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|  | <b>Civil Aviation Authority of Malaysia</b><br><br><b>CIVIL AVIATION CIRCULAR (CAC)</b> | Date: 31/12/21<br>CAC Ref: 08/2021 |
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|                              |   |
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| <b>CAC REFERENCE NUMBER:</b> | CAC 08/2021   |
| <b>APPLICABILITY:</b>        | FLIGHT OPERATIONS<br>AIRWORTHINESS<br>AIR TRAFFIC CONTROLLER – APPROVED<br>TRAINING ORGANISATIONS   |
| <b>EFFECTIVE DATE:</b>       | 01/01/2022  |
| <b>DOCUMENT EFFECTED:</b>    | CAD 1 – PEL<br>CAD 1004 – MED<br>CAD 1211 – ATC-ATO<br>CAD 1821 – CAAM PART 147<br>CAD 6 Part 1 – CAT (Aeroplane)<br>CAGM 1801 – CAAM PART 66<br>CAGM 1823 – PAKE |

## ***Revised CADs AND CAGMs Requirements and Guidance***

### **1 Introduction**

- 1.1 This Civil Aviation Circular (CAC) is issued by the Chief Executive Officer (CEO) of the Civil Aviation Authority of Malaysia, as CAC 08/2021, in exercise of the powers conferred by section 240 of the Civil Aviation Act 1969 [Act 3].
- 1.2 This CAC, including the attachments is a legally binding document that supersedes current published standards, requirements, procedures, or guidelines in the CADs/CAGMs.
- 1.3 The standards, requirements, procedures, or guidelines stated in this CAC will be incorporated into the relevant CADs/CAGMs in the next planned revision cycle.
- 1.4 Without prejudice, any revision(s) in this CAC is only applicable to the aforementioned chapter or paragraph of the CADs or CAGMs herewith thereto.



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## 2 Revision(s)

- 2.1 The revision(s) of the CADs and CAGMs affected can be found in attachments as below.

| No. | Attachment   | CAD applicable   | Page Number |
|-----|--------------|--|-------------|
| 1   | Attachment 1 | CAD 1 – Personnel Licensing  | ATT-1       |
| 2   | Attachment 2 | CAD 1004 – Medical Requirements  | ATT-3       |
| 3   | Attachment 3 | CAD 1211 – Air Traffic Controller Approved Training Organisation   | ATT-4       |
| 4   | Attachment 4 | CAD 1821 – Maintenance Training Organisation Approval  | ATT-9       |
| 5   | Attachment 5 | CAD 6 Part 1 – Commercial Air Transport – Aeroplane  | ATT-11      |
| 6   | Attachment 6 | CAGM 1801 – Aircraft Maintenance Licence (CAAM Part 66)  | ATT-12      |
| 7   | Attachment 7 | CAGM 1823 – Guidance for Qualification and Experience of Instructor, Knowledge Examiner and Practical Assessor | ATT-13      |

## 3 Incorporating changes into CADs and CAGMs

- 3.1 The changes stated in this CAC will be incorporated into the next revision of the applicable CADs and CAGMs.

  
**(Captain Chester Voo Chee Soon)**  
Chief Executive Officer  
Civil Aviation Authority of Malaysia



## ATTACHMENT 1 TO CAC 08/2021: CAD 1 – PERSONNEL LICENSING (PEL)

### 1 Revision(s)

#### 1.1 Paragraph 4.2.2.1

##### 1.1.1 Para 4.2.2.1 shall read as follows:

Subject to compliance with the requirements specified in 4.2.2.2, the privileges of the holder of an aircraft maintenance licence shall be to certify the aircraft or parts of the aircraft as airworthy after an authorised repair, modification or installation of an engine, accessory, instrument, and/or item of equipment, and the sign a maintenance release following inspection, maintenance operations and/or routine servicing.

##### 1.1.2 **Reason for change:** Removed reference to 4.2.2.3 as this para has been reserved.

#### 1.2 CAD 1 – PEL: Redesignated of licence numbering using Roman numerals

##### 1.2.1 Para 5.1.1.2 shall read as follows:

The following details shall appear on the licence:

- I) Name of State (in bold type);
- II) Title of licence (in very bold type);
- III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence;
- IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman);
- IVa) Date of birth;
- V) Address of holder;
- VI) Nationality of holder;  
MyKad or Passport number;
- VII) Signature of holder;
- VIII) Authority and, where necessary, conditions under which the licence is issued;
- IX) Certification concerning validity and authorisation for holder to exercise privileges appropriate to licence;
- X) Signature of officer issuing the licence and the date of such issue;
- XI) Seal or stamp of authority issuing the licence;
- XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
- XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language



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- proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; and  
XIV) Any other details desired by CAAM.

1.2.2 Para 5.1.3 shall read as follows:

Language

When licences are issued in a language other than English, the licence shall include an English translation of at least items I), II), VI), IX), XII), XIII), and XIV). When provided in a language other than English, authorisations issued in accordance with 1.3.2.1 shall include an English translation, the limit of validity of the authorisation and any restriction or limitation that may be established.

1.2.3 Para 5.1.4 shall read as follows:

Arrangement of items

Item headings on the licence shall be uniformly numbered in roman numerals as indicated in 5.1.1, so that on any licence the number will, under any arrangement, refer to the same item heading.

1.2.4 **Reason for change:** This revision is made to streamline the with ICAO Annex 1 SARP requirement for all licences from ICAO Contracting States.



## ATTACHMENT 2 TO CAC 08/2021: CAD 1004 – MEDICAL REQUIREMENTS (MED)

### 1 Revision(s)

#### 1.1 Medical forms in Appendix

1.1.1 The following medical forms in CAD 1004 Appendices have been removed. Please refer to the CAAM website (<https://www.caam.gov.my/e-services-forms/air-operations/>) under the Medical tab for the latest medical forms. The forms are as below:

| No. | Form   |
|-----|--|
| 1   | Appendix 1 – Medical Assessment Audit on DME (CAAM/MED/6)  |
| 2   | Appendix 2 – Application Form for Aviation Medical Certificate Form (CAAM/MED/1)                 |
| 3   | Appendix 3 – Medical Examination Report (CAAM/MED/2)   |
| 4   | Appendix 5 – Medical Certificate (CAAM/MED/3)  |
| 5   | Appendix 7 – Surveillance & Supervision Checklist on Medical Examiner (ME) Premises (CAAM/MED/5) |
| 6   | Appendix 9 – Application and Report Form for Cabin Crew Medical Certificate (CAAM/MED/7)         |

1.1.2 **Reason for change:** The forms will now be available in the CAAM website to ease updating of the forms in the future. Applicants shall refer to the website for all latest forms.



**ATTACHMENT 3 TO CAC 08/2021: CAD 1211 – AIR TRAFFIC CONTROL  
APPROVED TRAINING ORGANISATION (ATC-ATO)**

**1 Revision(s)**

**1.1 Paragraph 10.2.1**

1.1.1 Para 10.2.1 shall read as follows:

The ATC-ATO shall establish an examination unit that is independent from the training unit of the ATC-ATO and shall demonstrate that it has a system which is capable of consistent compliance with the standards prescribed by the authority.

**1.2 Paragraph 10.2.2**

1.2.1 Para 10.2.2 shall read as follows:

The final practical and oral examinations for an ATC course shall be conducted by a panel of two (2) ATC examiners consisting of:

- a) Examiner from the ATC-ATO examination unit; and
- b) ATC examiner nominated from an ATS Unit; or
- c) Authorised ATC-ATO personnel or instructor that is not assigned to the course involved with exam.

**1.3 Paragraph 10.2.3**

1.3.1 Paragraph 10.2.3 is revoked



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**1.4 Paragraph 10.2.4**

1.4.1 Para 10.2.4 shall read as follows:

With reference to para 10.2.2 a) and c), the examiner from ATC-ATO shall have held an ATC Licence with validation in the rating concerned for a minimum period of three (3) years.

**1.5 Paragraph 10.2.5**

1.5.1 Para 10.2.5 shall read as follows:

With reference to para 10.2.2 b), the requirements and qualifications shall be in accordance with CAD 1201 Chapter 4 para 4.1.3

**1.6 Paragraph 10.2.8**

1.6.1 Para 10.2.8 shall read as follows:

The task of conducting examination shall be subjected to regular oversight by the Authority as detailed in Chapter 12 of this Directive.

**1.7 Paragraph 10.2.9**

1.7.1 Paragraph 10.2.9 is revoked.

**1.8 Paragraph 10.3.2**

1.8.1 Paragraph 10.3.2 shall read as follows:

Panel of Examiners' Requirements and Responsibilities.



**1.9 Paragraph 10.3.2.1**

1.9.1 Para 10.3.2.1 shall read as follows:

The examination unit of ATC-ATO shall conduct a pre-examination briefing to:

- a) the panel of examiners on the following:
  - 1) Course Terms of Reference;
  - 2) Examination procedures and forms; and
  - 3) Details of practical examination including number of traffic.
- b) examination candidates on the following:
  - 1) Conduct of examination;
  - 2) Traffic arrangement including abnormal situation(s);
  - 3) Criteria of assessment; and
  - 4) Implication of the assessment.

**1.10 Paragraph 10.3.3.1**

1.10.1 Para 10.3.3.1 shall read as follows:

The final theory examination and repeat theory examination question papers and answer scheme for ATC Courses shall be prepared by the training organisation and submitted to Authority for approval at least fourteen (14) working days prior to the scheduled date of examination.

**1.11 Paragraph 10.3.3.3**

1.11.1 Para 10.3.3.3 shall read as follows:

The conduct of theory examinations shall be invigilated by the examination unit of ATC-ATO.

**1.12 Paragraph 10.3.3.6**

1.12.1 Para 10.3.3.6 shall read as follows:

The answer papers completed by the candidates shall be marked by the examination unit of ATC-ATO in accordance to the given answer scheme and subsequently be made available to the practical examination panel. The marked papers shall be sent to Authority once marking is completed. Authority will announce the theory examinations results within five (5) working days after receipt of examinations papers from an ATC-ATO.





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**1.13 Paragraph 10.3.4.1**

1.13.1 Para 10.3.4.1 shall read as follows:

ATC-ATO shall submit the following to the authority for approval at least thirty (30) days before the proposed date of any ATC course examinations:

- a) examination type;
- b) name of candidate(s);
- c) duration of training;
- d) list of examiners.

**1.14 Paragraph 10.3.4.2**

1.14.1 Para 10.3.4.2 shall read as follows:

The final simulated practical examination traffic shall be finalised by an ATC-ATO and notified to the Authority at least fourteen (14) working days prior to the date of the examination based on the guidelines as follows:

- a) minimum number of aircraft:

| Examination Type              | Aircraft |
|-------------------------------|----------|
| Aerodrome Control             | 8 + 1    |
| Approach Control Procedural   | 12 + 1   |
| Approach Control Surveillance | 12 + 1   |
| Area Control Procedural       | 12 + 1   |
| Area Control Surveillance     | 12 + 1   |

*Note: + 1 denotes the additional injected traffic introduced any time after the examination commences.*

- b) The traffic pattern shall include arriving, departing, crossing, joining and over-flying aircraft



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**1.15 Paragraph 10.4.2.2**

1.15.1 Para 10.4.2.2 shall read as follows:

At the end of the extended practical training period, the simulated practical examination shall be conducted by the panel of examiners, as in paragraph 10.2.2.

**1.16 Paragraph 10.4.3.2**

1.16.1 Para 10.4.3.2 shall read as follows:

The repeat oral examination shall be conducted by the panel of examiners, as in paragraph 10.2.2. A trainee who fails to obtain the minimum passing marks in the repeat oral examination is deemed to have failed the whole course.

**2 Reason for change**

**2.1 Applicable to all revisions outline in Paragraph 2.**

2.1.1 Amendments to procedures for the purpose of effectiveness and transparency.



## ATTACHMENT 4 TO CAC 08/2021: CAD 1821 – MAINTENANCE TRAINING ORGANISATION APPROVAL

### 1 Revision(s)

#### 1.1 Chapter 4, Paragraph 4.2

##### 1.1.1 Para 4.2 (i) shall read as follows:

The experience and qualification of instructor, knowledge examiner and practical assessor shall meet the criteria published in CAGM 1823. The process and criteria shall be documented in the MTOE approved by CAAM.

##### 1.1.2 Reason for change: To strengthen requirements.

#### 1.2 Chapter 4, Paragraph 4.8

##### 1.2.1 Para 4.8 (c) shall read as follows:

- 1) Examination papers shall be developed by an authorised knowledge examiner within the organisation.
- 2) Examination papers shall cover the complete syllabus concerned in accordance with CAD 1801 Appendix 1 and/ or Appendix 3.
- 3) Examination standards for basic training shall be in accordance with CAD 1801 Appendix 2 and type training examination standard in accordance with CAD 1801 Appendix 3.
- 4) Each examination paper shall be identified with a reference number, issue or revision number and serial number. Records of papers shall be maintained.
- 5) Examination papers shall be submitted to CAAM for approval. Only approved examination paper shall be used for the examination.
- 6) Each examination paper shall be specified in the maintenance training programme.
- 7) The examination papers to be used in the examination shall be decided by a person specified in paragraph 4.2(d) of this CAD.
- 8) The organisation shall ensure the security of all questions. Examination paper shall be kept secured and protected from unauthorised access by adequate security means. Examination papers shall be kept in locked cabinets. Only authorised personnel by MTO shall have access to the examination papers.
- 9) A system for the management of the development, review and amendment of questions shall be established and records are maintained. Quality review of



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examination questions shall be regularly conducted. Records of such reviews shall be properly kept.

- 10) Existing examination papers shall be reviewed periodically for technical accuracy, completeness & currency of its content.
- 11) Records of completed examination shall be retained and maintained in accordance with paragraph 4.6 of this CAD.

1.2.2 **Reason for change:** To strengthen the requirement for examination paper review and approval process.



## ATTACHMENT 5 TO CAC 08/2021: CAD 6 Part 1 – Commercial Air Transport (CAT)

### 1 Revision(s)

#### 1.1 Paragraph 4.2.1.3

1.1.1 Paragraph 4.2.1.3 Note shall read as follows:

*Note. – CAD 6004 and CAGM 6004 contain requirements and guidance for the issue of an air operator certificate respectively.*

1.1.2 **Reason for change:** Amended to incorporate correct reference document.

#### 1.2 Paragraph 4.2.1.6

1.2.1 Paragraph 4.2.1.6 Note has been revoked.

1.2.2 **Reason for change:** Not applicable to the CAD.

#### 1.3 Paragraph 8.3.3

1.3.1 Para 8.3.3 shall read as follows:

CAAM may approve the maintenance programme if the State of Register transferred its function in paragraph 8.3.1 to Malaysia under an Article 83bis agreement."

1.3.2 **Reason for change:** Added new provision for Malaysia as State of Operator to approve Aircraft Maintenance Programme (AMP). The approval of AMP as State of Operator is possible when the State or Registry transferred its function to State of Operator.

#### 1.4 Appendix 6

1.4.1 Paragraph 1.2 note of Appendix 6 has been revoked.

1.4.2 **Reason for Change:** Not applicable to the CAD.



## ATTACHMENT 6 TO CAC 08/2021: CAGM 1801–AIRCRAFT MAINTENANCE LICENCE

### 1 Revision(s)

#### 1.1 Chapter 5, Appendix 1, Paragraph 2.4

##### 1.1.1 Para 2.4 shall read as follows:

The approved Part 147 organisation providing the practical element of the type training should provide trainees a schedule or plan indicating the list of tasks to be performed under instruction or supervision. A record of the tasks completed should be entered into a logbook which should be designed such that each task or group of tasks may be countersigned by the appropriately qualified practical assessor. The logbook format and its use shall meet the aircraft type practical training logbook format and standard published by CAAM.

##### 1.1.2 **Reason for change:** The need for standardisation on MTO's aircraft type practical training logbook.



**ATTACHMENT 7 TO CAC 08/2021: CAGM 1823 – GUIDANCE FOR  
QUALIFICATION AND EXPERIENCE OF INSTRUCTOR, KNOWLEDGE  
EXAMINER AND PRACTICAL ASSESSOR (PAKE)**

**1 Revision(s)**

**1.1 Chapter 6, Appendix 1, Paragraph 2 & Paragraph 3**

1.1.1 Para 2.1 the following table shall read as follows:

|                    |  |   |
|--------------------|--|---|
| Pedagogical Skills | Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or<br><br>Completion of a “Train the trainer course”, with evaluation of the training course syllabus documented by Quality Manager. | The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE.<br><br>The quality manager, or training manager who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard. |
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1.1.2 Para 2.2 the following table shall read as follows:

|                    |   |  |
|--------------------|---|--|
| Pedagogical Skills | <p>Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or</p> <p>Completion of a “Train the trainer course”, with evaluation of training course syllabus and documented by Quality Manager; or</p> <p>A practical instructor privilege (documented) granted by AMO when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the MTO to determine how the AMO qualifies internal instructors).</p> | <p>The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE.</p> <p>The quality manager, or training manager who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard.</p> |
|--------------------|---|--|

1.1.3 Para 2.3 the following table shall read as follows:

|                    |  |  |
|--------------------|--|--|
| Pedagogical Skills | <p>Completion of a “Train the examiner course”; and</p> <p>Assessment performed and documented by the MTO’s Examination Manager if himself is appropriately qualified as knowledge examiner and in accordance with MTOE procedure.</p> | <p>The training course syllabus shall at minimum include the following elements: -</p> <ul style="list-style-type: none"> <li>a) Roles and responsibility of examiner;</li> <li>b) Understanding of basic knowledge requirement and examination standard in accordance with CAD 1801 Appendix 1 and 2;</li> <li>c) Preparing, administer and evaluate written theoretical examination; and</li> </ul> <p>be evaluated in accordance with process and procedure documented in MTOE approved by CAAM</p> |
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1.1.4 Para 2.4 the following table shall read as follows:

|                    |  |  |
|--------------------|--|--|
| Pedagogical Skills | <p>Completion of a “Train the assessor course”; and</p> <p>Assessment performed and documented by the MTO’s Examination Manager if himself is appropriately qualified as knowledge examiner and in accordance with MTOE procedure.</p> | <p>The training course syllabus shall at minimum include the following elements: -</p> <ul style="list-style-type: none"> <li>a) Roles and responsibility of assessor;</li> <li>b) Assessment standard in accordance with CAGM1801 Appendix 3</li> <li>c) Conduct of practical skill test/ assessment; and</li> </ul> <p>be evaluated in accordance with process and procedure documented in MTOE approved by CAAM</p> |
|--------------------|--|--|

1.1.5 Para 3.1 the following table shall read as follows:

|                    |   |   |
|--------------------|---|---|
| Pedagogical Skills | <p>Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or</p> <p>Completion of a “Train the trainer course”, with evaluation of the training course syllabus documented by Quality Manager.</p> | <p>The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE.</p> <p>The quality manager, or training manager who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard</p> |
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1.1.6 Para 3.2 the following table shall read as follows:

|                    |   |   |
|--------------------|---|---|
| Pedagogical Skills | <p>Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or</p> <p>Completion of a “Train the trainer course”, with evaluation of training course syllabus and documented by the Quality Manager; or</p> <p>A practical instructor privilege (documented) granted by AMO when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the MTO to determine how the AMO qualifies internal instructors).</p> | <p>The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE.</p> <p>The quality manager, or training manager who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard</p> |
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1.1.7 Para 3.3 the following table shall read as follows:

|                    |  |  |
|--------------------|--|--|
| Pedagogical Skills | <p>Completion of a “Train the examiner course”; and</p> <p>Assessment performed and documented by the MTO’s Examination Manager if himself is appropriately qualified as knowledge examiner and in accordance with MTOE procedure.</p> | <p>The training course syllabus shall at minimum include the following elements: -</p> <ul style="list-style-type: none"> <li>a) Roles and responsibility of examiner;</li> <li>b) Understanding of basic knowledge requirement and examination standard in accordance with CAD 1801 Appendix 1 and 2;</li> <li>c) Preparing, administer and evaluate written theoretical examination; and</li> </ul> <p>be evaluated in accordance with process and procedure documented in MTOE approved by CAAM</p> |
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1.1.8 Para 3.4 the following table shall read as follows:

|                    |   |  |
|--------------------|---|--|
| Pedagogical Skills | Completion of a “Train the assessor course”; and<br><br>Assessment performed and documented by the MTO’s Examination Manager if himself is appropriately qualified as knowledge examiner and in accordance with MTOE procedure. | The training course syllabus shall at minimum include the following elements: -<br>a) Roles and responsibility of assessor;<br>b) Assessment standard in accordance with CAGM1801 Appendix 3<br>c) Conduct of practical skill test/ assessment; and<br><br>be evaluated in accordance with process and procedure documented in MTOE approved by CAAM |
|--------------------|---|--|

1.1.9 **Reason for change:** To standardised training criteria on pedagogical skill for instructor, knowledge examiner and practical assessor