Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

27 February 2024 [shall come into force on 29 February 2024].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 532

Adopted 21 August 2018

**Certification Procedures for Civil Aviation Aircraft Cabin Crew Members and Their Training Providers**

*Issued pursuant to*

*Section 30, Paragraph two, Section 31, Paragraph three, and Section 32, Paragraph four of the law On Aviation*

**I. General Provisions**

1. This Regulation prescribes:

1.1. the procedures for certifying the legal persons which have the right to train civil aviation aircraft cabin crew members (hereinafter – the cabin crew members) or instructors of cabin crew members (hereinafter – the instructors);

1.2. the requirements to be put forward for a cabin crew member and an instructor;

1.3. procedures for the issuance of cabin crew attestation;

1.4. procedures for the issuance and extension of an instructor’s attestation.

2. The following terms are used in this Regulation:

2.1. a training provider is a legal person (operator or training organisation) which has the right, in accordance with a training programme approved by the State agency Civil Aviation Agency (hereinafter – the Civil Aviation Agency), to provide initial training of cabin crew members, to train instructors, and to issue cabin crew attestations;

2.2. an instructor is a natural person who is certified and has the qualification referred to in Paragraph 21, 22, or 23 of this Regulation to provide theoretical and practical training of cabin crew members in the areas included in the training programme approved by the Civil Aviation Agency and referred to in Paragraph 20 of this Regulation;

2.3. terms referred to in Article 2 of Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (hereinafter – Regulation No 1178/2011).

3. The certificate of a training provider shall be issued for an indefinite period.

4. The instructor’s attestation shall be issued for three years.

5. The Civil Aviation Agency shall publish on its website the information referred to in Paragraph ARA.CC.100, Sub-paragraph “c” of Annex VI to Regulation No 1178/2011 as well as the information on the revoked cabin crew attestations specifying the attestation number and the date of the decision on the revocation of attestation.

6. If the Civil Aviation Agency, in accordance with Section 6, Paragraph five of the law On Aviation, suspends the validity of a cabin crew attestation or an instructor’s attestation, or the validity of a certificate of a training provider, or revokes it, the cabin crew member, instructor or training provider has the obligation to hand over the attestation or certificate respectively to the Civil Aviation Agency within three working days after receipt of the notification.

**II. Procedures for Training Provider Certification**

7. Training providers which have received a certificate (Annex 1) in accordance with the procedures referred to in this Regulation and which correspond to the requirements of Paragraph ARA.CC.200 of Annex VI to Regulation No 1178/2011 and requirements set in this Section shall be entitled to provide initial training of cabin crew members and to issue cabin crew attestations.

8. The Civil Aviation Agency shall:

8.1. take the decision on the issuance of the certificate of a training provider or refusal to issue such;

8.2. approve the operations manual for the training provider and the initial training programme for cabin crew members;

8.3. after the issuance of the certificate of a training provider, perform a planned audit of the training provider at least once every two years;

8.4. be entitled to conduct extraordinary inspections of the training provider to ascertain that the training provider provides initial training of cabin crew members and issues cabin crew attestations in accordance with the provisions of this Regulation.

9. To receive the certificate of a training provider, a candidate shall submit the following documents to the Civil Aviation Agency:

9.1. an application for the training of cabin crew members and for the issuance of cabin crew attestations which is drawn up in accordance with Annex 2 to this Regulation;

9.2. documents certifying the conformity of the training provider with the requirements determined in Paragraph ARA.CC.200 of Annex VI to Regulation No 1178/2011;

9.3. operations manual of the training provider in accordance with the requirements determined in the document Manual on the Approval of Training Organisations (Doc 9841) and Cabin Crew Safety Training Manual (Doc 10002) of the International Civil Aviation Organisation (ICAO). The abovementioned documents of the International Civil Aviation Organisation (ICAO) are published on the website of the Civil Aviation Agency;

9.4. initial training programme conforming to the requirements determined in Appendix 1, Part-CC of Annex V to Regulation No 1178/2011;

9.5. a document certifying ownership rights or holding rights of the premises where the training will take place;

9.6. a sample cabin crew attestation corresponding to the requirements determined in Appendix 2, Part-CC of Annex V to Regulation No 1178/2011.

10. The Civil Aviation Agency shall take the decision to issue the certificate of a training provider if:

10.1. the candidate has submitted all the documents referred to in Paragraph 9 of this Regulation;

10.2. the candidate conforms to the requirements referred to in Paragraph ARA.CC.200 of Annex VI to Regulation No 1178/2011;

10.3. the operations manual of the training provider conforms to the requirements determined in the documents Manual on the Approval of Training Organisations (Doc 9841) and Cabin Crew Safety Training Manual (Doc 10002) of the International Civil Aviation Organisation (ICAO);

10.4. the initial training programme conforms to the requirements determined in Appendix 1, Part-CC of Annex V to Regulation No 1178/2011.

11. The Civil Aviation Agency shall take the decision to refuse to issue the certificate of a training provider if:

11.1. any of the documents referred to in Paragraph 9 of this Regulation have not been submitted;

11.2. the candidate does not conform to the requirements referred to in Paragraph ARA.CC.200 of Annex VI to Regulation No 1178/2011;

11.3. the operations manual of the training provider does not conform to the requirements determined in the documents Manual on the Approval of Training Organisations (Doc 9841) and Cabin Crew Safety Training Manual (Doc 10002) of the International Civil Aviation Organisation (ICAO);

11.4. the initial training programme does not conform to the requirements determined in Appendix 1, Part-CC of Annex V to Regulation No 1178/2011.

12. In the period of validity of a certificate, the training provider shall have the following obligations:

12.1. if the ownership rights or holding rights of the premises where the training will take place changes during the validity of the certificate of a training provider, to immediately inform the Civil Aviation Agency and to submit a copy of the document certifying these changes;

12.2. when introducing changes in the operations manual of the training provider or the initial training programme, to submit a written version of the planned changes to the Civil Aviation Agency for approval at least 30 days before the planned changes.

13. If the training provider does not conform to the requirements referred to in Sub-paragraph 10.2, 10.3, or 10.4 of this Regulation during the validity of the certificate, the Civil Aviation Agency shall take the decision to suspend the validity of the certificate for a period of up to six months specifying which of the established non-compliances must be remedied by the training provider.

14. The Civil Aviation Agency shall take the decision to revoke the issued certificate if the training provider:

14.1. has failed to remedy the non-compliances established by the Civil Aviation Agency within six months after suspension of the validity of the certificate;

14.2. refuses to use the certificate.

**III. Receipt of Cabin Crew Attestation**

15. To receive cabin crew attestation, a candidate who has reached the age of 18 years determined in Paragraph CC.GEN.020 of Annex V to Regulation No 1178/2011 shall:

15.1. submit to the training provider an application for cabin crew attestation which is drawn up in accordance with the requirements referred to in Annex 3 to this Regulation;

15.2. complete the initial training programme for cabin crew members approved by the Civil Aviation Agency in accordance with the requirements determined in Appendix 1, Part-CC of Annex V to Regulation No 1178/2011 and successfully pass the examination provided for in the training programme (correctly answering to at least 75 per cent of questions).

16. The training provider shall issue cabin crew attestation corresponding to the requirements provided for in Paragraph CC.CCA.105 of Annex V and Appendix 2, Part-ARA of Annex VI to Regulation No 1178/2011 to a candidate if the candidate:

16.1. has reached the age of 18 years determined in Paragraph CC.GEN.020 of Annex V to Regulation No 1178/2011;

16.2. has submitted the application referred to in Sub-paragraph 15.1 of this Regulation;

16.3. has passed the examination provided for in Sub-paragraph 15.2 of this Regulation.

[*27 February 2024*]

17. The training provider shall submit the following to the Civil Aviation Agency within five working days after issuing cabin crew attestation:

17.1. a copy of cabin crew attestation;

17.2. an application for cabin crew attestation and a compliance form drawn up in accordance with the requirements referred to in Annex 3 to this Regulation comprising an acknowledgement from the training provider that the candidate has completed the initial training programme for cabin crew members in accordance with the requirements referred to in Sub-paragraph 15.2 of this Regulation.

18. The Civil Aviation Agency shall take the decision to suspend the validity of cabin crew attestation in the cases referred to in Paragraph ARA.CC.105, Sub-paragraph “a”, of Annex VI to Regulation No 1178/2011.

19. The Civil Aviation Agency shall take the decision to revoke cabin crew attestation:

19.1. if an attestation holder has failed to take the necessary measures to renew the attestation within the period determined by the Civil Aviation Agency after the suspension of the validity of attestation;

19.2. in the cases referred to in Paragraph ARA.CC.105, Sub-paragraphs “b”, “c”, and “d” of Annex VI to Regulation No 1178/2011;

19.3. if an attestation holder refuses to use attestation.

19.1If cabin crew attestation has been lost or modifications relating to changes in personal data must be introduced in it but the training provider which initially issued the cabin crew attestation has terminated its activities or the Civil Aviation Agency has revoked the certificate of the training provider:

19.11. a cabin crew member shall submit to the Civil Aviation Agency an application for a new cabin crew attestation and revocation of the previously issued cabin crew attestation specifying the number of the previously issued cabin crew attestation;

19.12. after receipt of an application referred to in Sub-paragraph 19.11 of this Regulation, the Civil Aviation Agency shall take the decision to revoke the previously issued cabin crew attestation and:

19.12.1. if no cases referred to in Paragraph ARA.CC.105 of Annex VI to Regulation No 1178/2011 have been determined, it shall take the decision to issue a new cabin crew attestation which conforms to the requirements determined in Paragraph CC.CCA.105 of Annex V and Appendix 2, Part-ARA of Annex VI to Regulation No 1178/2011 and whose number consists of the sequential number assigned by the Civil Aviation Agency;

19.12.2. if the cases referred to in Paragraph ARA.CC.105 of Annex VI to Regulation No 1178/2011 have been determined, it shall take the decision to refuse to issue new cabin crew attestation to a cabin crew member.

[*27 February 2024*]

**IV. Receipt of Instructor’s Attestation**

20. A person may obtain the qualification of an instructor in the following fields:

20.1. cabin crew resource management (CRM);

20.2. civil aviation aircraft operation safety and emergency procedures;

20.3. servicing persons with disabilities and persons with reduced mobility.

21. The qualification of an instructor may be obtained by a person who:

21.1. has obtained two years of experience in the position of a cabin crew member or in any of the fields referred to in Paragraph 20 of the Regulation;

21.2. has completed an instructor training programme approved by the Civil Aviation Agency in accordance with the requirements determined in Chapter 14 of the document Cabin Crew Safety Training Manual (Doc 10002) of the International Civil Aviation Organisation (ICAO) and correctly answered to at least 75 per cent of questions during the final examination at an operator which has not been certified as a training provider in accordance with the requirements of Chapter 2 of this Regulation or at a training provider.

22. In the field of cabin crew resource management (CRM), a person, in addition to the requirements referred to in Sub-paragraph 21.2 of this Regulation, corresponds also to the conditions of Paragraph AMC3 ORO.CC.115 “e” of the European Union Aviation Safety Agency document Part-ORO – Acceptable Means of Compliance and Guidance Material.

23. In the field of servicing persons with disabilities and persons with reduced mobility, a person shall, in addition to that referred to in Sub-paragraph 21.2 of this Regulation, successfully learn:

23.1. passenger codes of the International Air Transport Association to identify persons with disabilities and persons with reduced mobility;

23.2. communication with persons with disabilities and persons with reduced mobility;

23.3. servicing and placement of persons with disabilities and persons with reduced mobility in an aircraft cabin;

23.4. instruction of passengers, safety demonstrations as well as routine, emergency situation, and aircraft evacuation procedures for persons with disabilities and persons with reduced mobility.

24. To obtain an instructor’s attestation, a candidate shall submit the following documents to the Civil Aviation Agency:

24.1. an application for an instructor’s attestation drawn up in accordance with the requirements referred to in Annex 4 to this Regulation;

24.2. a statement issued by an employer certifying that the candidate has at least two years of experience in the position of a cabin crew member or in any of the fields referred in Paragraph 20 of this Regulation;

24.3. a certification of an operator or training provider that the candidate has successfully completed an instructor training programme approved by the Civil Aviation Agency in accordance with the requirements referred to in Sub-paragraph 21.2, Paragraphs 22 and 23 of this Regulation, has correctly answered to at least 75 per cent of questions during the final examination, and has obtained a qualification in any of the fields referred to in Paragraph 20 of this Regulation.

25. The Civil Aviation Agency shall take the decision to issue an instructor’s attestation (Annex 5) if:

25.1. the candidate has submitted all the documents referred to in Paragraph 24 of this Regulation;

25.2. the candidate has at least two years of experience in the position of a cabin crew member or in any of the fields referred to in Paragraph 20 of this Regulation;

25.3. the candidate has successfully completed an instructor training programme approved by the Civil Aviation Agency in accordance with the requirements referred to in Sub-paragraph 21.2, Paragraphs 22 and 23 of this Regulation, has correctly answered to at least 75 per cent of questions during the final examination, and has obtained a qualification in any of the fields referred to in Paragraph 20 of this Regulation.

26. The Civil Aviation Agency shall take the decision to refuse to issue an instructor’s attestation if:

26.1. the candidate has failed to submit any of the documents referred to in Paragraph 24 of this Regulation;

26.2. the candidate does not have at least two years of experience in the position of a cabin crew member or in any of the fields referred to in Paragraph 20 of this Regulation;

26.3. the candidate has not successfully completed an instructor training programme approved by the Civil Aviation Agency in accordance with the requirements determined in Sub-paragraph 21.2, Paragraphs 22 and 23 of this Regulation, has not correctly answered to at least 75 per cent of questions during the final examination, and has not obtained a qualification in any of the fields referred to in Paragraph 20 of this Regulation.

27. To maintain qualification, the instructor must do the following within the period referred to in Paragraph 4 of this Regulation:

27.1. conduct at least two courses within any 12-month period;

27.2. once in three years, complete a course in any of the fields referred to in Paragraph 20 of this Regulation approved by the Civil Aviation Agency in accordance with the requirements determined in Chapter 14 of the document Cabin Crew Safety Training Manual (Doc 10002) of the International Civil Aviation Organisation (ICAO) at the operator who has not been certified as a training provider in accordance with the requirements of Chapter 2 of this Regulation or at a training provider.

28. If, during any 12-month period referred to in Sub-paragraph 27.1 of this Regulation, the instructor has failed to conduct at least two courses, he or she shall complete the course referred to in Sub-paragraph 27.2 of this Regulation at the operator who has not been certified as a training provider in accordance with the requirements of Chapter 2 of this Regulation or at a training provider.

29. To extend an instructor’s attestation, a candidate shall submit the following documents to the Civil Aviation Agency:

29.1. an application for the extension of an instructor’s attestation drawn up in accordance with Annex 4 to this Regulation;

29.2. a document certifying that the instructor has maintained the qualification in accordance with the requirements referred to in Paragraphs 27 and 28 of this Regulation.

30. The Civil Aviation Agency shall take the decision to suspend the validity of an instructor’s attestation if the instructor does not conform to the requirements referred to in Paragraphs 27 and 28 of this Regulation.

31. The Civil Aviation Agency shall take the decision to revoke the instructor’s attestation if the certificate holder:

31.1. has failed to take the necessary measures to renew the certificate within the period determined by the Civil Aviation Agency after the suspension of the validity of attestation;

31.2. refuses to use the attestation.

**V. Closing Provisions**

32. The following Regulations are hereby repealed:

32.1. Cabinet Regulation No. 623 of 20 August 2013, Regulations Regarding Training Civil Aviation Aircraft Cabin Crew Members and Issuing Attestations (*Latvijas Vēstnesis*, 2013, No. 166).

32.2. Cabinet Regulation No. 496 of 24 July 2012, Regulations Regarding Qualification Requirements for Trainers of Civil Aviation Aircraft Cabin Crew Members and Flight Support Personnel (*Latvijas Vēstnesis*, 2012, No. 117).

33. The certificates of training providers issued before coming into force of this Regulation shall be valid until 31 December 2019 or for a shorter period if they are revoked, their validity is suspended or they are replaced in accordance with the procedures referred to in this Regulation.

34. The certificates of training providers issued before coming into force of this Regulation may be replaced with the certificate referred to in Paragraph 7 of this Regulation before 31 December 2019.

35. In the case referred to in Paragraph 34 of this Regulation, the training provider shall hand over the previously received certificate to the Civil Aviation Agency without delay.

36. Cabin crew attestations issued before coming into force of this Regulation shall be valid until their validity is suspended or they are revoked in accordance with the procedures referred to in this Regulation.

37. The instructor’s certificates issued before coming into force of this Regulation shall be valid until 31 December 2019 or for a shorter period if they are suspended or revoked in accordance with the procedures referred to in this Regulation.

Prime Minister Māris Kučinskis

Minister for Transport Uldis Augulis

**Annex 1**

Cabinet Regulation No. 532

21 August 2018

|  |
| --- |
| The logo of the State agency Civil Aviation Agency |
| **SERTIFIKĀTS Nr.***CERTIFICATE No.* |

|  |  |
| --- | --- |
| Šis sertifikāts izsniegts |   |
| *This certificate is issued to* |   |

|  |  |
| --- | --- |
| Juridiskā adrese |   |
| *Business address* |   |

Valsts aģentūra “Civilās aviācijas aģentūra” apstiprina, ka minētais apmācību sniedzējs atbilst Komisijas 2011. gada 3. novembra Regulas (ES) Nr. 1178/2011, ar ko nosaka tehniskās prasības un administratīvās procedūras attiecībā uz civilās aviācijas gaisa kuģa apkalpi atbilstīgi Eiropas Parlamenta un Padomes Regulai (EK) Nr. 216/2008, prasībām un ir tiesīgs veikt civilās aviācijas gaisa kuģa salona apkalpes locekļu sākotnējo apmācību un izsniegt civilās aviācijas gaisa kuģa salona apkalpes locekļu apliecības.

*State Agency*"*Civil Aviation Agency" confirms, that the above-mentioned training provider complies with the Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council requirements and is approved to provide cabin crew initial training and to issue cabin crew attestation.*

|  |  |
| --- | --- |
| Izsniegšanas vieta un datums\* |   |
| *Place and date of issue\** |   |

|  |
| --- |
| Valsts aģentūras “Civilās aviācijas aģentūra” vārdā |
| *On behalf of the State Agency “Civil Aviation Agency”* |

|  |  |
| --- | --- |
| Direktora paraksts\* |   |
| *Director’s signature\** |   |

Piezīme.\* Dokumenta rekvizītus “paraksts” un “datums” neaizpilda, ja elektroniskais dokuments ir sagatavots atbilstoši normatīvajiem aktiem par elektronisko dokumentu noformēšanu.

*Note.\* Particulars 'signature' and 'date' are not filled out if the electronic document has been prepared in accordance with laws and regulations on drawing up of electronic documents.*

Minister for Transport Uldis Augulis

**Annex 2**

Cabinet Regulation No. 532

21 August 2018

**Application for Approval of Training of Aircraft Cabin Crew Members and Issuance of Attestations**

|  |  |
| --- | --- |
| **Applicant** |   |
|   | (name, registration no., address, e-mail address) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Operator |  | Training organisation |

|  |
| --- |
| Places of training |
|   |
| (name, address) |

**Documentation and information to be provided:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Vocational in-service training programme which corresponds to the requirements of Appendix 1, Part-CC of Annex V to Regulation No 1178/2011 |  |   |
| 2. | List of instructors for training civil aviation aircraft aircrew members |  |   |
| 3. | Description of study rooms and a list of office equipment used for training |  |   |
| 4. | List and description of aircraft safety and emergency situation devices, simulators |  |   |
| 5. | Operations manual |  |   |
| 6. | Description of a training methodology used in training |  |   |
| 7. | Procedures that determine the conformity of a candidate to the stated requirements |  |   |
| 8. | Procedures for issuing attestation |  |   |
| 9. | A sample aircraft cabin crew attestation which corresponds to the requirements determined in Appendix 2, Part-CC of Annex VI to Regulation No 1178/2011 |  |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |
| (position) |  | (given name, surname) |  | (signature\*) |  | (date\*) |

Note. \* The details of the document “signature” and “date” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

Minister for Transport Uldis Augulis

**Annex 3**

Cabinet Regulation No. 532

21 August 2018

|  |
| --- |
| Apmācību sniedzēja logo *Approved training providers’s logo* |
| **IESNIEGUMS UN ATBILSTĪBAS APLIECINĀJUMA VEIDLAPA SALONA APKALPES LOCEKĻA APLIECĪBAS SAŅEMŠANAI***CABIN CREW ATTESTATION APPLICATION AND VERIFICATION OF COMPLIANCE FORM* |

Saskaņā ar Regulas (EU) Nr. 1178/2011 V pielikuma CC.GEN.015. punktu un VI pielikuma ARA.GEN.315. punktu personām, kuras vēlas pieteikties salona apkalpes locekļa apliecības (CCA) pirmreizējai vai atkārtotai saņemšanai, ir jāaizpilda šī atbilstības apliecinājuma veidlapa.

*In accordance with Article CC.GEN.015 of Annex V and Article ARA.GEN.315 of Annex VI of the Regulation No 1178/2011 persons who wish to apply for issue or re-issue of a Cabin Crew Attestation (CCA) need to complete the following declaration verifying eligibility.*

|  |  |
| --- | --- |
| CCA pretendenta vārds un uzvārds*Name and surname of CCA applicant* |  |
| Dzimšanas datums*Date of birth* |  |
| Dzimšanas vieta*Place of birth* |  |
| Pilsonība*Nationality* |  |
| Adrese*Address* |  |

|  |
| --- |
|   |
| 1. | Vai Jūsu turējumā šobrīd ir salona apkalpes locekļa apliecība, kas izsniegta:*Do you currently hold a Cabin Crew Attestation issued:* |
|   | a) Latvijā;*in Latvia*;b) citā ES dalībvalstī?*in another EU Member State?/i>* |
| JĀ *YES* | NĒ *NO* |   |
| Ja Jūsu atbilde uz “a” vai “b” ir JĀ, lūdzu sniegt papildu informāciju*If you answered YES to either a) or b), please give details in the space provided*  |

|  |
| --- |
|   |
| 2. | Vai esat pieteicies salona apkalpes locekļa apliecībai citā ES dalībvalstī?*Have you applied for a Cabin Crew Attestation in another EU Member State?* |
| JĀ *YES* | NĒ *NO* |   |
| Ja Jūsu atbilde ir JĀ, lūdzu sniegt papildu informāciju*If you answered YES, please give details in the space provided*  |

|  |
| --- |
|   |
| 3. | Vai Jums ir bijusi izsniegta salona apkalpes locekļa apliecība, kas tikusi apturēta vai anulēta citā ES dalībvalstī?*Have you ever held a Cabin Crew Attestation, which was suspended or revoked in another EU Member State?* |
| JĀ *YES* | NĒ *NO* |   |
| Ja Jūsu atbilde ir JĀ, lūdzu sniegt papildu informāciju*If you answered YES, please give details in the space provided*  |

Apliecinu, ka esmu aizpildījis veidlapu un atbildējis uz 1., 2. un 3. jautājumu patiesi. Apzinos, ka nepatiesas informācijas sniegšana var liegt man salona apkalpes locekļa apliecības iegūšanu.

*Herewith I declare that I have completed the form and answered questions 1, 2 and 3 truthfully. Furthermore, I understand that any incorrect information supplied by me could disqualify me from being granted a Cabin Crew Attestation.*

|  |  |
| --- | --- |
| CCA pretendenta paraksts\* |   |
| *Signature of the CCA applicant\** |   |

|  |  |  |
| --- | --- | --- |
| Datums\* |   |   |
| *Date\** |   |   |

**Tikai apmācību sniedzējiem**

*For training providers use only*

|  |
| --- |
| **Apliecinu, ka CCA pretendents ir veiksmīgi pabeidzis apmācību un nokārtojis pārbaudījumus saskaņā ar regulas Nr. 1178/2011 V pielikuma CC daļas 1. papildinājumu***I confirm that applicant for CCA has successfully completed required training and checking in accordance with Appendix 1 to part CC of the Regulation No 1178/2011/i>* |
| JĀ *YES* | NĒ *NO* |   |
| Vārds, uzvārds, amats*Name/surname, position* |  |

|  |
| --- |
|   |
| Paraksts\**Signature\** |   |
| Datums\**Date\** |   |

Iesniegumu aizpilda drukātiem burtiem.

*Application to be filled out in block letters.*

Piezīme.\* Dokumenta rekvizītus “paraksts” un “datums” neaizpilda, ja elektroniskais dokuments ir sagatavots atbilstoši normatīvajiem aktiem par elektronisko dokumentu noformēšanu.

*Note.\* Particulars 'signature' and 'date' are not filled out if the electronic document has been prepared in accordance with laws and regulations on drawing up of electronic documents.*

Minister for Transport Uldis Augulis

**Annex 4**

Cabinet Regulation No. 532

21 August 2018

**IESNIEGUMS GAISA KUĢA SALONA APKALPES LOCEKĻU INSTRUKTORA APLIECĪBAS SAŅEMŠANAI VAI PAGARINĀŠANAI**

*APPLICATION FOR CABIN CREW INSTRUCTOR’S ATTESTATION OR ITS EXTENSION*

|  |
| --- |
| **A daļa: IESNIEDZĒJA DATI***Part A: APPLICANT’S DATA* |
| Vārds, uzvārds*Name, surname*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Deklarētā dzīvesvieta*Declared place of residence*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tālruņa numurs, e-pasts*Phone No. e-mail*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **GAISA KUĢA EKSPLUATANTA VAI APMĀCĪBU SNIEDZĒJA DATI**:*OPERATOR’S OR TRAINING PROVIDER’S DATA:*Nosaukums*Name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Adrese*Address*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Kontaktinformācija*Contact information*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **B daļa: IESNIEGUMS** (atzīmēt ar  )*Part B: APPLICATION FOR (mark with*  ) |
|  salona apkalpes locekļu darba optimizācijas (CRM) instruktora apliecības saņemšanai*Cabin crew CRM (crew resource management) instructor’s attestation* |
|  gaisa kuģa lidojumu drošības un ārkārtas procedūru instruktora apliecības saņemšanai*Safety and emergency procedures instructor’s attestation* |
|  personu ar invaliditāti un personu ar ierobežotām pārvietošanās spējām apkalpošanas instruktora apliecības saņemšanai*PRM instructor’s attestation* |
| **C daļa: IESNIEDZĒJA DEKLARĀCIJA***Part C: APPLICANT’S DECLARATION* |
| Aizpildot šo deklarāciju, es: *Herewith I:*1. piesakos gaisa kuģa salona apkalpes locekļu instruktora apliecības saņemšanai ar norādītajiem apstiprinājumiem*apply for a cabin crew instructor’s attestation with the approvals provided*2. apliecinu, ka iesniegumā iekļautā informācija ir patiesa*confirm that information provided in the application is true*Es apzinos, ka nepatiesas informācijas iesniegšana varētu atņemt man tiesības būt par gaisa kuģa salona apkalpes locekļu instruktora apliecības turētāju*I understand that any incorrect information supplied by me could disqualify me from being granted a cabin crew instructor’s attestation* I wish to receive the civil aviation aircraft cabin crew instructor’s attestation in the form of an electronic documentVārds, uzvārds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name, surname*Paraksts\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Signature\**Datums\* (dd/mm/gggg) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date\* (dd/mm/yyyy*  |
| **D daļa: SERTIFIKĀTI/DOKUMENTI** (atzīmēt ar  )*Part D: CERTIFICATES/DOCUMENTATION (mark with**)* |
| Jāpievieno tikai **šādi**sertifikāti un dokumenti: *Only the relevant certificates and documentation must be attached:*1. Apliecinājums, ka pretendents ir ieguvis divus gadus ilgu pieredzi civilās aviācijas gaisa kuģa salona apkalpes locekļa amatā vai divus gadus ilgu pieredzi aviācijā konkrētajam tematam atbilstošā jomā *Proof that applicant has acquired two year work experience as a cabin crew member or two year work experience in aviation in the field of the subject matter*2. Apliecinājums par sekmīgi apgūtu instruktora apmācību programmu *Acknowledgement about successfully completed instructor’s training program*3. Kvalifikācijas apliecinājumi:*Qualifications*(a) pretendents ir pabeidzis instruktora kursu drošības un ārkārtas procedūru jomā *applicant has completed safety and emergency procedures instructor’s training course*(b) pretendents ir pabeidzis civilās aviācijas gaisa kuģa salona apkalpes locekļu darba optimizācijas (CRM) instruktora kursu *applicant has completed cabin crew CRM (crew resource management) instructor’s training course*(c) pretendents ir pabeidzis specializētu instruktoru kursu darbam ar personām ar invaliditāti un personām ar ierobežotām pārvietošanās spējām *applicant has completed PRM instructor’s training course*  |
| **E daļa: INSTRUKTORA APLIECĪBAS PAGARINĀŠANA***Part E: EXTENSION OF INSTRUCTOR’S ATTESTATION* |
|  apliecinājums, ka pretendents ir uzturējis instruktora kvalifikāciju, jebkuru 12 mēnešu periodā novadot vismaz divus kursus*acknowledment that applicant has maintained the qualification of an instructor by conducting at least 2 training events in any 12-month period* apliecinājums, ka pretendents ir pabeidzis attiecīgus instruktora kvalifikācijas kursus ne retāk kā reizi trijos gados*acknowledgement that the applicant has completed instructor’s refresher training within the 3-year period* |

Iesniegumu aizpilda drukātiem burtiem.

*Application to be filled out in block letters.*

Piezīme.\* Dokumenta rekvizītus “paraksts” un “datums” neaizpilda, ja elektroniskais dokuments ir sagatavots atbilstoši normatīvajiem aktiem par elektronisko dokumentu noformēšanu.

*Note.\* Particulars 'signature' and 'date' are not filled out if the electronic document has been prepared in accordance with laws and regulations on drawing up of electronic documents.*

Minister for Transport Uldis Augulis

**Annex 5**

Cabinet Regulation No. 532

21 August 2018

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| The logo of the State agency Civil Aviation Agency |
| **APLIECĪBA Nr.***ATTESTATION No.* |
| **CIVILĀS AVIĀCIJAS AĢENTŪRA APLIECINA, KA** *ON BEHALF OF THE CIVIL AVIATION AGENCY IT IS HEREBY CERTIFIED THAT* |
| **civilās aviācijas gaisa kuģa salona apkalpes locekļu instruktors***Cabin crew training instructor* |
|  |
| **vārds, uzvārds***name, surname* |

**ir pilnvarots sagatavot gaisa kuģa salona apkalpes locekļus un veikt pārbaudes saskaņā ar Ministru kabineta 2018. gada 21. augusta noteikumiem Nr. 532 “Civilās aviācijas gaisa kuģa salona apkalpes locekļu un to apmācību sniedzēju sertificēšanas kārtība”**\_\_\_\_\_\_ **jomā.**

*is authorized to conduct training and checking of cabin crew members in accordance with the Regulation of the Cabinet of Ministers No 532 “On Certification Procedures for Cabin Crew Members and their Training Providers” of 21 August 2018 in \_\_\_\_\_\_ area.*

|  |  |
| --- | --- |
| **Gaisa kuģa ekspluatācijas daļas vadītāja paraksts\*** |   |
| *Signature of the Head of Aircraft Operations Division\** |   |

|  |  |  |
| --- | --- | --- |
| Izsniegšanas datums\* |   |   |
| *Date of issue\** |   |   |

|  |  |  |
| --- | --- | --- |
| Derīgs līdz |   |   |
| *Valid until* |   |   |

Piezīme.\* Dokumenta rekvizītus “paraksts” un “datums” neaizpilda, ja elektroniskais dokuments ir sagatavots atbilstoši normatīvajiem aktiem par elektronisko dokumentu noformēšanu.

*Note.\* Particulars 'signature' and 'date' are not filled out if the electronic document has been prepared in accordance with laws and regulations on drawing up of electronic documents.*

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