



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

## CIVIL AVIATION DEPARTMENT

Ministry of Tourism and Civil Aviation

Male'

Republic of Maldives

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# AIR SAFETY CIRCULAR

No. GEN 01  
Issue: 04  
Date: 14 February 2007  
Effective: Forthwith

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## FOREWORD

### 1. GENERAL

- 1.1 Air Safety Circulars are issued by the Director of Civil Aviation for the purpose of disseminating information relating to interpretation and application of Civil Aviation Regulation as required under part 3.7 of these regulations.
- 1.2 Air Safety Circulars replace all Advisory Circulars to all owners and pilots of civil aircraft previously issued by the former Civil Aviation Authority pending enactment of Maldives National Civil Aviation Regulations.

### 2. CONTENTS

- 2.1 The Air Safety Circulars issued henceforth by the Civil Aviation Department will be in 3 parts.
- 2.2 Part 1 shall deal with matter of **general nature** and each circular will be serially numbered prefixed with letters **GEN**.
- 2.3 Part 2 shall deal with matters affecting **airworthiness** of civil aircraft and each circular will be serially numbered prefixed with letters **AW**.
- 2.4 Part 3 shall deal with matters affecting **operations and operating crew** of civil aircraft and each circular will be serially numbered prefixed with letters **OPS**.
- 2.5 Part 4 shall deal with matters affecting **air navigation** and each circular will be serially numbered prefixed with letters **NAV**.
- 2.6 Part 5 shall deal with matters affecting **aerodromes** and each circular will be serially numbered prefixed with letters **ADR**.
- 2.7 Part 6 shall deal with matters affecting **air transport** of civil aircraft and each circular will be serially numbered prefixed with letters **AT**.

- 2.8 Part 7 shall deal with matters affecting **Aviation Security** and each circular will be serially numbered prefixed with letters **AVSEC**.
- 2.9 A content list will be issued periodically to give particulars of all current Air Safety Circulars. When an Air Safety Circular become redundant, this will be reflected in the content list by showing it as 'CANCELLED'.
- 2.10 When a procedure which has been the subject of a circular is changed, the particular circular will be reissued under the same number but bearing a new Issue No. and Date.

### 3. DISTRIBUTION

- 3.1 One copy of each Air Safety Circular will be issued to each owner / operator of Civil Aircraft on Maldivian register, each licensed Aircraft Maintenance Engineer, each Pilot having Maldivian Air Crew Licence and each DCA approved organisation under the Civil Aviation Regulations.

### 5. CANCELLATION

This circular cancels Air Safety Circular GEN 01 dated 08 February 2007, which should be destroyed.



Mahmood Razee  
**EXECUTIVE DIRECTOR**



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

**CIVIL AVIATION DEPARTMENT**  
**MINISTRY OF TRANSPORT AND CIVIL AVIATION**

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## **AIR SAFETY CIRCULAR**

No. GEN 02  
Issue: 02  
Date: 16 January 2005

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### **AIRWORTHINESS PUBLICATIONS - GENERAL INFORMATION**

#### **1. GENERAL**

- 1.1 This circular gives details of the various airworthiness publication which may, in general, be purchased from the Civil Aviation Department, Ministry of Transport and Civil Aviation, 7th Floor, PA Complex, Male', Republic of Maldives, Tel: (960) 32 4992, Fax: (960) 323039
- 1.2 Inquiries relating to the said publications should be addressed to Director of Civil Aviation at the address given in para 1.1.

<b>Title</b>	<b>Price</b>	<b>Annual Subscription</b>	<b>Contents</b>
Civil Aviation Regulations (CAR)	US\$25.00	US\$25.00	The basic requirements necessary to regulate the conduct of aviation in the Maldives
Maldivian Airworthiness Requirements (MAR)	US\$15.00	US\$15.00	Minimum technical requirements and procedures that form the basis for approval of Maintenance Organisation, personnel, issuance of licences, certificates and continued airworthiness procedures required by the Civil Aviation Regulations in the Maldives.
Air Safety Circulars (ASC)	US\$15.00	US\$15.00	Circulars issued by the Director of Civil Aviation for the purpose of disseminating information relating to interpretation and application of Civil Aviation Regulations as required under Para 3.7 of these regulations.
Aeronautical Information Publications (AIP)	US\$35.00	US\$35.00	This publication is the basic aeronautical information document published for the Republic of Maldives and containing information of a lasting character essential to air navigation.

Mahmood Razeed  
**DIRECTOR GENERAL OF CIVIL AVIATION**



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## **AIR SAFETY CIRCULAR**

No: GEN 04  
Issue: 02  
28 January 2007

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### **SECURITY CONTROL FOR SCREENING LIQUIDS, GELS, AEROSOLS, ETC.** **FOR CARRY ON BAGGAGE**

#### **1. GENERAL**

- 1.1 The purpose of this Circular is to implement recommendations of the ICAO Council for screening of liquids, gels, aerosols, etc, carried in cabin baggage.
- 1.2 The ICAO Council, at the ninth meeting of its 179<sup>th</sup> session on 22 November 2006 agreed that security screening control guidelines for screening liquids, gels, aerosols etc., as prescribed in Section 2 of this Circular should be recommended to States for their implementation not later than 1 March 2007.
- 1.3 This Circular, for the time being, applies to all airports opened for international flights to/from the Republic of Maldives.
- 1.4 In the interest of better facilitation all airlines operating international flights to/from the Republic of Maldives are urged to ensure that their sales agents, handling agents, representatives and tour operators keep passengers informed of this requirement/procedure at point of sale and check-in.
- 1.5 The Civil Aviation Department requests cooperation of airport operators, airlines, ground handling agents, tour operators, airlines representatives in order to ensure the services offered to customers are in no way diminished, delayed, deteriorated in manner or timeliness.

#### **2. SECURITY CONTROL GUIDELINES**

- 2.1 The following security control guidelines for screening liquids, gels, aerosols, etc. shall be implemented not later than 1st March 2007;
  - a) All liquids shall be carried in containers with a capacity not greater than 100 ml (or the equivalent in other volumetric measurements, e.g. fluid ounces). Liquids carried in containers larger than 100 ml are not to be accepted, even if the container is only part-filled;

- b) Containers shall be placed in a transparent re-sealable plastic bag of a maximum capacity not exceeding 1 litre (approximately 20cm X 20cm). The containers must fit comfortably within the transparent plastic bag, which shall be completely closed;
  - c) The plastic bag shall be presented for visual examination at the screening point. Only one transparent plastic bag per passenger shall be permitted; and
  - d) Exemptions shall be made for medications, baby milk/foods and special dietary requirements once it is ascertained by the screening security personnel.
- 2.2 In addition, exemptions shall be made in respect of liquids purchased either at airport duty free shops, or on board aircraft, on the condition that the liquid is packed in a sealed plastic bag that is both tamper-evident and displays satisfactory proof of purchase at airport duty free shops, or on board aircraft, on the day(s) of the journey for departing as well as transfer passengers.
- 2.3 To facilitate screening and avoid a cluttered x-ray image, such plastic bags containing liquid containers shall be presented apart from other cabin baggage, coats and jackets or laptops for separate x-ray screening.

### 3. EFFECTIVITY

- 3.1 This Circular becomes effective from 1<sup>st</sup> March 2007.

### 4. CANCELLATION

- 4.1 This Circular cancels the Air Safety Circular GEN-04 Issue 01 dated 27 December 2006, which should be destroyed.



Mahmood Razee  
**EXECUTIVE DIRECTOR**



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Ministry of Tourism and Civil Aviation

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## **AIR SAFETY CIRCULAR**

No. GEN 05  
Issue: 02  
08 February 2007

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### **DRUG TESTING PROGRAMME**

#### **STANDARDS AND COMPONENTS OF ANTI-DRUG PROGRAMME**

1. The purpose of this Air Safety Circular is to establish a programme designed to help prevent accidents and injuries resulting from the use of prohibited drugs by crew members and employees who perform safety-sensitive functions in aviation.
2. Each Operator shall ensure that a Drug Testing Programme is established and conducted pursuant to this Air Safety Circular.
3. Each Operator shall notify CAD within 48 hours of any employee who performs safety-sensitive functions in aviation, who has either refused to submit to a drug test required under this Air Safety Circular or who has shown a verified positive drug test result.
4. In this Air Safety Circular:
  - 4.1 Operator means Air Operator Certificate holders, Approved Organisations, Certified Aerodrome Operators and Air Navigation Service Providers.
  - 4.2 Safety-sensitive function means a function listed below.
    - (a) Flight crewmember duties.
    - (b) Flight attendant duties.
    - (c) Flight instruction duties.
    - (d) Aircraft dispatcher duties.
    - (e) Aircraft maintenance and preventive maintenance duties.
    - (f) Ground security coordinator duties.
    - (g) Aviation screening duties.
    - (h) Air traffic control duties.
    - (i) Drivers involved in airside/maintenance areas

**PRE-EMPLOYMENT TESTING**

5. No operator may hire any person for safety-sensitive functions (which includes but not limited to; crew members, Air Traffic Controllers, engineers and mechanics) unless the operator first conducts a pre-employment test and receives a verified negative drug test result for that individual.
6. No operator may allow an individual to transfer from a non-safety-sensitive to a safety-sensitive function unless the employer first conducts a pre-employment test and receives a verified negative drug test result for the individual.
7. Operators must conduct another pre-employment test and receive a verified negative drug test result before hiring or transferring an individual into a safety-sensitive function if more than 180 days elapse between conducting the pre-employment test required by this Air Safety Circular and hiring or transferring the individual into a safety-sensitive function.
  - (a) The operator removed the individual from the operator's random testing program conducted under this Air Safety Circular for reasons other than a verified positive test result or a refusal to submit to such testing; and
  - (b) The individual will be returning to the performance of a safety-sensitive function.
8. If the following criteria are met, an operator is permitted to conduct a pre-employment test, and if such a test is conducted, the operator must receive a negative test result before putting the individual into a safety-sensitive function:
9. Before hiring or transferring an individual to a safety-sensitive function, the operator must advise each individual that the individual will be required to undergo pre-employment testing in accordance with this Air Safety Circular, to determine the presence of prohibited drugs in the Maldives. The operator shall provide this same notification to each individual required by the operator to undergo pre-employment testing.

**RANDOM TESTING**

10. Except as provided above, the minimum annual percentage rate for random drug testing shall be 25 percent of all employees performing safety-sensitive functions.
11. The selection of employees for random drug testing shall be made by a scientifically valid method, such as a random-number table or a computer-based random number generator, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.
12. All operators must select and test a percentage of employees at least equal to the minimum annual percentage rate each year.
  - (a) To determine whether operators have met the minimum annual percentage rate, all operators must divide the number of random testing results for safety-sensitive employees by the average number of safety-sensitive employees eligible for random testing.
  - (b) To calculate whether operators have met the annual minimum percentage rate, the operator must count all random positives, random negatives, and random refusals as your "random testing results."

(c) To calculate the average number of safety-sensitive employees eligible for random testing throughout the year, add the total number of safety-sensitive employees eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Only safety-sensitive employees are to be in an operator's random testing pool, and all safety-sensitive employees must be in the random pool. Operator's conducting random testing more often than once per month such operators do not need to compute this total number of safety-sensitive employees more than on a once per month basis.

13. Operators may use a service agent to perform random selections, and the safety-sensitive employees may be part of a larger random testing pool of safety-sensitive employees. However, the operator must ensure that the service agent used is testing at the appropriate percentage established and that only safety-sensitive employees are in the random testing pool.
14. Each operator shall ensure that random drug tests conducted under this Air Safety Circular are unannounced and that the dates for administering random tests are spread reasonably throughout the calendar year.
15. Each operator shall ensure that each safety-sensitive employee who has shown a verified positive drug test result ceases to perform the safety-sensitive functions immediately.

#### **TESTING BASED ON REASONABLE CAUSE**

16. Each operator must test each employee who performs a safety-sensitive function and who is reasonably suspected of having used a prohibited drug. The decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug on the basis of specific contemporaneous physical, behavioral, or performance indicators of probable drug use. At least two of the employee's supervisors must substantiate and concur in the decision to test an employee who is reasonably suspected of drug use.

#### **POST-ACCIDENT TESTING**

17. Each Operator shall test each employee who performs a safety-sensitive function for the presence of prohibited drugs in the employee's system if that employee's performance either contributed to an accident or can not be completely discounted as a contributing factor to the accident. The employee shall be tested as soon as possible but not later than 32 hours after the accident. The decision not to administer a test under this Air Safety Circular must be based on a determination, using the best information available at the time of the determination that the employee's performance could not have contributed to the accident. The employee shall submit to post-accident testing under this regulation.

#### **RETURN TO DUTY TESTING**

18. Each Operator shall ensure that before an individual is returned to duty to perform a safety-sensitive function after refusing to submit to a drug test required by this Air Safety Circular or receiving a verified positive drug test result on a test conducted under this Air Safety Circular the individual shall undergo a return to duty drug test. No employer shall allow an individual required to undergo return to duty testing to perform a safety-sensitive function unless the employer has received a verified negative drug test result for the individual. The test cannot occur until after the Operator has determined that the employee has successfully complied with the prescribed education and/or treatment.



**FOLLOW-UP TESTING**

19. Each employer shall implement a reasonable program of unannounced testing of each individual who has been hired to perform or who has been returned to the performance of a safety-sensitive function after refusing to submit to a drug test required by this Air Safety Circular or receiving a verified positive drug test result on a test conducted under this Air Safety Circular.
20. The number and frequency of such testing shall be determined by the Operator, but shall consist of at least six tests in the first 12 months following the employee's return to duty.
21. Follow-up testing shall not exceed 60 months after the date the individual begins to perform or returns to the performance of a safety-sensitive function. The Operator may terminate the requirement for follow-up testing at any time after the first six tests have been conducted, if the Operator determines that such testing is no longer necessary.

**PERMANENT DISQUALIFICATION FROM SERVICE**

22. A person who has verified positive drug test results on two drug tests required by this Air Safety Circular is permanently precluded from performing safety sensitive duties for any Operator.

**RETENTION OF RECORDS**

23. Records concerning drug tests confirmed positive shall be maintained by the operator for 5 years. Such records include the medical interviews and any other documentation concerning the operator's verification process.
24. Records concerning all other drug tests performed under Air Safety Circular shall be maintained by the operator for 2 years.

**RELEASE OF DRUG TESTING INFORMATION**

25. An Operator shall not release information regarding an employee's drug testing results, evaluation, or rehabilitation to a third party, except as required by law and this Air Safety Circular.

**ACCESS TO RECORDS**

26. Each Operator shall permit Authorised Persons pursuant to Civil Aviation Regulations Part 3.3, to examine records required to be kept under this regulation.

**CANCELLATION**

27. This Air Safety Circular cancels Issue 1 of ASC GEN-05 dated 26 December 2006, which should be destroyed.



Mahmood Razee

**EXECUTIVE DIRECTOR**