

A stylized paper airplane icon in shades of blue and grey is positioned above a dashed grey line that forms a curved path, suggesting a flight trajectory. The background features large, light grey abstract shapes.

**CIVIL AVIATION GUIDANCE MATERIAL – 1001**

# **FLIGHT CREW LICENSING**

**FCL**

**CIVIL AVIATION AUTHORITY OF MALAYSIA**

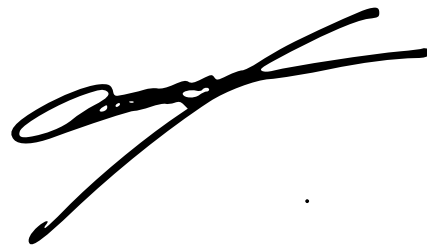
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## Introduction

This Civil Aviation Guidance Material 1001 (CAGM - 1001) is issued by the Civil Aviation Authority of Malaysia (CAAM) to provide guidance for Flight Crew Licensing, pursuant to Civil Aviation Directive 1 – Personnel Licensing (CAD 1 – PEL) and Civil Aviation Directive 1006 – Designated Flight Examiner (CAD 1006 – DFE).

Organisations may use these guidelines to demonstrate compliance with the provisions of the relevant CAD's issued. Without prejudice to Regulation 204 and Regulation 205 of the Malaysian Civil Aviation Regulations 2016 (MCAIR 2016), when the CAGMs issued by the CAAM are used, the related requirements of the CAD's are considered as met, and further demonstration may not be required.



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

## Civil Aviation Guidance Material components and Editorial practices

This Civil Aviation Guidance Material is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures:** These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

**Attachments:** Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

The units of measurement used in this CAGM are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Guidance Material, the use of the male gender should be understood to include male and female persons.





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## **1 General**

### **1.1 Flight Crew Licences**

1.1.1 Pilot licensing regulations in Malaysia complies with the requirements of ICAO Annex 1. This guidance material aims to provide the general public a better understanding of the licences and the applicable ratings in terms of requirement, privileges and how to apply it.

1.1.2 The CAGM provides complementary information to pilot licensing. It provides guidance for new and existing licence holders in applying/upgrading the necessary licence and rating. If there is differing information from this CAGM and the CAD 1 – PEL, it shall be noted that the CAD 1 – PEL takes precedence.

### **1.2 Professional licences and general aviation licences**

1.2.1 Licences can either be for professional flying or for general aviation. If an applicant has a professional licence, he can be paid for flying and fly in commercial operations (such as an airline flight). General aviation licences are for recreational flying only and the applicant is not allowed to be paid for any flying, apart from some flight instructor work.

1.2.2 The general aviation licences consists of the private pilot licence (PPL), while the professional licences are the commercial pilot licence (CPL), multi-crew pilot licence (MPL) and airline pilot licence (ATPL).

### **1.3 Aircraft category**

1.3.1 Each type of licence is available in different aircraft categories. The categories of aircraft are:

- a) aeroplanes
- b) helicopters
- c) balloons

### **1.4 ICAO and non-ICAO licences**

1.4.1 Licences can be categorised by whether or not they comply with international rules from ICAO, the International Civil Aviation Organisation. Licences which do comply are known as ICAO licences and those which do not are known as non-ICAO licences. Non-ICAO licences are not fully recognised internationally, and therefore are only valid for use within certain states. All licences issued in Malaysia are ICAO compliant.

## **1.5 Rating**

- 1.5.1 A rating is an official authorisation that can be added to a licence. A rating can give a licence holder extra privileges or allow him to do something he cannot do without it, like flying using instrument or flying a different class of aircraft.

## **1.6 Fees**

- 1.6.1 All fees related to licensing can be found in Civil Aviation (Fees and Charges) Regulations and its amendments.
- 1.6.2 All payments to CAAM shall be as follows:
- a) Method of payment: Cash/Card/Cheque/Bank Draft/TT.
  - b) Payable to Civil Aviation Authority of Malaysia, Account No: 38113 40215, Bank Name: Public Islamic Bank, Swift Code: PBBE MYKL XXX, Bank Address: No. 66, Jalan Diplomatik, Precinct 15, 62050, Putrajaya, MALAYSIA.

## **1.7 Certifying copies of documents**

- 1.7.1 A certified copy is a copy of a document which is signed by an authorised person who has seen the original document and can vouch that the copy has been made accurately and honestly. Photocopies of documents that have been sent by email cannot be certified as true copies as the certifier has not compared it to the original document. Additionally, each document must be individually stamped, signed and dated by the verifier.
- 1.7.2 It is not sufficient to complete one certification text covering multiple types of document (for example, ID and licence).
- 1.7.3 Please note that the certification requirements vary depending on the type of document that is being certified.
- 1.7.3.1 Licence and logbook
- 1.7.3.1.1 The above documents can be certified by one of the following authorised people:
- a) the Head of training of the approved training organisation
  - b) the Head of Training/Crew Training Manager at an Air Operator Certificate holder
  - c) any Nominated Post Holder (for logbook certification only);
  - d) the Designated Flight Examiner that conducted the skill test
  - e) a Chief Flight Instructor
  - f) a Base Captain or Fleet Manager

1.7.3.2 Identity Document (ID)

1.7.3.2.1 The above document can be certified by one of the following authorised people:

- a) Commissioner of Oath
- b) a solicitor
- c) government officer with grade 44 and above
- d) for documents as part of a pilot licence application, the following people are authorised:
  - 1) the Head of training at an approved training organisation
  - 2) the Head of Training/ Crew Training Manager at an Air Operator Certificate holder

1.7.4 Instructions for the certifiers:

- a) Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original';
- b) Insert signature and date;
- c) Certifier's name must be printed in block capitals; and
- d) Must include position or capacity, e.g. Head of Training at an Approved Training Organisation.

**1.8 ATOs Responsibilities in Flight Crew Licensing**

1.8.1 CAD 1011 – ATO outlines the responsibility of ATOs in ensuring that the validity and authenticity of all flight crew documentation meet the requirements of CAD 1 – PEL and this CAGM prior to accepting the applicant for the conduct of any class/training/test/check required.

1.8.2 CAAM has the right to reject applications from applicants who have completed any class/training/test/check at an ATO that are found to have not met the requirements of CAD 1 – PEL and this CAGM.

**1.9 Contact Details**

1.9.1 In this CAGM, various procedures require applicants to write in their application request to the CAAM for approval. All requests shall be sent in:

- a) Written letter, addressed to:  
  
Director,  
Flight Operations Division  
Civil Aviation Authority of Malaysia



27 Persiaran Perdana  
Level 2 Podium Block, Precinct 4  
62618 Putrajaya,  
Malaysia.

- b) Email, addressed to [ops.fcl@caam.gov.my](mailto:ops.fcl@caam.gov.my).

1.9.2 Where request are addressed to the POI, applicant/organisation shall send a copy to their personal email as well.

### **1.10 Lost or Damage Licence**

1.10.1 Lost or damaged licence can be replaced by submitting the following:

- a) Application for Documents form (CAAM/BOP/FCL/49);
- b) police report;
- c) photocopy of pilot licence;
- d) photocopy of the last 5 pages of the flying logbook, certified by the appropriate person;
- e) valid medical certificate;
- f) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back; and
- g) application fee.

### **1.11 Flight Crew Licensing Forms**

1.11.1 This CAGM does not provide copies of the relevant application forms pertaining to flight crew licensing. However, all the forms are available for download from the CAAM website.

1.11.2 The list of forms available can be found in Attachment A of this CAGM.



## 1.12 Abbreviations

AFI	=	Assistant Flight Instructor
AOC	=	Air Operators Certificate
ATO	=	Approved Training Organisation
ATPL	=	Airline Transport Pilot Licence
CAAM	=	Civil Aviation Authority of Malaysia
CAD	=	Civil Aviation Directive
CAGM	=	Civil Aviation Guidance Material
CAT	=	Commercial Air Transport
CEO	=	Chief Executive Officer
CFI	=	Chief Flight Instructor
CPL	=	Commercial Pilot Licence
DFE	=	Designated Flight Examiner
ELP	=	English Language Proficiency
FFS	=	Full Flight Simulator
FI	=	Flight Instructor
FNPT	=	Flight Navigation and Procedures Trainer
FRTOL	=	Flight Radiotelephony Operator Licence
FTO	=	Flight Training Organisation
HOT	=	Head of Training
ICAO	=	International Civil Aviation Organization
IR	=	Instrument Rating
IRT	=	Instrument Rating Test
MPL	=	Multi-crew Pilot Licence
PIC	=	Pilot in Command
POI	=	Principal Operations Inspector
PDRM	=	Royal Malaysian Police (Polis Diraja Malaysia)
PPC	=	Pilot Proficiency Check
PPL	=	Private Pilot Licence
RT	=	Radio Transmission
SPL	=	Student Pilot Licence
VFR	=	Visual Flight Rules



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## **2 Student Pilot Licence (SPL)**

### **2.1 Requirements and privileges**

- 2.1.1 The applicant shall meet the requirements stipulated in CAD 1 – PEL 2.2.1.1 and 2.2.1.2 if he is intending to train for a professional pilot licence.
- 2.1.2 Applicants shall also meet the medical fitness requirement in CAD 1 – PEL 2.2.3.
- 2.1.3 A student pilot carrying out flying training shall ensure the restrictions of CAD 1 – PEL 2.2.2 is adhered to.
- 2.1.4 Applicants intending to attend a Professional Pilot Licence training in Malaysia at an ATO must first request for a letter of acceptance from the CAAM. This is done so using form CAAM/BOP/FCL/50 – Request Letter of Acceptance for Professional Pilot Training.
- 2.1.5 The ATO must ensure that students have attained their SPL before commencing any flying training.

### **2.2 Initial Application**

- 2.2.1 Applicants intending to pursue a pilot licence, should contact the approved ATOs for training(s) offered.
- 2.2.2 ATOs, once satisfied that the applicants have fulfilled the minimum requirements, shall submit the full application. The application is submitted to CAAM licensing office, and shall have the following documents:
- a) Covering letter from ATO;
  - b) A completed Application Form (CAAM/BOP/FCL/1);
  - c) A class 2 medical certificate;
  - d) Certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
  - e) Two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
  - f) Other supporting documents; and
  - g) Application fee.

### **2.3 Renewal**

- 2.3.1 The SPL valid for as long as the medical requirement is valid.
- 2.3.2 When a SPL renewal is required, the applicant shall submit a renewal application to CAAM licensing office and provide the following documents:
- a) a completed SPL renewal application form (CAAM/BOP/FCL/1);



- b) a student pilot licence;
- c) a valid medical certificate (Class 2);
- d) original flying logbook, flying hours certified by ATO (HOT/CFI); and
- e) application fee



## **3 Private Pilot Licence (PPL)**

### **3.1 Requirements**

3.1.1 The applicant shall meet the following requirements:

- a) age requirement in CAD 1 – PEL 2.3.1.1; and
- b) medical requirement in CAD 1 – PEL 2.3.1.4.

### **3.2 Privileges**

3.2.1 A PPL holder can exercise the privileges stipulated in CAD 1 – PEL 2.3.2.

### **3.3 Training**

3.3.1 Training Course

3.3.1.1 Applicants must complete a training course at an approved training organisation (ATO), which will either be:

- a) Flight Training Organisation (FTO)
- b) Flying Club Providing Instructional Flying (FC)

3.3.2 Theoretical knowledge examinations and crediting

3.3.2.1 Refer to CAD 1 – PEL 2.3.1.2 for theoretical knowledge examinations requirement for PPL.

3.3.2.2 Refer to CAD 1 – PEL Appendix 6 for crediting theoretical knowledge examinations.

3.3.2.3 Once successfully completing all theoretical knowledge exams within a 12-month period (counted from the end of the calendar month when the applicant first attempted an examination), the applicant's theoretical knowledge examination results will be valid for a period of 2 years.

3.3.2.4 This 2-year period is counted from the date the applicant pass his last theoretical knowledge examination.

3.3.2.5 Within these 2 years, applicants must complete the flight training, pass the skill test and submit a full application for the PPL issuance, otherwise these exams will expire, and will have to be retaken.

3.3.3 Flying experience requirement

3.3.3.1 Aeroplane

3.3.3.1.1 Refer CAD 1 – PEL 2.3.3.1.

- 3.3.3.2 Helicopter
  - 3.3.3.2.1 Refer CAD 1 – PEL 2.3.4.1.
- 3.3.4 Flight instruction
  - 3.3.4.1 Aeroplane
    - 3.3.4.1.1 Refer CAD 1 – PEL 2.3.3.2.
  - 3.3.4.2 Helicopter
    - 3.3.4.2.1 Refer CAD 1 – PEL 2.3.4.2.
- 3.3.5 Skill test
  - 3.3.5.1 At the end of the training, applicants will need to take a skill test with an examiner in the relevant aircraft type or class to demonstrate that he can competently carry out the procedures and manoeuvres that he has been taught, while acting as PIC.
  - 3.3.5.2 Applicants must have had some flight instruction on the same aircraft type or class that he will be taking his skill test in.

### **3.4 Initial Application**

- 3.4.1 Once the applicant has completed all the required training and passed the skill test, he shall submit his application to the CAAM Licensing Office and bring the following documents:
  - a) Covering letter from flying club or flying school;
  - b) A completed Application Form (CAAM/BOP/FCL/2);
  - c) A class 2 medical certificate;
  - d) An ATO graduation certificate (if applicable);
  - e) Certified copy of theoretical knowledge certificate;
  - f) Application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
  - g) Certified copy of ELP certificate;
  - h) duly completed Application form for English Language Proficiency Test (CAAM/BOP/FCL/30);
  - i) Duly completed skill test form (CAAM/BOP/FCL/9-SPA-ST or CAAM/BOP/FCL/10-H-ST/BT);

- j) Flying logbooks or other records substantiating the flight experience or training shown on the Application Form (certified by flying club/school HOT or CFI);
- k) Certified photocopy of the last 5 pages of the current log book;
- l) Certified photocopy of SPL;
- m) Certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
- n) Two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
- o) Other supporting documents; and
- p) Application fee.

### **3.5 Renewal**

3.5.1 The PPL is valid for as long as the medical requirement is valid and class rating is current and valid.

3.5.2 When a PPL renewal is required, the applicant shall provide the following documents:

- a) a completed PPL renewal application form (CAAM/BOP/FCL/2);
- b) a private pilot licence;
- c) a valid medical certificate (Class 2);
- d) original flying logbook, flying hours certified by ATO (HOT/CFI) or AOC head of training;
- e) for renewal of a class/type/instrument rating:
  - 1) duly completed Pilot Proficiency Check form (CAAM/BOP/FCL/9 – SPA – PPC or CAAM/BOP/FCL/10-H-PPC); or
  - 2) evidence of completing the required experience for the renewal of a class rating. (Refer to CAD 1 – PEL Appendix 12 paragraph 5, Renewal of class and type ratings – aeroplanes)
- f) for renewal of English Proficiency:
  - 1) duly completed renewal form for English Proficiency Test (CAAM/BOP/FCL/30);
  - 2) certified copy of ELP certificate;
- g) other supporting documents;
- h) application fee



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## **4 Commercial Pilot Licence (CPL)**

### **4.1 Requirements**

4.1.1 The applicant shall meet the following requirements:

- a) age requirement in CAD 1 – PEL 2.4.1.1; and
- b) medical requirement in CAD 1 – PEL 2.4.1.4.

### **4.2 Privileges**

4.2.1 A CPL holder can exercise the privileges stipulated in CAD 1 – PEL 2.4.2.

### **4.3 Training**

4.3.1.1 The CPL training course shall be at an approved FTO.

4.3.2 Theoretical knowledge examinations.

4.3.2.1 Refer CAD 1 – PEL 2.4.1.2.

4.3.3 Flying experience requirement

4.3.3.1 Aeroplane

4.3.3.1.1 Refer CAD 1 – PEL 2.4.3.1 and CAD 1 – PEL Appendix 7.

4.3.3.2 Helicopter

4.3.3.2.1 Refer CAD 1 – PEL 2.4.4.1 and CAD 1 – PEL Appendix 7.

4.3.4 Flight instruction

4.3.4.1 Aeroplane

4.3.4.1.1 Refer CAD 1 – PEL 2.4.3.2 and CAD 1 – PEL Appendix 7.

4.3.4.2 Helicopter

4.3.4.2.1 Refer CAD 1 – PEL 2.4.4.2 and CAD 1 – PEL Appendix 7.

4.3.5 Skill test

4.3.5.1.1 Refer CAD 1 – PEL 2.4.1.3 and CAD 1 – PEL Appendix 7.



#### 4.4 Initial Application

4.4.1 Once the applicant has completed all the required training and passed the skill test, he shall submit his application to the CAAM Licensing Office and bring the following documents:

- a) cover letter/release letter from the ATO (flying school);
- b) CAAM letter of exemption for military pilot's (for QMP applications);
- c) a completed CPL application form (CAAM/BOP/FCL/3);
- d) certified photocopy of theoretical knowledge examination certificate;
- e) duly completed skill test form(s) (CAAM/BOP/FCL/9 – SPA – ST or CAAM/BOP/FCL/10-H-ST/BT);
- f) duly completed application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
- g) duly completed Application form for English Language Proficiency Test (CAAM/BOP/FCL/30);
- h) certified photocopy of ELP certificate;
- i) a valid medical certificate (Class 1);
- j) original flying logbook, flying hours certified by ATO (HOT/CFI);
- k) certified photocopy of the last 5 pages of the current log book;
- l) certified photocopy of SPL;
- m) certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
- n) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
- o) other supporting documents; and
- p) application fee.

#### 4.5 Renewal

4.5.1 The CPL is valid for as long as the medical, language proficiency requirements, and class/type rating is current and valid.

4.5.2 When a CPL renewal is required, the applicant shall provide the following documents to the CAAM Licensing Office:

- a) a completed CPL renewal application form (CAAM/BOP/FCL/8);
- b) a CPL;
- c) a valid medical certificate (Class 1);



- d) original flying logbook, flying hours certified by ATO (HOT/CFI) or AOC head of training;
- e) for renewal of a class/type/instrument rating:
  - 1) duly completed Pilot Proficiency Check form (CAAM/BOP/FCL/9 – SPA – PPC or CAAM/BOP/FCL/9 – MCA – PPC or CAAM/BOP/FCL/10-H-PPC); and AOC attestation certificate or
  - 2) evidence of completing the required experience for the renewal of a class rating. (Refer to CAD 1 – PEL Appendix 12 paragraph 5, Renewal of class and type ratings – aeroplanes)
- f) for renewal of English Proficiency:
  - 1) duly completed renewal form for English Proficiency Test (CAAM/BOP/FCL/30);
  - 2) certified copy of ELP certificate;
- g) other supporting documents;
- h) application fee



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## **5 Multi-crew Pilot Licence (MPL)**

### **5.1 Requirements**

5.1.1 The applicant shall meet the following requirements:

- a) age requirement in CAD 1 – PEL 2.5.1.1; and
- b) medical requirement in CAD 1 – PEL 2.5.1.3.

5.1.2 An MPL holder can get extra privileges, to include the privileges of the PPL(A) or of a CPL(A) or single pilot IR, if he completes additional training to meet the requirements of those licences, as stated in CAD 1 – PEL 2.5.2.2 and 2.5.2.3.

### **5.2 Privileges**

5.2.1 A MPL holder can exercise the privileges stipulated in CAD 1 – PEL 2.5.2.

### **5.3 Training**

5.3.1 Training Course

5.3.1.1 MPL training will be undertaken at an ATO that is part of or has a specific arrangement in place with a CAT operator that has been certificated by CAAM. The MPL holder will be restricted to that specific CAT operator until the applicant obtains an ATPL.

5.3.1.2 The applicant will complete all the instructional stages in one continuous course at an ATO, which will be competency based and carried out in a multi-crew operational environment.

5.3.1.3 This will include:

- a) Theoretical knowledge instruction to the ATPL(A) knowledge level
- b) Visual and instrument flying training
- c) Training in MCC for the operation of multi-pilot aeroplanes
- d) Type rating training

5.3.2 Theoretical

5.3.2.1 Refer to CAD 1 – PEL 2.5.1.2.1.

5.3.3 Flying experience

5.3.3.1 Refer to CAD 1 – PEL 2.5.3 and Appendix 3 Flying Training

5.3.4 Skill test

5.3.4.1 Refer to CAD 1 – PEL 2.5.1.2.2

## 5.4 Initial Application

5.4.1 Once the applicant has completed all the required training and passed the skill test, he shall submit his application to the CAAM Licensing Office and bring the following documents:

- a) covering letter/release letter from the ATO (flying school);
- b) a completed MPL application form (CAAM/BOP/FCL/MPL);
- c) certified photocopy of theoretical knowledge examination certificate;
- d) duly completed skill test form(s) (CAAM/BOP/FCL/9 – MPA – ST/BT);
- e) duly completed application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
- f) duly completed Application form for English Language Proficiency Test (CAAM/BOP/FCL/30);
- g) certified photocopy of ELP certificate;
- h) a valid medical certificate (Class 1);
- i) original flying logbook, flying hours certified by ATO (HOT/CFI);
- j) certified photocopy of the last 5 pages of the current log book;
- k) certified photocopy of SPL;
- l) certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
- m) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
- n) other supporting documents; and
- o) application fee

## 5.5 Renewal

5.5.1 The MPL is valid for as long as the medical requirement is valid and type rating is current and valid.

5.5.2 When a MPL renewal is required, the applicant shall provide the following documents to the CAAM Licensing Office:

- a) a completed MPL renewal application form (CAAM/BOP/FCL/8);
- b) an MPL;
- c) a valid medical certificate (Class 1);
- d) original flying logbook, flying hours certified by AOC head of training;
- e) for renewal of a type/instrument rating:



- 1) duly completed Pilot Proficiency Check form (CAAM/BOP/FCL/9 – MCA – PPC); and company attestation certificate
- f) for renewal of English Proficiency:
  - 1) duly completed renewal form for English Proficiency Test (CAAM/BOP/FCL/30);
  - 2) certified copy of ELP certificate;
- g) other supporting documents;
- h) application fee



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## **6 Airline Transport Pilot Licence (ATPL)**

### **6.1 Requirements**

6.1.1 The applicant shall meet the following requirements:

- a) age requirement in CAD 1 – PEL 2.6.1.1; and
- b) medical requirement in CAD 1 – PEL 2.6.1.4.

### **6.2 Privileges**

6.2.1 An ATPL holder can exercise the privileges stipulated in CAD 1 – PEL 2.6.2.

6.2.2 Applicants upgrading to an ATPL from an MPL, and do not hold any privileges on the MPL for a single pilot aircraft, will continue to be restricted to multi-crew operations only, as the MPL would have been.

### **6.3 Training**

6.3.1 To apply for an ATPL, the applicant must have fulfilled the training and experience requirements for the type rating of the aircraft used in the skill test.

*Note.- For example, if the applicant is taking the skill test on a Boeing 737, he must have met the relevant flight training requirements for that type of aircraft before the Skill Test.*

6.3.2 Theoretical

6.3.2.1 Refer to CAD 1 – PEL 2.6.1.2.

6.3.2.2 Before applying for the ATPL, applicants must have previously passed the ATPL theoretical knowledge exams in the relevant subject areas. This is likely completed as part of the training towards the CPL/IR or MPL.

6.3.3 Flying experience requirement

6.3.3.1 Aeroplane

6.3.3.1.1 Refer CAD 1 – PEL 2.6.3.1 and CAD 1 – PEL Appendix 7.

6.3.3.2 Helicopter

6.3.3.2.1 Refer CAD 1 – PEL 2.6.4.1 and CAD 1 – PEL Appendix 7.

6.3.4 Flight instruction

6.3.4.1 Aeroplane

6.3.4.1.1 Refer CAD 1 – PEL 2.6.3.2 and CAD 1 – PEL Appendix 7.

#### 6.3.4.2 Helicopter

6.3.4.2.1 Refer CAD 1 – PEL 2.6.4.2 and CAD 1 – PEL Appendix 7.

#### 6.3.5 Skill test

6.3.5.1 Refer CAD 1 – PEL 2.6.1.3 and CAD 1 – PEL Appendix 7.

6.3.5.2 The skill test shall be taken in the appropriate aircraft category or an adequately qualified FFS representing the same type and category. Applicants shall operate as PF during all sections of the skill test, except for abnormal and emergency procedures, which may be conducted as PF or PM in accordance with MCC. He shall also demonstrate the ability to act as PM.

6.3.5.3 The applicant may choose either the left hand or the right hand seat for the skill test if all items can be executed from the selected seat.

### 6.4 Initial Application

6.4.1 Applicants should contact the relevant ATO for the application of an ATPL skill test. All requirements for the issue of ATPL (flying experience, theoretical knowledge, etc.) must be met before the ATO is allowed to proceed with the test.

6.4.2 Once the applicant has completed all the required training and passed the skill test, he shall submit his application to the CAAM Licensing Office and bring the following documents:

- a) a completed ATPL application form (CAAM/BOP/FCL/4);
- b) certified photocopy of theoretical knowledge examination certificate;
- c) duly completed skill test form and IRT form(CAAM/BOP/FCL/9-MCA-ST/BT or CAAM/BOP/FCL/10-H-ST/BT);
- d) application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
- e) a valid medical certificate (Class 1);
- f) original flying logbook, flying hours certified by ATO (HOT/CFI);
- g) certified photocopy of the last 5 pages of the current log book;
- h) certified photocopy of CPL or MPL;
- i) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
- j) other supporting documents; and
- k) application fee.

## 6.5 Renewal

- 6.5.1 The ATPL is valid for as long as the medical requirement is valid and class/type rating is current and valid.
- 6.5.2 When an ATPL renewal is required, the applicant shall provide the following documents to the CAAM Licensing Office:
- a) a completed ATPL renewal application form (CAAM/BOP/FCL/8);
  - b) a ATPL;
  - c) a valid medical certificate (Class 1);
  - d) original flying logbook, flying hours certified by ATO (HOT/CFI) or AOC head of training;
  - e) for renewal of a class/type/instrument rating:
    - 1) duly completed Pilot Proficiency Check form (CAAM/BOP/FCL/9 – SPA – PPC or CAAM/BOP/FCL/9 – MCA – PPC or CAAM/BOP/FCL/10-H-PPC); and company attestation certificate or
    - 2) evidence of completing the required experience for the renewal of a class rating. (Refer to CAD 1 – PEL Appendix 12 paragraph 5, Renewal of class and type ratings – aeroplanes)
  - f) for renewal of English Proficiency:
    - 1) duly completed renewal form for English Proficiency Test (CAAM/BOP/FCL/30);
    - 2) certified copy of ELP certificate;
  - g) other supporting documents;
  - h) application fee



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## **7 Instrument Rating**

### **7.1 Requirements**

7.1.1 The applicant shall meet the medical requirement in CAD 1 – PEL 2.7.1.3.

### **7.2 Privileges**

7.2.1 Refer to CAD 1 – PEL 2.7.2.

7.2.2 Applicants upgrading to an ATPL from an MPL, and do not hold any privileges on the MPL for a single pilot aircraft, will continue to be restricted to multi-crew operations only, as the MPL would have been.

### **7.3 Training**

7.3.1 Theoretical

7.3.1.1 Refer to CAD 1 – PEL 2.7.1.1.

7.3.2 Flying experience

7.3.2.1 Refer to CAD 1 – PEL 2.7.3.

7.3.3 Flight instruction

7.3.3.1 Refer to CAD 1 – PEL 2.7.4.

7.3.4 Skill test

7.3.4.1 Refer to CAD 1 – PEL 2.7.1.2

### **7.4 Renewal**

7.4.1 When combined with the renewal of a class or type rating, applicants must complete a proficiency check in accordance with Appendix 4 to CAD 1 – PEL.

7.4.2 When not combined with the renewal of a class or type rating, applicants must:

a) for single pilot aeroplanes:

1) complete section 3b and those parts of section 1 relevant to the intended flight, of the proficiency check prescribed in single pilot aeroplane proficiency check in Appendix 4 to CAD 1 - PEL

b) for multi-engine aeroplanes, complete sections 3b, 6 and those parts of section 1 relevant to the intended flight of the proficiency check for single pilot aeroplanes in accordance with Appendix 4 to CAD 1 – PEL by sole reference to instruments.



- 1) An FNPT II or an FFS representing the relevant class or type of aeroplane may be used in the case of paragraph (b), but at least each alternate proficiency check for the renewal of an IR(A) in these circumstances shall be performed in an aeroplane.
- c) For helicopters, complete only section 5 and the relevant parts of section 1 of the proficiency check established in Appendix 4 to CAD 1 – PEL for the relevant type of helicopter.
  - 1) In this case, an FTD 2/3 or an FFS representing the relevant type of helicopter may be used, but at least each alternate proficiency check for the renewal if an IR(H) in these circumstances shall be performed in a helicopter.

7.4.3 Applicants requesting to perform a proficiency check with no access to a DFE, may do so by submitting the application for flight test form (CAAM/BOP/FCL/40) to CAAM.

7.4.4 Cross crediting

7.4.4.1 Cross-credit shall be given in accordance with Appendix 8 to CAD 1 - PEL.

7.4.4.2 Credits detailed in Appendix 8 can only be used when both IRs are current and valid.

7.4.4.3 Cross-crediting of the IR part of a class or type rating proficiency check

7.4.4.4 Credits shall be granted only when the holder is revalidating IR privileges for single-engine and single pilot multi-engine aeroplanes, as appropriate.

## **8 Class and Type Ratings - Aeroplanes**

### **8.1 Single pilot type rating or class rating**

#### 8.1.1 Requirements

8.1.1.1 Refer to CAD 1 – PEL Appendix 12 Experience requirements and prerequisites for the issue of class of type ratings, for the following ratings:

- a) Single pilot multi-engine aeroplanes
- b) Single pilot high performance non-complex aeroplanes
- c) Single pilot high performance complex aeroplanes

#### 8.1.2 Theoretical training

8.1.2.1 Refer to CAD 1 – PEL Appendix 12 Theoretical knowledge and flight instruction for the issue of class and type ratings and CAD 1 – PEL 2.1.5.5

#### 8.1.3 Flying training

8.1.3.1 All class and type rating must be conducted as a training course at an suitably approved ATO as per CAD 1 – PEL 2.1.5.4.

#### 8.1.4 Skill test

8.1.4.1 An applicant for a class or type rating shall pass a skill test in accordance with Appendix 4 to CAD 1 – PEL to demonstrate the skill required for the safe operation of the applicable class or type of aeroplane.

8.1.4.2 The applicant shall pass the skill test within a period of 6 months after commencement of the type rating training course and within a period of 6 months preceding the application for the issue of the rating.

#### 8.1.5 Initial application

8.1.5.1 A class rating will usually come together with the issuance of a licence. When an applicant wants to include a new rating into his licence, he shall complete the necessary training and pass the skill test.

8.1.5.2 The applicant has to bring the following documents to CAAM licensing office:

- a) an applicable pilot licence ;
- b) duly completed skill test form and IRT form (CAAM/BOP/FCL/9-SPA-ST);
- c) original flying logbook, flying hours certified by ATO (HOT/CFI);
- d) other supporting documents; and
- e) application fee.



- 8.1.6 Renewal requirements
  - 8.1.6.1 Refer to CAD 1 – PEL Appendix 12 paragraph 5, Renewal of class and type ratings – aeroplanes.
  - 8.1.6.2 Applicants requesting to perform a proficiency check with no access to a DFE, may do so by submitting the application for flight test form (CAAM/BOP/FCL/40) to CAAM.
- 8.2 Multi pilot type rating**
  - 8.2.1 Requirements
    - 8.2.1.1 Refer to CAD 1 – PEL Appendix 12 Experience requirements and prerequisites for the issue of class of type ratings for type rating requirements.
  - 8.2.2 MCC requirements
    - 8.2.2.1 Refer to CAD 1 – PEL Appendix 12 Multi-crew cooperation training course – aeroplanes.
  - 8.2.3 Theoretical training
    - 8.2.3.1 Refer to CAD 1 – PEL Appendix 12 Theoretical knowledge and flight instruction for the issue of class and type ratings and CAD 1 – PEL 2.1.5.5.
  - 8.2.4 Flying training
    - 8.2.4.1 Applicants must complete an approved course with a suitably authorised ATO.
  - 8.2.5 Skill test
    - 8.2.5.1 An applicant for a class or type rating shall pass a skill test in accordance with Appendix 4 to CAD 1 – PEL to demonstrate the skill required for the safe operation of the applicable class or type of aircraft.
    - 8.2.5.2 The applicant shall pass the skill test within a period of 6 months after commencement of the type rating training course and within a period of 6 months preceding the application for the issue of the class or type rating.
  - 8.2.6 Specific ZFTT requirements – aeroplanes
    - 8.2.6.1 Refer to CAD 1 – PEL Appendix 12 Specific requirements for pilots undertaking a zero flight time type rating (ZFTT) course— aeroplanes
  - 8.2.7 Initial application
    - 8.2.7.1 The applicant has to bring the following documents to CAAM licensing office:
      - a) an applicable pilot licence ;



- b) duly completed skill test form and IRT form (CAAM/BOP/FCL/9-MCA-ST/BT);
- c) original flying logbook, flying hours certified by ATO (HOT/CFI);
- d) other supporting documents; and
- e) application fee.

#### 8.2.8 Renewal requirements

8.2.8.1 Refer to CAD 1 – PEL Appendix 12 paragraph 5, Renewal of class and type ratings – aeroplanes.

8.2.8.2 See the respective licences chapter for renewal procedures.

8.2.8.3 Applicants requesting to perform a proficiency check with no access to a DFE, may do so by submitting the application for flight test form (CAAM/BOP/FCL/40) to CAAM.



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## **9 Type Rating – Helicopters**

### **9.1 Requirements**

9.1.1 Refer to CAD 1 – PEL Appendix 12 Experience requirements and prerequisites for the issue of type ratings – helicopters.

### **9.2 MCC requirements**

9.2.1 Refer to CAD 1 – PEL Appendix 12 Multi-crew cooperation training course – helicopters.

### **9.3 Theoretical training**

9.3.1 Refer to CAD 1 – PEL 2.1.5.5

### **9.4 Flying training**

9.4.1 All class and type rating must be conducted as a training course at an suitably approved ATO as per CAD 1 – PEL 2.1.5.4.

### **9.5 Skill test**

9.5.1 An applicant for a class or type rating shall pass a skill test in accordance with Appendix 4 to CAD 1 – PEL to demonstrate the skill required for the safe operation of the applicable class or type of aeroplane.

9.5.2 The applicant shall pass the skill test within a period of 6 months after commencement of the type rating training course and within a period of 6 months preceding the application for the issue of the rating.

### **9.6 Initial application**

9.6.1 The applicant has to bring the following documents to CAAM licensing office:

- a) an applicable pilot licence ;
- b) duly completed skill test form and IRT form (CAAM/BOP/FCL/10-H-ST/BT);
- c) original flying logbook, flying hours certified by ATO (HOT/CFI);
- d) other supporting documents; and
- e) application fee.

### **9.7 Renewal requirements**

9.7.1 Refer to CAD 1 – PEL Appendix 12 Renewal of type ratings – helicopters.

9.7.2 See the respective licences chapter for renewal procedures.



- 9.7.2.1 Applicants requesting to perform a proficiency check with no access to a DFE, may do so by submitting the application for flight test form (CAAM/BOP/FCL/40) to CAAM.



## **10 Flight Instructor Rating**

### **10.1 Ratings**

10.1.1 The flight instructor rating is categorised into 4 separate ratings:

- a) FI (1)
- b) FI (2)
- c) AFI
- d) FI (3)

### **10.2 Requirements**

10.2.1 CAD 1 – PEL 2.8.1 list the common requirements for any flight instructor rating.

10.2.2 The specific requirements for each flight instructor rating can be found in CAD 1 – PEL Appendix 11 paragraph 1.

10.2.3 CAAM usually grants FI rating using the following FI/pilot ratio. Organisations should evaluate the present strength of pilots and FIs prior to seeking nomination.

- a) 1 FI (1) – 11 pilots
- b) 1 FI (2) – 7 pilots

10.2.4 Any deviation from the ratio should be justified in detail when submitting the application.

### **10.3 Privileges**

10.3.1 The privileges can be found in CAD 1 – PEL 2.8.3.

### **10.4 Training**

10.4.1 The training requirements can be found in CAD 1 – PEL Appendix 11 paragraph 3.

10.4.2 This includes passing an assessment of competence conducted by a DFE.

### **10.5 Initial Application**

10.5.1 All new instructors shall be nominated by the organisation that the applicant is employed under.

10.5.2 The applicant shall:

- a) meet the requirements stipulated in CAD 1 – PEL for the appropriate flight instructor category that is being sought;

- b) hold a licence and rating that is valid and at least equal to the licence and rating for which he is providing instructions, except for FI (3);
- c) hold the privilege to act as a pilot-in-command of the aircraft that he is qualified to fly, except for FI (3).
- d) passed the flight instructor assessment of competence;
- e) complete the applicable FI training course;
- f) passed a minimum of CPL theoretical knowledge examination; and
- g) be proficient in the aircraft type/class he is providing instructions. This is done by providing the latest two proficiency check forms.

*Note.- Refer to CAD 1 – PEL Appendix 11 for specific FI (3) requirements.*

10.5.3 The application shall follow the steps below:

- a) The organisation identifies the need for instructors and determines the candidates for this rating.
- b) The organisation and the applicant himself are responsible in ensuring all the requirements stipulated in CAD 1 – PEL are met for the appropriate flight instructor category that is being sought.
- c) The organisation informs the CAAM of the instructor application and provides date of courses and test.
- d) The applicant undergoes the flight instructor training course and assessment of competence.
- e) Upon completion, the applicant will submit the following documents and application to CAAM for approval:
  - 1) a duly completed flight instructor application form (CAAM/BOP/FCL/46);
  - 2) original and certified copy (all pages) of the licence;
  - 3) original and certified copy (relevant pages) of the logbook;
  - 4) a copy of the previous two consecutive PPC report;
  - 5) certified copy of theoretical examination certificate (applicable to PPL licence holder only);
  - 6) certified copy of the instructor course certificate;
  - 7) two colour photo passport size (name of the applicant at the back of the photo)
  - 8) duly completed assessment of competence form (CAAM/BOP/FCL/47); and
  - 9) application fee.



## **10.6 Renewal**

10.6.1 Renewal requirements can be found in CAD 1 – PEL Appendix 11 paragraph 2.

10.6.2 Renewal procedures

10.6.2.1 Once the applicant has completed the renewal requirements, he will provide the following documents to CAAM licensing office for renewal:

- a) duly completed flight instructor application form (CAAM/BOP/FCL/46);
- b) duly completed assessment of competence form (CAAM/BOP/FCL47);
- c) copy of the instructor refresher course certificate (if applicable);
- d) original and certified copy (all pages) of the licence;
- e) original and certified copy (relevant pages) of the logbook;
- f) copy of previous two consecutive PPC report; and
- g) application fee.



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## **11 Designated Flight Examiner Rating**

### **11.1 General**

- 11.1.1 The requirements and privileges of a DFE are outlined in detailed in the CAD 1006 – DFE.
- 11.1.2 Applicants/Organisation looking to nominate a new DFE shall ensure all pre-requisites are met before an application request is sent.
- 11.1.3 CAAM usually grants DFE privileges using the following DFE/pilot ratio. Organisations should evaluate the present strength of pilots and DFEs prior to seeking nomination.
- a) 1 DFE (1) – 25 pilots
  - b) 1 DFE (2) – 13 pilots
- 11.1.4 Any deviation from the ratio should be justified in detail when submitting the application.

### **11.2 Initial Issue**

- 11.2.1 The application shall follow the steps below:
- a) The organisation identifies and justify the need for DFE s and determines the candidates for this rating. The organisation and the applicant himself are responsible in ensuring all the requirements stipulated in CAD 1 – PEL and CAD 1006 - DFE are met for the appropriate DFE category that is being sought.
  - b) The organisation writes in to CAAM Flight Operations Division (see 1.9) requesting for approval and provide copies of required documents.
  - c) CAAM shall verify the requirement of a DFE considering:
    - 1) The number and variety of aircraft operated;
    - 2) The location of the organisation's bases and accessibility;
    - 3) The type of operation; and
    - 4) The number of DFEs employed by the organisation (where applicable).
  - d) CAAM will contact the organisation to arrange a meeting between to applicant and Flight Operations Inspector.
  - e) Once application is accepted, the applicant shall submit a full application. All required information can be obtained in the DFE application form (CAAM/BOP/DFE/1)
  - f) The applicant shall attend the initial DFE course conducted by CAAM;

- g) The applicant undergoes the following:
  - 1) Observe at least one skill test/PPC;
  - 2) Conduct two skill test/PPC under the supervision of the Head of Training of the organization or appointed Senior DFE of the organisation; and
  - 3) Undergo an assessment of competence by a FOI, during which the FOI will observe the applicant conducting a skill test/PPC on a candidate(s).
- h) Upon completion, the applicant will submit all the required documents to CAAM for approval.

### **11.3 Renewal**

11.3.1 The applicant shall before the expiry of his rating, ensure the requirements below are met:

- a) Conducted at least four (04) skill tests, PPC's and/or IRT's every year;
- b) Attended a Designated Flight Examiner refresher course provided by the CAAM, during the last year of the validity period of the rating;
- c) One of the skill test/PPC/IRT carried out during the last 12 months of validity period of the rating must be assessed by an FOI or by a Senior DFE authorised to do so by the CAAM;
- d) DFE (1) and DFE (2) must have a valid PPC and valid IR as applicable; and
- e) DFE's must re-apply as a DFE nominee for renewal and provide copies of items a-b above, along with other details stated on the application form (CAAM/BOP/DFE/1), and pay the renewal fee.
- f) CAAM will nominate an examiner/inspector to conduct the assessment of competence. The applicant has to provide a date for the assessment to be conducted.
- g) If the assessment is successful, the applicant submits the DFE check form (CAAM/BOP/DFE/2) to the CAAM licensing office to complete the renewal.

## **12 Language Proficiency and Flight Radiotelephony Operator Licence (FRTOL)**

### **12.1 General**

- 12.1.1 CAD 1007 – ELPT documents detailed requirements on the language proficiency requirements for pilot licence.
- 12.1.2 In general, applicants for a pilot licence shall must take the language proficiency test before the application of a pilot’s licence. Applicants who are SPL holders may perform their licence skill test before taking the language test.
- 12.1.3 A FRTOL applicant shall be not less than 17 years of age and shall complete:
- a) Theoretical VFR communications examination; and
  - b) Practical RT communications test.
- 12.1.4 The ATO is responsible for conducting the examination and test for the applicants. The practical RT test may be carried out in house provided the ATO has in-house approved RT examiners.
- 12.1.5 A FRTOL once issued, does not expire, but it is not valid unless the holder has language proficiency in English at Level 6, or at Level 4 or 5 that has not expired.
- 12.1.6 A SPL holder may carry out flying training and his licence skill test.



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## **13 Validation of Flight Crew Licence**

### **13.1 Applicability**

- a) A visiting pilot who wishes to carry out non-commercial flights in a Malaysian registered aircraft for a short duration.
- b) The holder of a valid foreign professional pilot's licence employed by a Malaysian Air Operator.
- c) The holder of a valid foreign professional pilot's licence carrying out an overseas ferry/delivery flight on behalf of Malaysian Air Operator.
- d) A DFE who is holder of a valid foreign professional pilot's licence to carry out flight test on behalf of CAAM for an aircraft type rating endorsement.

*Note.- Malaysian Air Operator includes any AOC holder, ATO or flying organisations registered in Malaysia.*

### **13.2 Pre-requisites**

- 13.2.1 Applicant must meet the requirements stipulated in CAD 1 – PEL Appendix 10.

### **13.3 Validity period**

- 13.3.1 The validity shall not exceed 6 months, and is renewable provided the parent licence remains valid.
- 13.3.2 The validation will cease to be valid when any rating(s), medical, and/or work permit expires.

### **13.4 Application procedure**

- a) The Head of Training of the ATO or Operator identifies a need to hire foreign pilots/instructors to meet the needs of the organisation. He shall submit a letter to the CAAM POI of his organisation stating the intention to hire the foreign pilots. The letter shall include the following:
  - 1) Justification of the intention to hire foreign pilots
  - 2) Period of employment
  - 3) Details and qualification of pilots
  - 4) Training plan and schedule
- b) The POI, upon receiving the letter shall review the justification for foreign employment and review the experience and qualifications of the candidates. The ATO/Operator will be informed if the justification is accepted and a CAAM supporting letter will be issued to the applicant for work permit application purposes.



- c) The applicant submits the validation application to CAAM licensing office with the following documents:
  - 1) duly completed application form (CAAM/BOP/FCL/45);
  - 2) original and certified copy of licence (all pages);
  - 3) letter from previous or current employer (stating overall record of employment);
  - 4) letter of sponsor from Malaysian organisation;
  - 5) certified copy of Immigration work permit;
  - 6) original and certified copy of the last 5 pages of the current logbook (certified by CAA of country of issue);
  - 7) proof of proficiency check on aircraft type to be validated;
  - 8) copy of previous validation (if applicable);
  - 9) original and certified copy of the theoretical examination certificate;
  - 10) foreign security clearance form (CAAM/BOP/FCL/48)
  - 11) letter of licence authentication from country of issue; and
  - 12) application fee.
- d) The application form will undergo security screening by PDRM.
- e) Applicant will be notified when validation is ready, or if further information/documents are needed.

## **14 Requirements For The Renewal/Reactivation of a Lapsed Rating**

### **14.1 General**

14.1.1 It is the responsibility of a Professional Pilot Licence holder to maintain continuity of his licence and its associated ratings by:

- a) renewing the medical examination with a Designated Medical Examiner at the appropriate intervals to ensure continuity of the validity of his licence and Medical Certificate.
- b) undergoing flight tests at the appropriate intervals to maintain the privileges of aircraft type(s) and Instrument Rating as specified in CAD 1 – PEL.
- c) fulfilling the flying experience requirement within the appropriate intervals if the holder holds a single pilot single-engine class rating.
- d) renewing the language proficiency requirement at an approved test service provider.

14.1.2 The passing of the medical examination and language proficiency assessment for the issue or renewal of a licence itself does not entitle the holder to exercise the privileges of his licence unless the holder also holds a valid aircraft rating.

### **14.2 Requirements**

14.2.1 The requirements can be found in CAD 1 – PEL in paragraph 1.2.5.2.9. It is summarised in the flow chart in the next page.

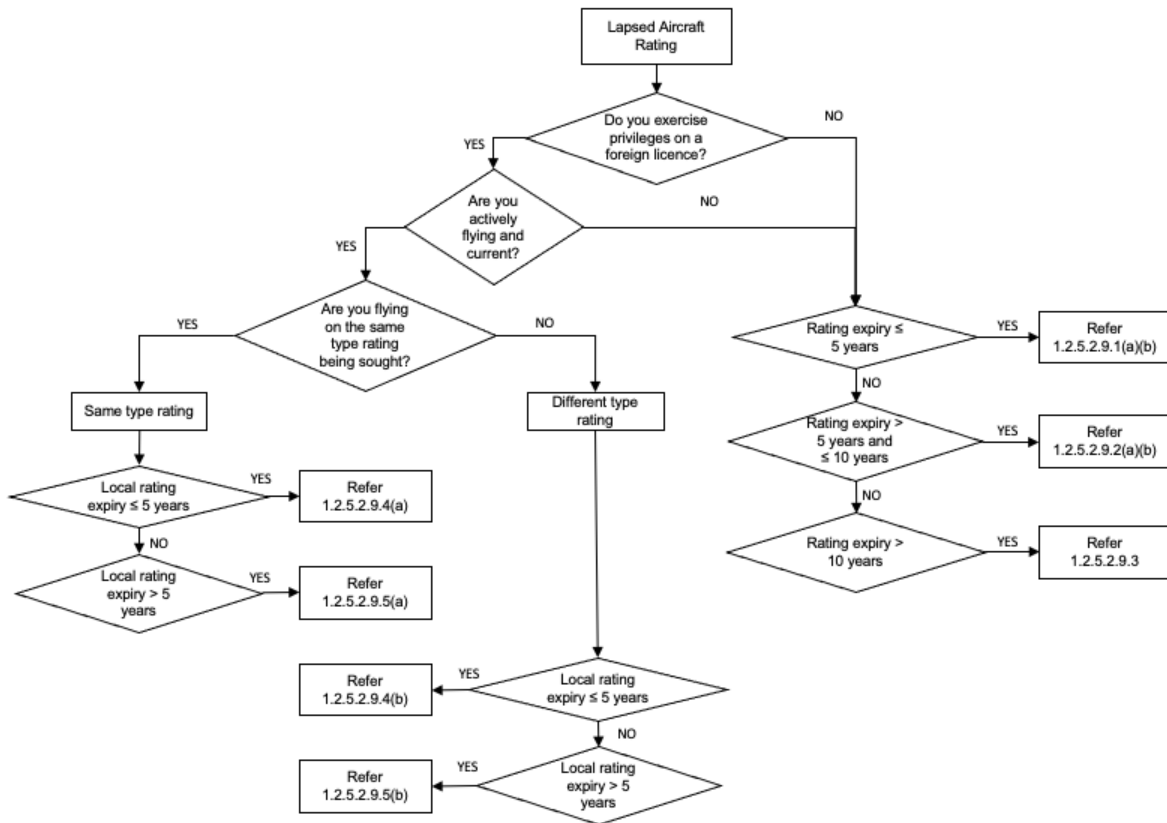


Figure 1

Note.- All references in the Figure 1 are referred to CAD 1 – PEL.

- 14.2.2 'Active flying and current' means the licence holder fulfils the requirement below:
- has completed at least 4 CAT operations in the aircraft type sought in the 12 months immediately preceding the date of application.
  - has completed 2 proficiency checks of the aircraft type sought (in an aircraft or FSTD approved by the foreign Civil Aviation Authority) in the 12 months immediately preceding the date of application. The 2 proficiency check shall not occur within a period of 4 months. At least one these proficiency checks shall have been carried out by the foreign Civil Aviation Authority or its authorised representative, while the other may be carried out by the operator; and
  - has operated the flight controls of the aircraft type sought during at least 3 takeoffs and landings in the 90 days immediately preceding the date of application, in an aircraft or FSTD approved by the foreign Civil Aviation Authority.

14.2.3 Proficiency in English Language

- 14.2.3.1 Applicants shall meet language proficiency in accordance with CAD 1 – PEL 1.2.9. The English Language Proficiency Test shall be conducted at a CAAM approved test centre.



- 14.2.4 Medical Examination
  - 14.2.4.1 Applicants shall pass the relevant medical assessment by a CAAM DME in accordance with CAD 1 – PEL 6.1.1
- 14.2.5 Theoretical Knowledge (if applicable)
  - 14.2.5.1 Applicants shall pass the required theoretical knowledge examination papers at an ATO approved by CAAM.
- 14.2.6 Type technical (if applicable)
  - 14.2.6.1 The applicant shall, if required, complete the type technical and pass the examination for the related aircraft category, class or rating.
- 14.2.7 Skill test
  - 14.2.7.1 Applicants shall meet the skill test requirements for the issuance of a class/type rating being sought, and to be conducted by a DFE approved by the CAAM in accordance with Appendix 4 of the CAD 1 – PEL.
  - 14.2.7.2 ATPL upgrade
    - 14.2.7.2.1 Applicant with a foreign ATPL and Malaysian CPL may seek to upgrade to a Malaysian ATPL.
    - 14.2.7.2.2 The applicants shall meet the requirements of CAD 1 – PEL 2.6. The applicant shall pass the full ATPL theoretical knowledge if he has not previously pass the ATPL level theoretical knowledge examinations.
    - 14.2.7.2.3 The flying experience requirement can be fully credited provided it is in the same aircraft category.
    - 14.2.7.2.4 Finally, the applicant must pass a skill test in accordance with CAD 1 – PEL 2.6.1.3 , to be conducted by a DFE approved by the CAAM.
- 14.2.8 If the IR has not been renewed within the preceding 7 years, the holder will be required to pass again the IR theoretical knowledge examination and skill test. The full list of IR theoretical knowledge subjects can be found in CAD 1 – PEL 2.7.1.1.

### **14.3 Procedure for reactivation**

- 14.3.1 Once the applicant has determined the requirements based on the duration of the rating expiry, he shall follow the steps below:
  - a) The applicant writes via mail or hands in a physical copy to CAAM Flight Operations Division to request for approval of the reactivation. He is required to state the reason for the lapse of the rating and provide a plan to meet the requirements in CAD 1 – PEL 1.2.5.2.9.

- b) If the applicant is active and current, flying for an operator outside Malaysia, using a foreign licence, he must provide evidence of his employment and foreign licence, including the aircraft rating he holds.
- c) CAAM will review the request and when satisfied, provide an approval for the reactivation.
- d) The applicant undergoes the necessary training, skill test and/or exam to fulfil the requirements accordingly.
- e) Once completed, the applicant shall then submit all the required documents and application to CAAM for reactivation.

14.3.2 Applicants who are applying for a licence upgrade from CPL to ATPL, in addition to reactivating their lapsed rating, may combine the skill test requirements into a single session, subject to CAAM approval. They must be 'active flying and current' exercising privileges on a foreign licence, and this request should be mentioned in the letter of approval for reactivation.

14.3.3 For applicants reactivating a lapsed rating, he shall provide the following documents:

- a) duly completed skill test form and IRT form;  
CAAM/BOP/FCL/9-SPA-ST;  
CAAM/BOP/FCL/9-MCA-ST/BT;  
CAAM/BOP/FCL/10-H-ST/BT;
- b) original and certified copy (all pages) of the licence;
- c) original and certified copy (last 5 pages) of the flying logbook;
- d) CAAM letter of approval for reactivation;
- e) medical certificate;

a valid ELP certificate; or if applicable, duly completed renewal form for English Proficiency Test (CAAM/BOP/FCL/30);

Applicants who exercise privileges on a foreign licence shall additionally provide the following documents:

- f) certified copies of the recent two years of Licence Proficiency Check and Operator Proficiency Check report;
- g) letter from the Contracting State in which pilot licence is issued to confirm authenticity;
- h) certified copy of employment letter from the operator in Contracting State;
- i) certified copy of the pilot licence issued by the Contracting State; and
- j) certified copy of all training records associated to that particular type rating if applicant wish to include the rating.



- 14.3.4 Once CAAM approval is granted, applicants may approach any applicable ATO to fulfil the reactivation requirements. It is the responsibility of the applicant himself and the ATO to ensure all documentation/requirements are met and valid before carrying out the training and skill test/proficiency check.



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## 15 Curtailment/Limitation of Flight Crew Privileges

### 15.1 Curtailment/Limitation

- 15.1.1 The curtailments are as below as per CAD 1 – PEL 2.1.10 . Once the flight crew has attained his:
- a) 60<sup>th</sup> birthday – he shall not act as a pilot-in-command of an aircraft engaged in commercial air transport, single pilot operations
  - b) 65<sup>th</sup> birthday – he shall not act as a pilot-in-command of an aircraft engaged in commercial air transport, multi-pilot operations
  - c) 70<sup>th</sup> birthday – he shall not act as a pilot of a balloon engaged in commercial air transport operations.

### 15.2 Conditions to exercise

- 15.2.1 For cases of ATPL or CPL holders who have attained the ages above, they may engage in other flying duties that do not involve commercial air transport operations. Examples of such activities are as below, but not limited to:

- a) Private flying
- b) Ferry/test flight
- c) Instructional flying at ATO

*A licence holder shall, having attained the appropriate birthday, have included in his licence a restriction on CAT operations.*

- 15.2.2 The restriction will be added under item 13 for CPL/ATPL licence with the following: 'NON-CAT OPERATIONS ONLY'

### 15.3 Validity of licence

- 15.3.1 The licence shall remain valid provided the requirements of medical, class and/or type rating and language proficiency are met in accordance with CAD 1 PEL.
- 15.3.2 The licence shall be valid as per CAD 1 PEL 1.2.5.2. However, the requirements of CAD 1 PEL 1.2.5.2.2 and 1.2.5.2.3 do not apply in this case as the licence holder is not engaged in Commercial Air Transport operations.
- 15.3.3 If a holder of a CPL or ATPL do not meet the requirements for the renewal of a Class 1 medical certificate, he may apply for a Class 2 medical certificate. However, he will have his privileges reduced to PPL only. The validity of his licence shall also follow the Class 2 medical validity.
- 15.3.4 The following restriction shall be added under item 13 'PPL PRIVILEGES ONLY'.



- 15.3.5 The licence holder's FI and/or DFE rating(s) shall also remain valid provided he meets the individual rating(s) requirements, and do not engage in CAT operations.
- 15.3.6 Licence holders with FI and/or DFE rating(s), with the restricted privileges stated in 15.3.4 can only conduct training/checking up to PPL level only.

## 16 Verification of Flight Crew Licence

### 16.1 General

16.1.1 Licence verification is normally required by an aviation authority to verify the authenticity of a foreign licence, before such a licence can be converted to a local one. CAAM can issue a standard letter reflecting the qualifications including:

- a) Malaysian Pilot Licence, including:
  - 1) Endorsements
  - 2) Ratings
- b) English Proficiency Level
- c) Aviation Medical Details including any conditions/limitations attached to the certificate
- d) Details of any suspensions/cancellation of pilot licence and any actions brought by CAAM (if any)

16.1.2 Foreign aviation authorities can send their licence verification requests to a one stop email address: [ops.fcl@caam.gov.my](mailto:ops.fcl@caam.gov.my).

16.1.3 The following information shall also be included in the request:

- a) Name; and
- b) Licence number.

### 16.2 Procedure

16.2.1 Applicants shall submit a complete application with the following documents:

- a) duly completed application for verification letter form (CAAM/BOP/FCL/44);
- b) letter of 'no incident/accident' if available, issued by the organisation that the applicant is employed under;
- c) certified copy of licence (all pages); and
- d) application fee.

16.2.2 CAAM will notify applicants when the verification letter is ready.



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## **17 Issuance of Malaysian licence from a Foreign Licences and Ratings**

### **17.1 Applicability**

17.1.1 The terms set out in this chapter applies to holders of a foreign pilot licence who wish to apply for the issuance of a Malaysian licence.

17.1.2 The following licence and ratings are applicable to this chapter.

a) Licences

- 1) Private Pilot Licence- aeroplane, helicopter
- 2) Commercial Pilot Licence- aeroplane, helicopter
- 3) Airline Transport Pilot Licence- aeroplane, helicopter

b) Ratings

- 3) Aircraft type and class rating
- 4) Instrument rating

17.1.3 This chapter is also applicable to applicants who have completed flying training at a foreign ATO (abridged course).

### **17.2 Purposes to issue a Malaysian Flight Crew Licence & Ratings**

17.2.1 A foreign flight crew licence may look to obtain a Malaysian pilot licence for any of the purposes listed below:

- a) For private flying.
- b) For Commercial and non-Commercial Air Transport operations.
- c) To conduct flying instruction and checking.
- d) To receive flying instruction to undergo flight test.
- e) To ferry an aircraft for registration in Malaysia from a foreign country.
- f) For any other purpose, if in the opinion of the CEO that the validation or local issuance is in the interest of public and not likely to jeopardise aviation safety.

### **17.3 Requirements**

17.3.1 An applicant for the issuance of a Malaysian pilot licence shall meet the requirements in CAD 1 – PEL 1.4.2.1 and 1.4.2.2.

#### **17.3.2 Abridged course**

17.3.2.1 The applicant shall undergo theoretical knowledge instruction in an abridged course and sit for the examinations at an ATO.



- 17.3.2.2 The applicant shall ensure that all relevant theoretical knowledge papers are passed within the stipulated period as specified in CAD 1 – PEL 1.4.11.
- 17.3.2.3 The applicant shall also complete a flight training course with a minimum of 35 hours on twin engine aircraft (IR) at an ATO.

## 17.4 Procedures

- 17.4.1 The applicant shall follow the steps below:
- a) The applicant writes in to CAAM Flight Operations Division (see 1.9) for the approval of the issuance of a Malaysian pilot licence. He shall provide evidence of meeting the requirements stipulated above. If he has not met the requirements, the applicant shall provide a plan to attain the qualifications.
  - b) If the application is approved, the applicant proceeds to obtain the required qualifications.
  - c) The applicant shall then submit a full application to CAAM with the following documents:
    - 1) a complete application for the appropriate licence;  
CAAM/BOP/FCL/2; or  
CAAM/BOP/FCL/3; or  
CAAM/BOP/FCL/4
    - 2) original and certified copy of the theoretical examination certificate;
    - 3) duly completed skill test form and IRT form  
CAAM/BOP/FCL/9-SPA-ST; or  
CAAM/BOP/FCL/9-MCA-ST/BT; or  
CAAM/BOP/FCL/10-H-ST/BT
    - 4) CAAM letter of approval;
    - 5) ATO endorsement (if applicable);
    - 6) certified copy of type rating certificate (if applicable);
    - 7) application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
    - 8) certified copy of ELP certificate;
    - 9) duly completed application form for ELP (CAAM/BOP/FCL/30);
    - 10) certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
    - 11) original flying logbook, flying hours certified by ATO (HOT/CFI) (if applicable);
    - 12) certified photocopy of the last 5 pages of the current log book;
    - 13) a valid CAAM medical certificate;
    - 14) original and certified copy(all pages) of the foreign licence;
    - 15) certified copy of work permit/visa (if applicable)
    - 16) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
    - 17) other supporting documents; and
    - 18) application fee

## **18 Appeals Procedure**

### **18.1 Appealing procedure for denial/suspension/revocation of licence, rating, certificate or authorisation**

- 18.1.1 If an applicant fails to complete the stipulated requirements for the issuance/renewal of a particular licence, rating, certificate, authorisation, he shall be served with a letter of denial/suspension. Once an applicant receives such letter of denial/suspension he may submit a request for reconsideration of the matter.
- 18.1.2 Notwithstanding such a request, the applicant has the right to appeal against the decision to the CEO of CAAM by submitting a written statement before the expiry of ten working days after the date on which such order or decision is communicated to that person.
- 18.1.3 The CEO shall, in dealing with any appeal referred to him, as the case may be, and after due inquiry, affirm, vary or annul the order or decision against which the appeal has been made.
- 18.1.4 The decision of the CEO upon an appeal shall be final.
- 18.1.5 The letter of complaint or appeal should include:
- a) Full name and licence details of the applicant, date of birth and reference to the appealed decision;
  - b) Full details of the complaint/appeal;
  - c) Any relevant justification and supporting documents;
  - d) Any relevant contact or address of the applicant; and,
  - e) Date of appeal.
- 18.1.6 When a decision has been made, the applicant will be informed of the outcome via email.



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## **19 Qualified Military Pilot (QMP)**

### **19.1 Applicability**

- 19.1.1 CAD 1 – PEL 1.4.2.1 states that Malaysian military qualified pilot applicants who graduated from a recognised RMAF flying course are eligible to apply for a Malaysian pilot licence.

### **19.2 Requirements**

- 19.2.1 An applicant for the issuance of a Malaysian pilot licence shall meet the requirements in CAD 1 – PEL Appendix 5 Qualified Military Pilot.

### **19.3 Procedures**

- 19.3.1 The applicant shall follow the steps below:
- a) The applicant writes in to CAAM Flight Operations Division (see 1.9) for the approval of the issuance of a Malaysian pilot licence. He shall provide evidence of meeting the requirements stipulated above. If he has not met the requirements, the applicant shall provide a plan to attain the qualifications.
  - b) If the application is approved, the applicant proceeds to obtain the required qualifications.
  - c) The applicant shall then submit a full application to CAAM with the following documents:
    - 1) a complete application for the appropriate licence;  
CAAM/BOP/FCL/2; or  
CAAM/BOP/FCL/3; or  
CAAM/BOP/FCL/4
    - 2) original and certified copy of the theoretical examination certificate;
    - 3) duly completed skill test form and IRT form  
CAAM/BOP/FCL/9-SPA-ST; or  
CAAM/BOP/FCL/9-MCA-ST/BT; or  
CAAM/BOP/FCL/10-H-ST/BT
    - 4) CAAM letter of approval;
    - 5) ATO endorsement (if applicable);
    - 6) certified copy of type rating certificate (if applicable);
    - 7) application for the issue of a flight radiotelephony operator's licence (CAAM/BOP/FCL/20);
    - 8) certified copy of ELP certificate;
    - 9) duly completed application form for ELP (CAAM/BOP/FCL/30);
    - 10) certified photocopy of MyKad or passport and Work Permit/Professional Visit Pass;
    - 11) original flying logbook, flying hours certified by ATO (HOT/CFI) (if applicable);
    - 12) certified photocopy of the last 5 pages of the current log book;



- 13) a valid CAAM medical certificate;
- 14) original and certified copy(all pages) of the foreign licence;
- 15) certified copy of work permit/visa (if applicable)
- 16) two (2) recent colour photo (25 mm x 32 mm) – name printed at the back;
- 17) other supporting documents; and
- 18) application fee



## 20 Attachments

### 20.1 Attachment A: List of Flight Crew Licensing Forms

- 1 The list of forms below are available for download from the CAAM website. Applicants are reminded to always refer to the website for the latest version of each form.

No	Form Name	Form No.
1	Application for Student Pilot Licence (Initial & Renewal)	CAAM/BOP/FCL/1
2	Application for Private Pilot Licence (Initial & Renewal)	CAAM/BOP/FCL/2
3	Application for Commercial Pilot Licence (Initial)	CAAM/BOP/FCL/3
4	Application for Multi-crew Pilot Licence (Initial)	CAAM/BOP/FCL/MPL
5	Application for Airline Transport Pilot Licence (Initial)	CAAM/BOP/FCL/4
6	Renewal of a Professional Pilot's Licence	CAAM/BOP/FCL/8
7	Application & Report Form - Single Pilot Aeroplane - Skill Test	CAAM/BOP/FCL/9-SPA-ST
8	Application & Report Form - Single Pilot Aeroplane - Pilot Proficiency Check	CAAM/BOP/FCL/9-SPA-PPC
9	Application & Report Form - Multi-crew Operations Aeroplane - Skill Test/ Endorsement	CAAM/BOP/FCL/9-MCA-ST/BT
10	Application & Report Form - Multi-crew Operations Aeroplane - Pilot Proficiency Check	CAAM/BOP/FCL/9-MCA-PPC
11	Application & Report Form - Helicopter - Skill Test/Endorsement	CAAM/BOP/FCL/10-H-ST/BT
12	Application & Report Form - Helicopter - Pilot Proficiency Check	CAAM/BOP/FCL/10-H-PPC
13	Application for FRTOL	CAAM/BOP/FCL/20
14	Application for RT Examiner	CAAM/BOP/FCL/21
15	Application for English Language Proficiency Test	CAAM/BOP/FCL/30
16	Application for Flight Test	CAAM/BOP/FCL/40
17	Application for Theoretical Knowledge Examination Paper (PPL)	CAAM/BOP/FCL/41
18	Application for Theoretical Knowledge Examination Paper (CPL/ATPL)	CAAM/BOP/FCL/42
19	Application for Theoretical Knowledge Examination Certificate	CAAM/BOP/FCL/43
20	Application for Verification of Licence Issued By CAAM	CAAM/BOP/FCL/44
21	Application for Validation of Licence	CAAM/BOP/FCL/45
22	Flight Instructor Application Form	CAAM/BOP/FCL/46
23	Flight Instructor Authorisation/Check Form	CAAM/BOP/FCL/47
24	Foreign Security Clearance Form	CAAM/BOP/FCL/48
25	Application for Documents	CAAM/BOP/FCL/49
26	Request Letter for Acceptance for Professional Pilot Training	CAAM/BOP/FCL/50
27	Designated Flight Examiner Application Form	CAAM/BOP/DFE/1
28	Designated Flight Examiner Authorisation/Check Form	CAAM/BOP/DFE/2
29	Designated Flight Examiner Record of Test/Checks	CAAM/BOP/DFE/3
30	Application form for Medical	CAAM/MED/1