



Maldives Civil Aviation Authority

MALDIVES' ICAO USOAP CMA AUDIT EXPERIENCE - FROM PLANNING TO LESSONS LEARNED

MALDIVES CIVIL AVIATION AUTHORITY ()
01ST JULY 2025



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AUDIT OVERVIEW



Duration:

11 to 23 June 2025



Audit Scope

Full Scope:

*LEG / ORG / PEL / OPS /
AIR / AIG / ANS / AGA*



Audit Objective

Ensure that member states effectively implement ICAO's safety-related SARPs



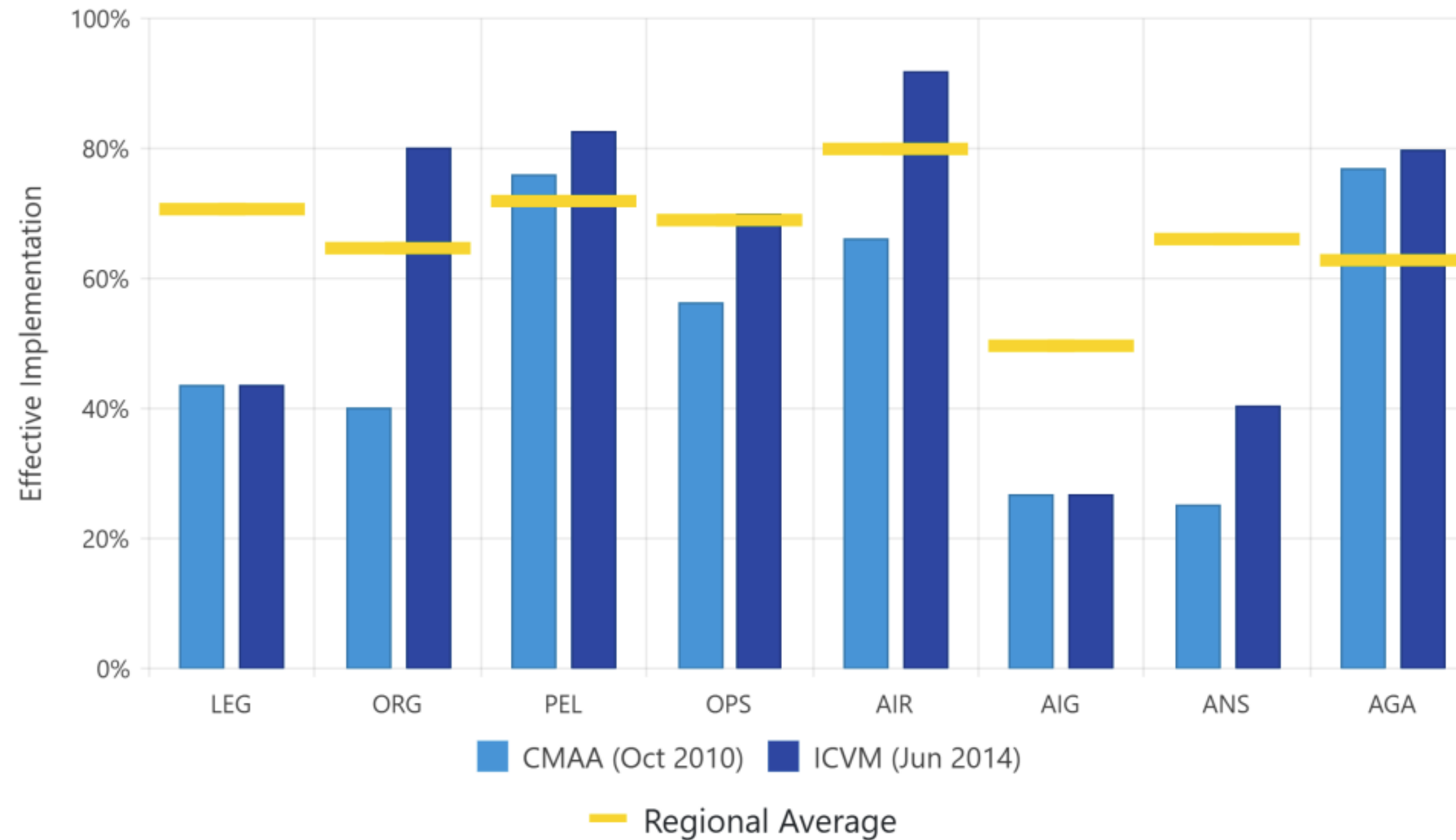
Industry Visit

**Velana International
Airport (VRMM)**

CMAA (Oct 2010) & ICVM 2014

Effective
Implementation (EI)

Overview



Overall EI
64.9%

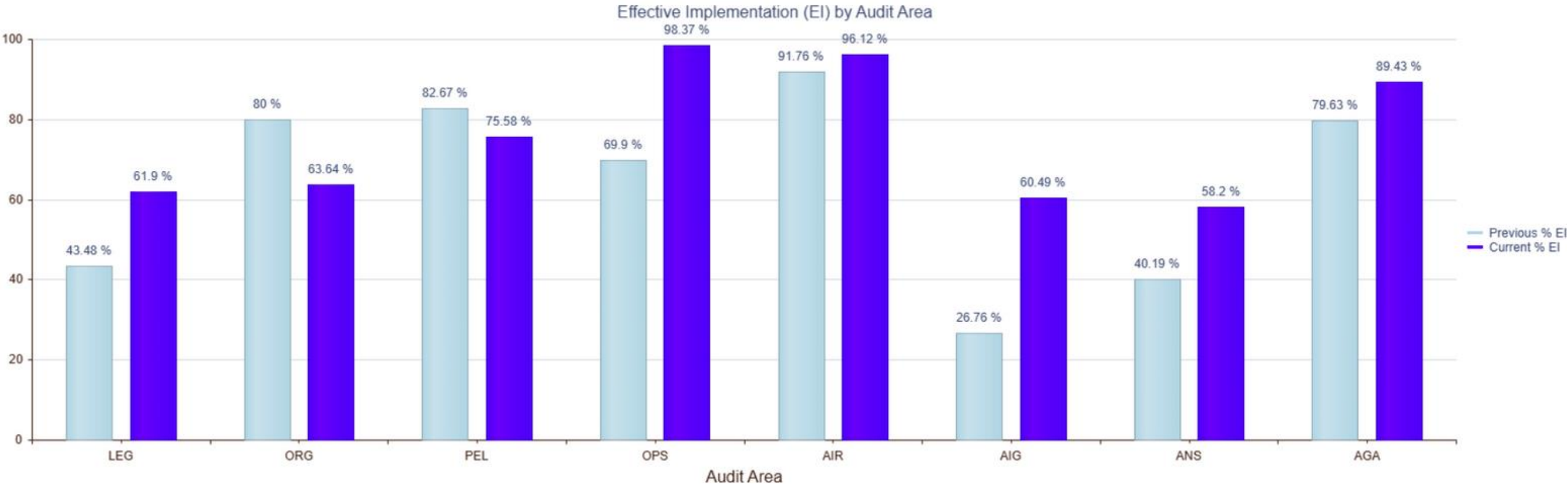
AGA
79.6%

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CMAA 2025

Preliminary result

Effective Implementation (EI)



14.9% ↑

Overall EI

79.8%

9.8% ↑

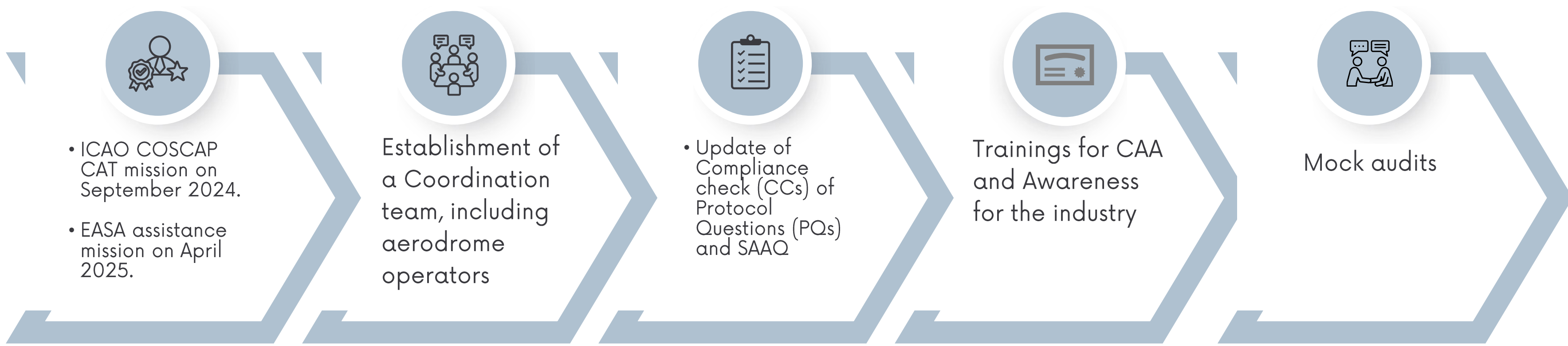
AGA

89.4%

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Pre-audit preparation



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LESSONS LEARNED



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Strategic preparation is the Key!

- Initiating the USOAP preparation well in advance is essential.
- Establish a coordination committee within the CAA for all areas.
- Develop a roadmap early, covering updates to regulations, staff training, document reviews, and recertification activities.
- Engage ICAO Regional Office and request Technical Assistance Missions when needed.



An early gap analysis and update of PQs in the OLF significantly improves preparedness and audit confidence.

- Regular meetings with industry help align on compliance gaps, evidence preparation, and process updates.
- Conduct mock audits and internal compliance checks using actual ICAO PQs.



Mock audits revealed documentation structure and retrieval as weak areas focus on audit-readiness at all levels.

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How to approach PQs and answer to the auditor

- Establish the legal basis, e.g. primary or operating legislation
- Define a policy, as required
- Set-up the process, including process description (e.g. procedure)
- Provide guidance to inspectors (e.g. manual or checklists)
- Be able to demonstrate implementation (e.g. how the checklist has been applied, documented evidence of audits/inspections)

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Evidence per CE

CE-1	• Laws, treaties • Bilateral agreements on Article 83 bis of the Chicago Convention
CE-2	• Regulations, directives • Procedures for the amendment of regulations; • Procedures for identifying and notifying differences, if any, to ICAO
CE-3	• Documents related to nomination, delegation, cooperation, etc. (MOU, letters, etc.); • Organizational charts; • Documents describing functions and responsibilities; • Sample of job descriptions; Sample of credentials; • Budget decisions • Documents on the process to determine staffing needs
CE-4	• Document defining the minimum qualification and experience requirements • Training policy, programmes, training plans; • Completed OJT forms, Training records

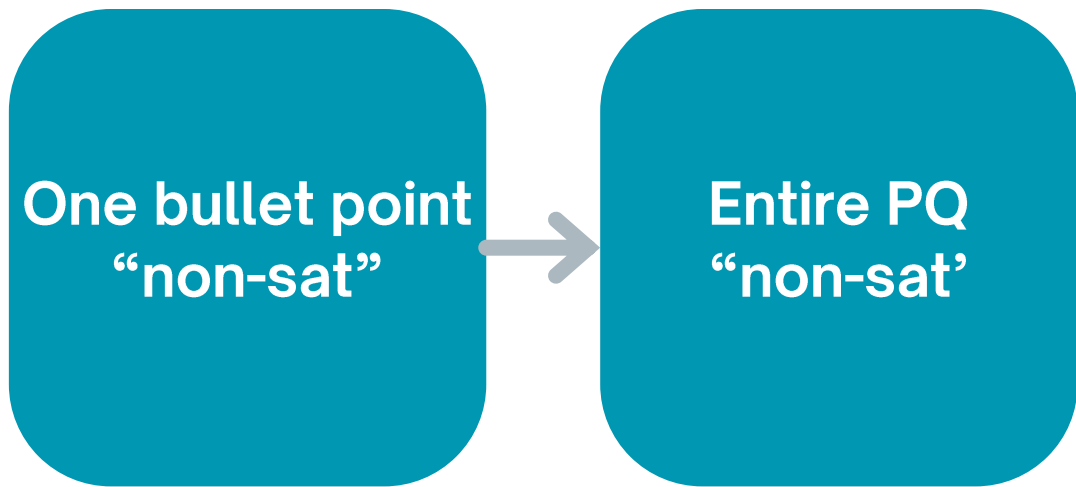
CE-5	• Manuals, Handbooks • Procedures • Checklists
CE-6	• Completed check-lists used for licensing/ certification/ approval and/or authorization processes • Issued licences, certificates, approvals and/or authorizations; • Copies of exchange of letters with the industry
CE-7	• Surveillance policy; • surveillance programme and plans • Copies of inspection or audit reports and/or monitoring activities;
CE-8	• Exchange letters with the industry regarding deficiencies and corrective actions • Enforcement procedures • Evidence of actual enforcement actions (imposed fines or restriction/limitations, suspended or revoked licences/certificates/ approvals/authorizations;

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Evidence

- Prepare the evidence in advance.
- Ensure you can demonstrate every step of the certification and ongoing surveillance process with clear, documented evidence.
- Have 2 to 3 examples readily available, and be prepared for auditors to request additional evidence.
- Although ICAO expects evidence to be uploaded to the Online Framework (OLF) beforehand, auditors will still require the same evidence to be presented on-site.
- Ensure that your evidence covers all bullet points of the PQ.

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STD A19 GM Doc 9734 Part A, C3 Doc 9774 5.5	AGA 8.051 (CE- 4) PPQ ICAO Results 5	Has the aerodrome regulatory authority developed a formal training programme detailing the type of training to be provided to aerodrome regulatory and inspectorate staff?	1) Review contents of training programme. 2) Confirm that it covers all the AGA specialist areas and define all the training (initial, specialized, OJT) needed, with time periods to be provided, as applicable, to access the different levels of the aerodrome inspectors' functions in all the specialist areas, and maintain (recurrent) them at those levels. 3) Verify specialized training for: a) Aerodrome operations, b) RFF, c) Wildlife management, d) Assessment of physical characteristics and electrical systems, e) Obstacle control, f) Assessment and reporting of runway surface conditions g) Aeronautical studies/risk assessments, h) Enforcement, and i) Signs, Markings and Lighting.
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Auditor's key focus areas:

- Close scrutiny on whether ICAO Annex 14 provisions are fully transposed into national regulations.
- Emphasis on traceability: Can each ICAO requirement be clearly mapped to a national rule or regulation?
- Review of oversight tools such as inspection checklists used by the CAA and aerodrome inspectors.



Checklists must directly reference national regulatory clauses that incorporate ICAO SARPs.

- Auditors review whether checklists are fully completed, not just "ticked off".



Well-documented checklists help demonstrate effective oversight and traceability of issues.

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AGA Protocol Questions related to industry visit

- Rescue and Firefighting Service (PQ 8.293, PQ 8.301, PQ 8.307, PQ 8.311, PQ 8.313, PQ 8.315, PQ 8.317, PQ 8.319).
- Removal of Disabled Aircraft (PQ 8.321).
- Airfield Lighting System (PQ 8.179).
- Frangibility and height restriction requirements for equipment or installations located near or on a runway, on the non-graded portion of a runway strip (PQ 8.191).
- Bird and Wildlife Control.(no direct PQ, but good to be prepared)



Industry Visit

RFF and AEP

- **Facility Inspection**

- Reviewed Task Resource Analysis (TRA).
- Auditor physically inspected the RFF station, including:
 - Equipment condition and readiness
 - Fire vehicle serviceability and condition

- **RFF Training facility and records**

- The auditor reviewed firefighter qualifications, recurrent training, on-the-job training records and emergency drill participation
- Pressure-fed fuel fire training facility and records.



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Industry Visit

RFF and AEP

- **Crew reaction time-testing**

- Time taken for the crew to react on the fire alarm and drive the vehicle out of the fire garage.
- Use of proper protective gear and respiratory equipment.



- **Records must be easily retrievable and up-to-date**
- **Ensure routine drills and maintenance are documented**
- **prepare training records for each employee (Initial, Recurrent, and OJT) and ensure records are up-to-date**
- **Fire crews should be confident and audit-aware**

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Industry Visit

RFF and AEP

- **Airport Emergency Planning (AEP)**

- Auditor reviewed records of past AEP exercises and after-action reports.



- **Annual emergency drill/test records (drill plans, photos and minutes of lessons learned); file arrangements should be available for quick search.**



Industry Visit

AGA

- **Airfield Lighting System**

- Auditor reviewed airfield lighting system testing requirements, frequency and maintenance procedures.
- Checked records of inspections, fault reports, and rectifications.
- Interviewed staff responsible for testing and maintenance of AGL system.
- Verification of scheduled test frequency and results



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Industry Visit

AGA

- **Physical onsite inspection**
 - Assessed compliance with safety procedures for work in progress
 - onsite inspection of the Taxiway C.



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Industry Visit

Key Reminders for Audit Readiness

Fast-Paced Environment – Be Prepared:

Expect the visit to move quickly. Ensure all teams are ready and responsive.

Evidence and Documentation – Make It Easy for the Auditor:

Organize and label all proof of compliance clearly. Quick access to evidence reflects well on the organization.

Industry Awareness – Ensure Everyone Is Informed:

All relevant staff, including from external stakeholders, must be aware of the audit and their roles.

Maintenance and Inspections – Keep Everything Up to Date:

All maintenance records and inspection activities must be current and compliant as of the audit date.

Professional Demeanor – Stay Calm and Confident:

Demonstrate competence through a calm, composed, and confident approach during the audit process.

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Key Lessons Learned from the Audit Preparation

- **Strategic and Early Planning:** Starting preparations well ahead of the audit and forming a dedicated coordination team proved vital.
- **Effective PQ Handling:** Each Protocol Question must be supported by legal references, documented procedures, inspector tools, and actual implementation evidence.
- **Comprehensive Evidence Management:** Evidence must be uploaded to the OLF and also maintained on-site. Demonstrating consistent application across multiple examples strengthens compliance credibility.
- **Value of Mock Audits:** Internal audits using ICAO PQs helped identify gaps in documentation structure, implementation traceability, and oversight consistency.
- **Regulatory Alignment:** National regulations must clearly align with ICAO Annex provisions. Particular attention was given by auditors to the traceability of checklists and the effectiveness of oversight practices.
- **Industry Collaboration:** Frequent engagement with aerodrome operators helped align audit expectations, improve document preparation, and foster collective accountability for audit success.

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THANK YOU,

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