



**Ministry of Transport**

**Department of Civil Aviation**

**Flight Standards Division  
( Divisional Exposition )**

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## Foreword

This Divisional Exposition reflects the requirements and procedures to be observed by the staff carrying out flight crew licensing and operation functions in the course of their duties and responsibilities as staff of the Department of Civil Aviation of Myanmar.

This Divisional Exposition is issued under the authority of the Director General of Civil Aviation.

Than Minn  
Director ( Acting )  
Flight Standards Division

## **Part 1 Flight Standards Division**

### **1.1 Functions and Responsibilities of FSD**

The FSD is headed by a Director and is responsible for the issue of Air Operator's Certificates and the subsequent monitoring of compliance with ICAO SARPs by Certificate holders. The FSD is also responsible for air crew personnel licensing, safety data analysis, dangerous goods and supervision of aircraft operation in Myanmar. And also conducting the air operator certification, administration and surveillance related to flight operation in co-ordination and co-operation with the other related areas: ( AWD, ASSD, ANSD and ATD etc:)

- (a) Issuing and Renewing the Commercial Pilot's License and Airline Transport Pilot's License.
- (b) Approving the required documents and manuals to issue the Air Operator Certificate.
- (c) Conducting the required ground inspection and flight inspections to issue the Air Operator Certificate.
- (d) Inspecting the aerodrome for the safe operations.
- (e) Conducting the flight check for the Certificate of Airworthiness.
- (f) Conducting the flight inspection for the navigation aids.
- (g) Conducting the aircraft accident investigation as one of the member of the investigation team.
- (h) Coordination with other directorates in the Director General of Civil Aviation on the shipment of dangerous goods, licensing of operators and on other technical matters relating to airworthiness, flight operations and aeronautical engineering as may be required
- (i) Approving training programmes of operators for carriage of dangerous goods, issuing authorizations for carriage of dangerous goods, etc.

### **1.2 Organization Structure of Flight Standards Division**

The organization structure of Flight Standards Division is attached herewith attachment A.

## **Part 2 Flight Crew Licensing Section**

### **2.1 Functions and Responsibilities of flight crew licensing section**

- (a) The assessment and approval of application for licenses and ratings.
- (b) Medical fitness assessments relating to license requirements.
- (c) The issue of licenses and ratings.
- (d) Validation of foreign licenses and
- (e) Conversion of foreign licenses.

### **2.2 Job Descriptions**

#### 2.2.1 Licensing Officer

- (a) Assess and approve applications for the issue or renewal of professional flight crew licenses and / or ratings.
- (b) Assess applications for the validation of overseas licenses and ratings to determine examination and flight test requirements.
- (c) Assess applications for the conversion of overseas licenses and ratings to determine examination and flight test requirements.
- (d) Evaluate military aircrew qualifications to determine examination and flight test requirements for civil license and/or rating issue.
- (e) Supervise day-to-day activities of the licensing Clerks.
- (f) Supervise the filing system.

#### 2.2.2 Licensing Clerk

- (a) Ensure a supply of application forms for all license and rating requirements.
- (b) Deal with the public on all matters appropriate to license or rating applications.
- (c) Handle routine correspondence in respect to applications for licenses or ratings, flight tests or any other routine clerical matters requiring action.
- (d) Process all license applications and prepare the material for the Licensing Officer.
- (e) Complete license forms and prepare licenses for official signature and
- (f) Maintain registers of license holders and files the documents for records.

## **2.3 Minimum qualification**

### **2.3.1 Licensing Officer**

- (a) Must be holder of a bachelor degree.
- (b) Must be holder of a valid Commercial Pilot License with Instrument Rating or;
- (c) Holder of a valid Air Transport Pilot License with Multi-engine Rating.
- (d) Must have knowledge of the Civil Aviation Regulations (CARs) of the Myanmar.
- (e) Must have knowledge of the ICAO SARPs.

### **2.3.2 Licensing Clerk**

- (a) Must pass the matriculation exam.
- (b) Must have knowledge of the Civil Aviation Regulations (CARs) of the Myanmar.
- (c) Must have knowledge of the ICAO SARPs.
- (d) Must have knowledge of the office work.

### **2.3.3 Ground Examiner**

- (a) Must be holder of a bachelor degree.
- (b) Must have minimum two years experience on related field.
- (c) Must have knowledge of the Civil Aviation Regulations (CARs) of the Myanmar.
- (d) Must have knowledge of the ICAO SARPs.

## **2.4 Training**

### **2.4.1 General Training Requirements**

- (a) Licensing Staff shall have to complete the appropriate training before performing licensing duties.
- (b) Licensing Refresher Training should be Conducted every 3 years.
- (c) The training will be conducted by one or more experienced Licensing Officers.

## **2.5 Initial Flight Crew Licensing Training**

### 2.5.1 Duration

3 days

### 2.5.2 Course Outline

- (a) ICAO SARPs
- (b) National Legislation
- (c) Myanmar Civil Aviation Requirements
- (d) Overview of flight crew licensing
- (e) Medical Assessment
- (f) Amended regulations, etc

## **2.6 OJT Training**

A minimum of 20 licenses applications assessment under supervision.

### 2.6.1 Recurrent Training

### 2.6.2 Duration

1 day

### 2.6.3 Course Outline

- (a) ICAO SARPs
- (b) National Legislation
- (c) Myanmar Civil Aviation Requirements
- (d) Overview of flight crew licensing
- (e) Amended regulations, etc

### 2.6.4 Specialized Training

Foreign Training

Note: Flight Crew Licensing Section Training Plan is attached herewith attachment B

## **2.7 Process of Licensing , Conversion and Validation**

### 2.7.1 Licensing Process Flow Chart

The process of licensing flow chart is attached herewith attachment C.



### 2.7.2 Conversion Process Flow Chart

The process of conversion flow chart is attached herewith attachment D.

### 2.7.3 Validation Process Flow Chart

The process of validation flow chart is attached herewith attachment E.

## **2.8 Filing Procedure**

### 2.8.1 Filing License Records

The paperwork associated with personal licenses is to be maintained in the respective license holder's file.

### 2.8.2 Removing a Document from a Personal file

Whenever a document is removed from a flight crew file, a photocopy of it must be placed in the file with a notation explaining why the document was removed and what its current location is.

### 2.8.3 Assembling Paperwork Relating to an Individual Pilot

For special cases such as prosecutions, investigations or inquests, it should be possible to assemble all the relevant documents for an individual within a matter of hours, provided facsimiles are acceptable.

### 2.8.4 Files Relating to a "Expired" License

At this time, personnel licenses are issued or renewed for a finite period. For example, Commercial Pilot and Airline Transport Pilot Licenses for six months. Personnel who have not renewed their licenses for 5 years or more are deemed to have a lapsed license and to have lost any examination credits. (Refer to the relevant Standards Document for further information). The files relating to an "expired" license are sent to Archives.

### 2.8.5 Retention Period

- (a) Files relating to licenses that expired for more than ten years should be marked EXPIRED and archived.
- (b) For deceased pilots should be marked DECEASED and archived.

### 2.8.6 Confidential and security of personnel file and data

- (a) Must be kept these files as confidential.
- (b) Must be kept under locked and key.

## **Part 3      Operations**

### **3.1    Functions and Responsibilities of Flight Operations Section**

#### **3.1.1   Duties and Responsibilities**

(a)    The Flight Operations Section shall conduct regular Inspection and Surveillance of Scheduled Airlines and their aircrew in particular to ensure effective Implementation of safety related Standards and Recommended Practices contained in the ICAO Annexes, particularly Annex 6 and the relevant Rules, Regulations, Procedures and Requirements laid down in Aircraft Rules, Civil Aviation Requirements, Aeronautical Information Circulars, AIP Myanmar etc.

(b)    The issue of an AOC is a joint Airworthiness and Flight Operations process which requires close coordination and cooperation between the two divisions. An AOC may not be issued until the Director ( Flight Standards Division) is in a position to advise the Head of Certification Team ( HCT) that both divisions are satisfied that the applicant can comply with the legislative requirements.

(c)    In addition to above, the Continued Surveillance of various operational aspects of operators is to be ensured by conducting various Inspection /Surveillance Checks regularly viz. Cockpit En-route Inspection, Cabin Inspection, Ramp Inspection, Station Facility and Proficiency Check etc. In addition to this, Simulator Evaluation and Main Base Inspection etc. of the operators and Standardization/Proficiency Checks of their Type Rating Inspectors (TRI) to be conducted as per the requirements. The functions and responsibilities of FSD shall broadly include the following:

#### **3.1.2   SAFETY OVERSIGHT FUNCTIONS:**

(a)    Development of Action Plan by Chief Flight Operations Inspector for Continued Surveillance of Air Operators.

(b)    Surveillance of operational aspects of Air Operators and follow-up action thereof in accordance with the ‘Duties & Responsibilities of the Flight Operations Inspectors’ laid down in Flight Operations Inspector’s Manual (Ref. ICAO Doc. 8335-AN/879, Chapter 9, Para 9.5 & Para 9.6).

- (c) Random Checks of Pilots on their Proficiency & Skill.
- (d) Periodical Division of Air Operators as per Civil Aviation Requirements.
- (e) Periodical Inspection of Airline Operators, Shippers/Freight Forwarders and Cargo Terminals/Ware Houses at Airports with regard to transportation of carrying Dangerous Goods as per Civil Aviation Requirements.

### 3.1.3 Job Descriptions of Officers in Flight Operations Section

The Duties, Functions & Responsibilities of Officers in Flight Operations Section have been determined in accordance with the duties attached with the post (copy placed below) and in accordance with power delegated to them under MCARs, AOC manual and FOI manual.

### 3.1.4 Chief Flight Operations Inspector, Director (FSD)

- (a) Development of Action Plan for Flight Standards Division programme by Flight Operations Inspectors for Continued Surveillance of Air Operators and to ensure implementation of follow-up instructions issued by him/ Director General of Civil Aviation.
- (b) Standardization Checks of Training Captains – Check Pilots/Instructors/ Examiners to be conducted by CFOI.
- (c) Acceptance of Operations Manual of Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- (d) Acceptance of Training Manual of Scheduled/Non-scheduled and General Aviation Operators including Standardization of Flight Dispatchers' Training Programme as per Standard Check-list.
- (e) Approval of Training Programmes of Air Operators for Specific Authorizations and Limitations (ETOPS, RNP, RVSM, R-NAV, CAT- II/III).
- (f) Approval of Flying Training Programme of Flight Crew on Multi-engine Aircraft (Fixed Wing) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- (g) Development and/or revision of specific Operating/Training regulations – Issuance of MCARs, AICs, Advisory Circulars, Amendment to Aircraft Rules.

- (h) Scrutiny of Training Records pertaining to approval of Examiners – Check Pilot/Instructor/Examiner of Scheduled/Non-scheduled/General Aviation Operators.
- (i) Approval of Flight Dispatchers.
- (j) Quarterly meeting with Air Operators on important operational and training matters.
- (k) To liaise with Director (Airworthiness) in all aspects specially pertaining to giving guidance on operational matters for Air Operator.
- (l) Approval of Standard Operating Procedures for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).
- (m) Participation in Meetings conducted by Air Transport Division for Certification of Air Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
- (n) Acceptance of Flight Trial Reports of Instrument Approach & Landing Procedures.
- (o) Acceptance of Minimum Equipment List (MEL) from operational aspects in Co- ordination with Airworthiness Division.
- (p) Chief Flight Operations Inspector shall maintain his personal files. The personal files shall contain information of their Technical qualification/Training Courses.
- (q) Chief Flight Operations Inspector shall keep a record of all Checks & Reports wherever he is nominated by the Director General as observer on board.

### 3.1.5 Flight Operations Inspectors

- (a) To carry out Surveillance Checks of Air Operators (Fixed Wing ) and follow-up action thereof in accordance with the duties laid down in Flight Operations Inspector's Manual.
- (b) Examination and Scrutiny of Training Programme of Flight Crew on Multi-engine Aircraft (Fixed Wing) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- (c) Periodical Inspection of Air Operators with regard to transportation of Dangerous Goods as per Civil Aviation Requirements and follow-up action thereon. Standard Check-list to be adopted.
- (d) Development and/or revision of specific Operating/Training regulations – Issuance of MCARs, AICs, Advisory Circulars, Amendments.
- (e) Examination and scrutiny of Operations Manual as per Standard Check-list.

- (f) Examination and scrutiny of Training Manual of Scheduled/Non-scheduled and General Aviation Operators including Standardization of Flight Dispatchers' Training Programme as per Standard Check-list.
- (g) Examination and scrutiny of Flying Training Programme of Flight Crew on Multi-engine Aircraft (Fixed Wing) for Scheduled/Non-scheduled and General Aviation Operators as per Standard Check-list.
- (h) Examination and scrutiny of Training Programme of Air Operators for Specific Authorization & Limitations.
- (i) To carry out Initial Approval of all Simulators and thereafter give yearly certification of all Flight Simulators and check the compatibility of Simulators vis-à-vis the Aircraft being used by all Myanmar Operators before recommending their use to Chief Flight Operations Inspector/Director General of Civil Aviation.
- (j) Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance as per ICAO Doc. 8335-AN/879.
- (k) Examination of Standard Operating Procedures (SOPs) for operations to New Stations & Critical Airports i.e. Airports surrounded by Hilly/difficult Terrain (as per Standardized Check-list).
- (l) Participation in Meetings conducted by Air Transport Division for Certification of Air Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
- (m) Flight Operations Inspectors shall maintain their personal files. The personal contain information of their Technical Qualification/ Training Courses.
- (n) Flight Operations Inspectors shall keep a record of all Checks & Reports wherever they are nominated by the Director General.
- (o) Any other work assigned by CFOI / Director General.

#### 3.1.6 Deputy Director (Operations)

- (a) Follow-up action on Surveillance Check Reports of Air Operators.
- (b) Examination of documents pertaining to approval of Check Pilots/ Instructors/ Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- (c) Development of Check-lists for examination of Operations/ Training Manual, Specialized Operations etc. in consultation with FOI/CFOI.
- (d) Examination and scrutiny of Annual Reports.

- (e) Development and /or revision of specific Operating/Training regulations– Issuance of MCARs, AICs, Advisory Circulars, Amendments.
- (f) Coordinating activities pertaining to functioning of Flight Standards Division with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Divisions in Department Of Civil Aviation.
- (g) Any other work assigned by Director General.

### 3.1.7 Assistant Director (Operations)

- (a) Submission of Draft replies on follow-up action on Surveillance Check Reports of Air Operators.
- (b) Examination of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- (c) Development of Check-lists for examination of Operations/ Training Manual, Specialized Operations etc. in consultation with FOI/CFOI.
- (d) Examination and scrutiny of Annual Reports.
- (e) Development and/or revision of specific Operating/Training regulations – Issuance of MCARs, AICs, Advisory Circulars, Amendment to Aircraft Rules.
- (f) Coordinating activities pertaining to functioning of Flight Standards Division with Airlines, Flight Operations Inspectors, Chief Flight Operations Inspector, Director General and other Divisions in Department Of Civil Aviation.
- (g) Any other work assigned by Director General.

### 3.1.8 Assistant Director (Dangerous Goods)

- (a) Approving DG training programmes of operators, issuing authorizations for carriage of dangerous goods, etc.
- (b) Development of Dangerous Goods surveillance programme.
- (c) Periodical Inspections of Airlines Operators with regard to transportation of Dangerous Goods as per Civil Aviation Requirements and follow-up action thereon.
- (d) Surveillance of the carriage of dangerous goods, shippers and relate organizations.

### 3.1.9 Staff Officer

- (a) Maintenance of Records of Surveillance Check Reports/Main Base Divisions of Air Operators.
- (b) Processing of documents pertaining to approval of Check Pilots/Instructors/Examiners of Scheduled/Non-scheduled & General Aviation Operators.
- (c) Submission of Draft Annual Report.
- (d) Processing of cases pertaining to approval of Examiners on one time basis.
- (e) Follow-up action.
- (f) Any other work assigned by Chief Flight Operations Inspector/ Deputy Director (Operations).

## 3.2 Training

### 3.2.1 TRAINING PROGRAMME OF AIR OPERATORS

- (a) Examination and scrutiny/approval of Training Programmes of Flight Crew on Multi-engine Aircraft (Fixed Wings) for Scheduled/Non-scheduled and General Aviation Operators as per Standardized Check-list.
- (b) Examination and scrutiny/approval of Training Programme Air Operators for Specific Authorizations and Limitations (ETOPS, RNP, RVSM, R-NAV, CAT-II/III).
- (c) Standardization of Flight Dispatchers' Training Programme of Air Operators.
- (d) Standardization of Training Requirements to be followed by Air Operators for their Foreign Pilots.
- (e) Examination and acceptance/updating of Training Manuals of Air Operators as per Civil Aviation Requirements as per Standardized Check-list.
- (f) Development and/or revision of Specific Operating/ Training regulations.
- (g) Approval/Renewal of Simulator Training Institutes of Air Operators in Myanmar.

### 3.2.2 STANDARDIZATION OF TRAINING

- (a) Approval of Checks Pilots / Instructors/ Examiners of Scheduled/Nonscheduled/ General Aviation Operators (Fixed Wing) as per Myanmar Civil Aviation Requirements (MCAR).



- (b) Standardization Checks of Training Check Pilots/ Instructors/ Examiners.

### 3.2.3 EXAMINATION OF OPERATIONAL DOCUMENTS

- (a) Review and update of Flight Operations Inspector's Manual for Operations Inspection and Continued Surveillance as per ICAO Doc. 8335-AN/879.
- (b) Examination/Review and Acceptance of Operations Manual of Air Operators as per Civil Aviation Requirements as per Standardized Check-list.

### 3.2.4 CERTIFICATION OF AIR OPERATORS

- (a) Participation in Meetings conducted by Air Transport Division and Airworthiness Division for Certification of Air Operators to ensure compliance of Operating Requirements as per the Standardized Check-list.
- (b) Co-Ordination Procedures between flight standards Division and Airworthiness Division and Internal Procedures of Flight Standard Division for the Issuance of AOC.
  - 1. According to DCA Departmental Exposition, the Flight Standards Division( FSD ) is responsible for the issue of Air Operator's Certification inspections related to airworthiness in cooperation with the FSD division.
  - 2. The coordination procedures between FSD and AWD and the internal procedures of FSD for the issuance of AOC are stated as follows:-
    - (a) When the FSD receives an AOC application, one Flight Operations Inspector( FOI ), relevant to aircraft type to be used by the AOC applicant will be assigned in Flight Standards Division( FSD ) as coordinator between FSD and AWD.
    - (b) The assigned FOI will contact AWD after pre-application.
    - (c) After formal application phase, FOI has to inform Director( Flight Standards Division ) and Deputy Director ( AWD, and FSD ) where and what inspection should be taken.



- (d) FOI will review the operations specification applied for Air Operator for Operational Approval of each operations specification.
  - (e) Deputy Director( AWD and FSD ) should be reported to take necessary inspection and certification for the applicant's Operational control policy concerning with Commercial Flight Operations.
3. FSD shall received copy of Certificate of Registration ( C of R ), Certificate of Airworthiness ( C of A ) of Airworthiness which will be operated by Air Operator issued by Airworthiness Division.
  4. Air Operator shall submit copy of Airplane Flight Manual ( AFM ) to the Flight Standards Division and also whenever the Flight Manual is updated by implementing the changes made mandatory or approved by the state of Registry.
  5. Before the approval of Airplane Flight Manual by the Airworthiness Division, Flight Standards Division will review the Airplane Flight Manual and any mandatory changes.
  6. Flight Standards Division will forward the comments on Airplane Flight Manual to the Airworthiness Division.
  7. Air Operator shall submit the Minimum Equipment list to Flight Standards Division and one copy to the Airworthiness Division before the issue of Air Operator Certificate, Flight Standards Division will review the Minimum Equipment list ( MEL ) according to the Master Minimum Equipment list (MMEL) and Minimum Equipment list policy and procedures Manual.
  8. Flight Standards Division will ask for any comment on that met by Airworthiness Division, Flight Standards Division will approve the MEL.

### **3.3 GENERAL**

- (a) All Flight Operations Inspectors / Chief Flight Operations Inspector shall maintain their personal files. The personal files shall contain information of their Technical Qualification/Training Courses.

- (b) CFOI / FOIs shall keep a record of all Checks & Reports wherever they are nominated by the Director General as observer on board.
- (c) Any other work assigned by Director General.



Attachment A

FLIGHT STANDARDS DIVISION(Organization Chart)

