or attestation.

(d) RESERVED

(e) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in Implementing Rules and not holding a licence, certificate, rating or attestation issued in accordance with that necessary Regulation and its Implementing Rules, the SCAA that identified the non-compliance will take any enforcement measures necessary to prevent the continuation of that non-compliance.

ARA.GEN.360 Change of competent authority

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SUBPART FCL – SPECIFIC REQUIREMENTS RELATING to FLIGHT CREW LICENSING

SECTION I – GENERAL

ARA.FCL.120 RECORD-KEEPING

In addition to the records required in ARA.GEN.220(a), the SCAA includes in its system of record-keeping results of theoretical knowledge examinations and the assessments of pilots' skills.

SECTION II – LICENCES, RATINGS AND CERTIFICATES

ARA.FCL.200 PROCEDURE FOR ISSUE, REVALIDATION OR RENEWAL OF A LICENCE, RATING OR CERTIFICATE

(a) **Issue of licences and ratings**. The SCAA issues a pilot licence and associated ratings, using the form as established in Appendix I to this AAR.

(b) **Issue of instructor and examiner certificates.** The SCAA issues an instructor or examiner certificate as:

(1) an endorsement of the relevant privileges in the pilot licence as established in Appendix I to this AAR; or

(2) a separate document, in a form and manner specified by the SCAA.

(c) **RESERVED**

(d) **RESERVED**

ARA.FCL.205 MONITORING OF EXAMINERS

(a) The SCAA has an oversight programme to monitor the conduct and performance of examiners taking into account:

(1) the number of examiners it has certified; and

(2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the SCAA exercises oversight.

(b) The SCAA maintains a list of examiners it has certified. The list states the privileges of the examiners and be published and kept updated by the SCAA.

(c) The SCAA designates examiners for the conduct of skill tests in accordance with the special developed procedures .

ARA.FCL.210 INFORMATION FOR EXAMINERS

(a) RESERVED

(b) RESERVED

(c) The SCAA may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

ARA.FCL.215 VALIDITY PERIOD

(a) When issuing or renewing a rating or certificate, the SCAA or, in the case of renewal, an examiner specifically authorised by the SCAA, will extend the validity period until the end of the relevant month.

(b) When revalidating a rating, an instructor or an examiner certificate, the SCAA, or an examiner specifically authorised by the SCAA, will extend the validity period of the rating

or certificate until the end of the relevant month.

(c) The SCAA, or an examiner specifically authorised for that purpose by the SCAA, will enter the expiry date on the licence or the certificate.

(d) The SCAA may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.

ARA.FCL.220 PROCEDURE FOR THE RE-ISSUE OF A PILOT LICENCE

(a) The SCAA re-issues a licence whenever necessary for administrative reasons and:

(1) after initial issue of a rating; or

(2) when paragraph IX and XII of the licence with expiry date is ended.

(b) Only valid ratings and certificates will be transferred to the new licence document.

ARA.FCL.250 LIMITATION, SUSPENSION OR REVOCATION OF LICENCES, RATINGS AND CERTIFICATES

(a) The SCAA limits, suspends or revokes as applicable a pilot licence and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:

(1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;

(2) falsification of the logbook and licence or certificate records;

(3) the licence holder no longer complies with the applicable requirements of AAR-FCL;

(4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;

(5) non-compliance with the applicable operational requirements;

(6) evidence of malpractice or fraudulent use of the certificate; or

(7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.

(b) The SCAA may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.

(c) All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.

SECTION III – THEORETICAL KNOWLEDGE EXAMINATIONS

ARA.FCL.300 Examination procedures

(a) The SCAA has the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of AAR-FCL.

(b) In the case of the ATPL, MPL, commercial pilot licence (CPL), and instrument ratings, those procedures shall comply withall of the following:

(1) Examinations shall be done in written or computer-based form.

(2) Questions for an examination are selected by the SCAA, according to a common method which allows coverage of the entire syllabus in each subject, from the Central Question Bank (CQB). The CQB is a database of multiple choice questions held by the SCAA.

(3) The examination in communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in visual flight rules (VFR) and instrument flight rules (IFR) communications will not be re- examined in the relevant sections.

(c) The SCAA informs applicants of the languages available for examinations.

(d) The SCAA has appropriate procedures to ensure the integrity of the examinations.

(e) If the SCAA finds that the applicant is not complying with the examination procedures during the examination, this will be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.

(f) The SCAA will ban applicants who are proven to be cheating from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating.

SUBPART CC – SPECIFIC REQUIREMENTS RELATING to CABIN CREW

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SUBPART ATO – SPECIFIC REQUIREMENTS RELATED to APPROVED TRAINING ORGANISATIONS (ATOS)

SECTION I – GENERAL

ARA.ATO.105 OVERSIGHT PROGRAMME

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

ARA.ATO.110 APPROVAL OF MINIMUM EQUIPMENT LISTS

When the SCAA receives an application for approval of a minimum equipment list under points ORO. MLR.105 of AAR-ORO and AAR-OPS, it shall act in accordance with point ARO.OPS.205 of AAR-ARO to that Regulation.

ARA.ATO.120 RECORD-KEEPING

In addition to the records required in ARA.GEN.220, the SCAA includes in its system of record-keeping details of courses provided by the ATO, and if applicable, records relating to FSTDs used for training.

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SUBPART FSTD – SPECIFIC REQUIREMENTS RELATED to the QUALIFICATION of FLIGHT SIMULATION TRAINING DEVICES (FSTDS)

SECTION I – GENERAL

ARA.FSTD.100 INITIAL EVALUATION PROCEDURE

(a) Upon receiving an application for an FSTD qualification certificate, the SCAA:

(1) evaluates the FSTD submitted for initial evaluation or for upgrading against the applicable qualification basis;

(2) assesses the FSTD in those areas that are essential to completing the flight crew member training, testing and checking process, as applicable;

(3) conducts objective, subjective and functions tests in accordance with the qualification basis and reviews the results of such tests to establish the qualification test guide (QTG); and

(4) verifies if the organisation operating the FSTD is in compliance with the applicable requirements. This does not apply to the initial evaluation of basic instrument training devices (BITDs).

(b) The SCAA only approves the QTG after completion of the initial evaluation of the FSTD and when all discrepancies in the QTG have been addressed to the satisfaction of the SCAA. The QTG resulting from the initial evaluation procedure shall be the master QTG (MQTG), which will be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.

(c) Qualification basis and special conditions.

(1) The SCAA may prescribe special conditions for the FSTD qualification basis when the requirements of ORA.FSTD.210(a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.

ARA.FSTD.110 ISSUE OF AN FSTD QUALIFICATION CERTIFICATE

After completion of an evaluation of the FSTD and when satisfied that the FSTD meets the applicable qualification basis in accordance with ORA.FSTD.210 and that the organisation operating it meets the applicable requirements to maintain the qualification of the FSTD in accordance with ORA.FSTD.100, the SCAA will issue the FSTD qualification certificate of 1 (one) year using the form as established in Appendix IV to this AAR.

ARA.FSTD.115 INTERIM FSTD QUALIFICATION

(a) In the case of the introduction of new aircraft programmes, when compliance with the requirements established in this Subpart for FSTD qualification is not possible, the SCAA will issue an interim FSTD qualification level.

(b) For full flight simulators (FFS) an interim qualification level will only be granted at level A, B or C.

(c) This interim qualification level will be valid until a final qualification level can be issued and, in any case, shall not exceed 3 years.

ARA.FSTD.120 CONTINUATION OF AN FSTD QUALIFICATION

(a) The SCAA continuously monitors the organisation operating the FSTD to verify that:

(1) the complete set of tests in the MQTG is rerun progressively over a 12-month period;

(2) the results of recurrent evaluations continue to comply with the qualification standards and are dated and retained; and

(3) a configuration control system is in place to ensure the continued integrity of the hardware and software of the qualified FSTD.

(b) The SCAA conducts recurrent evaluations of the FSTD in accordance with the procedures detailed in ARA.FSTD.100. These evaluations will take place:

(1) every year, in the case of a full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT); the start for each recurrent 12-month period is the date of the initial qualification. The FSTD recurrent evaluation shall take place within the 60 days prior to the end of this 12-month recurrent evaluation period;

(2) every 3 years, in the case of a BITD.

ARA.FSTD.130 CHANGES

(a) Upon receipt of an application for any changes to the FSTD qualification certificate, the SCAA will comply with the applicable elements of the initial evaluation procedure requirements as described in ARA.FSTD.100(a) and (b).

(b) The SCAA may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.

(c) The SCAA always conducts a special evaluation before granting a higher level of qualification to the FSTD.

ARA.FSTD.135 FINDINGS AND CORRECTIVE ACTIONS – FSTD QUALIFICATION CERTIFICATE

The SCAA limits, suspends or revokes, as applicable, an FSTD qualification certificate in accordance with ARA.GEN.350 in, but not limited to, the following circumstances:

(a) obtaining the FSTD qualification certificate by falsification of submitted documentary evidence;

(b) the organisation operating the FSTD can no longer demonstrate that the FSTD complies with its qualification basis; or

(c) the organisation operating the FSTD no longer complies with the applicable requirements of A A R -ORA.

ARA.FSTD.140 RECORD KEEPING

(a) In addition to the records required in ARA.GEN.220, the SCAA keeps and updates a list of the qualified FSTDs under its supervision, the dates when evaluations are due and when such evaluations were carried out

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SUBPART AEMC – SPECIFIC REQUIREMENTS RELATING to Aero-Medical Centres (AEMCS)

SECTION I – GENERAL

ARA.AEMC.110 INITIAL CERTIFICATION PROCEDURE

The certification procedure for an AeMC follows the provisions laid down in ARA.GEN.310.

ARA.AEMC.150 FINDINGS AND CORRECTIVE ACTIONS – AEMC

Without prejudice to ARA.GEN.350, level 1 findings include, but are not limited to, the following:

(a) failure to nominate a head of the AeMC;

(b) failure to ensure medical confidentiality of aero-medical records; and

failure to provide the SCAA with the medical and statistical data for oversight purposes

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SUBPART MED – SPECIFIC REQUIREMENTS RELATING to AERO-MEDICAL CERTIFICATION

SECTION I – GENERAL

ARA.MED.120 MEDICAL ASSESSORS

The SCAA appoints one or more medical assessor(s) to undertake the tasks described in this Section. The medical assessor will be licensed and qualified in medicine and have:

(a) postgraduate work experience in medicine of at least 5 years;

(b) specific knowledge and experience in aviation medicine; and

(c) specific training in medical certification.

ARA.MED.125 REFERRAL TO THE LICENSING AUTHORITY

When an AeMC, or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to the licensing authority:

(a) the medical assessor or medical staff designated by the SCAA will evaluate the relevant medical documentation and request further medical documentation, examinations and tests where necessary; and

(b) the medical assessor will determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary.

ARA.MED.130 MEDICAL CERTIFICATE FORMAT

The medical certificate has the following specifications:

(a) Content

(1) State where the pilot licence has been issued or applied for (I),

(2) Class of medical certificate (II),

(3) Certificate number commencing with the UN country code of the State where the pilot licence has been issued or applied for and followed by a code of numbers and/or letters in Arabic numerals andlatin script (III),

(4) Name of holder (IV),

(5) Nationality of holder (VI),

(6) Date of birth of holder: (dd/mm/yyyy) (XIV),

(7) Signature of holder (VII),

(8) Limitation(s) (XIII),

(9) Expiry date of the medical certificate (IX) for:

(i) Class 1 single pilot commercial operations carrying passengers,)

(ii) Class 1 other commercial operations,

(iii) Class 2,

(iv) LAPL

(10) Date of medical examination

(11) Date of last electrocardiogram

(12) Date of last audiogram

(13) Date of issue and signature of the AME or medical assessor that issued the certificate. GMP may be added to this field if they have the competence to issue medical certificates under the national law of the State where the licence is issued.

(14) Seal or stamp (XI)

(b) Material: Except for the case of LAPL issued by a GMP the paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the licensing authority.

(c) Language: Certificates shall be written in the national language(s) and in English and such other languages as the licensing authority deems appropriate.

(d) All dates on the medical certificate will be written in a dd/mm/yyyy format.

ARA.MED.135 AERO-MEDICAL FORMS

The SCAA uses forms for:

(a) the application form for a medical certificate;

(b) the examination report form for class 1 and class 2 applicants; and

(c) the examination report form for light aircraft pilot licence (LAPL) applicants.

ARA.MED.145 GMP NOTIFICATION TO THE SCAA

The SCAA, when applicable, will establish a notification process for general medical practitioners (GMPs) to ensure that the GMP is aware of the medical requirements laid down in MED.B.095.

ARA.MED.150 RECORD-KEEPING

(a) In addition to the records required in ARA.GEN.220, the SCAA includes in its system of record-keeping details of aero-medical examinations and assessments submitted by AMEs, AeMCs or GMPs.

(b) All aero-medical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their last medical certificate.

(c) For the purpose of aero-medical assessments and standardisation, aero-medical records shall be made available after written consent of the applicant/licence holder to:

(1) an AeMC, AME or GMP for the purpose of completion of an aero-medical assessment;

(2) a medical review board that may be established by the SCAA for secondary review of borderline cases;

(3) relevant medical specialists for the purpose of completion of an aero-medical assessment;

(4) the medical assessor of the SCAA of another Member State for the purpose of cooperative oversight;

(5) the applicant/licence holder concerned upon their written request; and

(6) after disidentification of the applicant/licence holder to the SCAA for standardisation purposes.

(d) The SCAA has aero-medical records available for other purposes than those mentioned in (c).

(e) The SCAA maintains lists:

(1) of all AMEs that hold a valid certificate issued by that authority; and

(2) where applicable, of all GMPs acting as AMEs on their territory.

ARA.MED.160 EXCHANGE OF INFORMATION ON MEDICAL CERTIFICATES THROUGH A CENTRAL REPOSITORY

RESERVED

SECTION II – AERO-MEDICAL EXAMINERS (AMES)

ARA.MED.200 PROCEDURE FOR THE ISSUE, REVALIDATION, RENEWAL OR CHANGE OF AN AME CERTIFICATE

(a) The certification procedure for an AME follows the provisions laid down in ARA.GEN.315. Before issuing the certificate, the SCAA will have evidence that the AME practice is fully equipped to perform aero-medical examinations within the scope of the AME certificate applied for.

(b) When satisfied that the AME is in compliance with the applicable requirements, the SCAA will issue, revalidate, renew or change the AME certificate for a period not exceeding 3 years, using the form established in appendix VII to this Rule.

ARA.MED.240 GENERAL MEDICAL PRACTITIONERS (GMPS) ACTING AS AMES

RESERVED

ARA.MED.245 CONTINUING OVERSIGHT OF AMES AND GMPS

When developing the continuing oversight programme referred to in ARA.GEN.305, the SCAA takes into account the number of AMEs and GMPs exercising their privileges within the territory where the SCAA exercises oversight.

ARA.MED.250 LIMITATION, SUSPENSION OR REVOCATION OF AN AME CERTIFICATE

(a) The SCAA limits, suspends or revokes an AME certificate in cases where:

(1) the AME no longer complies with applicable requirements;

(2) failure to meet the criteria for certification or continuing certification;

(3) deficiency of aero-medical record-keeping or submission of incorrect data or information;

(4) falsification of medical records, certificates or documentation;

(5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to the SCAA;

(6) failure to correct findings from audit of the AME practice; and

(7) at the request of the certified AME.

(b) The certificate of an AME is automatically revoked in either of the following circumstances:

(1) revocation of medical licence to practice; or

(2) removal from the Medical Register.

ARA.MED.255 ENFORCEMENT MEASURES

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

SECTION III – MEDICAL CERTIFICATION

ARA.MED.315 REVIEW OF EXAMINATION REPORTS

The licensing authority (SCAA MED Inspector) :

(a) reviews examination and assessment reports received from the AeMCs, AMEs and GMPs and inform them of any inconsistencies, mistakes or errors made in the assessment process; and

(b) assists AMEs and AeMCs on their request regarding their decision on aero-medical fitness in contentious cases.

ARA.MED.325 SECONDARY REVIEW PROCEDURE

The SCAA has established a procedure for the review of borderline and contentious cases with independent medical advisors, experienced in the practice of aviation medicine, to consider and advise on an applicant's fitness for medical certification.

ARA.MED.330 SPECIAL MEDICAL CIRCUMSTANCES

(a) When new medical technology, medication or procedures are identified that may justify a fit assessment of applicants otherwise not in compliance with the requirements, research may be carried out to gather evidence on the safe exercise of the privileges of the licence.

(b) In order to undertake research, a SCAA may develop and evaluate a medical assessment protocol based on which these competent authorities may issue a defined number of pilot medical certificates with appropriate limitations.

(c) AeMCs and AMEs may only issue medical certificates on the basis of a research protocol if instructed to do so by the SCAA.

(d) The protocol will be agreed between the competent authorities concerned and will include as a minimum:

(1) a risk assessment;

(2) a literature review and evaluation to provide evidence that issuing a medical certificate based on the research protocol would not jeopardise the safe exercise of the privileges of the licence;

(3) detailed selection criteria for pilots to be admitted to the protocol;

(4) the limitations that will be endorsed on the medical certificate;

(5) the monitoring procedures to be implemented by the competent authorities concerned;

(6) the determination of end points for terminating the protocol.

(e) The protocol will be compliant with relevant ethical principles.

(f) **RESERVED**

(g) **RESERVED**

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SUBPART DTO – SPECIFIC REQUIREMENTS RELATING to DECLARED TRAINING ORGANISATIONS (DTOS)

ARA.DTO.100 DECLARATION TO THE SCAA

(a) Upon receiving a declaration from a DTO, the SCAA verifiies that the declaration contains all the information specified in point DTO.GEN.115 of AAR-DTO and acknowledge receipt of the declaration, including the assignment of an individual DTO reference number to the representative of the DTO.

(b) If the declaration does not contain the required information, or contains information that indicates a non-compliance with the essential requirements set out in with the requirements of AAR-FCL and AAR-DTO to this Regulation, the SCAA will act in accordance with point ARA.GEN.350(da).

ARA.DTO.105 CHANGES TO DECLARATIONS

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

ARA.DTO.110 VERIFICATION OF COMPLIANCE OF THE TRAINING PROGRAMME

(a) Upon receiving the training programme of a DTO, and any changes thereto, notified to it in accordance with point DTO.GEN.115(c) of AAR-DTO or the application for approval of the training programme of a DTO submitted to it in accordance with point DTO.GEN.230(c) of that Rules, the SCAA verifies the compliance of those training programmes with the requirements of AAR-FCL.

(b) When satisfied that the DTO training programme, and any subsequent changes thereto, are in compliance with those requirements, the SCAA will inform the representative of the DTO thereof in writing or, in the case referred to in point DTO.GEN.230(c) of AAR-DTO, approve the training programme. For such approval it shall use the form contained in Appendix VIII to this Rules(AAR-ARA).

(c) In case of any non-compliance, the SCAA will act in accordance with point ARA.GEN.350(da) or, in the case referred to in point DTO.GEN.230(c) of Annex VIII (AAR-DTO), reject the application for approval of the training programme.

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APPENDIX I TO AAR-ARA – FLIGHT CREW LICENCE

The flight crew licence issued by the Republic of Azerbaijan in accordance with AAR-FCL will conform to the following specifications:

(a) **Content.** The item number shown shall always be printed in association with the item heading. Items I to XI are the "permanent" items and items XII to XIV are the "variable" items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the licence.

(1) Permanent items:

(I) State of licence issue;

(II) title of licence;

(III) serial number of the licence commencing with the UN country code of the State of licence issue and followed by "FCL" and a code of numbers and/or letters in Arabic numerals and in Latin script;

(IV) name of holder (in Latin script, even if the script of the national language(s) is other than Latin);

(IVa) date of birth;

(V) holder's address;

(VI) nationality of holder;

(VII) signature of holder;

(VIII) SCAA and, where necessary, conditions under which the licence was issued;

(IX) certification of validity and authorisation for the privileges granted;

(X) signature of the officer issuing the licence and the date of issue; and

(XI) seal or stamp of the SCAA.

(2) Variable items:

(XII) ratings and certificates: class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate;

(XIII) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency, remarks on the automatic validation of the licence, and ratings for Annex II aircraft, when used for commercial air transportation; and

(XIV) any other details required by the SCAA (e.g. place of birth/place of origin).

(b) **Material.** The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the

SCAA.

(c) **Language.** Licences shall be written in the national language(s) and in English and such other languages as the SCAA deems appropriate.

Cover page - RESERVED

Additional pages — Requirements:

Pages 1, 2, and 3 of the licence are in accordance with the format laid down in the model in this point. The SCAA includes additional customized pages containing tables which contain at least the following information:

- Ratings, certificates, endorsements and privileges;
- Expiry dates of the ratings, the instructor and examiner certificate privileges;
- Dates of the test or check;
- Remarks and restrictions (operational limitations);
- Fields for the examiner and/or instructor certificate number and signature, as applicable;
- Abbreviations.

These additional pages are intended for use by the SCAA, or by specifically authorised instructors or examiners.

Initial issues of ratings or certificates shall be entered by the SCAA. Revalidation or renewal of ratings or certificates entered by the SCAA.

Operational limitations will be entered in “Remarks and Restrictions” against the appropriate restricted privilege, e.g. IR skill test taken with co-pilot, restricted instruction privileges to 1 aircraft type.

Ratings that are not validated may be removed from the licence by the SCAA

APPENDIX II TO AAR-ARA – STANDARD EASA FORMAT FOR

Cabin Crew Attestations

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APPENDIX III AAR-ARA – CERTIFICATE FOR APPROVED TRAINING ORGANISATIONS (ATO'S)

AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ /

REPUBLIC OF AZERBAIJAN
MINISTRY OF DIGITAL DEVELOPMENT AND TRANSPORT
STATE CIVIL AVIATION AGENCY

UÇUŞ HEYƏTİNİN TƏSDİQ EDİLMİŞ TƏLİM TƏŞKİLATININ SERTİFİKATI / *FLIGHT CREW APPROVED TRAINING ORGANIZATION CERTIFICATE*

Sertifikatın nömrəsi: AZ.ATO.[XXX]
Certificate number:

Bununla "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" adlı sənədin tələblərinə uyğun olaraq, Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi (DMAA) təsdiq edir ki:
Pursuant to "Azerbaijan Aviation Rules - Authority Requirements for Aircrew", State Civil Aviation Agency under the Ministry of Digital Development and Transport of the Republic of Azerbaijan (SCAA) hereby certifies:

[TƏŞKİLATIN ADI və ÜNVANI]
[ORGANISATION NAME AND ADDRESS]

Uçuş heyətinin təsdiq edilmiş təlim təşkilatı kimi aşağıda qeyd olunan şərtlər nəzərə alınmaqla və əlavə edilmiş təlim kurslarının təsdiqində sadalanan _____[1] istifadəsi də daxil olmaqla təlim kurslarını həyata keçirmək səlahiyyətinə malikdir.
As a flight crew training organization (ATO) is authorized to provide training courses, including the use of _____[1] as listed in the attached training course approval, subject to the conditions set out below.

ŞƏRTLƏR / *CONDITIONS:*

1. Bu sertifikat əlavə edilmiş təlim kursunun təsdiqində sadalanan _____[2] istifadəsi də daxil olmaqla, göstərilən təlim kursları və onların keçirilməsi səlahiyyəti ilə məhdudlaşır.
This certificate is limited to the privileges and the scope of providing the training course, including the use of _____[2] as listed in the attached training course approval.

***2.* Bu sertifikat, təsdiq edilmiş təşkilat "Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə dair təşkilat tələbləri" ("AAR-ORA") və "Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə şəhadətnamələrin verilməsi" ("AAR-FCL") qaydalarının tələblərinə uyğun müddətdə etibarlıdır.**
This certificate is valid whilst the approved organisation remains in compliance with "AAR-ORA" and "AAR-FCL" regulations.

3. Yuxarıdakı tələblərə riayət olunması şərtilə bu sertifikat öncədən verilmədiyi, əvəz edilmədiyi, qüvvəsi dayandırılmadığı və ya ləğv edilmədiyi təqdirdə qüvvədən düşmə tarixinədək etibarlıdır.
Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, suspended or revoked.

M.Y. / *S.P.*

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası /
First name, surname of authorized person, position and signature

Verilmə tarixi / *Effective as of:*
Etibarlıdır / *Valid till:*

[1] Təlim kurslarının təsdiqində sadalanan qurğu qeyd edilməlidir (məsələn, uçuşu imitasiya edən təlim qurğusu və (və ya) hava gəmisi)
[2] Təlim kurslarının təsdiqində sadalanan qurğu qeyd edilməlidir (məsələn, uçuşu imitasiya edən təlim qurğusu və (və ya) hava gəmisi)

UÇUŞ HEYƏTİNİN TƏSDİQ EDİLMİŞ TƏLİM TƏŞKİLATININ TƏLİM KURSLARININ TƏSDİQİ

APPROVED FLIGHT CREW TRAINING ORGANIZATION TRAINING COURSES APPROVAL

AZ.ATO.[XXX] nömrəli sertifikata əlavə
Attachment to Certificate No AZ.ATO.[XXX]

Təlim kursu (kursları) *Course(s)*	**İstifadə olunan FSTD(lər), hərf kodları qeyd edilməklə**[3] *FSTD(s) used, including letter code*	**İstifadə olunan hava gəmiləri, qeydiyyat nömrəsi qeyd edilməklə** *Aircraft used, including registration mark*

Bu təlim kurslarının təsdiqi sertifikatın qüvvədə olduğu müddətdə və aşağıdakı şərtlər nəzərə alınmaqla etibarlıdır:
This training courses approval is valid as long as:

1. Uçuş heyətinin təsdiq edilmiş sertifikatı başqa şəxslərə verilməməli, əvəz edilməməli, qüvvəsi dayandırılmamalı və ya ləğv edilməməlidir;
   Flight crew approved training organization certificate has not been surrendered, superseded, suspended or revoked;

2. Uçuş heyətinin təsdiq edilmiş təşkilatının fəaliyyəti “AAR-ORA”, “AAR-FCL” və “AAR-ARA” tələblərinə uyğun olmalıdır.
   The operation of an approved flight crew training organization must comply with the requirements of “AAR-ORA”, “AAR-FCL” and “AAR-ARA”.

M.Y. / S.P.

_____
Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası /
First name, surname of authorized person, position and signature

Verilmə tarixi / *Effective as of:*

[3] Uçuşu imitasiya edən təlim qurğusunun (FSTD) sertifikatına uyğun qeyd edilir.

APPENDIX IV TO AAR-ARA – FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ /
REPUBLIC OF AZERBAIJAN
MINISTRY OF DIGITAL DEVELOPMENT AND TRANSPORT
STATE CIVIL AVIATION AGENCY

UÇUŞU İMİTASİYA EDƏN TƏLİM QURĞUSUNUN SERTİFİKATI / *FLIGHT SIMULATION TRAINING DEVICE CERTIFICATE*
№ NAA-[XXX]

Bununla "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" adlı sənədin tələblərinə uyğun olaraq, Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi (DMAA) təsdiq edir ki:

Pursuant to "Azerbaijan Aviation Rules - Authority Requirements for Aircrew", State Civil Aviation Agency under the Ministry of Digital Development and Transport of the Republic of Azerbaijan (SCAA) hereby certifies:

……(ərizəçinin tam adı və ünvanı) …….. tipli hava gəmisinin …….. (seriya nömrəsi) uçuşu imitasiya edən təlim qurğusu (FSTD) əlavə edilmiş "İstismar xüsusiyətləri" nəzərə alınmaqla "Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə dair təşkilat tələbləri" (AAR-ORA) sənədinin tələblərinə uyğundur.

…… (applicant full name and address) …….. Flight simulator training device (FSTD) (S/N number) for aircraft type …….. complies with the requirements of "Azerbaijan Aviation Regulations - Flight Crew Organizational Requirements" (AAR-ORA), subject to the conditions of the attached "Operations Specifications".

Yuxarıdakı tələblərə riayət olunması şərti ilə bu sertifikat öncədən verilmədiyi, əvəz edilmədiyi, qüvvəsi dayandırılmadığı və ya ləğv edilmədiyi təqdirdə qüvvədən düşmə tarixinədək etibarlıdır.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, suspended or revoked.

M.Y. / *S.P.*

_____

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası /
First name, surname, of authorized person and signature

Verilmə tarixi / *Effective as of:*

Etibarlıdır / *Valid till:*

İSTİSMAR XÜSUSİYYƏTLƏRİ / *OPERATIONS SPECIFICATIONS*

NAA-[XXX] nömrəli sertifikata əlavə
Attachment to Certificate No NAA-[XXX]

Uçuşu imitasiya edən təlim qurğusunun (FSTD) sertifikatının nömrəsi:
Flight Simulation Training Device (FSTD) Certificate number:

FSTD-nin seriya nömrəsi:
FSTD S/N:

Tarix:
Date:

1 **Hava gəmisinin tipi və ya variantı /**
Type or variant of aircraft

2 **FSTD-nin ixtisaslaşma səviyyəsi /**
FSTD qualification level

3 **İlkin istinad sənədi /**
Primary Reference Document

4 **FSTD-nin istismara verilmə tarixi /**
FSTD entry into service date

5 **Vizual sistemin istehsalçısı və növü /** *Manufacturer and type of visual system*

6 **Hərəkət sistemi /**
Motion system

7 **Mühərrik sistemi /**
Engine fit

8 **Cihaz sistemi /**
Instrument fit

9 **ACAS cihazları /**
ACAS fit

10 **Külək istiqamətinin dəyişməsinə qarşı /**
Windshear

11 **İlkin qiymətləndirmə tarixi /**
Initial assessment date

12 **Cari qiymətləndirmə tarixi /**
Current assessment date

13 **Qiymətləndirmənin növü /** *Type of assessment* ☐ ilkin *initial* ☐ təkrar olunan *recurrent* ☐ xüsusi *special*

14 **Əlavə bacarıqlar/**
Additional capabilities

15 **Məhdudiyyətlər /**
Limitations

16 **Tövsiyə olunan ixtisaslaşma səviyyəsi/**
Recommended qualification level:
Uçuşu tam imitasiya edən səviyyə /
Full flight simulation level
☐A ☐B ☐C ☐D
☐AG ☐BG ☐CG ☐DG ☐SC

Uçuş təlimi qurğusunun səviyyəsi / ☐ 1 ☐2
Flight training device level

17 Təlim, testlər, yoxlamalar mülahizələri barədə rəhbər məlumat /
Guidance information for training, testing and checking considerations

CAT	RVR	…m	DH	…ft
I	RVR	…m	DH	…ft
CAT II	RVR	…m	DH	…ft
CAT III (ən aşağı minimum */lowest minimum*)				
LVTO	RVR	… m		

Recency

IFR təlim / *yoxlama*
IFR-training / *check*

Növ ixtisas qeydi / *Type rating*

İxtisas yoxlamaları / *Proficieny checks*

Autocoupled approach /
"Autocoupled" yaxınlaşma

Avtoeniş / "roll out" təlimatı
Autoland / Roll out guidance

ACAS I / II

"Külək istiqamətinin dəyişməsi" xəbərdarlıq sistemi /
"*Windshear*" *warning system*

WX-Radar

HUD / HUGS

FANS

GPWS / EGPWS

GPS

ETOPS qabiliyyəti / *ETOPS capability*

RNP APCH LNAV

RNP APCH LNAV/VNAV

RNP APCH LPV

RNP AR APCH

Digər / *Other:*

M.Y. / *S.P.*

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası /
First name, surname of authorized person and signature

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APPENDIX V TO AAR-ARA – CERTIFICATE FOR AEROMEDICAL CENTRES (AEMC'S)

AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ /

REPUBLIC OF AZERBAIJAN
MINISTRY OF DIGITAL DEVELOPMENT AND TRANSPORT
STATE CIVIL AVIATION AGENCY

AVİASİYA TİBB MƏRKƏZİNİN SERTİFİKATI / *AERO-MEDİCAL CENTRE CERTIFICATE*

Sertifikatın nömrəsi: AZ.ATM.[XXX]
Certificate number:

Bununla "Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə dair inzibati tələblər" adlı sənədin tələblərinə uyğun olaraq və aşağıda qeyd olunan şərtlər nəzərə alınmaqla, Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi (DMAA) tərəfindən:
Pursuant to "Azerbaijan Aviation Rules - Authority Requirements for Aircrew" and subject to the conditions specified below, State Civil Aviation Agency under the Ministry of Digital Development and Transport of the Republic of Azerbaijan (SCAA) hereby certifies:

[TƏŞKİLATIN ADI]
[NAME OF THE ORGANISATION]
[TƏŞKİLATIN ÜNVANI]
[ADDRESS OF THE ORGANISATION]

"Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə dair təşkilat tələbləri" adlı sənədə uyğun olaraq təşkilatın təlimatında müəyyən olunmuş təsdiq şərtlərində qeyd edilən imtiyazlar və fəaliyyət dairəsi ilə Aviasiya Tibb Mərkəzi qismində sertifikatlaşdırılır.
As "Azerbaijan Aviation Rules - Organisation Requirements for Aircrew" certifies Aero-medical centre with the privileges and the scope of activities as listed in the attached terms of approval.

ŞƏRTLƏR / ***CONDITIONS:***

1. **Bu sertifikat üzrə səlahiyyətlər yalnız təsdiq olunmuş təşkilatın təlimatında qeyd edilənlər ilə məhdudlaşır.**
   This certificate is limited to that specified in the scope of approval section of the approved organisation manual.
2. **Bu sertifikat "Azərbaycan Aviasiya Qaydaları - Uçuş heyətinə dair təşkilat tələbləri" sənədinin tələblərinə uyğun olaraq təşkilatın sənədlərində müəyyən edilmiş prosedurlara riayət etməyi tələb edir.**
   This certificate requires compliance with the procedures specified in the organisation documentation as required by "Azerbaijan Aviation Rules - Organisation Requirements for Aircrew".

M.Y. / *S.P.*

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası /
First name, surname of authorized person, position and signature

Verilmə tarixi / *Effective as of:*
Etibarlıdır / *Valid till:*

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APPENDIX VI TO AAR-ARA

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APPENDIX VII TO AAR-ARA – CERTIFICATE FOR AEROMEDICAL EXAMINERS (AME'S)

AZƏRBAYCAN RESPUBLİKASI

RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ

DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

AVİASİYA TİBB EKSPERTİ SERTİFİKATI № {XXX}

Bununla təsdiq edilir ki,

{ad, soyad}

"Azərbaycan Aviasiya Qaydaları – Hava gəmisi heyətinə şəhadətnamələrin verilməsi üzrə tibbi müddəalar" və "Azərbaycan Aviasiya Qaydaları – Hava hərəkətinin idarə edilməsi üzrə dispetçerlərə şəhadətnamələrin verilməsi" sənədlərinin tələblərinə uyğundur və ona aşağıda qeyd olunan şərtlər nəzərə alınmaqla **Aviasiya Tibb Eksperti** səlahiyyətləri verilir.

ŞƏRTLƏR:

1. Bu sertifikat bu Aviasiya Tibb Eksperti sertifikatına Əlavədə qeyd edilən imtiyazlar ilə məhdudlaşır.

2. Bu sertifikat "Azərbaycan Aviasiya Qaydaları – Hava gəmisi heyətinə şəhadətnamələrin verilməsi üzrə tibbi müddəalar" və/və ya "Azərbaycan Aviasiya Qaydaları – Hava hərəkətinin idarə edilməsi üzrə dispetçerlərə şəhadətnamələrin verilməsi" sənədlərində müəyyən edilən prosedurlara riayət olunmasını tələb edir.

M.Y.

_____

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası

Verilmə tarixi:
Etibarlıdır:

İMTİYAZLAR VƏ FƏALİYYƏT DAİRƏSİ

____ nömrəli Aviasiya Tibb Eksperti Sertifikatına Əlavə

_____ (Aviasiya Tibb Ekspertinin adı, soyadı) aşağıda qeyd edilən imtiyaz(lar)ı əldə etməklə aviasiya personalına tibbi sertifikatların/hesabatların verilməsi məqsədilə aviasiya-tibbi müayinələr və qiymətləndirmələr aparmaq, tibbi sertifikatları/hesabatları təqdim etmək səlahiyyətinə malikdir[1]:

- _____

M.Y.

_____

Səlahiyyətli şəxsin adı, soyadı, vəzifəsi və imzası

Verilmə tarixi:
Etibarlıdır:

[1] Bir və ya bir neçə imtiyaz qeyd edilə bilər:
- 1-ci sinif tibbi sertifikat;
- 2-ci sinif tibbi sertifikat;
- 3-cü sinif tibbi sertifikat;
- Təyyarə bələdçilərinin / bort operatorlarının tibbi hesabatı.

APPENDIX VIII TO AAR-ARA – TRAINING PROGRAMME APPROVAL

RESERVED

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