

# Flight Operations Officer License

## Introduction of service

Evaluation and approval for flight operations officer license.

## Service target and eligibility criteria

The applicant must be employed by a Macao registered operator and meets the following conditions:

1. must be 21 years of age or above;
2. Pass all the required training and be qualified to apply for the Flight operations officer license.
3. Pass all required written examinations administered by the Civil Aviation Authority.

## Result

Issue operations officer license to eligible applicant.

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## Methods of Inquiry

The Civil Aviation Authority of Macao Special Administrative Region (CAA)

Address: Alameda Dr. Carlos D'Assumpção 336-342, Centro Comercial Cheng Feng, 18 Andar, Macau

Tel: (853) 2851 1213

Fax: (853) 2833 8089

Email: [aacm@aacm.gov.mo](mailto:aacm@aacm.gov.mo)

<https://www.aacm.gov.mo>

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## Related legislations

These laws are only available in Chinese and Portuguese, please refer to the corresponding language version of this service.

- [Establishes the charging scheme of the Civil Aviation Authority for the scope of services it provides within its responsibilities - Executive Order no. 45/2012 \(B.O. I Series no. 44 of 2012.10.29\)](#)
  - [Approves the Air Navigation Regulation of Macao - Executive Order no. 43/2021 \(B.O. I Series no. 40 of 2021.10.5\)](#)
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## Applications overview

Flight Operations Officer License - Issuance

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### Application procedure

#### Time constraint

No time constraint

#### Application procedure and required documents

The applicant is required to submit the following documents or information:

1. The completed application form ([Application for Flight Operations Officer License PEL/APP/005](#))
2. A proof of nationality;
3. Two passport size recent color photos;
4. Employment certificate;
5. Copy of the valid flight operations officer license issued by an ICAO Contracting State (applicable to license conversion only);
6. Documents certifying the successful completion of an approved operator-specific training course, including the on-the-job training.
7. Other additional documents or information as requested by the Civil Aviation Authority of Macao.

Note: Please refer to Aeronautical Information Publication [AIC B Series no.02/19 & 03/19](#) for details.

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### Methods of Application

Application shall be made in person or by the organization of the applicant.

Address: Alameda Dr. Carlos D'Assumpção 336-342, Centro Comercial Cheng Feng, 18 Andar, Macau

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### Charge

MOP330 (Inclusive of MOP30 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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## **Processing time**

The issuance process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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## Applications overview

Flight Operations Officer License - Renewal

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### Application procedure

#### Time constraint

No time constraint

#### Application procedure and required documents

The applicant is required to submit the following documents or information:

1. The completed application form ([Application for Flight Operations Officer License PEL/APP/006](#));
2. Original Flight Operations Officer License issued by the Civil Aviation Authority;
3. Training course certificate;
4. Working experience certificate;
5. Employment certificate.
6. Other additional documents or information as requested by the Civil Aviation Authority.

Note: Please refer to Aeronautical Publication Information [AIC B Series no.09/17](#) for details.

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### Methods of Application

Application shall be made in person or by the organization of the applicant.

Address: Alameda Dr. Carlos D'Assumpção 336-342, Centro Comercial Cheng Feng, 18 Andar, Macau

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### Charge

MOP165 (Inclusive of MOP15 stamp duty)

Note: The fee should be paid at the time the application is submitted.

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### Processing time

The renewal process will not take more than 5 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information.

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