



AVIATION DIRECTIVE (AD) No. 4-02

Date of Issue: 12 November 2025

Effective Date: 12 December 2025

Issued by: Aviation Safety Department – Kuwait DGCA

Division: Personnel Licensing and Training

Subject: Conflict of Interest Policy for DGCA Approved Training Organizations

1. Purpose

This Aviation Directive is issued in line with the Directorate General of Civil Aviation's (DGCA) commitment to promoting integrity, transparency, and impartiality within all approved training organizations (ATOs). It aims to ensure the independence of administrative and technical decisions within those institutions by mandating the implementation of conflict of interest management systems and preventive controls.

2. Applicability

This directive applies to all DGCA-approved training organization providing aviation training , examination and practical assesments under the provisions of Kuwait Civil Aviation Safety Regulations (KCASRs) and holding current DGCA approval.

3. Definition of Conflict of Interest

A conflict of interest arises when an employee, contractor, or any person within an approved training organization has personal, financial, or professional interests that may influence—or appear to influence—their objectivity, fairness, or impartiality in decisions related to training, examinations assessment, certification, or financial management.

4. Requirements

Develop and implement a written Conflict of Interest Policy, clearly defining procedures for identifying, reporting, and managing conflicts of interest.



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Ensure that no employee, instructor, examiner or assessor participates in any training examinations , assessment, or administrative activity where a direct or indirect personal or financial interest exists.

Report all actual or potential conflicts of interest immediately to the DGCA - Aviation Safety Department, along with corrective and preventive measures taken.

Prohibit the following combinations of roles or responsibilities, which compromise decision-making independence:

- Conducting both training and testing for the same trainee(s).
- Holding supervisory and internal audit roles simultaneously.
- Managing contracts and performing oversight within the same function.
- Include a Conflict of Interest clause in all employment contracts and HR policies, ensuring employee acknowledgment, commitment and compliance.

5. Oversight and Compliance

The DGCA Aviation Safety Department (ASD) will monitor compliance through audits, inspections, and documentation reviews. Non-compliance with this directive will be treated as a regulatory violation under KCASR enforcement and sanction procedures and may result in suspension or withdrawal of DGCA approval.

6. Implementation Timeline

All approved training organizations shall implement this directive within thirty (30) days from the date of issue and submit written confirmation to DGCA-ASD detailing the actions taken to achieve compliance.

7. Contact Information

For further clarification, please contact:
Personnel Licensing and Training Division
Aviation Safety Department – DGCA
Email: personnellicensing@dgca.gov.kw

Approved by:

/ President of Civil Aviation


Abdullah F. Alrajhi

Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security



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