



Issued: 30 March 2020

**Exemption measures aimed at extending the validity period of ratings, certificates and medical reports, as applicable, for flight crews, cabin crews, instructors and examiners, mechanics, and aeromedical examiners**

**This information Notice contains information that is for guidance and/or awareness.**

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted organisations and relevant outside contractors).

<b>Applicability:</b>	
<b>Licensing:</b>	All Approved Part-147 MTO's, Part-ORA ATO's, Part-DTO's, Part-CC CTO's
<b>Licensed/Unlicensed Personnel:</b>	All Part-66 AME's, Part-FCL License and Certificates Holders, Part-CC Attestation Holders
<b>Airworthiness:</b>	All Part-145 AMO's, Part-M Subpart-F AMO's, Part-M Subpart-G CAMO's
<b>Flight Operations:</b>	All Part-OPO CAT Organisations

**1. INTRODUCTION**

The COVID-19 outbreak has resulted in drastic travel restrictions and closure of borders between a majority of States.

- Holders of Part-FCL commercial pilot licences who are required both to perform their licence proficiency check (LPC) to revalidate the validity period of their type and instrument ratings and to comply with the applicable operator recurrent training and checking requirements (OPC) in order to continue to exercise their privileges on behalf of their operator are not able to timely reach or gain access to flight simulation training devices (FSTD) to complete the necessary training and checking. Additionally, these pilots are not able to timely get access to an examination for maintaining their language proficiency. This would result in expiry of their ratings and the language proficiency endorsement.
- Holders of Part-FCL instructor and examiner certificates who are required to perform an assessment of competence to revalidate their instructor or examiner privileges in order to continue to exercise their training and checking privileges on behalf of their operator are not able to timely reach or gain access to FSTD to complete the necessary assessment of competence. This would result in expiry of said certificate.
- Holders of Part-MED Class 1 medical certificates who are required to undergo a recurrent medical examination to revalidate their Class 1 medical to continue to exercise their licence or certificate privileges on behalf of their operator are not able to timely reach or gain access to an aeromedical examiner (AME) or aeromedical centre (AeMC) to complete the necessary medical examination.

- Holders of cabin crew attestations issued in accordance with Annex V (Part-CC) to Regulation (EU) 1178/2011 who are required to undergo a recurrent training, in accordance with the applicable requirements of Part-ORO, are not able to timely reach or gain access to training facilities.
- Holders of a cabin crew medical report as per Annex IV (Part-MED) to Regulation 1178/2011 who are required to undergo a recurrent aero-medical assessment, in accordance with the applicable requirements of Part-MED, are not able to undergo aero-medical assessment.
- Holders of aeromedical examiner certificates as per (Part-MED) to Regulation 1178/2011 who are required to perform medical examinations of the applicants for a Class 1 or Class 3 medical certificate in order to revalidate their relevant AME privileges are not able to timely reach or gain access to their competent authorities. This would result in expiry of said certificates.
- Holders of aircraft maintenance licences issued in accordance with Part-66 are not able to timely revalidate their licence.

As a result of the aforementioned unforeseen circumstances, it is needed to apply an Exemption to the said holders of Cyprus issued licences, ratings, certificates and attestations as well as operators/maintenance organisations when the said circumstances are declared to the DCA by either the holder (of the licence, rating, endorsement, certificate or attestation) or the operator/maintenance organisation to ensure a certain level of business continuity for organisations for which Annex III (Part-ORO) to Regulation (EU) No 965/2012 or Annex I (Part-M) or Annex II (Part-145) or Annex IV (Part-147) of Regulation (EU) No 1321/2014 are applicable. This Exemption aims to reduce the severity of the disruptions that would otherwise occur due to non-availability of a sufficient number of flight and cabin crew members and aircraft maintenance licence holders to operate on behalf of said organisations.

## 2. SUMMARY OF THE EXEMPTION

Subject to fulfilling the applicable mitigating conditions as specified in this Information Notice (*see section "Summary of mitigations"*), with regard to licences, ratings, certificates and attestations issued by Cyprus DCA, including associated medical certificates and reports, all of the following shall apply:

### **a. Licences, ratings, certificates and attestations issued in accordance with Annex I (Part-FCL), Annex IV (Part-MED) and Annex V (Part-CC) to Regulation (EU) No 1178/2011**

The validity period of all the following is extended as follows:

- (1) by 4 months or until the end of the application of this Exemption dated 22<sup>nd</sup> of November 2020, whichever is the shorter period of time, in the case of:
  - i. class ratings, type ratings and instrument ratings endorsed in Part-FCL commercial pilot licences (CPL, MPL, ATPL) for operating aircrafts representing those classes and types within an organisation for which Annex III (Part-ORO) to Regulation (EU) No 965/2012 is applicable;
  - ii. Part-MED Class 1 medical certificates of holders of the ratings and certificates specified in point above;
- (2) until the end of the application of this Exemption dated 22<sup>nd</sup> of November 2020, in the case of:
  - i. Part-FCL instructor and examiner certificates the holders of which are involved in training and checking of holders of the class and type ratings specified in point 1(i) above;
  - ii. language proficiency endorsements as per point FCL.055 of Part-FCL;
  - iii. privileges of Part-MED aeromedical examiner certificates related to Class 1 medical certificates;
  - iv. medical reports of cabin crew as per point MED.C.030 of Part-MED.

If, towards the end of the period specified in point (1), Cyprus DCA considers that the reasons for granting this Exemption still apply, the validity period of the rating or certificate may be further extended for another period of up to 4 months or the end of the application of this Exemption, whichever date comes first.

**b. Training and checking in accordance with Annex III (Part-ORO) to Regulation (EU) No 965/2012**

The validity period of all of the following is extended by 4 months or until the end of the application of this Exemption dated 22<sup>nd</sup> of November 2020, whichever is the shorter period of time:

1. operator proficiency checks (OPC) in accordance with points ORO.FC.230(b) and ORO.FC.330 of Part-ORO;
2. operator line-oriented evaluation in accordance with point ORO.FC.A.245(d) of Part-ORO, if applicable;
3. operator emergency and safety equipment training and checking in accordance with point ORO.FC.230(d) of Part-ORO;
4. operator ground and flight training in accordance with point ORO.FC.230(f) of Part-ORO;
5. operator cabin crew recurrent training and checking in accordance with point ORO.CC.140 of Part-ORO;
6. operator technical crew recurrent training in accordance with point ORO.TC.135 of Part-ORO;
7. operator line checks (LC) in accordance with point ORO.FC.230(c) of Part-ORO;
8. operator dangerous goods recurrent training in accordance with point ORO.GEN.110(j) of Part-ORO and, when applicable, point SPA.DG.105(a) of Part-SPA;
9. operator crew resource management recurrent training in accordance with point ORO.FC.230(e)(1) and (e)(2) of Part-ORO;
10. operator recurrent training and checking in accordance with point ORO.FC.130 of Part-ORO.

The list above includes any applicable Part-SPA recurrent training and checking elements.

If, towards the end of the period specified in the introductory sentence of this point (b), Cyprus DCA considers that the reasons for granting the Exemption still apply, the validity period of relevant training and checking may be further extended for a period of up to 4 months or by the end of the application of this Exemption, whichever date comes first

**c. Aircraft maintenance licences issued in accordance with Annex III (Part-66) to Regulation (EU) No 1321/2014**

The validity period of aircraft maintenance licences is extended by 4 months or until the end of the application of this Exemption dated 22<sup>nd</sup> of November 2020, whichever is the shorter period of time. If, towards the end of that period, Cyprus DCA considers that the reasons for granting the Exemption still apply, the validity period of the licence may be further extended for a period of up to 4 months or by the end of the application of this Exemption, whichever date comes first.

**3. SUMMARY OF MITIGATING MEASURES**

- (a) **Part-FCL licence holders** benefiting from this exemption shall comply with all of the following:
- (i) they shall hold a valid class or type rating;
  - (ii) they shall operate under the management system of an organisation for which Part-ORO is applicable;
  - (iii) they shall have received refresher training, followed by the completion of an assessment by means established by the operator to determine that the required level of knowledge to operate the applicable class or type are maintained. That assessment shall include class/ or type specific abnormal and emergency procedures.

- (iv) Upon successful completion of the refresher training and the assessment as per point (iii), the new expiry date of the relevant rating shall be endorsed in the licence of the pilot, either by the DCA or by an examiner nominated by the operator and acting in accordance with point FCL.1030, as applicable.

The new expiry date of the language proficiency shall be endorsed in the licence of the pilot by the DCA, only after applicant has submitted a request to DCA with a confirmation statement by the Operator responsible for the refresher training above.

Nominated examiners should act as per their current privileges as described in their Examiner's Certificate.

All the Examiners, prior any revalidation, should notify DCA by email for the use of this exemption.

Upon license endorsement, the Examiner has to submit to DCA the following:

1. Copy of Operator's statement for the refresher training completion and assessment.
2. The method used by the Examiner for the review of the above and verification of candidate's knowledge and awareness.
3. Copy of the examiner's licence (only for non-Cyprus DCA License holders).
4. Copy of the examiner's certificate (only for non-Cyprus DCA Examiner Certificate holders).
5. Copy of the examiner's medical certificate (only for non-Cyprus DCA Examiner Certificate holders).
6. Copy of endorsed licence (if entry on licence by examiner).

In the case that the nominated Examiner is a non-Cyprus DCA Examiner Certificate Holder, there is no requirement to follow notification procedures as described in "*Examiner Differences Document*".

For the above communication, please use the following email address:

[eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

- (b) **Part-FCL instructors and examiners** certificate holders benefiting from this exemption shall hold a valid instructor and, if applicable, a valid examiner certificate. The new expiry date shall be indicated in one of the following methods:

- i. For the Instructors, it shall be endorsed in the licence of the pilot, either by DCA or an Examiner nominated by the operator and acting in accordance with point FCL.1030, as applicable;  
Nominated examiners should act as per their current privileges as described in their Examiner's Certificate.
- ii. For the Examiners, it shall be endorsed by DCA or a Cyprus DCA Senior Examiner by completing "*LIC-062\_Temporary Licensing Certificate for Examiner Privileges*" with the new expiry date. On Section 3 of the above form, the Senior Examiner should cross-out all irrelevant items and make a written reference to this Notice.

All the Examiners(Senior), prior any revalidation, should notify DCA by email for the use of this exemption.

Upon License/Certificate endorsement, the Examiner (or Senior Examiner) has to submit to DCA the following:

1. Copy of the examiner's licence (only for non-Cyprus DCA License holders).
2. Copy of the examiner's certificate (only for non-Cyprus DCA Examiner Certificate holders).
3. Copy of the examiner's medical certificate (only for non-Cyprus DCA Examiner Certificate holders).
4. Copy of endorsed Licence/ Certificate/LIC-062 form (if entry on licence by examiner).

In the case that the nominated Examiner is a non-Cyprus DCA Examiner Certificate Holder, there is no requirement to follow notification procedures as described in "*Examiner Differences Document*".

For the above communication, please use the following email address:

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- (c) **Part-MED Class 1 medical certificate holders** benefitting from this exemption shall hold a valid Class 1 medical certificate without restrictions, except visual ones.
- (d) **Part-MED cabin crew medical report holders** benefitting from this exemption shall hold a valid cabin crew medical report without limitations, except visual ones.
- (e) **Operators** benefitting from this exemption shall comply with all of the following:
- (1) The operator shall ensure that flight crew members benefitting from this exemption comply with the refresher training specified in point (a) above in all of the following cases:
- (i) operator proficiency checks (OPC) in accordance with point ORO.FC.230(b);
  - (ii) line checks in accordance with point ORO.FC.230(c);
  - (iii) line-oriented evaluation in accordance with point ORO.FC.A.245(d), if applicable.
- (2) In addition to point (a) above, the refresher training mentioned in point (1)(c) shall include any additional Part-SPA related elements, as applicable.
- (3) The operator shall ensure that crew members complete additional training through any means in all of the following cases:
- (i) operator emergency and safety equipment training and checking in accordance with ORO.FC.230(d);
  - (ii) ground and flight training in accordance with point ORO.FC.230(f);
  - (iii) OPC for commercial specialised operations and CAT operations referred to in point ORO.FC.005(B)(1) and (2), in accordance with point ORO.FC.330;
  - (iv) cabin crew recurrent training and checking in accordance with point ORO.CC.140;
  - (v) technical crew recurrent training in accordance with point ORO.TC.135.
  - (vi) dangerous goods recurrent training in accordance with point ORO.GEN.110(j) and, when applicable, point SPA.DG.105(a);
  - (vii) crew resource management recurrent training in accordance with point ORO.FC.230(e)(1) and (e)(2);
  - (viii) operator recurrent training and checking in accordance with point ORO.FC.130 of Part-ORO.

Note: The intent of “through any means” is that operators provide additional training to crew members in order to compensate for the extended validity of the different training elements of Part-ORO and Part-SPA, as applicable. This could be done for example via briefing/leaflet/bulletin/CBT/video.

- (f) **Part-66 aircraft maintenance licence holders** benefitting from this exemption shall only exercise the certification privileges associated with their licence when no action is pending pursuant to point 66.B.500 of Part-66.