

OAN No.: 03/10

Issue Date: 5th July 2010

**OPERATIONS
ADVISORY NOTICE
(OAN)**



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Title: Cabin Crew ‘Certificate of Competency’

1 Introduction

In accordance with ICAO guidance, it is CAD policy that Maltese AOC holders operating with cabin crew required by OPS 1.990, issue each of its cabin crew members with an operator's ‘Certificate of Competency’ following successful completion of required training and checking.

This OAN offers guidance on the content for the operator's ‘Certificate of Competency’ for Cabin Crew and a suggested sample format.

The ‘Certificate of Competency’ is not intended to replace the Cabin Crew Attestation of Initial Safety Training required by EU OPS. However, the validity of the guidance criteria specified in this OAN will be dependent on subsequent changes to European Commission legislation in the area of Cabin Crew Attestation.

2 References

- ICAO doc 9376-AN/914, EU OPS Subpart O, FOI letter dated 19/11/08.

3 Cabin Crew ‘Certificate of Competency’

3.1 The operator's ‘Certificate of Competency’ should be in the possession of the holder when operating as cabin crew and for training duties. It should contain information on the cabin crew member's qualifications and the validity periods of these qualifications as outlined below:

3.1.1 Qualifications attained: Dates completed

- a) Initial Safety training and checking required by OPS 1.1005 and OPS 1.1025
- b) Aircraft Type Conversion and Differences training and checking required by OPS 1.1010 and OPS 1.1025
- c) Training for Senior Cabin crew member required by OPS 1.1000.

3.1.2 Recurrent Training: Dates completed and validity periods for each aircraft type operated

- a) Recurrent training and checking required by OPS 1.1015 and OPS 1.1025

3.1.3 The ‘Certificate of Competency’ should be included in the operator's document control system.

3.1.4 The ‘Certificate of Competency’ should be issued, following completion of initial training and checking, and conversion and differences training and checking. It should be updated should subsequent aircraft type conversions be added and when training for senior cabin crew member has been completed. The certificate should be re-validated annually on completion of recurrent training and checking.

Line checks may be included on the certificate, if required by the operator.

3.1.5 The purpose of the 'Certificate of Competency' is to give an Authority inspector an instant picture of a cabin crew member's qualifications and currency. The format of the certificate should be simple; detail is not required. The cover of the 'Certificate of Competency' should contain a statement indicating that the cabin crew member's complete records of training and checking are maintained within the operator's training records system.

3.1.6 A suggested sample format for the 'Certificate of Competency' is outlined in the Appendix to this OAN. Should operators wish to propose alternative formats, as a minimum, the information outlined in this OAN should be included.

4 Appendices

Appendix 1 – Sample Format of Cabin Crew Certificate of Competency.