SAFETY DECISION 2022-03

Issue 01

Date of Issue: February, 1st 2022

SUBJECT:

CAR-FCL AND CAR-ORA ADDITIONNAL REQUIREMENTS

INTRODUCTION:

DG DIRECTIVE 10-2016 was introduced to arrest and control situations endangering safety with the introduction of additional requirements to CAR-ORA and CAR-FCL. The GCAA has decided to review DG DIRECTIVE 10-2016 as follows:

a) Requirements No. 1 to 4 are maintained, except Requirements No. 5 and No. 6 which are canceled;

b) Flexibility Provisions No. 1 and 2 are canceled;

c) Detailed Dispute process for Theoretical Knowledge Examinations.

REQUIREMENTS:

1. ADDITIONAL REQUIREMENTS FOR STUDENT PILOTS ENGAGED IN FLIGHT TRAINING

Requirement 1:

Student Pilots shall hold a medical certificate against the applicable standards of CAR-MED prior to commence any flying activity. This requirement complements provision FCL.020 of CAR-FCL and provision MED.A.030 of CAR-MED.

Rational: Requirement FCL.020 of CAR-FCL restricts Students Pilots from flying solo unless they hold a medical certificate appropriate to the licence sought and they must be authorized to do so by the concerned ATO. This requirement has been effectively implemented by Student Pilots; however, other types of safety concerns have revealed the need to mandate the following requirement for Student Pilots prior to their first flight instruction.

Requirement 2:

ATOs shall not engage Student Pilots in any flying activities unless they:

- *have demonstrated an acceptable English proficiency;*

- *hold a medical certificate appropriate to the flight crew license sought; and*

- *hold an authorization issued by the Head of Training who has, as per AMC1 to requirement ORA.ATO.110(b) of CAR-ORA, overall responsibility over training activities. Each authorization shall be documented, recorded and kept as required by requirement ORA.ATO.120(b) of CAR-ORA.*

Rational: In addition to the medical fitness of Student Pilot, a lack of English proficiency within the Student Pilots community has been reported to the GCAA leading to some Student Pilots communicating with ATC with an unacceptable level of English.

As per requirement ORA.ATO.145 of CAR-ORA, the ATO must ensure that the entrance requirements of a student to a course are met. Those requirements include the following pre-requisites:

- medical fitness requirement as per requirement MED.A.030 of CAR-MED and requirement FCL.020 of CAR-FCL for Student Pilots engaged in solo flights; and

- English proficiency requirement for all Students as per requirements contained in AMC4 to ORA.ATO.105 of CAR-ORA which informs that the GCAA will only approve training prepared and delivered in English language. Consequently, the ATO should ensure that students, for whom English is a second language, have a comprehensive understanding of spoken and written English before admitting them to a course.

As per requirement ORA.ATO.110 of CAR-ORA, the Head of Training must supervise the progress of individual students at all times; this responsibility also includes ensuring an English proficiency for effective communication of students.

Requirement 3:

ATOs shall ensure that Flight Instructors have techniques and are qualified to detect and report to Head of Training any deviation (including error) performed by a Student Pilot while flying, that may adversely impact safety. Deviations from English standards while communicating shall also be considered.

2. ARRANGEMENTS AND PROCEDURES TO UNDERGO THEORETICAL KNOWLEDGE EXAMINATIONS

Requirement 4:

No organisation shall be authorised to conduct a theoretical knowledge examination towards a Flight Crew licence, rating or certificate unless the organisation is approved as Designated GCAA

Examination Centre in accordance with CAR-ORA and complies with this SD and the additional requirements contained in ATTACHMENT B.

The above requirement means that the GCAA will not accept certificate of completion for a theoretical knowledge examination conducted on or after 1st August 2016 unless it has been conducted by a Designated GCAA examination centre a training organisation approved in accordance with CAR-ORA and this SD and the requirements contained in ATTACHMENT B.

Rational: Since 15th June 2015, date of applicability of CAR-FCL, the GCAA has formed an Examination Committee, composed of UAE aviation experts, to review and update the current examination system for a flight crew licence, rating or certificate.

The objectives of such committee are to:

- Standardise the GCAA examinations system across all UAE examination centers;
- maintain alignment of the examination system to the applicable requirements of CAR-FCL (by the maintenance of a Centralised Questions Bank (CQB)); and
- Establish the necessary arrangements and procedures to computerise and automate the system.

The CQB is a bank of multiple choice questions used by the GCAA for the theoretical knowledge examinations of flight crew. It is an important safety tool, ensuring that pilots at national level have the appropriate knowledge and necessary competencies. The CQB will remain under the responsibility of the GCAA and it covers all subjects used for the relevant CAR-FCL theoretical knowledge examinations.

The Examination committee will be the responsible body to prepare CQB, according to a method which allows coverage of the entire syllabus as per CAR-FCL. Attachment A shows the number of questions and the time allowed for each required subject to obtain a licences and rating.

Access to the examination system will be granted to Approved Examination Centers against CAR-ORA after it demonstrates to the GCAA its compliance with CAR-FCL and ATTACHMENT B.

Requirement 5:

Candidates are entitled to appeal against a decision of any theoretical examination. Attachment C contains the process that should be followed for any GCAA Aircrew theoretical examination appeal request.

Rational: The GCAA needs to clearly describe the dispute process for theoretical knowledge examination

ATTACHMENT A

LICENCE/RATINGS	ATPL(A)		CPL(A)		ATPL(H)/IR		ATPL(H)		CPL(H)		IR(A&H)		PPL(A&H)	
SUBJECTS	Q	T	Q	T	Q	T	Q	T	Q	T	Q	T	Q	T
010 - AIR LAW	44	1:00	33	0:45	44	1:00	33	0:45	33	0:45	29	0:45	25	0:45
021 – AIRCRAFT GENERAL KNOWLEDGE (AIRFRAME /SYSTEM/ POWER PLANT)	80	2:00	60	1:30	80	2:00	80	2:00	60	1:30	XX	XX	50	1:30
022 – AIRCRAFT GENERAL KNOWLEDGE (INSTRUMENTATION)	60	1:30	39	1:00	60	1:30	60	1:30	39	1:00	20	0:30		
031 - MASS AND BALANCE	25	1:00	25	1:00	25	1:00	25	1:00	25	1:00	XX	XX	40	1:30
032/034 – PERFORMANCE (A) & (H)	35	1:00	25	00:45	35	1:00	35	1:00	20	00:45	XX	XX		
033 - FLIGHT PLANNING AND MONITORING	43	2:00	33	1:30	43	2:00	33	1:30	33	1:30	33	1:30		
040 - HUMAN PERFORMANCE	48	1:00	36	00:45	48	1:00	48	1:00	36	00:45	36	00:45	25	00:45
050 – METEOROLOGY	84	2:00	63	1:30	84	2:00	84	2:00	63	1:30	63	1:30	35	1:30
061 - GENERAL NAVIGATION	60	2:00	45	1:30	60	2:00	60	2:00	45	1:30	XX	XX	30	1:30
062 - RADIO NAVIGATION	66	1:30	22	00:30	66	1:30	34	1:00	22	00:30	44	1:00		
070 - OPERATIONAL PROCEDURES	45	1:15	30	00:45	38	1:00	38	1:00	30	00:45	XX	XX	20	00:45

081/082 - PRINCIPLES OF FLIGHT (A)/(H)	44	1:00	33	00:45	44	1:00	44	1:00	44	1:00	XX	XX	25	00:45
091 - VFR COMMUNICATION	24	00:30	24	00:30	24	00:30	24	00:30	24	00:30	XX	XX	20	00:30
092 - IFR COMMUNICATION	24	00:30	XX	XX	24	00:30	XX	XX	XX	XX	24	00:30	XX	XX

Number of questions and the time allowed for each required subject to obtain a licenses and rating (T means Time allowed and Q means Number of questions required.

ATTACHMENT B

Prior to being granted an access the CQB by issuance of an Examination Center Identification Code, the GCAA will conduct its assessment to evaluate the:

- Facilities
- Examination Room(s)
- Staff number(s) and qualification
- Examination processes
- Equipment and software
- Record Keeping system
- Invigilation Monitoring
- Applicant Registration system
- Data Collection and Test Report system
- Data Collection and Transmission
- Examination Center Operation Manual

Examination Centres conducting theoretical knowledge examination shall, in addition to CAR-ORA, comply with all applicable CAR-FCL requirement and the following requirements:

1- Suitable facilities for the conduct of examination compliant with, at minimum, the following specifications must be provided:

   a. Conformance with local building, sanitation, and health codes including adequate arrangements for safety and emergencies

   b. Restroom facilities located in the same building where the knowledge testing is conducted.

   c. Proper control of temperature and ventilation.

   d. Freedom from noise, distractions, and visual aids:

      i. Situations that create noise in or around the examination area should be avoided.

      ii. Examination rooms must be free of any aviation-related posters that may assist an applicant in answering examination questions.

      iii. Examination rooms must be free from any other activity during examination sessions.

e. Adequate lighting with avoiding situations that create glare on computer monitor screens should be avoided.

f. Adequate physical space. Separate cubicles with suitable partitions between each terminal are recommended. In absence of partitions, a 1.5 meters spacing is required between each terminal.

g. A maximum of 18 stations

h. Adequate table workspace. Partitioned workspaces must be at least 1 meter wide, and the monitor and keyboard (virtual keyboard) offset to allow adequate room to utilize test materials.

i. Adequate facilities to ease surveillance of applicants during examination sessions including CCTV system with recording.

j. The access to sensitive data related to the CQB and applicants details must remain secured and confidential.

k. A lockable file cabinet or desk drawer for securely storing:

i. Daily logs (electronic).

ii. Copies of applicant identification media, payment information, and test authorizations.

iii. Supplementary materials.

iv. Scratch paper.

v. Embosser.

l. All areas under the Examination Center must remain secured at all times when not in use by the personnel of the center.

2- Examinations must be done in computer-based form with access to the CQB maintained by the GCAA. The computer and software specifications are:

a. Hardware specifications:

Component	Minimum specification	Recommended specification
Processor	Intel Core i3	Intel Core i5 or faster
RAM	2 gigabyte (GB)	4 GB or Above
Disk	NTFS file system–formatted partition with a minimum of 16 GB of free space	NTFS file system–formatted partition with 100 GB of free space plus adequate free space for web application
Display	1366 × 768	1366 x 768 resolution monitor or higher

Network	1Mbps (megabits per second) connection between client computers and server	8Mbps or faster connection between client computers and server

b. Software specifications:

   i. Windows 8 operating system

   ii. Internet Explorer version 11 or above

c. Security features:

   i. All external data inputs on CPU disabled

   ii. System must lock if leaving exam page during exam (must have warning if attempting to leave page first)

   iii. TKE must have code to unlock if required and must log occurrence and reason

d. System Limitation/Requirements:

   i. Computer/machine USB port should be blocked

   ii. Computer/machine CDROM should be blocked

   iii. Computer/machine should not have any screen mirroring software (to connect to any mobile device)

   iv. Computer/machine should not have access to any other website or anything other than GCAA Examination web based software.

   v. There must be internal cameras for individual monitoring and one CCTV wide angle camera installed in the Test Centers for GCAA to monitor.

   vi. Mobile phones or any other mobile devices should not be allowed in the exam centers.

   vii. No software like team viewer should be installed for remote connection / remote access.

   viii. MS WORD, PDF Viewer needs to be installed for viewing ANNEX (questions attachments diagram/chart/graph etc.)

   ix. No software must be installed other than recommended

   x. Computer/Laptop screen must not be reflective

   xi. Should have a separate system/windows login to run the exam with very limited access

3- Examinations processes and activities must be headed by a person accepted by the GCAA as Theoretical Knowledge Examiner (TKE) responsible for the activities and personnel related to the examination center and will directly report to the Accountable manager of the organization. The Theoretical Knowledge Examiner (TKE) responsibility include the following roles:

   a. Ensure the Examination Center has sufficient personnel;

   b. Appoint an invigilator who must not be the subject matter expert for the subject undergoing an examination;

   c. Ensure continuous compliance with CAR-ORA, CAR-FCL and this SD;

   d. Maintain the integrity and confidentiality over the questions contained within the CQB and all other examinations processes;

   e. Report immediately to the GCAA any flow or cheating occurrence including any system malfunction which requires notification to the GCAA

   f. Ensure that, in case of suspicion of cheating, the Theoretical Knowledge Examiner or his delegate immediately:

      i. confirms the violation by any means and collects the necessary evidences

      ii. collects the applicant's authorization, all test materials, including exhibit book(s), and advise the applicant that further testing may continue only after the GCAA completes an investigation;

      iii. escorts the applicant into an area to avoid disturbing others who are carrying out examination at the same time;

      iv. keeps any evidence related to the cheating incident in a secured area;

      v. prohibits a candidate who is confirmed to be cheating from taking any GCAA examination for a minimum of one year from the date of the examination in which they were found cheating. Report must be entered into GCAA central exam records

4- Examinations, briefing, and other communication related to the ongoing examinations between Examination Center personnel and applicants must be done in English language.

5- Examinations procedures and processes must be produced and accepted by the GCAA to ensure that

   a. The identity of a candidate is confirmed before the applicant enters the examination room. An ID must be provided and must contain a recent photograph of the applicant. The ID could be a valid UAE ID, valid passport, valid UAE driving, or an ID issued by the UAE ATO;

b. Applicants meet the pre-requisite requirements and the requirements specific to the license sought as per CAR-FCL such as FCL.025 or FCL.035 prior to be register for an examination session;

c. The content of the examination papers remain confidential until the end of the examination session and until all applicants have exited the examination room;

d. Applicants are seated where indicated by the invigilator and remain seated in a way so that they cannot read each other.

e. Applicants must not speak to any person other than the invigilators when entering the examination room. All questions asked by an applicant to the invigilator should be limited to logistic and not the content of the question e.g applicant cannot ask for clarification for a question;

f. Only the examination paper, specific documentation and tools needed for the examination are entered in the examination room and must be made available by the Examination Center; Candidates may use their own CRP-5, non-programmable calculator, protractor, dividers, pencils, eraser and NAV ruler.

   The Jeppesen student pilot route manual (clean exam copy) and blank papers will be made available by the Examination Center

g. All personal materials, documents (including dictionary), equipment, devices or belongings are not allowed in the examination room unless isolated and not visible from any applicant; electronic devices must be turned-off prior to the commencement of the examination session;

h. No examination session must start:

   i. If identification and eligibility of applicants is not verified;

   ii. If the invigilation mechanism (surveillance system and number of required invigilators) is not in place;

   iii. Unless a briefing is conducted by the invigilation including:

      1. a brief induction about the examination software;

      2. applicants are reminded of the following instructions:

         a. facilities emergency procedures in place;

         b. the examination rules (no talking, washroom escort, termination, cheating etc…)

         c. carefully read the instructions given with the test;

         d. answer each question in accordance with the latest regulations and guidance publications;

e. read each question carefully before looking at the answer options (i.e. clearly understand the problem before attempting to solve it);

f. after formulating an answer, determine which answer option corresponds with the selected answer. The selected answer must completely resolve the problem formulated in the question;

g. from the answer options given, it may appear that there is more than one possible answer; however, there is only one answer that is correct and complete. The other answers are either incomplete, erroneous, or derived from popular misconceptions;

h. if a certain question is difficult for you, it is best to mark it for review and proceed to the next question. After you answer the less difficult questions, return to those you marked for review and answer them. The review marking procedure will be explained to you prior to starting the test. Although the computer should alert you to unanswered questions, make sure every question has an answer recorded. This procedure will enable you to use the available time to maximum advantage.

i. when solving a calculation problem, select the answer that most nearly matches the achieved calculation. The problem has been checked by various individuals and with different types of calculators; therefore, if solved correctly, the achieved calculation will be closer to the correct answer than any of the other choices.

j. for graph type questions, the applicant may request a printed copy of the graph on which they may actually draw and write to compute the answer. The applicant must turn in all paper work upon completion of the test.

k. During exam the student should report any question discrepancy to the TKE who will report this electronically to the GCAA

i. All examinations sessions must start on time and no person must be allowed to enter the examination room no later than 5 minutes after the time appointed for the commencement of the examination session; The Examination Centre should have some flexibility as to the exact start time of an exam due to unforeseen circumstances such as power failure, emergencies etc.

j. All examinations sessions are terminated at the end of the official time of the examination session or when decided by the applicant but before the applicant exits the examination

room. In the latter, the applicant cannot re-enter the examination room and must log out before leaving the exam room;

k. Applicants obtain permission from the invigilator to enter or leave the room during the examination or terminate the examination prior the official end of the examination. An applicant may be allowed to go to the washroom under escort and washroom must be preliminarily inspected;

l. All examinations associated documents and additional papers handed out to the applicants for the examination are handed back to the invigilator at the end of the examination before the applicant exits the examination room;

m. All applicants exit the examination room within 5 minutes from the official end of the examination session and the invigilator(s) must be the last to exit. If the examination room is to be used for a subsequent examination session then the examination room must be inspected after being freed of any non-authorized person, material etc…

ATTACHMENT C

1. Examination Centres shall brief the candidates on the Dispute Process prior to the theoretical examination.
2. The Candidate shall acknowledge that he/she has understood the Dispute process.
3. Candidates must fill in the GCAA Theoretical Knowledge Examination Dispute Form (LIF-90) and submit it to the Examination Centre within 3 working days from the date of the examination session.
4. In case of dispute, Examination Centres shall not notify the exam result notification for 10 working days from the date of conducting the examination session.
5. Dispute requests that doesn't comply with the requirements above will be considered for "Question Review" ONLY with No impact on candidate's Exam result.
6. The following are the only grounds for filling a Dispute:
    a) System malfunction.
    b) Incorrect examination.
    c) Incorrect question or incorrect multiple choice answer.
    d) Power outage.
7. Examination Centres shall validate the Dispute for compliance and legality, then submit the Dispute form to the GCAA Licensing (Email to aircrewexamination@gcaa.gov.ae) within 10 working days from the date of the examination session.
8. GCAA will review Dispute, make a decision and action it within 15 working days from the date of submission of the Dispute request.
9. A notification Email will be sent to the Examination Centre Admin about the decision taken.