

Aeronautical Information Circular

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AIC
B No. 09/26
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SUBJECT: **Conversion of Flight Operations Officer (FOO) License**

1. General

- 1.1 In accordance with paragraph 4 of the Fourth Schedule to the Air Navigation Regulation of Macao (ANRM), the Civil Aviation Authority – Macao, China (AACM) may grant a FOO license to an applicant who holds a valid FOO license issued by an ICAO Contracting State.
- 1.2 Before a Macao FOO license is granted, the AACM needs to be satisfied that the applicant is a fit person to hold a flight operations officer license, and is qualified by reason of adequate age, knowledge, experience, competence and skill so to act in the capacity to which the FOO license relates. For these purposes, the applicant shall provide such evidence and undergo such examinations and tests as prescribed in the ANRM.
- 1.3 The AACM will contact the issuing ICAO State to confirm the validity of the license to be converted. The AACM will not consider granting a Macao FOO license unless the AACM receives the confirmation from the issuing ICAO State.

Note: Some ICAO State may require payment of a fee or consent from the applicant for releasing his/her personal information to the AACM, etc. It is the applicant's responsibility to meet such requirements for the issuing ICAO State to send the license confirmation to the AACM.

- 1.4 Application can be made by applicant in person at AACM office or through ALMS online application system with the link below:
<http://licensing.aacm.gov.mo/alms-pub>

2. Application for conversion of a FOO license

- 2.1 An applicant shall submit an application to the AACM for conversion of a FOO license. For this to be granted, the applicant must:
 - a) pass the required written examination;
 - b) submit a completed application form (PEL/APP/005); submit copy of a valid flight operations officer license issued by an ICAO Contracting State;
 - c) submit document demonstrating employment by an operator of a Macao registered aircraft;
 - d) submit documents demonstrating successful completion of an approved operator-specific training course, including the on-the-job training;
 - e) submit detailed records demonstrating he/she has served under the supervision of a licensed flight operations officer for at least 90 working days within the six months immediately

preceding the application received by the AACM;

Note: The supervision shall only be commenced after the applicant passed the required FOO written examination.

- f) submit a copy of valid passport in which the information (e.g. name, nationality, date of birth, etc.) shall be consistent with the license in item (c) above;
- g) submit one recent color photographs in accordance with the requirements specified in Attachment A of this AIC; and
- h) pay the appropriate fee for the grant of a FOO license.

22 The AACM may in a particular case require the applicant to meet additional requirements.

3. Written examination for the grant of FOO license

3.1 Applicant of conversion of FOO license is required to pass a written examination conducted by the AACM. Details of the FOO written examination are contained in the corresponding Macao AIC B series.

4. AIC B 03/19 is hereby cancelled.

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Attachment A

Photograph Requirements

1. A recent, color, bare-headed and full-faced photograph.
2. Dimensions of the photograph must be 45mm high by 35mm wide (1.5 inches). Photograph must be taken in plain white background without margin.
3. The photograph must be clear and well defined. No effect lenses are allowed.
4. The image in the photograph must not be altered to change the natural appearance of the applicant, such as moles or scar and so on.
5. The photograph must be full-faced and show the facial features of the applicant clearly.
6. Head coverings are not allowed and heavy make-up, camisoles or tube-tops should be avoided when taking photograph.
7. To show full face, exaggerated accessories should be avoided when taking photograph.