

**CIVIL AVIATION AUTHORITY OF MALAYSIA**  
**Flight Operations Notice (FON)**



Notice No: FON 1/2020	Issue Office: Civil Aviation Authority of Malaysia No. 27, Persiaran Perdana Precinct 4 62618 PUTRAJAYA Malaysia
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Directives: Organisation Requirements for Flight Crew Issue 3 Amendment 1-1	
Status: New Issue	

## Introduction

CAAM Operations (Notice 8/2020) had stated that all examinations conducted by CAAM are discontinued while Civil Aviation Notice (CAN) 1/2020, CAN 2/2020 and CAN 3/2020 mentioned the Theoretical Knowledge validity period as per FCL.025 (a)(4) and (c)(1) is now exempted until 30 November 2020. Notwithstanding, with the current development of the Recovery Movement Controlled Order (RMCO), CAAM personnel are now allowed to travel and conduct the examinations at the approved locations. With this intent, this FON is issued to address the conduct of examinations in the very near future.

### 1. Discontinuation of Theoretical Knowledge Validity Exemption

In CAN 1/2020, CAN 2/2020 and CAN 3/2020, Theoretical Knowledge validity period as per FCL.025 (a)(4) and (c)(1) was exempted until 30 November 2020. Effective from the date of this Flight Operations Notice (FON) 1/2020, the above said exemption is discontinued. **All theoretical knowledge examinations' approvals that expire between 29 February 2020 until 31 March 2021 are HEREBY GIVEN A FOUR (04) MONTHS EXTENSION.**


### 2. Continuation of Theoretical Knowledge Examinations Conducted by CAAM

Effective from the date of this FON 1/2020, the abovesaid examinations shall be continued. Guidelines on Conducting Examination in Approved Training Organization (ATO) and Malaysian Aviation Academy (MAvA) are as per Appendix 1.

### 3. Increased Capacity on Theoretical Knowledge Lectures Using Classroom Method

Following the recent development on Recovery Movement Control Order (RMCO), without exempting the Standard Operating Procedures (SOP) and

Guidelines by National Security Council (NSC), Ministry of Health (MoH) and Ministry of Transport (MoT), theoretical knowledge lectures using classroom method are allowed to continue with an increased capacity depending on the classroom size and taking into consideration of a one (1) meter distancing between the seats. However, the absolute maximum capacity shall be twenty-four (24) participants.



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**CAPTAIN CHESTER VOO CHEE SOON**

Chief Executive Officer  
for Civil Aviation Authority of Malaysia

**19** June 2020

## **GUIDELINES ON CONDUCTING EXAMINATIONS IN AN APPROVED TRAINING ORGANIZATION AND MALAYSIAN AVIATION ACADEMY**

### **1. GENERAL/ NEW NORMAL PROCEDURES**

#### **1.1. ATOs Responsibilities.**

NSC and MoH have published some general guidelines to be followed while travelling and being in premises. These guidelines are strictly to be followed to prevent the spread of COVID-19. All ATOs is to ensure that their examination candidates are to undergo but not limited to the following procedures:

- a. Scanning of body temperature before entering the examination room. Candidates with body temperature of more than 37.3 degrees Celsius will not be allowed to enter the examination room and sit for the examinations.
- b. Each candidate is to fill up the Health Declaration form as per Appendix 2.
- c. ATO is to provide hand sanitizers at the entrance of the examination room and waiting room.
- d. Each candidate is encouraged to cleanse their hands regularly using hand sanitizer especially before and after each session;
- e. Each candidate is required to wear a face mask or face shield at all times;
- f. Social distancing of not less than one meter apart from each other is to be practiced at all times. Candidates who have completed their examinations are to be at the waiting room if they have another exam scheduled after. For candidates who have finished all their examinations are required to leave the examination area as soon as possible and avoid socializing around the examination area; and
- g. The examination room, waiting room and its equipment (eg: tables, chairs and computer) are to be sanitized before and after each examination. 30 minutes will be allocated to perform this procedure.

#### **2. Examination and Waiting Room.**

As implementation of social distancing is required, the examination room shall be arranged so as to maintain the required distance between candidates. Candidates per examination shall not be more than twenty-four (24) in one examination room and is subject to social distancing of not less than one meter from each other.

#### **3. Examinations in Malaysian Aviation Academy (MAvA).**

3.1. Candidates responsibilities. Candidates are required to:

- a. Wear their face mask at all times.
- b. Bring their own hand sanitizer and regularly sanitize their hands before and after every examination session.
- c. Bring wipes to sanitize the tables, chairs and computers that are provided.
- d. Practise social distancing of not less than one meter apart at all times.

3.2 CAAM Exam Unit Responsibilities. Invigilators are to:

- a. Ensure scanning of body temperature is carried out by ATO before entering the examination room. Candidates with body temperature of more than 37.3 degrees Celsius will not be allowed to enter the examination room and sit for the examinations.
- b. To ensure each candidate has filled up the Health Declaration form as per Appendix 2.
- c. To ensure all candidates wear their face mask at all times.
- d. To ensure social distancing of not less than one meter apart from each other is practiced at all times.

**HEALTH DECLARATION FORM**

If you have travelled or stayed in affected countries over the past fourteen (14) days, you are kindly requested to declare your health status on the form which is required under Section 15 of Prevention and Control of Infectious Diseases Act 1988. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable on conviction to imprisonment for a term not exceeding 2 years or to a fine or to both.

**PART A  
(General)**

1. Full Name: .....  
(Use block letters)

2. Gender: Male  Female

3. Age (year/month): .....

4. Passport Number: .....

5. Nationality: .....

6. Identity Card No: .....

7. Address in Malaysia: .....  
.....  
.....

8. Telephone No.:

House: ..... Office: .....

Mobile: .....

PART B  
COVID-19

1. Have you been to any area or countries of COVID-19 as indicated by WHO over the past 14 days?

Yes       No

2. Date of departure from the said country:  
.....

3. Have you had any of the following symptoms over the past 14 days? Please tick if yes

Fever

Cough

Difficulty in breathing Sore throat

Other symptoms (please specify):

.....

Have you been in close contact with person suspected to have COVID-19?

Yes       No

If the answer is yes to either of the question above, please report to the Designated Hospitals or Health Screening Centre handling COVID-19 cases.

Definition of close contact:

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a with COVID-19 patient
- Traveling together with COVID-19 patient in any kind of conveyance
- Living in the same household as a COVID-19 patient

Signature: .....

Date: .....