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# AIC

# MALAYSIA

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DEPARTMENT OF CIVIL AVIATION  
LEVEL 1-4, PODIUM BLOCK,  
NO. 27, PERSIARAN PERDANA,  
PRECINCT 4,  
62618 PUTRAJAYA  
MALAYSIA

<b>04 / 2011</b>
<b>12 OCT</b>

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## SCHEDULE FOR EXAMINATIONS PROFESSIONAL AND PRIVATE PILOT LICENCE 2012

1. DCA Malaysia Flight Operation crew licensing ground theoretical examinations for PPL, CPL and ATPL airplane and helicopter syllabus examination venue, dates and time are as follows:
  - 1.1 Venue: **EXAMINATION HALL  
LEVEL 4, BLOK PODIUM A  
NO.27, PERSIARAN PERDANA  
PRECINCT 4  
62618 PUTRAJAYA**
  - 1.1.1 Any unforeseen holiday which coincides with the planned day of the sitting of the examinations will then be carried out in the following working day.
  - 1.1.2 Private Pilot License examinations may be held outside DCA premises upon request.
  - 1.1.3 Application for examination seating outside DCA and AFTO premises for JAA paper ground examination will not be considered.
  - 1.1.4 For JAA paper ground examinations at Putrajaya when needed for the subject applied, examinee is to bring his / her own copy of Jeppesen Airways Manual. The rest of the reference materials will be provided by CAA International Limited.
  - 1.1.5 For JAA paper ground examinations to be conducted at AFTO, the academy concerned is to provide the necessary reference materials including the Jeppesen Airways Manual.
  - 1.1.6 The Examination Rules on Passing and Re-sitting for JAA paper is that a candidate must complete all required ground examination papers within 12 months from his / her first sitting, using a maximum of FOUR (**Initial + 3 Re-sits**) sittings. Failing which he or she is deemed to have to re-sit all the papers after a grace period of 3 months at the expiry of 12 months period (refer AIC 03/2009).
  - 1.1.7 It is the responsibility of AFTO and its' examination department to monitor and record their cadets' attempt number of sitting and examination results.

1.2 DCA Malaysia CPL / CPL IR (ATPL Frozen) ground examinations are staged in 3 phases and the comprising subjects for each phase are as follows:

<b>PHASE I Subject</b>		<b>Duration</b>	<b>Remarks</b>
1	AIRLAW I	40 min	DCA Paper
2	AIRLAW II	20 min	DCA Paper
3	HPL	45 min	DCA Paper
4	P O F	1 hour	JAA Paper
5	AIRFRAME & SYSTEMS	2 hour	JAA Paper
6	IFR COMMUNICATION	30 min	JAA paper
7	VFR COMMUNICATION	30 min	JAA Paper

<b>PHASE II Subject</b>		<b>Duration</b>	<b>Remarks</b>
1	GENERAL NAVIGATION	2 hour	JAA Paper
2	METEOROLOGY	2:30 hour	JAA Paper
3	FLT PLAN & MONITORING	3 hour	JAA Paper
4	RADIO NAVIGATION	1:30 hour	JAA Paper
5	INSTRUMENTATIONS	1:30 hour	JAA Paper
6	AC GENERAL KNOWLEDGE (C)	2:30 hour	JAA Paper
7	FLT PERF & PLANNING (C)	3 hour	JAA Paper

<b>PHASE III Subject</b>		<b>Duration</b>	<b>Remarks</b>
1	PERFORMANCE	1 hour	JAA Paper
2	MASS & BALANCE	1 hour	JAA Paper
3	OPERATION PROCEDURES	1:20 hour	JAA Paper
4	AIRCRAFT TYPE TECHNICAL	Per Type	DCA Paper

1.3 PPL ground theoretical examination subjects are as follows:

PPL subject		Duration	Remarks
1	Air Laws	30 min.	DCA Paper
2	Aircraft General	30 min.	DCA paper
3	Navigation & Meteorology	1 hour	DCA paper
4	HPL	30 min.	DCA paper
5	VFR Communication	30 min.	JAA paper
6	Radio Telephony Practical	30 min.	By appointment

1.3.1 PPL candidate has to pass his / her VFR communication paper first before an appointment can be approved for the Radio Telephony practical test.

1.3.2 Radio Telephony Theory ground examination subject is now only applicable to Licensed ground engineer that requires radio telephony license to operate in aircraft towing and maintenances purposes.

1.4 Putrajaya Examination Center sitting and application closing dates for CPL / CPL IR (Frozen ATPL) syllabus Ground Examinations are as follows:

Date of Examination	JAA Papers Sitting Sequence	Application Closing date
17 & 18 January 2012	Phase I Subjects	09 December 2011
21 & 22 February 2012	Phase II Subjects	13 January 2012
20 & 21 March 2012	Phase III Subjects	10 February 2012
17 & 18 April 2012	Phase I Subjects	09 March 2012
22 & 23 May 2012	Phase II Subjects	13 April 2012
19 & 20 June 2012	Phase III Subjects	11 May 2012
24 & 25 July 2012	Phase I Subjects	15 June 2012
28 & 29 August 2012	Phase II Subjects	20 July 2012
25 & 26 September 2012	Phase III Subjects	17 August 2012
23 & 24 October 2012	Phase I Subjects	14 September 2012
20 & 21 November 2012	Phase II Subjects	12 October 2012
18 & 19 December 2012	Phase III Subjects	09 November 2012
22 & 23 January 2013	Phase I subjects	14 December 2012

- 1.5 Private Pilot Licence and Flight Dispatcher examination application closing dates are as follows:

<b>Date of Examination</b>	<b>Class of Examination</b>	<b>Application Closing date</b>
17 January 2012	CPL / PPL / FD	30 December 2011
21 February 2012	CPL / PPL / FD	03 February 2012
20 March 2012	CPL / PPL / FD	02 March 2012
17 April 2012	CPL / PPL / FD	30 March 2012
22 May 2012	CPL / PPL / FD	04 May 2012
19 June 2012	CPL / PPL / FD	01 June 2012
24 July 2012	CPL / PPL / FD	06 July 2012
28 August 2012	CPL / PPL / FD	10 August 2012
25 September 2012	CPL / PPL / FD	07 September 2012
23 October 2012	CPL / PPL / FD	05 October 2012
20 November 2012	CPL / PPL / FD	02 November 2012
18 December 2012	CPL / PPL / FD	30 November 2012
22 January 2013	CPL / PPL / FD	04 January 2013

**Note:**

- i) PPL candidate shall pass his / her VFR communication paper and RT practical test before commencing solo flight during PPL stage of flying.
- ii) For CPL / IR (Frozen ATPL) course, VFR and IFR communication subject examinations may be taken during CPL flying phase, however these subjects must be taught earlier during PPL phase of training.

**2. Examination Time-tables**

- a) Programmed phase examination subject timing has priority over a re-sit paper.
- b) Combination of classes of examination papers sitting may be carried out concurrently whenever seating capacity prevails.
- c) Timing may be changed to accommodate applicants' subject bookings.

	<b>ATPL (Note 3)</b>	<b>CPL (Note 2)</b>	<b>PPL (Note 1)</b>
1	P of F 0900 -- 1000	P of F 0900 -- 1000	Navigation & Meteorology 0900 -- 1000
2	AFS 1030 -- 1230	AFS 1030 -- 1230	Air Laws 1030 -- 1100
3	VFR Comm. 1400 -- 1430	VFR Comm. 1400 -- 1430	VFR Comm. 1400 -- 1430
4	IFR Comm. 1445 -- 1515	General Navigation 1445 -- 1645	Aircraft General 1115 -- 1145
5	Flt Panning & Monitoring 0900 -- 1200	Flight Performance & Planning 0900 -- 1200	Radio Telephony Theory 1200 -- 1230
6	Meteorology 1330 -- 1600	Meteorology 1330 -- 1600	HPL 1200 -- 1230
7	Radio Navigation 0900 -- 1030	Aircraft General Knowledge 0900 -- 1130	Aircraft Type Technical 1400 -- 1530
8	Instrumentations 1100 -- 1230	Operation Procedures 1200 -- 1320	FOO / FD Air Laws 0900 -- 0950
9	General Navigation 1400 -- 1600	Air Laws I & II 0900 -- 1000	Note 1: <b>PPL Examination sitting:</b> i) All subject sitting in 1 day ii) Subject No.7, as require.
10	Performance 0900 -- 1000	HPL 1030 -- 1115	
11	Mass & Balance 1030 -- 1130	Aircraft Type Technical 1400 -- 1530	<b>Radio Telephony Theory</b> <b>--For LAE only</b>
12	Operational Procedures 1300 -- 1420	<b>Note 2:</b> <b>CPL Examination in 3 phases</b> <b>Phase I:</b> Subject No.1 to 3 in one day <b>Phase II:</b> Subject No. 4 to 8 in two days <b>Phase III:</b> Subject No. 9 to 11 in one day and may be included in phase I or II.	
13	Air Laws I & II 0900 -- 1000		
14	HPL 1030 -- 1115		
15	Aircraft Type Technical 1400 -- 1530		

**Note 3:**

ATPL Examination is carried out in 3 phases:

Phase I -- Subject No. 1 to 4, sitting in one day.

Phase II -- Subject No. 5 to 9, sitting over two days.

Phase III-- Subject No.10 to 12 sitting in one day.

**Subject No.13 to 15** may be included in any phase.

2.1 Putrajaya Centre examination timings for year 2012.

Seq	Phase	Subject	Timing
1	ONE	a. P of F	0900 – 1000
		b. PPL Nav & Met	0900 – 1000
2	1 Day	c. Flight Dispatcher	0900 – 0950
		a. AFS	1030 – 1230
		b. PPL Air Laws	1030 – 1100
		c. PPL General	1115 -- 1145
		d. HPL	1200 -- 1230
		e. Radio Telephony Theory ( LAE only)	1200 – 1230
3		a. VFR Comm.	1400 – 1430
4		a. IFR Comm. (ATPL)	1445 -- 1515
		b. Aircraft Type Technical (All)	1400 – 1530
		c. General Navigation (CPL)	1445 – 1645
5	TWO	a. Flight Planning & Monitoring (ATPL)	0900 – 1200
	Day 1	b. Flight Performance & Planning (CPL)	0900 -- 1200
6		Day 1	a. Meteorology (ATPL)
	b. Meteorology (CPL)		1330 -- 1600
7	Day 2	a. Radio Navigation (ATPL)	0900 – 1030
		b. Aircraft General Knowledge (CPL)	0900 -- 1130
8		a. Instrumentations (ATPL)	1100 -- 1230
		b. Operation Procedures (CPL)	1145 – 1305
9		a. General Navigation (ATPL)	1415 -- 1615
		b. Aircraft Type Technical (All)	1400 -- 1530
10	THREE	a. Performance (ATPL)	0900 – 1000
11	1 Day	b. Mass & Balance (ATPL)	1030 -- 1130
12		c. Operation Procedures (ATPL)	1145 – 1305
13	DCAM Papers	a. Pro Air Laws I & II	0900 – 1000
14		b. HPL	1030 -- 1115
15		c. Aircraft Type Technical	1400 – 1530

**Note:**

- i) DCAM professional papers like Air Laws I & II / HPL / Aircraft Type Technical for CPL / ATPL class may be taken in any phase of the examination sitting provided they are not in conflict with applicant's JAA subjects sitting and timing.
- ii) Examination subject timings may be changed to facilitate maximum number of examinees' participation and shortening waiting time.
- iii) Examinee is to bring his or her Jeppesen Airways Manual (JAM) for the applicable subject. The rest of the reference materials will be furnished by DCA Putrajaya.

**3. GENERAL INSTRUCTIONS**

- 3.1 The Department will not be responsible to candidates who failed to duly complete their application forms, and shall not be registered for the intended dates of examination.
- 3.2 The commencement of the first examination paper is scheduled at 0900 hr. Candidates should be present at the **Examination Hall** waiting lounge on the **4<sup>th</sup> floor Podium A**, at least 30 minutes before the scheduled time for the type of examination he / she is participating.
- 3.3 Candidates are required to provide themselves with all the necessary drawing and calculating instruments e.g. dividers, compasses, protractors, parallel rules, slide rules, pencils and eraser. Use of programmable calculators having navigational functions is not permitted.
- 3.4 Application for the examination must be submitted not later than the closing date mentioned or earlier than 3 months before the schedule date of examination. Application for examination on different class / date must be submitted separately.
- 3.5 Postponement of examination can only be accepted before the closing date. Only one postponement to the next schedule date is allowed.
- 3.6 Should a candidate be unable to attend the examination due to illness or any other reason, the total fees paid will be forfeited. A new application and full payments are to submit, however the attempt number will not be accumulated.
- 3.7 Notwithstanding to sub-para 3.6, in the case of illness (for UK JAA Examination papers only), an explanatory letter accompanied by a medical certificate is required from a Government medical establishment stating the candidate is unfit for the examination and thus his or her attempt number will not be accumulated. However all fees will still be forfeited. A new application and full fees are to be submitted for next booking.
- 3.8 Examination fees (refer para 5) in Malaysian Ringgit shall be submitted in cash, postal order, money order, cheques (Malaysian only) or bank draft, crossed and made payable to **Director General of Civil Aviation Malaysia**. Examination fees (refer para 5) in British Pounds Sterling shall be submitted by bank draft, crossed and made payable to **CAA International Limited, United Kingdom**. These fees together with a duly completed application form and a photocopy ID (Malaysian candidate) or passport (Foreign participant) must be submitted before the respective closing dates.

- 3.9 All candidates must wear proper attire for the examination proceedings. For man, a decent collared shirt and suitable long pant with proper shoe. For lady, the dress must be suitable for office and not to be too revealing. Candidates must also ensure that there are no sensitive logos or pictures printed on their dress that may discriminate / alienate any individual / body or disrupt the peace / harmony when at government premises.
- 3.10 Any candidate who are flouting with the rules may result in being removed from the examination hall and may be barred from future seating. Those caught cheating and smuggling of any examination papers / materials shall be severely dealt with according to present Examination Rules and Regulations Charters.

#### 4. FLIGHT TEST

- 4.1 Private Pilots License flight tests shall be conducted by DCA Examiner or DCA authorized examiner.
- 4.2 Flying Clubs are advised to confirm with the Flight Crew Licensing Unit for the flight tests two weeks before the requested date.
- 4.3 When professional license flight test is required to be carried out by DCA Examiner, the candidate or his representative shall make a request to DCA at least 5 working days in writing prior to the flight test date.

#### 5. Examination and Flight Test Fees.

##### 5.1 Fees for DCA Malaysia Examination Papers.

###### 5.1.1

a) Professional Air Law I	RM20.00
b) Professional Air Law II	RM20.00
c) HPL (CPL)	RM150.00
d) Aircraft Type Technical	RM70.00

###### 5.1.2 For RTOL only

Radio Telephony Theory	RM20.00
Radio Telephony Practical	RM20.00

###### 5.1.3 Private Pilot Licence Examination

a) Air Laws	RM25.00
b) Aircraft General	RM25.00
c) Navigation & Meteorology	RM25.00
d) HPL	RM50.00
e) Aircraft Type Technical	RM70.00
f) VFR Communication	£75 and RM70.00
g) RT Practical	RM20.00

#### 5.1.4 Aircraft Type Technical

ATPL	RM70.00
CPL	RM70.00
PPL	RM70.00

#### 5.1.5 Flight Operation Officer

Flight Dispatcher Air Laws	RM70.00
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#### 5.1.6 Reassessment of paper per subject:

DCA Paper	RM 15.00
JAA Paper	£20.00 and RM25.00

#### 5.2 Fees for JAA ATPL / CPL Examination Papers:

JAA Paper	CAAI Exam Fee in £		Admin Fee in RM
1. Principle of Flight	£75	<b>P L U S</b>	RM70
2. Airframe Systems	£75		RM70
3. Aircraft General Knowledge	£75		RM70
4. VFR Communication	£75		RM70
5. IFR Communication	£75		RM70
6. General Navigation	£75		RM70
7. Radio Navigation	£75		RM70
8. Meteorology	£75		RM70
9. Flight Planning & Monitoring	£75		RM70
10. Instruments & Electronics	£75		RM70
11. Performance	£75		RM70
12. Mass & Balance	£75		RM70
13. Operation Procedures	£75		RM70

### 5.3 Fees for Flight Tests

#### 5.3.1 Professional Pilot License

ATPL Flight Test	Endorsement	RM250.00
CPL Flight Test	Endorsement	RM250.00
IR Flight Test	Initial or Renewal	RM250.00
Type Rating	Endorsement	RM50.00

#### 5.3.2 Private Pilot License

PPL Flight Test	Endorsement	RM250.00
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6. All enquiries in respect to the examination shall be made to the Flight Crew Licensing Unit, Department of Civil Aviation, No 27, Persiaran Perdana, Level 2, Block Podium B, Precinct 4, 62618 PUTRAJAYA or to the locations designated for the respective examinations.
7. This AIC supersedes AIC 06 /2010 dated 01 October 2010.

**DATO' AZHARUDDIN ABDUL RAHMAN**  
**Director-General**  
**Department of Civil Aviation**  
**Malaysia**