Schweizerische Eidgenossenschaft
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Federal Department of the Environment,
Transport, Energy and Communications DETEC

Federal Office of Civil Aviation FOCA
Safety Division - Flight Operations

FOCA GM/INFO Guidance Material / Information

Crew Member Certificate (CMC)

Scope	Crew Member Certificate (CMC)
Applies to	Swiss organisations conducting flight operations according to CAT or commercial SPO
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05.12.2025	1	0	First issue	fue (SBOC)	L-SBOC

Table of Contents (ToC)

1   Introduction

This GM contains information on authorisation, ordering and management of Crew Member Certificates (CMC).

1.1   Legal basis

ICAO DOC 9303 / Annex 9:

- ICAO DOC 9303 Part 3: Specifications Common to all MRTDs
- ICAO DOC 9303 Part 5: Specifications for TD1 Size Machine Readable Official Travel Documents (MROTDs)
- Annex 9: Facilitation

2   Crew Member Certificate (CMC)

2.1   What is the purpose of a CMC?

The FOCA Crew Member Certificates (CMC) are official identity documents issued by a authorised civil aviation authority.

CMCs are recognised by ICAO and facilitate the entry and exit of crew members (on duty) into and from foreign countries (ICAO member states).

The CMC identifies the holder as a flight crew member. Holders of a Crew Member Certificate (CMC) are exempt from passport and visa requirements (CH/Schengen area) when performing their official duties, in accordance with ICAO Annex 9 (Facilitation) to the Convention on International Civil Aviation of 7 December 1944.

2.2   Who is entitled to a CMC

Crew Member Certificates (CMCs) can be ordered by flight operators that hold a CH operating licence/AOC or are declared as commercial SPOs in Switzerland[1] .

Employees who perform a function on board during the flight (flight duty period) are entitled to a CMC. These functions must be listed in the Operations Manual (OM). For PIL/CAB and MEC CMC (only for on-board flight engineers), valid ratings on the relevant aircraft of the flight operation are a prerequisite.

If the flight operation or the holder of a CMC no longer meets the above conditions (e.g. withdrawal of the operating licence/AOC, new area of responsibility, resignation, expiry of validity), the CMC must be returned to the FOCA within one month for deletion and destruction.

2.3   How to apply for CMCs

All applications, renewals, correction requests, master data maintenance of CMC certificates and forwarding to the manufacturer are carried out via the personalised web platform "Swiss Aviation Pass" (SAVP).

Please refer to the detailed instructions in the annex.

2.4   Procedure in the event of loss/theft or resignation

Loss of CMCs must be reported to the FOCA in all cases. The FOCA is obliged to report any CMC cards that are not returned to the Zurich Cantonal Police (KAPO ZH). For every CMC that is not

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[1] The FOCA decides on exceptions on a case-by-case basis.

returned, the Federal Office of Civil Aviation will charge the operator a fee of CHF 50. CMCs must be collected from flight crew personnel before they leave the company and returned to the FOCA.

2.5   Prices in accordance with the FOCA Fees Ordinance (748.112.11 – Art. 31)

There is a charge for issuing a CMC. The fees are based on the Ordinance
on the fees of the Federal Office of Civil Aviation (748.112.11 GebV-BAZL, Art. 31)

CHF 25 per CMC
CHF 50 per CMC duplicate (loss/theft)
CHF 50 per non-returned CMC (upon departure, renewal)
CHF 100 per express order, plus costs per CMC

2.6   Contact person at the FOCA for CMC matters

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http://www.foca.admin.ch

ANNEX

A - 1   Instructions for registering with the Swiss authorities' authentication service AGOV

To access the SAVP specialist application, you need a public service login. Further information on registration and login can be found at the following link:

AGOV – your public service login

If you need help with the setup, please visit the following support page:

AGOV help — agov.ch

A - 2   Swiss Aviation Pass registration instructions

As soon as your AGOV access is ready, you may start with the registration process. The following document explains how to register for access to the SAVP application.

Open SAVP using the following link: https://www.savp.gate.bazl.admin.ch/

Select AGOV and log into your account
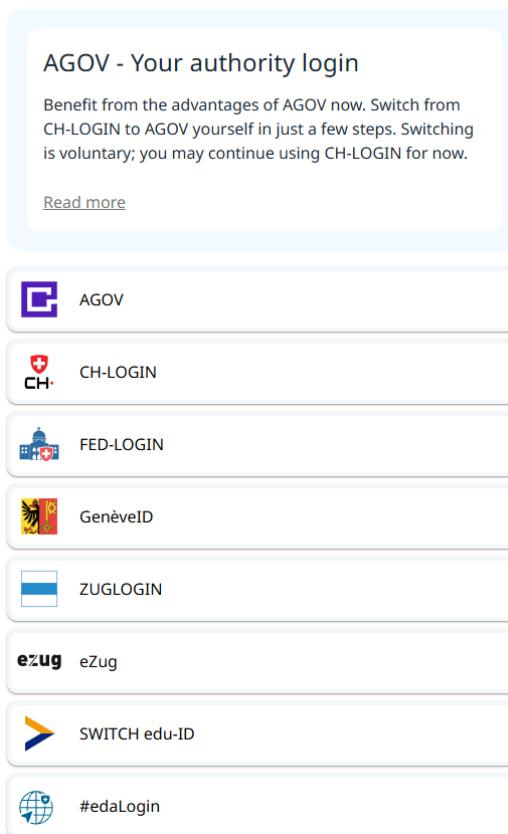
The following window will appear and can be confirmed by clicking on "Request access".

Add the following information to the comment field
**Swiss Aviation Pass** and accept the terms of use. **Continue**

Access will be set up for you. Once this has been completed, you will be contacted by email within approximately 1-2 working days.

You can then log in using the following link: https://www.savp.gate.bazl.admin.ch/

After logging into SAVP for the first time, you will receive the following message. Please send a screenshot of this to the following email address:it-support@bazl.admin.ch .
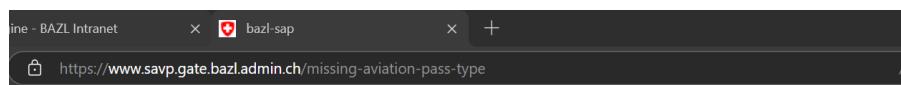
The FOCA will activate your access, which may take approximately 4 working days. You will be notified of the activation by email and can then log in to SAVP as a new designated applicant and submit your request for CMCs, renewals, etc.

A - 3   Instructions for using SAVP (Swiss Aviation Pass)

A - 3.1   Dashboard (home page)

After opening the Swiss Aviation Pass application (URL), you will see the following dashboard. It displays the current status of your passes in a simple and clear manner.
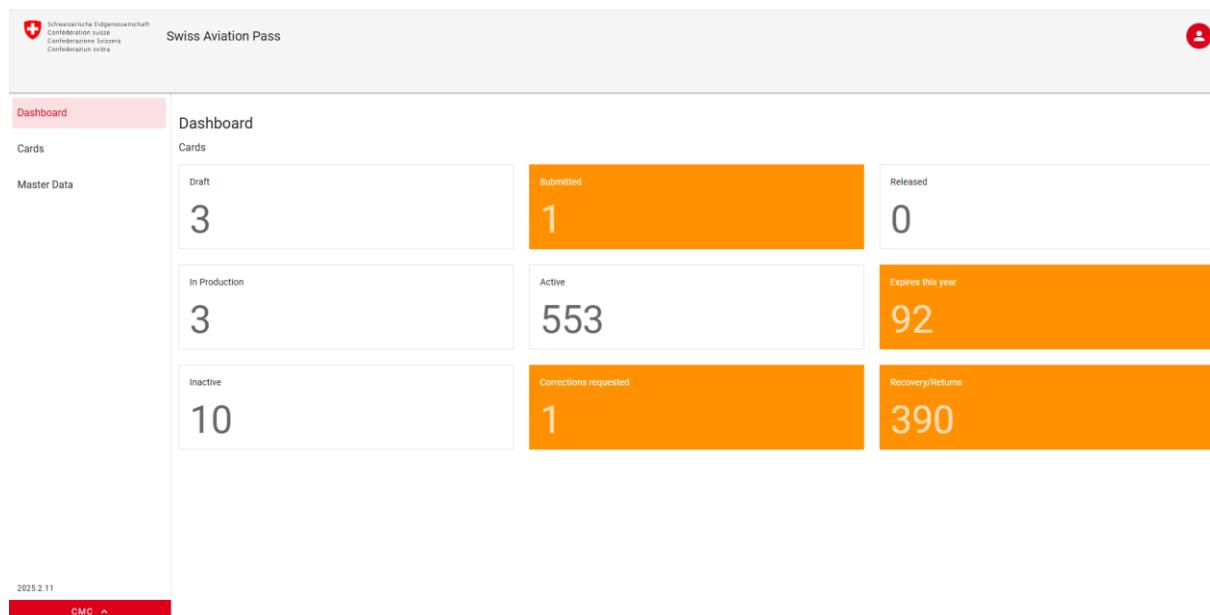
A - 3.2 Overview menu cards

The CMC cards menu item displays all the CMC cards for which you are responsible. You can view the individual CMC cards by clicking on them. If an CMC card already exists, it must always be renewed via " Cards" (not via "Master data").
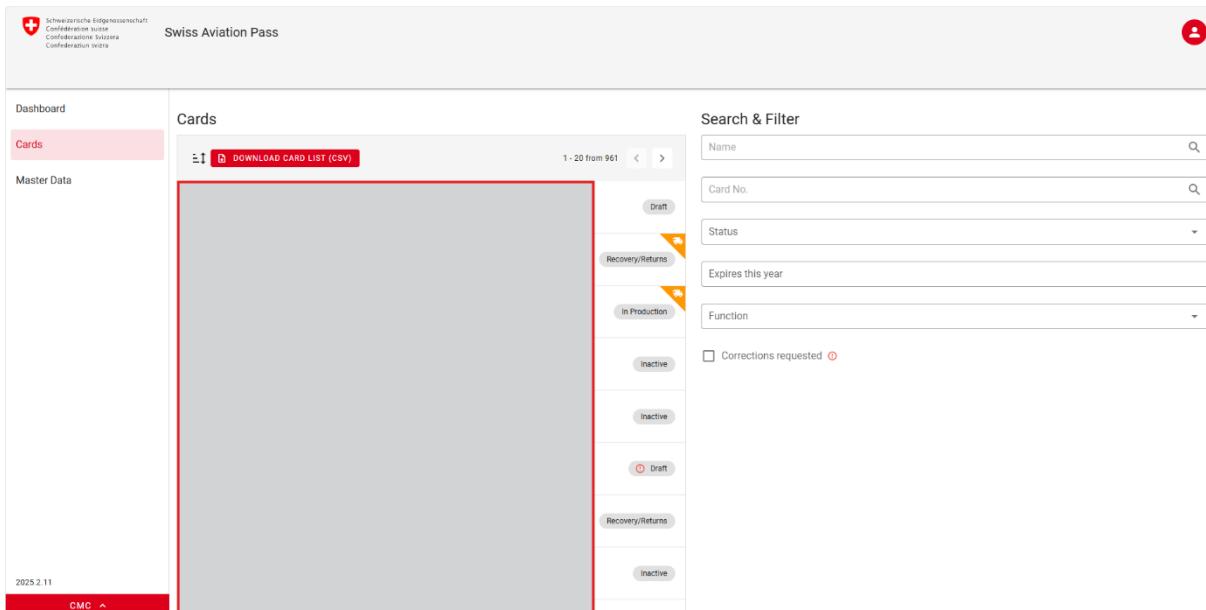
A - 3.3 Overview of the Master Data menu

Under the Master Data menu item, personal data can be entered (initial) or changed if necessary. Only first time CMC cards requests are applied for via "Master Data".

Please use the "Search & Filter" function to ensure that the person is not already entered in the master data (duplicate entries).

An alphabetical list and the Search & Filter function are available.

The "Master data" (initial first application) can only be edited by the applicant. In the case of CMC cards, the CMC Responsible can only edit and submit the CMC cards of the airline they are responsible for.
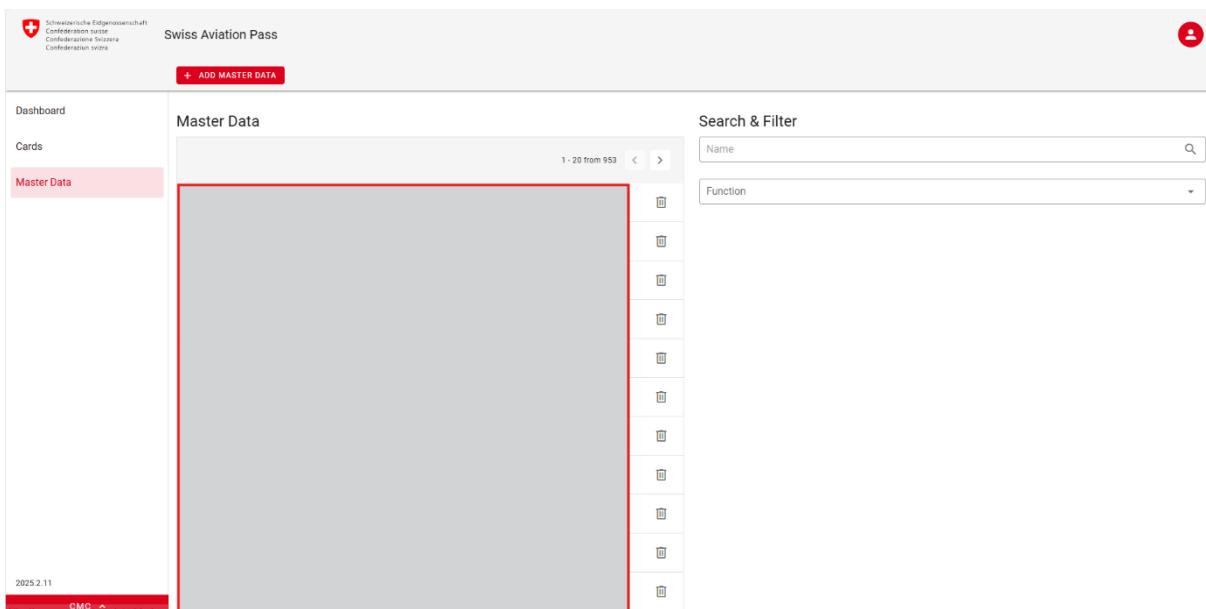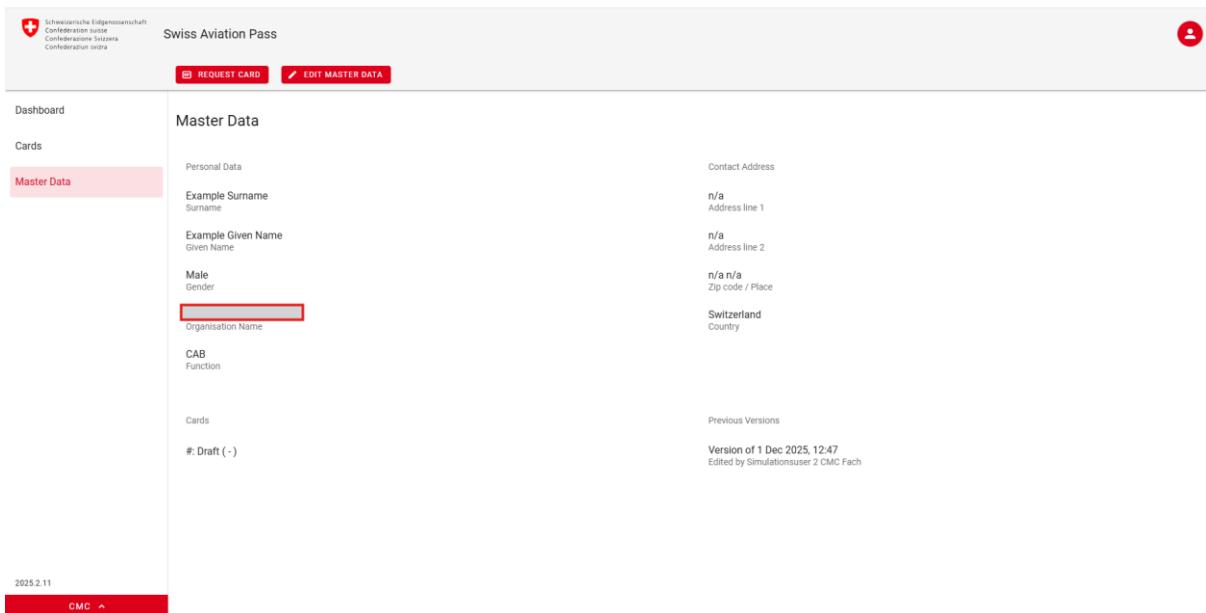
A - 3.4   The individual tiles explained briefly

Draft

In the Draft tile, the applicant can see the applications that are currently being processed. Processing can be stopped at any time and completed later, and the application can then be submitted. The applicant's task is finished at this point.

Submitted

The number of submitted applications is displayed in the "Submitted" tile. This is where the authority's workflow step begins. The applicant can track the status of the workflow on the dashboard.

Released

The "Released" tile shows the number of applications approved by the authority.

In Production

The "In Production" tile shows the number of CMC cards currently ordered and in production.

Active/Inactive

The "Active" and "Inactive" tiles show the applicant how many active or inactive CMC cards for their airline there are.

Expires this year

The "Expires this year" tile shows which CMC cards will expire this year and, if necessary,should be renewed.

Corrections requested

The "Corrections requested" tile shows which CMC cards have been rejected by the authorities and need to be corrected by the applicant.

Recovery/Returns

The "Recocery/Reurns" tile shows the CMC cards that must be returned to the authorities because new CMC cards have been ordered (renewal, loss, name change, expiry, etc.).

A - 3.5   Workflow for applicants and authorities: Workflow

Processing the application: Initial ID registration

1. In the menu item Master Data: click on the red bar "ADD MASTER DATA" at the top, fill in the form and save it.

2. Click on the "REQUEST CARD" button, upload the digital handwritten signature and digital passport photo, and save (passport photo and signature requirements).

3. The application is now in the "Draft" tile. Once it is complete and has been checked, click on "SUBMIT DRAFT". The application will now appear under the "Submitted" tile. The authority will be automatically notified of the application and will review it. If everything is correct, the authoritiy will approve it. The application will then appear in the "Released" tile, and from the 20th day of the month will automatically be visible in the "In Production" tile, and finally, in "Active" after production.

Procedure for incorrect submissions

If the submission is incorrect or the requirements are not met, the authority will return the application for correction. The authority will state the reason for the correction so that the applicant can make the necessary changes. Applications requiring correction are visible on the dashboard and corrections can be made. The application is then resubmitted via "SUBMIT DRAFT".

Processing of applications: CMC card renewal

Reasons for renewing an CMC card: expiry, loss, change of name, change of job title, damage, incorrect entry

If the reason is "expiry", the CMC card will automatically appear in the tile "Expires this year" in the year in which the CMC card expires.

1. Select " Cards" on the left-hand side. Use the "Search & filter" and "Status" "active" search functions to find the card of the person that needs to be renewed.

2. Select the reason for renewal, upload the digital handwritten signature and digital passport photo (passport photo and signature requirements) and click on "RENEW CARD".

3. The application will now be displayed in the 'Submitted' tile. The authorities can now review the application and approve it if there are no errors. The application will then appear in the 'Released' tile and automatically appear in the 'In production' tile on the 20th day of the month.

If there are errors in the CMC renewal application, the process for incorrect submissions applies (see above).

A - 3.6   Passport photo and signature requirements

The applicant is responsible for submitting the passport photo and digital signature correctly.

If the application is rejected by the SAVP or the manufacturer, the necessary corrections must be made.

Passport photo

Photo Image size: 35 x 45 mm

File format: JPG

Background: white

Frame: none

Please note: Recommended size for a photo file > 1 MB

Note: The same requirements apply as for an officially issued passport or identity card.

Digital signature

Signature Image size: 29 x 8 mm

File format: JPG

Background: white

Font colour: black

A - 3.7   Delivery times

Unless the applicant specifically submits the application as an express order, the application will automatically be forwarded to the manufacturer for production on the 20th day of the month.
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Time limits

Please submit CMC applications that are to be produced with the order of the current month to the authority by the 17th of the month at the latest. If submitted later, processing by the 20th (order date) cannot be guaranteed, and the application may only be included in the production run a month later.

Approximate delivery time from receipt by the manufacturer:

4-7 working days

Express orders

It is possible to request an "express" order for CMC cards. This means that CMC cards are delivered more quickly at an additional cost. The applicant can select this option when applying for an CMC card. Express orders go through the same CMC card production process as monthly orders, but more quickly.

Approximate delivery time from receipt by the manufacturer:

4-7 working days; an express application is checked by the authorities immediately and is forwarded to the manufacturer, produced and dispatched straight away (rather than on the 20th of the month).