

STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION

AVIATION SAFETY

2025/08/17



دولة الكويت

الإدارة العامة للطيران المدني

سلامة الطيران

2025/136/SUPDT-R/41

All KCASR Stakeholders and Users

Sub.: Regulatory Circular No. 2025-09.

Revision Number 5 to Kuwait Civil Aviation Safety Regulations - KCASR 1 - PERSONNEL LICENSING PART ARA - AUTHORITY REQUIREMENTS FOR AIRCREW.

Dear Sir,

Please find enclosed herewith the regulatory circular No. 2025-09 regarding the issuance of KCASR 1 - PERSONNEL LICENSING PART ARA - AUTHORITY REQUIREMENTS FOR AIRCREW Rev. 5. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (<https://kcasr.dgca.gov.kw>).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 1 - PERSONNEL LICENSING PART ARA - AUTHORITY REQUIREMENTS FOR AIRCREW Rev. 5 will be in effect from 07/Sep/2025.

Yours Sincerely,

for

President of Civil Aviation.

[Signature]

Eng. Duaij Khalaf Alotaibi

Acting Director General DGCA

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
Head of Technical Office.
Civil Aviation Security Department.
Aviation Safety Director.
Air Transport Director.
Inspection & oversight Superintendent.
Head of Standards & Aviation Safety Regulations Division.



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Rev 9



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STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION
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دولة الكويت
الإدارة العامة للطيران المدني
سلامة الطيران

2025/08/17

2025/135/SUPDT-R/41

REGULATORY CIRCULAR (NO. 2025-09)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **2025-09** is to Amend KCASR 1 - PERSONNEL LICENSINGPART ARA -AUTHORITY REQUIREMENTS FOR AIRCREW (issue 4) to comply with DGCA requirements.

This Regulatory Circular No. **2025-09** is based on (NPA) No. 2025-10 dated 18/May/2025

Revisions:

This amendment will be included in the revision (5) of KCASR 1 - PERSONNEL LICENSINGPART ARA -AUTHORITY REQUIREMENTS FOR AIRCREW.

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorised to operate within the State of Kuwait:

1. Airport Operators;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC);
4. Approved Maintenance Organizations (AMO) Holders;
5. Ground Handling Service Providers;
6. Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from **07/Sep/2025**.

Required Action:

All users of KCASR must comply with the provisions of this amendment from the effective date.

President of Civil Aviation

Eng. Duaij Khalaf Alotaibi
Acting Director General DGCA



Rev. 07



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Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew



Kuwait Civil Aviation Safety Regulations

KCASR 1 – PERSONNEL LICENSING

PART ARA – AUTHORITY REQUIREMENTS FOR AIRCREW

Issue 4	Revision 5	Sep 2025	Page 1 of 45
---------	------------	----------	--------------


<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Table of Contents

Table of Contents	2
Amendment Record	5
Control of this Document	6
Subpart GEN - General Requirements	7
Section I - General	7
ARA.GEN.105 Definitions	7
ARA.GEN.115 Oversight documentation.....	8
ARA.GEN.120 Means of compliance	8
ARA.GEN.125 Information to the Kuwait DGCA.....	9
ARA.GEN.135 Immediate reaction to a safety problem.....	9
Section II - Management	9
ARA.GEN.200 Management system	9
ARA.GEN.205 Allocation of tasks to qualified entities	10
ARA.GEN.210 Changes in the management system	10
ARA.GEN.220 Record-keeping	10
Section III - Oversight, certification and enforcement	11
ARA.GEN.300 Oversight.....	11
ARA.GEN.305 Oversight programme.....	12
ARA.GEN.310 Initial certification procedure – organisations.....	13
ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations – persons	13
ARA.GEN.330 Changes – organisations.....	13
ARA.GEN.350 Findings and corrective actions – organisations	14
ARA.GEN.355 Findings and enforcement measures – persons	15
Subpart FCL - Specific Requirements Relating to Flight Crew Licensing	16
Section I - General	16
ARA.FCL.120 Record-keeping.....	16
Section II - Licences, ratings and certificates	16
ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate	16
ARA.FCL.205 Monitoring of examiners	16
ARA.FCL.210 Information for examiners.....	16
ARA.FCL.215 Validity period.....	17
ARA.FCL.220 Procedure for the re-issue of a pilot licence.....	17

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates.....	17
Section III - Theoretical knowledge examinations.....	18
ARA.FCL.300 Examination procedures.....	18
Subpart CC - Specific Requirements Relating to Cabin Crew	19
Section I - Cabin crew attestations	19
ARA.CC.100 Procedures for cabin crew attestations	19
ARA.CC.105 Suspension or revocation of cabin crew attestations.....	19
Section II - Organisations providing cabin crew training or issuing cabin crew attestations ..	19
ARA.CC.200 Approval of organisations to provide cabin crew training or to issue cabin crew attestations.....	19
Subpart ATO - Specific Requirements Related to Approved Training Organisations (ATOs)21	
Section I - General	21
ARA.ATO.105 Oversight Programme.....	21
ARA.ATO.120 Record-keeping	21
Subpart FSTD - Specific Requirements Related to the Qualification of Flight Simulations Training Devices (FSTDs)	22
Section I - General	22
ARA.FSTD.100 Initial evaluation procedure	22
ARA.FSTD.105 Recognition of Other States' Evaluations	22
ARA.FSTD.110 Issue of an FSTD qualification certificate	23
ARA.FSTD.115 Interim FSTD qualification.....	23
ARA.FSTD.120 Continuation of an FSTD qualification.....	23
ARA.FSTD.130 Changes	24
ARA.FSTD.135 Findings and corrective actions – FSTD qualification certificate.....	24
ARA.FSTD.140 Record keeping	24
Subpart AeMC - Specific Requirements Relating to Aero-Medical Centres (AeMCs)	25
Section I - General	25
ARA.AeMC.110 Initial certification procedure.....	25
ARA.AeMC.150 Findings and corrective actions – AeMC	25
Subpart MED - Specific Requirements Relating to Aero-Medical Certification	26
Section I - General	26
ARA.MED.120 Medical assessors.....	26
ARA.MED.125 Referral to the licensing authority	26
ARA.MED.130 Medical certificate format	26
ARA.MED.135 Aero-medical forms	27
ARA.MED.140 Application of Safety Management Principles to Medical Assessment	27

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

ARA.MED.145 Aviation-related Health Promotion.....	27
ARA.MED.150 Record-keeping.....	28
Section II - Aero-medical examiners (AMEs).....	28
ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate	28
ARA.MED.245 Continuing oversight of AMEs	29
ARA.MED.250 Limitation, suspension or revocation of an AME certificate.....	29
ARA.MED.255 Enforcement measures	29
Section III - Medical certification.....	29
ARA.MED.315 Review of examination reports	29
ARA.MED.325 Secondary review procedure.....	29
Section IV - First Aid Instructor.....	31
Appendix I to Part ARA - Flight crew licence	32
Appendix II to Part-ARA Standard format for cabin crew attestations	37
Appendix III to Part-ARA - CERTIFICATE FOR APPROVED TRAINING ORGANISATIONS (ATOs)	39
Appendix IV to Part-ARA FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE	40
Appendix V to Part-ARA - CERTIFICATE FOR AERO-MEDICAL CENTRES (AeMCs)	43
Appendix VI to Part-ARA - CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)	44

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 4, Rev.2, August 2019, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following Regulation is hereby established for compliance by all persons concerned. This Regulation shall be known as KCASR 1 – Personnel Licensing and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of personnel licensing.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 1 – Personnel Licensing is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 1 – Personnel Licensing is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 1 Personnel Licensing contains the personnel licensing regulations of the State of Kuwait, and shows compliance with ICAO Annex 1. The regulations in KCASR 1 are separated into the following parts with cross references between parts where applicable.

- **Part ARA Authority Requirements for Aircrew**
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- Part CC Cabin Crew
- Part FOO/FD Flight Operation Officer and Flight Dispatcher
- Part MED Medical
- Part 66 Aircraft Maintenance Engineer Licence
- Part 147 Approved Training Organisations
- Part ATCO Air Traffic Control Officer

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Issue 4	Revision 5	Sep 2025	Page 6 of 45
----------------	-------------------	-----------------	---------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

Subpart GEN - General Requirements


Section I - General

ARA.GEN.105 Definitions

For the purposes of this Part and of Part-ORA, the following definitions apply:

1. **“Acceptable Means of Compliance (AMC)”** are non-binding standards adopted by the Kuwait DGCA to illustrate means to establish compliance with the Regulations;
2. **“Alternative means of compliance”** are those that propose an alternative to an existing AMC or those that propose new means to establish compliance with the Regulations for which no associated AMC have been adopted by the Kuwait DGCA;
3. **“Approved training organisation (ATO)”** means an organisation qualified for the issue or continuation of an approval to provide training for pilot licences and associated ratings and certificates;
4. **“Basic instrument training device model (BITD model)”** means a defined hardware and software combination, which has obtained a BITD qualification;
5. **“Certification specifications (CS)”** are technical standards adopted by the Kuwait DGCA indicating means to show compliance with the ICAO Standards which can be used by organisations for the purpose of certification; Kuwait DGCA adopts these standard where practical to do so.
6. **“Flight instructor (FI)”** means an instructor with the privileges to provide training in an aircraft, in accordance with Part-FCL;
7. **“Flight simulation training device (FSTD)”** means a training device which is:
 - (a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD);
 - (b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
8. **“FSTD qualification”** means the level of technical ability of an FSTD as defined in the compliance document;
9. **“FSTD user”** means the organisation or person requesting training, checking or testing through the use of an FSTD to an ATO;
10. **“Grounding”** means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
11. **“Guidance Material (GM)”** means non-binding material developed by the Kuwait DGCA that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of the Regulations;
12. **“ARO.RAMP”** means the Subpart RAMP of Part ARO to the Regulation on Air Operations;
13. **“Other training device (OTD)”** means an aid used for pilot training other than an FSTD that provides for training where a complete flight deck or cockpit environment is not necessary;

Issue 4	Revision 5	Sep 2025	Page 7 of 45
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<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

14. **“Part-ARA”** means the Regulation on Authority requirements for Civil Aviation Aircrew;
15. **“Part-ORO”** means the Regulation on Organisational requirements for Air Operations;
16. **“Part-CC”** means the Regulation on Cabin Crew requirements for Civil Aviation Aircrew;
17. **“Part-FCL”** means the Regulation on Flight Crew Licensing for Civil Aviation Aircrew;
18. **“Part-MED”** means the Regulation on Medical requirements for Civil Aviation Aircrew;
19. **“Part-ORA”** means the Regulation on Organisational requirements for Civil Aviation Aircrew;
20. **“Principal place of business”** means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
21. **“Qualification test guide (QTG)”** means a document designed to demonstrate that the performance and handling qualities of an FSTD represent those of the aircraft, class of aeroplane or type of helicopter, simulated within prescribed limits and that all applicable requirements have been met. The QTG includes both the data of the aircraft, class of aeroplane or type of helicopter and FSTD data used to support the validation.

ARA.GEN.115 Oversight documentation


The Kuwait DGCA shall provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

ARA.GEN.120 Means of compliance

- (a) The Kuwait DGCA shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with the Regulations. When the AMC are complied with, the related requirements of the Regulations are met.
- (b) Alternative means of compliance may be used to establish compliance with the Regulations.
- (c) The Kuwait DGCA shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with the Regulations.
- (d) The Kuwait DGCA shall evaluate all alternative means of compliance proposed by an organisation in accordance with ORA.GEN.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the Kuwait DGCA finds that the alternative means of compliance are in accordance with the Regulations, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly; and
- (e) When the Kuwait DGCA itself uses alternative means of compliance to achieve compliance with the Regulations it shall:
 - (1) make them available to all organisations and persons under its oversight.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

ARA.GEN.125 Information to the Kuwait DGCA

- (a) The organisation shall without undue delay notify the Kuwait DGCA in case of any significant problems with the implementation of the Regulations.
- (b) The organisation shall provide the Kuwait DGCA with safety-significant information stemming from the occurrence reports it has received.

ARA.GEN.135 Immediate reaction to a safety problem

- (a) The Kuwait DGCA shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Kuwait DGCA shall implement a system to appropriately analyse any relevant safety information received and without undue delay provide any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to the Regulations.
- (c) Upon receiving the information referred to in (a) and (b), the Kuwait DGCA shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under the Regulations.

Section II - Management

ARA.GEN.200 Management system

- (a) The Kuwait DGCA shall establish and maintain a management system, including as a minimum:
 - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with the Regulations. The procedures shall be kept up-to-date and serve as the basic working documents within the Kuwait DGCA for all related tasks;
 - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the Kuwait DGCA to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of the Kuwait DGCA for the compliance monitoring function.

Issue 4	Revision 5	Sep 2025	Page 9 of 45
----------------	-------------------	-----------------	---------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- (b) The Kuwait DGCA shall, for each field of activity including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The Kuwait DGCA shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a State of Kuwait, but certified by the competent authority of another State.

ARA.GEN.205 Allocation of tasks to qualified entities

- (a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to the Regulations shall be allocated by State of Kuwait only to qualified entities. When allocating tasks, the Kuwait DGCA shall ensure that it has:
 - (1) a system in place to initially and continuously assess that the qualified entity complies with the regulations.
This system and the results of the assessments shall be documented;
 - (2) established a documented agreement with a the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) The Kuwait DGCA shall ensure that the internal audit process and a safety risk management process required by ARA.GEN.200(a)(4) cover all certification or continuing oversight tasks performed on its behalf.


ARA.GEN.210 Changes in the management system

- (a) The Kuwait DGCA shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in the Regulations. This system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) The Kuwait DGCA shall update its management system to reflect any change to the Regulations in a timely manner, so as to ensure effective implementation.

ARA.GEN.220 Record-keeping

- (a) The Kuwait DGCA shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by ARA.GEN.205 as well as the details of tasks allocated;

Issue 4	Revision 5	Sep 2025	Page 10 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- (4) certification processes and continuing oversight of certified organisations;
 - (5) processes for issuing personnel licences, ratings, certificates and attestations and for the continuing oversight of the holders of those licences, ratings, certificates and attestations;
 - (6) processes for issuing FSTD qualification certificates and for the continuing oversight of the FSTD and of the organisation operating it;
 - (7) oversight of persons and organisations exercising activities within the territory of the State of Kuwait, but overseen or certified by the competent authority of another State, as agreed between these authorities;
 - (8) findings, corrective actions and date of action closure;
 - (9) enforcement measures taken;
 - (10) safety information and follow-up measures; and
 - (11) the use of flexibility provisions in accordance with Article 15 of the KCASR Basic Regulation.
- (b) The Kuwait DGCA shall maintain a list of all organisation certificates, FSTD qualification certificates and personnel licences, certificates and attestations it issued.
- (c) All records shall be kept for the minimum period specified in this Regulation. In the absence of such indication, records shall be kept for a minimum period of 5 years subject to applicable data protection law.

Section III - Oversight, certification and enforcement

ARA.GEN.300 Oversight

- (a) The Kuwait DGCA shall verify:
- (1) compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, FSTD qualification certificate or personnel licence, certificate, rating, or attestation, as applicable;
 - (2) continued compliance with the applicable requirements of organisations it has certified, of persons and of FSTD qualification certificate holders;
 - (3) implementation of appropriate safety measures mandated by the Kuwait DGCA as defined in ARA.GEN.135(c) and (d).
- (b) This verification shall:
- (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (2) provide the persons and organisations concerned with the results of safety oversight activity;
 - (3) be based on audits and inspections, including ramp and unannounced inspections; and
 - (4) provide evidence needed in case further action is required, including the measures foreseen by ARA.GEN.350 and ARA.GEN.355.
- (c) The scope of oversight defined in (a) and (b) shall take into account the results of past oversight activities and the safety priorities.

Issue 4	Revision 5	Sep 2025	Page 11 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- (d) The scope of the oversight of activities performed in the territory of the State of Kuwait by persons or organisations established or residing in another State shall be determined on the basis of the safety priorities, as well as of past oversight activities.
- (e) Where the activity of a person or organisation involves more than one State, the competent authority responsible for the oversight under (a) may agree to have oversight tasks performed by the Kuwait DGCA where the activity takes place. Any person or organisation subject to such agreement shall be informed of its existence and of its scope.
- (f) The Kuwait DGCA shall collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

ARA.GEN.305 Oversight programme

- (a) The Kuwait DGCA shall establish and maintain an oversight programme covering the oversight activities required by ARA.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by the Kuwait DGCA and FSTD qualification certificate holders, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:

- (1) audits and inspections, including ramp and unannounced inspections as appropriate; and
- (2) meetings convened between the accountable manager and the Kuwait DGCA to ensure both remain informed of significant issues.

- (c) For organisations certified by the Kuwait DGCA and FSTD qualification certificate holders an oversight planning cycle not exceeding 24 months shall be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation or the FTSD qualification certificate holder has decreased.


The oversight planning cycle may be extended to a maximum of 36 months if the Kuwait DGCA has established that, during the previous 24 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
- (2) the organisation has continuously demonstrated under ORA.GEN.130 that it has full control over all changes;
- (3) no level 1 findings have been issued; and
- (4) all corrective actions have been implemented within the time period accepted or extended by the Kuwait DGCA as defined in ARA.GEN.350(d)(2).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and the Kuwait DGCA has approved, an effective continuous reporting system to the Kuwait DGCA on the safety performance and regulatory compliance of the organisation itself.

- (d) For persons holding a licence, certificate, rating, or attestation issued by the Kuwait DGCA the oversight programme shall include inspections, including unannounced inspections, as appropriate.

Issue 4	Revision 5	Sep 2025	Page 12 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- (e) The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

ARA.GEN.310 Initial certification procedure – organisations

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the Kuwait DGCA shall verify the organisation's compliance with the applicable requirements.
- (b) When satisfied that the organisation is in compliance with the applicable requirements, the Kuwait DGCA shall issue the certificate(s), as established in Appendixes III and V to this Part. The certificate(s) shall be issued for a period of 24 months. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior Kuwait DGCA approval in accordance with ORA.GEN.130, the Kuwait DGCA shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

ARA.GEN.315 Procedure for issue, revalidation, renewal or change of licences, ratings, certificates or attestations – persons

- (a) Upon receiving an application for the issue, revalidation, renewal or change of a personal licence, rating, certificate or attestation and any supporting documentation, the Kuwait DGCA shall verify whether the applicant meets the applicable requirements.
- (b) When satisfied that the applicant meets the applicable requirements, the Kuwait DGCA shall issue, revalidate, renew or change the licence, certificate, rating, or attestation.

ARA.GEN.330 Changes – organisations


- (a) Upon receiving an application for a change that requires prior approval, the Kuwait DGCA shall verify the organisation's compliance with the applicable requirements before issuing the approval.

The Kuwait DGCA shall prescribe the conditions under which the organisation may operate during the change, unless the Kuwait DGCA determines that the organisation's certificate needs to be suspended.

When satisfied that the organisation is in compliance with the applicable requirements, the Kuwait DGCA shall approve the change.

- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received Kuwait DGCA approval as defined in (a), the Kuwait DGCA shall suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, the Kuwait DGCA shall assess the information provided in the notification sent by the organisation in accordance with ORA.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, the Kuwait DGCA shall:
- (1) notify the organisation about the non-compliance and request further changes; and

Issue 4	Revision 5	Sep 2025	Page 13 of 45
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<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

(2) in case of level 1 or level 2 findings, act in accordance with ARA.GEN.350.

ARA.GEN.350 Findings and corrective actions – organisations

- (a) The Kuwait DGCA shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the Kuwait DGCA when any significant non-compliance is detected with the applicable requirements of the Regulations, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

The level 1 findings shall include:


- (1) failure to give the Kuwait DGCA access to the organisation's facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the organisation certificate; and
 - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the Kuwait DGCA when any non-compliance is detected with the applicable requirements of the Regulations, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.
 - (d) When a finding is detected during oversight or by any other means, the Kuwait DGCA shall, without prejudice to any additional action required by the Regulations, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, the Kuwait DGCA shall inform the State in which the aircraft is registered.
 - (1) In the case of level 1 findings the Kuwait DGCA shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
 - (2) In the case of level 2 findings, the Kuwait DGCA shall:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not be more than 3 months. At the end of this period, and subject to the nature of the finding, the Kuwait DGCA may extend the 3-month period subject to a satisfactory corrective action plan agreed by the Kuwait DGCA; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the Kuwait DGCA, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- (4) The Kuwait DGCA shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when the Kuwait DGCA identifies any non-compliance with the applicable requirements of the Regulations by an organisation certified by the competent authority of another State, it shall inform that competent authority and provide an indication of the level of finding.

ARA.GEN.355 Findings and enforcement measures – persons

- (a) If, during oversight or by any other means, evidence is found by the Kuwait DGCA responsible for oversight in accordance with ARA.GEN.300(a) that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued in accordance with the Regulations, the Kuwait DGCA shall raise a finding, record it and communicate it in writing to the licence, certificate, rating or attestation holder.
- (b) When such finding is raised, the Kuwait DGCA shall carry out an investigation. If the finding is confirmed, it shall:
- (1) limit, suspend or revoke the licence, certificate, rating or attestation as applicable, when a safety issue has been identified; and
 - (2) take any further enforcement measures necessary to prevent the continuation of the non-compliance.
- (c) Without prejudice to any additional enforcement measures, when the Kuwait DGCA finds evidence showing a non-compliance with the applicable requirements by a person holding a licence, certificate, rating or attestation issued by the competent authority of any other State, it shall inform that competent authority.
- (d) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in the Regulations and not holding a licence, certificate, rating or attestation issued in accordance with that Regulation, the Kuwait DGCA shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR I – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Subpart FCL - Specific Requirements Relating to Flight Crew Licensing

Section I - General

ARA.FCL.120 Record-keeping

In addition to the records required in ARA.GEN.220(a), the Kuwait DGCA shall include in its system of record- keeping results of theoretical knowledge examinations and the assessments of pilots' skills.

Section II - Licences, ratings and certificates

ARA.FCL.200 Procedure for issue, revalidation or renewal of a licence, rating or certificate

- (a) Issue of licences and ratings. The Kuwait DGCA shall issue a pilot licence and associated ratings, using the form as established in Appendix I to this Part.
- (b) Issue of instructor and examiner certificates. The Kuwait DGCA shall issue an instructor or examiner certificate as:
 - (1) an endorsement of the relevant privileges in the pilot licence as established in Appendix I to this Part; or
 - (2) a separate document, in a form and manner specified by the Kuwait DGCA.
- (c) Endorsement of licence by examiners. Before specifically authorising certain examiners to revalidate or renew ratings or certificates, the Kuwait DGCA shall develop appropriate procedures.
- (d) Duration of Pilot, Flight Engineer License. Any Pilot or Flight Engineer license issued under this part has a ten years expiration limit or the date of attain his 65th birthday whichever is earlier.
- (e) Licenses are only issued for pilots employed by a Commercial Air Operator.

ARA.FCL.205 Monitoring of examiners

- (a) The Kuwait DGCA shall develop an oversight programme to monitor the conduct and performance of examiners taking into account the number of examiners it has certified.
- (b) The Kuwait DGCA shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the Kuwait DGCA.
- (c) The Kuwait DGCA shall develop procedures to designate examiners for the conduct of skill tests.

ARA.FCL.210 Information for examiners

- (a) The Kuwait DGCA shall notify the examiners of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting skill tests, proficiency checks or assessments of competence.
- (b) The Kuwait DGCA may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

Issue 4	Revision 5	Sep 2025	Page 16 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

ARA.FCL.215 Validity period


- (a) When issuing or renewing a rating or certificate, the Kuwait DGCA or, in the case of renewal, an examiner specifically authorised by the Kuwait DGCA, shall extend the validity period until the end of the relevant month.
- (b) When revalidating a rating, an instructor or an examiner certificate, the Kuwait DGCA, or an examiner specifically authorised by the Kuwait DGCA, shall extend the validity period of the rating or certificate until the end of the relevant month.
- (c) The Kuwait DGCA, or an examiner specifically authorised for that purpose by the Kuwait DGCA, shall enter the expiry date on the licence or the certificate.
- (d) The Kuwait DGCA may develop procedures to allow privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the endorsement on the licence or certificate.

ARA.FCL.220 Procedure for the re-issue of a pilot licence

- (a) The Kuwait DGCA shall re-issue a licence whenever necessary for administrative reasons and:
 - (1) after initial issue of a rating; or
 - (2) when paragraph XII of the licence established in Appendix I to this Part is completed and no further spaces remain.
- (b) Only valid ratings and certificates shall be transferred to the new licence document.

ARA.FCL.250 Limitation, suspension or revocation of licences, ratings and certificates


- (a) The Kuwait DGCA shall limit, suspend or revoke as applicable a pilot licence and associated ratings or certificates in accordance with ARA.GEN.355 in, but not limited to, the following circumstances:
 - (1) obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence;
 - (2) falsification of the logbook and licence or certificate records;
 - (3) the licence holder no longer complies with the applicable requirements of Part-FCL;
 - (4) exercising the privileges of a licence, rating or certificate when adversely affected by alcohol or drugs;
 - (5) non-compliance with the applicable operational requirements;
 - (6) evidence of malpractice or fraudulent use of the certificate; or
 - (7) unacceptable performance in any phase of the flight examiner's duties or responsibilities.
- (b) The Kuwait DGCA may also limit, suspend or revoke a licence, rating or certificate upon the written request of the licence or certificate holder.
- (c) All skill tests, proficiency checks or assessments of competence conducted during suspension or after the revocation of an examiner's certificate will be invalid.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Section III - Theoretical knowledge examinations

ARA.FCL.300 Examination procedures

- (a) The Kuwait DGCA shall put in place the necessary arrangements and procedures to allow applicants to undergo theoretical knowledge examinations in accordance with the applicable requirements of Part-FCL.
- (b) In the case of the ATPL, MPL, commercial pilot licence (CPL), and instrument ratings, those procedures shall comply with all of the following:
 - (1) Examinations shall be done in written or computer-based form.
 - (2) Questions for an examination shall be selected by the Kuwait DGCA, according to a common method which allows coverage of the entire syllabus in each subject.
 - (3) The examination in communications may be provided separately from those in other subjects. An applicant who has previously passed one or both of the examinations in visual flight rules (VFR) and instrument flight rules (IFR) communications shall not be re-examined in the relevant sections.
- (c) The Kuwait DGCA shall inform applicants of the languages available for examinations.
- (d) The Kuwait DGCA shall establish appropriate procedures to ensure the integrity of the examinations.
- (e) If the Kuwait DGCA finds that the applicant is not complying with the examination procedures during the examination, this shall be assessed with a view to failing the applicant, either in the examination of a single subject or in the examination as a whole.
- (f) The Kuwait DGCA shall ban applicants who are proven to be cheating from taking any further examination for a period of at least 12 months from the date of the examination in which they were found cheating.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR I – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Subpart CC - Specific Requirements Relating to Cabin Crew

Section I - Cabin crew attestations

ARA.CC.100 Procedures for cabin crew attestations

- (a) The Kuwait DGCA shall establish procedures for the issue, record-keeping and oversight of cabin crew attestations in accordance with ARA.GEN.315, ARA.GEN.220 and ARA.GEN.300 respectively.
- (b) Cabin crew attestations shall be issued, using the format and specifications established in Appendix II to this Part, either
 - (1) by the Kuwait DGCA;
and/or, if so decided by a State of Kuwait
 - (2) by an organisation approved to do so by the Kuwait DGCA.
- (c) The Kuwait DGCA shall make publicly available:
 - (1) which body(ies) issue cabin crew attestations in their territory; and
 - (2) if organisations are approved to do so, the list of such organisations.

ARA.CC.105 Suspension or revocation of cabin crew attestations

The Kuwait DGCA shall take measures in accordance with ARA.GEN.355, including the suspension or revocation of a cabin crew attestation, at least in the following cases:

- (a) non-compliance with Part-CC or with the applicable requirements of Part-ORO and Part-CAT, where a safety issue has been identified;
- (b) obtaining or maintaining the validity of the cabin crew attestation by falsification of submitted documentary evidence;
- (c) exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs; and
- (d) evidence of malpractice or fraudulent use of the cabin crew attestation.

Section II - Organisations providing cabin crew training or issuing cabin crew attestations

ARA.CC.200 Approval of organisations to provide cabin crew training or to issue cabin crew attestations


- (a) Before issuing an approval to a training organisation or a commercial air transport operator to provide cabin crew training, the Kuwait DGCA shall verify that:
 - (1) the conduct, the syllabi and associated programmes of the training courses provided by the organisation comply with the relevant requirements of Part-CC;
 - (2) the representative training devices used by the organisation realistically represent the passenger compartment environment of the aircraft type(s) and

Issue 4	Revision 5	Sep 2025	Page 19 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

the technical characteristics of the equipment to be operated by the cabin crew;
and

- (3) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training subject covered.
- (b) Organisations may be approved to issue cabin crew attestations, the Kuwait DGCA shall only grant such approvals to organisations complying with the requirements in (a). Before granting such an approval, the Kuwait DGCA shall:
- (1) assess the capability and accountability of the organisation to perform the related tasks;
 - (2) ensure that the organisation has established documented procedures for the performance of the related tasks, including for the conduct of examination(s) by personnel who are qualified for this purpose and free from conflict of interest, and for the issue of cabin crew attestations in accordance with ARA.GEN.315 and ARA.CC.100(b); and
 - (3) require the organisation to provide information and documentation related to the cabin crew attestations it issues and their holders, as relevant for the Kuwait DGCA to conduct its record-keeping, oversight and enforcement tasks.

<p><i>Kuwait Civil Aviation Safety Regulations</i></p>		<p><i>KCASR 1 – Personnel Licensing</i></p>
		<p><i>Part ARA – Authority Requirements for Aircrew</i></p>

Subpart ATO - Specific Requirements Related to Approved Training Organisations (ATOs)

Section I - General

ARA.ATO.105 Oversight Programme

The oversight programme for ATOs shall include the monitoring of course standards, including the sampling of training flights with students, if appropriate to the aircraft used.

ARA.ATO.120 Record-keeping

In addition to the records required in ARA.GEN.220, the Kuwait DGCA shall include in its system of record- keeping details of courses provided by the ATO, and if applicable, records relating to FSTDs used for training.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Subpart FSTD - Specific Requirements Related to the Qualification of Flight Simulations Training Devices (FSTDs)

Section I - General


ARA.FSTD.100 Initial evaluation procedure

- (a) Upon receiving an application for an FSTD qualification certificate, the Kuwait DGCA shall:
 - (1) evaluate the FSTD submitted for initial evaluation or for upgrading against the applicable qualification basis;
 - (2) assess the FSTD in those areas that are essential to completing the flight crew member training, testing and checking process, as applicable;
 - (3) conduct objective, subjective and functions tests in accordance with the qualification basis and review the results of such tests to establish the qualification test guide (QTG); and
 - (4) verify if the organisation operating the FSTD is in compliance with the applicable requirements. This does not apply to the initial evaluation of basic instrument training devices (BITDs).
- (b) The Kuwait DGCA shall only approve the QTG after completion of the initial evaluation of the FSTD and when all discrepancies in the QTG have been addressed to the satisfaction of the Kuwait DGCA. The QTG resulting from the initial evaluation procedure shall be the master QTG (MQTG), which shall be the basis for the FSTD qualification and subsequent recurrent FSTD evaluations.
- (c) Qualification basis and special conditions.
 - (1) The Kuwait DGCA may prescribe special conditions for the FSTD qualification basis when the requirements of ORA.FSTD.210(a) are met and when it is demonstrated that the special conditions ensure an equivalent level of safety to that established in the applicable certification specification.
 - (2) When the Kuwait DGCA has established special conditions for the qualification basis of an FSTD, it shall be accompanied by a full description of the special conditions prescribed, and a safety assessment demonstrating that an equivalent level of safety to that established in the applicable Certification Specification is met.

ARA.FSTD.105 Recognition of Other States' Evaluations

- (a) Notwithstanding ARA.FSTD.100, the Kuwait DGCA/ASD may accept and approve the qualification of an FSTD based on the evaluation and certification issued by the competent authority of another ICAO contracted State, providing that's:
 - i. The evaluation was conducted in accordance with internationally recognized standards the ensure an equivalent level of safety and fidelity, such as those prescribed by ICOA Doc 9625 or EASA CS-FSTD.

Issue 4	Revision 5	Sep 2025	Page 22 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

- ii. The foreign authority has established and functioning oversight program for FSTD qualification and monitoring.
 - iii. A copy of the foreign qualification certificate, the corresponding qualification test guide (QTG), and relevant reports are submitted to the Kuwait DGCA / ASD for review and acceptance.
 - iv. A validation inspection may be conducted by Kuwait DGCA / ASD, if deemed necessary, to confirm compliance with local requirements and operational equivalence.
- (a) When such recognition is granted, the Kuwait DGCA shall issue a national FSTD approval certification with reference to the original authority's evaluation, while maintaining oversight responsibilities in accordance with ARA.FSTD.120

ARA.FSTD.110 Issue of an FSTD qualification certificate

- (a) After completion of an evaluation of the FSTD and when satisfied that the FSTD meets the applicable qualification basis in accordance with ORA.FSTD.210 and that the organisation operating it meets the applicable requirements to maintain the qualification of the FSTD in accordance with ORA.FSTD.100, the Kuwait DGCA shall issue the FSTD qualification certificate of unlimited duration, using the form as established in Appendix IV to this Part.


ARA.FSTD.115 Interim FSTD qualification

- (a) In the case of the introduction of new aircraft programmes, when compliance with the requirements established in this Subpart for FSTD qualification is not possible, the Kuwait DGCA may issue an interim FSTD qualification level.
- (b) For full flight simulators (FFS) an interim qualification level shall only be granted at level A, B or C.
- (c) This interim qualification level shall be valid until a final qualification level can be issued and, in any case, shall not exceed 3 years.

ARA.FSTD.120 Continuation of an FSTD qualification

- (a) The Kuwait DGCA shall continuously monitor the organisation operating the FSTD to verify that:
- (1) the complete set of tests in the MQTG is rerun progressively over a 12-month period;
 - (2) the results of recurrent evaluations continue to comply with the qualification standards and are dated and retained; and
 - (3) a configuration control system is in place to ensure the continued integrity of the hardware and software of the qualified FSTD.
- (b) The Kuwait DGCA shall conduct recurrent evaluations of the FSTD in accordance with the procedures detailed in ARA.FSTD.100. These evaluations shall take place:
- (1) every year, in the case of a full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT); the start for each recurrent 12-month period is the date of the initial qualification. The FSTD recurrent

Issue 4	Revision 5	Sep 2025	Page 23 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

evaluation shall take place within the 60 days prior to the end of this 12-month recurrent evaluation period;

- (2) every 3 years, in the case of a BITD.

ARA.FSTD.130 Changes

- (a) Upon receipt of an application for any changes to the FSTD qualification certificate, the Kuwait DGCA shall comply with the applicable elements of the initial evaluation procedure requirements as described in ARA.FSTD.100(a) and (b).
- (b) The Kuwait DGCA may complete a special evaluation following major changes or when an FSTD appears not to be performing at its initial qualification level.
- (c) The Kuwait DGCA shall always conduct a special evaluation before granting a higher level of qualification to the FSTD.

ARA.FSTD.135 Findings and corrective actions – FSTD qualification certificate

The Kuwait DGCA shall limit, suspend or revoke, as applicable, an FSTD qualification certificate in accordance with ARA.GEN.350 in, but not limited to, the following circumstances:

- (a) obtaining the FSTD qualification certificate by falsification of submitted documentary evidence;
- (b) the organisation operating the FSTD can no longer demonstrate that the FSTD complies with its qualification basis; or
- (c) the organisation operating the FSTD no longer complies with the applicable requirements of Part-ORA

ARA.FSTD.140 Record keeping

In addition to the records required in ARA.GEN.220, the Kuwait DGCA shall keep and update a list of the qualified FSTDs under its supervision, the dates when evaluations are due and when such evaluations were carried out.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Subpart AeMC - Specific Requirements Relating to Aero-Medical Centres (AeMCs)

Section I - General


ARA.AeMC.110 Initial certification procedure

The certification procedure for an AeMC shall follow the provisions laid down in ARA.GEN.310.

ARA.AeMC.150 Findings and corrective actions – AeMC

Without prejudice to ARA.GEN.350, level 1 findings include, but are not limited to, the following:

- (a) failure to nominate a head of the AeMC;
- (b) failure to ensure medical confidentiality of aero-medical records; and
- (c) failure to provide the Kuwait DGCA with the medical and statistical data for oversight purposes.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Subpart MED - Specific Requirements Relating to Aero-Medical Certification

Section I - General

ARA.MED.120 Medical assessors

The Kuwait DGCA shall appoint one or more medical assessor(s) to undertake the tasks described in this Section. The medical assessor shall be licensed in medicine and have:

- (a) postgraduate work experience in medicine of at least 8 years;
- (b) specific knowledge and experience in aviation medicine;
- (c) specific training in medical certification.

ARA.MED.125 Referral to the licensing authority

When an AeMC, or aero-medical examiner (AME) has referred the decision on the fitness of an applicant to the Kuwait DGCA:

- (a) the medical assessor or medical staff designated by the Kuwait DGCA shall evaluate the relevant medical documentation and request further medical documentation, examinations and tests where necessary; and
- (b) the medical assessor shall determine the applicant's fitness for the issue of a medical certificate with one or more limitation(s) as necessary.

ARA.MED.130 Medical certificate format

The medical certificate shall conform to the following specifications:

- (a) Content
 - (1) State where the pilot licence has been issued or applied for (I),
 - (2) Class of medical certificate (II),
 - (3) Certificate number commencing with the UN Kuwait code followed by a code of numbers and/or letters in Arabic numerals and Latin script (III),
 - (4) Name of holder (IV),
 - (5) Nationality of holder (VI),
 - (6) Date of birth of holder: (dd/mm/yyyy) (XIV),
 - (7) Signature of holder (VII),
 - (8) Limitation(s) (XIII),
 - (9) Expiry date of the medical certificate (IX) for:
 - (i) Class 1 single pilot commercial operations carrying passengers,
 - (ii) Class 1 other commercial operations,
 - (iii) Class 2,
 - (iv) LAPL,

Issue 4	Revision 5	Sep 2025	Page 26 of 44
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

- (iv) LAPL,
- (v) Class 3.
- (10) Date of medical examination
- (11) Date of last electrocardiogram
- (12) Date of last audiogram
- (13) Date of issue and signature of the AME or medical assessor that issued the certificate.
- (14) Seal or stamp (XI)
- (b) Material: the paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the Kuwait DGCA.
- (c) Language: Certificates shall be written in the national language(s) and in English and such other languages as the Kuwait DGCA deems appropriate.
- (d) All dates on the medical certificate shall be written in a dd/mm/yyyy format in universal numeration system.

ARA.MED.135 Aero-medical forms

The Kuwait DGCA shall use forms for:

- (a) the application form for a medical certificate;
- (b) the examination report form for class 1, class 2 and class 3 applicants.

ARA.MED.140 Application of Safety Management Principles to Medical Assessment

Kuwait DGCA shall apply, as part of their State safety programme, basic safety management principles to the medical assessment process of licence holders that as a minimum include:

- (a) routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and
- (b) continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.


Note.— A framework for the implementation and maintenance of a State safety programme is contained in KCASR 19 Part 2. Guidance on State safety programmes and safety management principles is contained in (CAP 104) Kuwait SSP Manual, (CAP 701) SMS Guidance for Organizations, Safety Management Manual (SMM) (Doc 9859) and the Manual of Civil Aviation Medicine (Doc 8984).

ARA.MED.145 Aviation-related Health Promotion

Kuwait DGCA shall implement appropriate aviation-related health promotion initiatives for licence holders subject to a medical assessment, with the objective of reducing future medical risks to flight safety.

Note 1.— ARA.MED.140 indicates how appropriate topics for health promotion activities may be determined.

Issue 4	Revision 5	Sep 2025	Page 27 of 45
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

Note 2.— Guidance on the subject of health promotion activities is contained in the Manual of Civil Aviation Medicine (Doc 8984).


ARA.MED.150 Record-keeping

- (a) In addition to the records required in ARA.GEN.220, Kuwait DGCA shall include in its system of record-keeping details of aero-medical examinations and assessments submitted by AMEs or AeMCs.
- (b) All aero-medical records of licence holders shall be kept for a minimum period of 10 years after the expiry of their last medical certificate.
- (c) For the purpose of aero-medical assessments and standardisation, aero-medical records shall be made available after written consent of the applicant/licence holder to:
 - (1) an AeMC or AME for the purpose of completion of an aero-medical assessment;
 - (2) a medical review board that may be established by the Kuwait DGCA for secondary review of borderline cases;
 - (3) relevant medical specialists for the purpose of completion of an aero-medical assessment;
 - (4) the medical assessor of the Kuwait DGCA or another State for the purpose of cooperative over-sight;
 - (5) the applicant/licence holder concerned upon their written request.
- (d) The Kuwait DGCA may make aero-medical records available for other purposes than those mentioned in (c) in accordance with Kuwait Data Protection laws.
- (e) The Kuwait DGCA shall maintain lists:
 - (1) of all AMEs that hold a valid certificate issued by Kuwait DGCA; and
 These lists shall be disclosed to other States upon request.

Section II - Aero-medical examiners (AMEs)

ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate

- (a) The certification procedure for an AME shall follow the provisions laid down in ARA.GEN.315. Before issuing the certificate, the Kuwait DGCA shall have evidence that the AME practice is fully equipped to perform aero- medical examinations within the scope of the AME certificate applied for.
- (b) When satisfied that the AME is in compliance with the applicable requirements, the Kuwait DGCA shall issue, revalidate, renew or change the AME certificate for a period not exceeding 3 years, using the form established in appendix VI to this Part.'

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

ARA.MED.245 Continuing oversight of AMEs

When developing the continuing oversight programme referred to in ARA.GEN.305, the Kuwait DGCA shall take into account the number of AMEs exercising their privileges within the territory where the Kuwait DGCA exercises oversight.

ARA.MED.250 Limitation, suspension or revocation of an AME certificate

- (a) The Kuwait DGCA shall limit, suspend or revoke an AME certificate in cases where:
 - (1) the AME no longer complies with applicable requirements;
 - (2) failure to meet the criteria for certification or continuing certification;
 - (3) deficiency of aero-medical record-keeping or submission of incorrect data or information;
 - (4) falsification of medical records, certificates or documentation;
 - (5) concealment of facts appertaining to an application for, or holder of, a medical certificate or false or fraudulent statements or representations to the Kuwait DGCA;
 - (6) failure to correct findings from audit of the AME practice; and
 - (7) at the request of the certified AME.
- (b) The certificate of an AME shall be automatically revoked in either of the following circumstances:
 - (1) revocation of medical licence to practice; or
 - (2) removal from the Medical Register.

ARA.MED.255 Enforcement measures

If, during oversight or by any other means, evidence is found showing a non-compliance of an AeMC, or an AME, the Kuwait DGCA shall have a process to review the medical certificates issued by that AeMC or AME and may render them invalid where required to ensure flight safety.

Section III - Medical certification

ARA.MED.315 Review of examination reports

The Kuwait DGCA shall have a process in place to:

- (a) review examination and assessment reports received from the AeMCs, AMEs and inform them of any inconsistencies, mistakes or errors made in the assessment process; and
- (b) assist AMEs and AeMCs on their request regarding their decision on aero-medical fitness in contentious cases.


ARA.MED.325 Secondary review procedure

The Kuwait DGCA shall establish a procedure for the review of borderline and contentious cases with independent medical advisors, experienced in the practice of aviation medicine, to consider and advise on an applicant's fitness for medical certification or Refer cases to The

Issue 4	Revision 5	Sep 2025	Page 29 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

General Medical Board of Kuwait Ministry of Health or Refer cases to The General Medical Board of Kuwait Ministry of Health.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Section IV - First Aid Instructor

Qualifications / Experience/ competency :


- 1) The candidate must have a medical background (e.g. Doctor, Nurse or Paramedic).
- 2) The candidate must obtain a certificate of training from the Kuwaiti Ministry of health.
- 3) Other medical agents certificates are a plus to have (e.g. American heart association).
- 4) The candidate must have a specialization certificate (valid or recently expired).
- 5) The candidate must have all necessary dummy training equipment.
- 6) The candidate must have all the sterilization equipment for used for point (5) above.
- 7) The candidate must keep a record of equipment sterilization.
- 8) The training facilities shall meet the standard stated under point 3 above.(ARA.GEN.200 Management system).
- 9) The AOC holder approval request for the candidate must be attached to the DGCA/ASD form No. (DGCA/1001).
- 10) An appointment with the DGCA Medical Assessor must be obtained for assessing the training environment, materials and records in addition to observing of the practical training conducted by the candidate.
- 11) The DGCA First Aid Instructor approval shall be granted upon the Medical Assessor's report.
- 12) The validity of the First Aid Instructor approval shall be for 24 months.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR I – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Appendix I to Part ARA - Flight crew licence

The flight crew licence issued by Kuwait DGCA in accordance with Part FCL shall conform to the following specifications:

- (a) Content. The item number shown shall always be printed in association with the item heading. Items I to XI are the “permanent” items and items XII to XIV are the “variable” items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the licence.
 - (1) Permanent items:
 - (i) State of licence issue;
 - (ii) title of licence;
 - (iii) serial number of the licence commencing with the UN country code of the State of licence issue and followed by “FCL” and a code of numbers and/or letters in Arabic numerals and in Latin script;
 - (iv) name of holder (in Latin script, even if the script of the national language(s) is other than Latin);
 - (v) date of birth;
 - (vi) holder’s address;
 - (vii) nationality of holder;
 - (viii) signature of holder;
 - (ix) Kuwait DGCA and, where necessary, conditions under which the licence was issued;
 - (x) certification of validity and authorisation for the privileges granted;
 - (xi) signature of the officer issuing the licence and the date of issue; and
 - (xii) seal or stamp of the Kuwait DGCA.
 - (2) Variable items
 - (xiii) ratings and certificates: class, type, instructor certificates, etc., with dates of expiry. Radio telephony (R/T) privileges may appear on the licence form or on a separate certificate;
 - (xiv) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency and ratings for Annex II aircraft when used for commercial air transportation; and
 - (xv) any other details required by the Kuwait DGCA (e.g. place of birth/place of origin).
- (b) Material. The paper or other material used will prevent or readily show any alterations or erasures. Any entries or deletions to the form will be clearly authorised by the Kuwait DGCA.
- (c) Language. Licences shall be written in the national language(s) and in English and such other languages as the Kuwait DGCA deems appropriate.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

Cover page

Kuwait DGCA name and logo (English and any language(s) determined by the Kuwait DGCA)	Requirements
State of Kuwait	
FLIGHT CREW LICENCE English and any language(s) determined by the Kuwait DGCA	Size of each page shall be one-eighth A4
Issued in accordance with Part-FCL This licence complies with ICAO standards, except for the LAPL privileges	
(English and any language(s) determined by the Kuwait DGCA)	

Page 2

I	State of issue	Requirements
III	Licence number	Serial number of the licence will always commence with the UN country code of the State of licence issue followed by ".FCL."
IV	Last and first name of holder	
IVa	Date of birth (see instructions)	Standard date format is to be used, i.e. day/month/year in full (e.g. dd/mm/yyyy).
XIV	Place of birth	
V	Address of holder: Street, town, area, postal code	
VI	Nationality	
VII	Signature of holder	
VIII	Issuing Kuwait DGCA E.g.: This CPL(A) has been issued on the basis of an ATPL issued by (country other than the State of Kuwait)	
X	Signature of issuing officer and date	
XI	Seal or stamp of issuing Kuwait DGCA	

II	<p>Titles of licences, date of initial issue and country code</p>	<p>Abbreviations used will be as used in Part-FCL (e.g. PPL(H), ATPL(A), etc.).</p> <p>Standard date format is to be used, i.e. day/month/year in full (e.g. dd/mm/yyyy).</p>
IX	<p>Validity: The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege.</p> <p>.....</p> <p>A document containing a photo shall be carried for the purposes of identification of the licence holder.</p>	<p>This document is not specified, but a passport would suffice when outside the State of licence issue.</p>
XII	<p>Radiotelephony privileges: The holder of this licence has demonstrated competence to operate RIT equipment on board aircraft in</p> <p>.....</p> <p>(specify the language(s)).</p>	
XIII	<p>Remarks:</p> <p>Language Proficiency: (language(s)/level/validity date)</p>	<p>All additional licensing information required and privileges established by ICAO Directives/Regulations to be entered here.</p> <p>Language proficiency endorsement(s), level and validity date shall be included.</p> <p>In case of LAPL: LAPL not issued in accordance with ICAO standards.</p>

XII Ratings, certificates and privileges Ratings to be revalidated	
Class/Type/IR	Remarks and Restrictions
.....
.....
.....
.....
.....
.....
.....
.....
.....
Instructors	
.....
.....
.....
Examiners	
.....
.....
.....

Requirements

These pages are intended for use by the Kuwait DGCA or the examiner specifically authorised for this purpose to state requirements following the initial issue of ratings, or the renewal of expired ratings.

Initial issues of ratings, instructor and examiner certificate privileges will always be entered by the Kuwait DGCA. Revalidation or renewal of ratings or certificates will be entered by the Kuwait DGCA or by specifically authorised examiners.

Operational limitations will be entered in the Remarks/ Restrictions against the appropriate restricted privilege, e.g. IR skill test taken with co-pilot, restricted instruction privileges to 1 aircraft type.

Pages 5, 6 and 7:

Ratings that are not validated will be removed from the licence by the Kuwait DGCA and not later than 5 years from the last revalidation.

XII/XIII

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiners certificate no.	Examiners signature

Page 8

Abbreviations used in this licence		
		E.g. ATPL (airline transport pilot licence), CPL (commercial pilot licence), IR (instrument rating), R/T (radio telephony), MEP (multi-engine piston aeroplanes), FI (flight instructor), TRE (type rating examiner), etc.

Kuwait Civil Aviation Safety Regulations		KCASR I – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

Appendix II to Part-ARA Standard format for cabin crew attestations

Cabin crew attestations issued in accordance with Part-CC shall conform to the following specifications:


<p>1. CABIN CREW ATTESTATION <i>Issued in accordance with Part-CC</i></p> <p>2. Reference Number:</p> <p>3. State of Issue:</p> <p>4. Full name of holder:</p> <p>5. Date and place of birth</p> <p>6. Nationality:</p> <p>7. Signature of holder:</p> <p>8. Kuwait DGCA:</p> <p>9. Issuing body: <i>official seal, stamp or logo</i></p> <p>10. Signature of issuing officer:</p> <p>11. Date of Issue:</p> <p>12. The holder may only exercise the privileges to act as cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the requirements in Part-CC for continuous fitness and valid aircraft type qualifications.</p>
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Instructions:

- (a) The cabin crew attestation shall include all items in accordance with items 1 -12 as listed and described below.
- (b) Size shall be determined by Kuwait DGCA, and the material used shall prevent or readily show any alterations or erasures.
- (c) The document shall be printed in English and such other languages as the Kuwait DGCA deems appropriate.
- (d) The document shall be issued by the Kuwait DGCA or by an organisation approved to issue cabin crew attestations. In that latter case reference to the approval by the Kuwait DGCA shall be stated.

- Item 1: The title “CABIN CREW ATTESTATION” and the reference to Part-CC.
- Item 2: Attestation reference number shall commence with the UN country code of the Kuwait DGCA followed by at least the two last numbers of the year of issue and an individual reference/number according to a code established by the Kuwait DGCA
- Item 4: The full name (surname and first name) stated in the official identity document of the holder.

Issue 4	Revision 5	Sep 2025	Page 37 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Items 5 and 6: Date and place of birth as well as nationality as stated in the official identity document of the holder.

Item 7: The signature of the holder.

Item 8: Identification details of the Kuwait DGCA where the attestation is issued shall be entered and shall provide the full name of the Kuwait DGCA, postal address, and official seal, stamp or logo as applicable.'

Item 9 If the Kuwait DGCA is the issuing body, the term "Kuwait DGCA" and official seal, stamp or logo shall be entered.'

In the case of an approved organisation, identification details shall be entered and shall at least provide the full name of the organisation, postal address and if applicable, the logo and:


(a) in the case of a commercial air transport operator, the air operator certificate (AOC) number and detailed reference to the approvals by the Kuwait DGCA to provide cabin crew training and to issue attestations; or

(b) in the case of an approved training organisation, the reference number of the relevant approval by the Kuwait DGCA.

Item 10: The signature of the officer acting on behalf of the issuing body.

Item 11: Standard date format shall be used: i.e. day/month/year in full (e.g. dd/mm/yyyy).

Item 12: The same sentence in English and its full and precise translation into such other languages as the Kuwait DGCA deems appropriate.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Appendix III to Part-ARA - CERTIFICATE FOR APPROVED TRAINING ORGANISATIONS (ATOs)

Kuwait DGCA

APPROVED TRAINING ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to KCASR 1 Personnel Licensing and subject to the conditions specified below, the Kuwait Civil Aviation Safety Regulations hereby certifies

[NAME OF THE TRAINING ORGANISATION]

[ADDRESS OF THE TRAINING ORGANISATION]

as a State of Kuwait Part-ORA certified training organisation with the privilege to provide Part-FCL training courses, including the use of FSTDs, as listed in the attached training course approval.

CONDITIONS:

This certificate is limited to the privileges and the scope of providing the training courses, including the use of FSTDs, as listed in the attached training course approval.

This certificate is valid whilst the approved organisation remains in compliance with Part-ORA, Part-FCL and other applicable regulations.


Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

Aviation Director

Issue 4	Revision 5	Sep 2025	Page 39 of 45
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Appendix IV to Part-ARA FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE

Introduction

DGCA Form 145 shall be used for the FSTD qualification certificate. This document shall contain the FSTD Specification including any limitation(s) and special authorisation(s) or approval(s) as appropriate to the FSTD concerned. The qualification certificate shall be printed in English and in any other language(s) determined by the Kuwait DGCA.

Convertible FSTDs shall have a separate qualification certificate for each aircraft type. Different engine and equipment fit on one FSTD shall not require separate qualification certificates. All qualification certificates shall carry a serial number prefixed by a code in letters, which shall be specific to that FSTD. The letter code shall be specific to the Kuwait DGCA.

FLIGHT SIMULATION TRAINING DEVICE QUALIFICATION CERTIFICATE REFERENCE:

Pursuant to KCASR 1 Personnel Licensing and subject to the conditions specified below, the Kuwait DGCA hereby certifies that

FSTD [TYPE AND LETTER CODE]

located at [NAME and ADDRESS OF THE ORGANISATION]

has satisfied the qualification requirements prescribed in Part-ORA, subject to the conditions of the attached FSTD specification

This qualification certificate shall remain valid subject to the FSTD and the holder of the qualification certificate remaining in compliance with the applicable requirements of Part-ORA, unless it has been surrendered, superseded, suspended or revoked.

Date of issue:

Signed:

Aviation Director

Issue 4	Revision 5	Sep 2025	Page 40 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Kuwait Civil Aviation Safety Regulations

FSTD QUALIFICATION CERTIFICATE: [Reference]

FSTD SPECIFICATIONS

- A. Type or variant of aircraft:
- B. FSTD qualification level:
- C. Primary reference document:
- D. Visual system:
- E. Motion system:
- F. Engine fit:
- G. Instrument fit:
- H. ACAS fit:
- I. Windshear:
- J. Additional capabilities:
- K. Restrictions or limitations:
- L. Guidance information for training, testing and checking considerations

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR I – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

CAT I	RVR	m	DH	ft	
CAT 11	RVR	m	DH	ft	
CAT III (lowest minimum)	RVR	m	DH	ft	
LVTO	RVR	m			
Recency					
IFR-training/check					
Type rating					
Proficiency checks					
Autocoupled approach					
Autoland/roll out guidance					
ACAS I/II					
Windshear warning system/predictive windshear					
WX-radar					
HUD/HUGS					
FANS					
GPWS/EGPWS					
ETOPS capability					
GPS					
Other					

Date of issue:

Signed:

Aviation Director

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ARA – Authority Requirements for Aircrew

Appendix V to Part-ARA - CERTIFICATE FOR AERO-MEDICAL CENTRES (AeMCs)

<p>Kuwait Civil Aviation Safety Regulations</p> <p>AERO-MEDICAL CENTRE CERTIFICATE</p> <p>REFERENCE:</p> <p>Pursuant to and subject to the conditions specified below, the Kuwait Civil Aviation Safety Regulations</p> <p style="text-align: center;">[NAME OF THE ORGANISATION]</p> <p style="text-align: center;">[ADDRESS OF THE ORGANISATION]</p> <p>as a Kuwait Part-ORA certified Aero-medical Centre with the privileges and the scope of activities as listed in the attached terms of approval.</p> <p>CONDITIONS:</p> <ol style="list-style-type: none"> 1. This certificate is limited to that specified in the scope of approval section of the approved organization manual; 2. This certificate requires compliance with the procedures specified in the organization documentation as required by Kuwait Part-ORA. 3. This certificate shall remain valid subject to compliance with the requirements of Kuwait Part-ORA unless it has been surrendered, superseded, suspended or revoked. 4. This certificate is valid provided Kuwait Ministry of Health approval remains valid. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">Date of issue:</div> <div style="width: 45%;">Signed:</div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <div style="width: 45%;"></div> <div style="width: 45%; text-align: center;">Aviation Director</div> </div>
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<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

Appendix VI to Part-ARA - CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)

Kuwait Civil Aviation Safety Regulations

AERO-MEDICAL EXAMINER CERTIFICATE

CERTIFICATE NUMBER/REFERENCE:

Pursuant to and subject to the conditions specified below, the Kuwait Civil Aviation Safety Regulations hereby certifies

[NAME OF THE AERO-MEDICAL EXAMINER]

[ADDRESS OF THE AERO-MEDICAL EXAMINER]

as aero-medical examiner

CONDITIONS:


1. This certificate is limited to the privileges specified in the attachment to this AME certificate;
2. This certificate requires compliance with the Regulations and procedures specified in Part-MED.
3. This certificate shall remain valid for a period of 3 years until [DD/MM/YYYY] subject to compliance with the requirements of Part-MED unless it has been surrendered, superseded, suspended or revoked.
4. This certificate is valid provided Kuwait Ministry of Health approval remains valid.

Date of issue:

Signed:

Aviation Director

Issue 4	Revision 5	Sep 2025	Page 44 of 45
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ARA – Authority Requirements for Aircrew</i>

AERO-MEDICAL EXAMINER CERTIFICATE

Attachment to AME certificate number:

PRIVILEGES AND SCOPE

[Name and academic title of the aero-medical examiner] has obtained the privilege(s) to undertake aero-medical examinations and assessments for the issuance of medical certificates as stated in the table below and to issue these medical certificates for:

LAPL	[yes/date]
Class 2	[yes/date]
Class 1 revalidation/renewal	[yes/date]/[no]
Class 3	

Date of issue:

Signed:

Aviation Director

Affected Pages from Last Update

#	Page	Reference Section/Article	Amendmant
1.	5		[TABLE] 5 Sep 2025 NPA 2025-10 (ARA.FSTD)
2.	22	Section I General (c)(2)	ARA.FSTD.105 Recognition of Other States' Evaluations
3.	22	Section I General (a)	Notwithstanding ARA.FSTD.100, the Kuwait DGCA/ASD may accept and approve the qualification of an FSTD based on the evaluation and certification issued by the competent authority of another ICAO contracted State, providing that's:
4.	22	Section I General (a)(i.)	The evaluation was conducted in accordance with internationally recognized standards the ensure an equivalent level of safety and fidelity, such as those prescribed by ICAO Doc 9625 or EASA CS-FSTD.
5.	23	Section I General (a)(ii.)	The foreign authority has established and functioning oversight program for FSTD qualification and monitoring.
6.	23	Section I General (a)(iii.)	A copy of the foreign qualification certificate, the corresponding qualification test guide (QTG), and relevant reports are submitted to the Kuwait DGCA / ASD for review and acceptance.
7.	23	Section I General (a)(iv.)	A validation inspection may be conducted by Kuwait DGCA / ASD, if deemed necessary, to confirm compliance with local requirements and operational equivalence.
8.	23	Section I General (b)	When such recognition is granted, the Kuwait DGCA shall issue a national FSTD approval certification with reference to the original authority's evaluation, while maintaining oversight responsibilities in accordance with ARA.FSTD.120
9.	27	Section I General	ARA.MED.140 Application of Safety Management Principles to Medical Assessment
10.	27	Section I General	Kuwait DGCA shall apply, as part of their State safety programme, basic safety management principles to the medical assessment process of licence holders that as a minimum include:
11.	27	Section I General (a)	routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and
12.	27	Section I General (b)	continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.
13.	27	Section I General	Note.— A framework for the implementation and maintenance of a State safety programme is contained in KCASR 19 Part 2. Guidance on State safety programmes and safety management principles is contained in (CAP 104) Kuwait SSP Manual, (CAP 701) SMS Guidance for Organizations, Safety Management Manual (SMM) (Doc 9859) and the Manual of Civil Aviation Medicine (Doc 8984).
14.	27	Section I General	ARA.MED.145 Aviation-related Health Promotion
15.	27	Section I General	Kuwait DGCA shall implement appropriate aviation-related health promotion initiatives for licence holders subject to a medical assessment, with the objective of reducing future medical risks to flight safety.
16.	27	Section I General	Note 1.— ARA.MED.140 indicates how appropriate topics for health promotion activities may be determined.
17.	28	Section I General	Note 2.— Guidance on the subject of health promotion activities is contained in the Manual of Civil Aviation Medicine (Doc 8984).
18.		[Primary footer] [Section 1]	[TABLE] Feb Sep 2025