



Air Crew Procedures (Licencing)

Instruction to Applicants

Applications for licences

Applicants are required to submit the application form to CAA along with the documents specified in the form.

What to expect from us

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

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

Processing Time

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

Requesting an expedite

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

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

Documents to be submitted

Initial & Renewal of Part FCL Licence (CPL)

Document required	Document number
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>
Application for Class or Type Rating	<u>CAA FORM 1119 - Application for Class or Type Rating</u>
Examiner Report for CPL (A) Skill Test	<u>CAA Form 2130 - Examiner Report for CPL(A) Skill Test</u>
Examiner Report for Class Rating/IR/ATPL/Instructor and Examiner Skill Test	<u>CAA Form 2199 - Examiners Report (Aeroplane) for Class, Type, Instrument Ratings, ATPL, Instructor and Examiner Skills Test</u>
Examiner Report for Single pilot Aeroplanes (SPA) skill test	<u>CAA Form 1157 - Examiners Report - for single pilot aeroplanes (SPA) skill test</u>
Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 213 - Examiner Report for Instrument Rating (A) Skill Test</u>
Course Completion Certificate	<u>CAA FORM 1107 - Course Completion Certificate SP, MP Type, Class and IR</u>
Certificate of Landing Completion	<u>CAA FORM 1112 - Certificate of Landing Completion</u>

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

Document required	Document number
Application for PPL (A) and LAPL (A)	<u>CAA FORM 1105A - Application for PPL (A) and LAPL (A)</u>
Application for Part FCL Licence/Instrument Rating	<u>CAA Form 1183A Application for Part-FCL Professional Licence / Instrument Rating - Aeroplane</u>
Examiner Report for LAPL (A) Skill Test	<u>CAA Form 2127 - Examiner Report for LAPL(A) Skill Test</u>
Examiner Report for PPL(A) Skill Test	<u>CAA Form 2128 - Examiner Report for PPL(A) Skill Test</u>

Examiner Report for Instrument Rating (A) Skill Test	<u>CAA Form 213 - Examiner Report for Instrument Rating (A) Skill Test</u>
Course Completion Certificate	<u>CAA FORM 1107 - Course Completion Certificate SP, MP Type, Class and IR</u>

Initial & Renewal of Part FCL Licence (ATPL)

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

Initial & Renewal of Cabin Crew Licence

Document required	Document number
Application for Cabin Crew Licence	<u>CAA FORM OPS 03 - Application for Issue-Renewal of Cabin Crew Licence and Inclusion of Rating</u>

Initial & Renewal of Flight Dispatcher Licence

Document required	Document number
Application for Cabin Crew Licence	<u>CAA FORM OPS 03 - Application for Issue-Renewal of Cabin Crew Licence and Inclusion of Rating</u>

Initial & Renewal of Instructor Rating

Document required	Document number
Application for issue of an instructor certificate	<u>CAA Form 1131 - Application for issue of an instructor certificate</u>

Initial & Extension of Validations

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

Licence Verification

Document required	Document number
Application for verification of a licence	<u>CAA Form 1160 - Application for verification of a Licence</u>