



Civil Aviation Authority

COSCAP-BAG Personnel Licensing Procedures Manual

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[State] Civil Aviation Authority

[STATE] Civil Aviation Authority

Personnel Licensing Procedures Manual

Copy Number _____

This Manual reflects the requirements and procedures to be observed by the staff carrying out personnel licensing functions in the course of their duties and responsibilities as employees of the Civil Aviation Authority.

This Manual has been produced as a result of a review, reorganization and updating of the Personnel Licensing Handbook originally authorised by the Chief Executive.

This Manual is issued under the authority of the Chief Executive.

Chief Executive
[STATE] Civil Aviation Authority

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Introduction

The Civil Aviation Authority (CAA) is authorised, under legislation as the State's Regulatory Authority and, as such, is empowered to grant, renew, suspend, revoke and cancel licences or permits granted to individuals that give those individuals various privileges in the State civil aviation system.

The various types of licences are:

- Flight Crew licences, being various categories of Pilot Licences, Flight Engineer Licences and a Flying Training Permit (FTP);
- Aircraft Maintenance Engineer Licences; and
- Various types of Air Traffic Service and Air Navigation Service Licences.

Licences and the FTP may be endorsed with a Rating that further defines the privileges of the holder, subject to any conditions imposed by legislation, regulation or other means.

CAA has therefore developed and implemented this Personnel Licensing Procedures Manual for the purpose of carrying out the functions described above in relation to the nominated licences.

Purpose

The purpose of this Personnel Licensing Procedures Manual is to define and describe the actions and procedures for the granting, or refusal to grant, the various classes and categories of licences or permits and associated ratings, to define the authorities and responsibilities of the personnel involved in the personnel licensing process and to provide general procedures for activities comprising the licensing system.

This Personnel Licensing Procedures Manual is divided into several Chapters.

There are Chapters of a General nature, applicable to any licence, a Chapter relating to Examinations and Chapters that provide guidelines and procedures for different type of license.

They are:

- Chapter 1 Introduction
- Chapter 2 General
- Chapter 3 Examinations
- Chapter 4 Flight Crew Licensing
- Chapter 5 Aircraft Maintenance Engineer Licensing
- Chapter 6 Air Traffic Service and Air Navigation Service Personnel Licensing
- Chapter 7 Records
- Chapter 8 Medical Assessments and Procedures (to be added as an amendment)

Associated Documents

There are a number of other documents associated with this manual and the procedures therein.

They are:

for Flight Crew licensing:

- ICAO Annex 1 Standards,
- Civil Aviation Regulations (CARs),
- Standards Document – Flight Crew Licensing;
- Aeronautical Information Circulars (AIC); and
- CAA OP Forms;

for Aircraft Maintenance Engineer licensing:

- ICAO Annex 1 Standards;
- Civil Aviation Regulations (CAR);
- Standards Document–Aircraft Maintenance Engineer Licensing;
- Aeronautical Information Circulars (AIC); and
- CAA AW Forms;

And, for ATS/ANS licensing:

- ICAO Annex 1 – Personnel Licensing (on Air Traffic Controller and Aeronautical Station Officer Licensing including medical standards);
- Standards Document – Aerodrome Licensing
- Standards Document - Air Traffic Service Personnel Licensing;
- Standards Document - Aeronautical Facility Technician Licence;
- Standards Document - Licensing of Airports;
- Relevant STATE AIC on the ATS/ANS Licensing as may be issued; and
- CAA AM, AT and EM Forms

General

1 Scope

- 1.1 These procedures provides information for those staff of the Civil Aviation Authority who carry out functions associated with licensing activities and those who have a delegation to issue or renew licences or permits. That information will enable him or her to issue each class and category of licence or the Flying Training Permit (FTP).
- 1.2 Civil aviation legislation empowers the Civil Aviation Authority of the State (the Authority) to issue various State licences or the FTP and associated ratings, subject to the Authority being satisfied that an applicant is a fit and proper person to hold the licence, FTP or rating concerned, and is appropriately qualified to act in the capacity to which the licence, FTP or rating relates.
- 1.3 The Authority may issue licences, permits and ratings subject to such conditions as it thinks fit.
- 1.4 The main content of this publication:
 - Outlines the generic procedures for issuing and renewing licences
 - Details the specific requirements for each category of licences
 - Provides the procedures for replacing and suspending a licence
- 1.5 *Annex 1 Personnel Licensing* of the Chicago Convention establishes International Standards and Recommended Practices (SARPS) for States for the licensing of the following personnel:
 - 1.5.1 Flight Crew
 - Private pilot – aeroplane;
 - Commercial pilot – aeroplane;
 - Airline transport pilot – aeroplane;
 - Private pilot – helicopter;
 - Commercial pilot – helicopter;
 - Airline transport pilot – helicopter;
 - Glider pilot;
 - Free balloon pilot;
 - Flight navigator;
 - Flight engineer.
 - 1.5.2 Other personnel
 - Aircraft maintenance (technician/engineer/mechanic);
 - Air traffic controller;
 - Aeronautical station operator;
 - Flight operations officer.

The State may not, necessarily, use all these options or use them in the same general form.

- 1.6 In addition, the Authority issues and renews the following documents:
- Flying Training Permit;
 - Commercial Pilot Licence (Balloons);
 - Commercial Pilot Licence (Gliders);
 - Air Traffic Services Training Permit;
 - Flight Radio Telephony Operator (General) Licence;
 - Flight Radio Telephony Operator (Restricted) Licence;
 - Flight Information Service Officer Licence;
 - Aeronautical Facility Technician Licence.
- 1.7 The Annex also makes provision for *ratings* of various types, which may further limit or specify the privileges of the holder. These are dealt with in more detail in the relevant chapters later.
- 1.8 Annex 1 establishes SARPS regarding age, knowledge, experience, skills and other matters for the issue of the various licences provided for. The State's regulatory authority (CAA), as the Licensing Authority, is responsible for ensuring that these standards are met. In doing so, the Authority conducts examinations in a number of subjects, appropriate to the relevant licence and/or rating. In certain cases, the authority to conduct certain examinations, theoretical and/or practical, may be delegated to individuals in industry. But as with any delegation, it is essential that these individuals recognise that, when exercising the delegation, they are functioning for the regulatory authority and not for their employer.

2 Application for the issue or renewal of a licence or permit

- 2.1 Applicants for the issue or renewal of a licence or permit shall carry out the application procedure on the appropriate form as nominated in the relevant chapter.

3 Replacement of licences or permits

- 3.1 The holder of a licence or permit may request a replacement licence or permit if they have lost or damaged their licence or permit.
- 3.2 The request for a replacement licence or permit must be made in writing.
- 3.3 If a licence or permit is lost, the licence or permit holder should report it immediately to the nearest Police Station. A police report/statement should be presented to CAA together with a written request for a replacement licence or permit.
- 3.4 A damaged licence or permit should be presented to CAA with a written request for a replacement licence or permit.
- 3.5 A fee is charged for the replacement of a lost or damaged licence or permit.

4 Suspension or Revocation of Licences

- 4.1 Part 2 of the CAR empowers the Authority to impose conditions on, suspend or revoke any licence granted by the Authority. Refer to the Regulation for specific details of these powers.

EXAMINATIONS

1. General

- 1.1 *Annex 1 – Personnel Licensing* establishes Standards and Recommended Practices for knowledge for various licences and ratings. In order to ascertain whether a licence applicant has the required knowledge, the Authority conducts a number of examinations.
- 1.2 These examinations are either multi-choice examinations established and conducted by the Authority or are conducted through the CyberExam system run by the STATE Civil Aviation Safety Authority over the Internet. Details follow of both systems and their respective requirements. These listings are not necessarily exhaustive.
- 1.3 For Flight Crew licences and for Flight Operations Officer or Flight Dispatcher, the following examinations are conducted as appropriate:
 - Air Law;
 - Aircraft general knowledge;
 - Flight performance calculations and planning procedures;
 - Human Factors or performance;
 - Meteorology;
 - Navigation;
 - Operating Procedures;
 - Principles of Flight;
 - Radiotelephony or radio communications procedures
- 1.4 For Aircraft Maintenance personnel:
 - Air Law and Airworthiness requirements;
 - Natural Science and Aircraft general knowledge;
 - Aircraft Engineering;
 - Aircraft maintenance;
 - Human performance and limitations.
- 1.5 For Air Traffic Control personnel and Aeronautical Station Operator:
 - Air Law or Rules and Regulations, as appropriate;
 - Air Traffic Control or Telecommunications equipment, as appropriate;
 - General Knowledge;
 - Human performance;
 - Language;
 - Meteorology;
 - Navigation;
 - Operational procedures.
- 1.6 Examinations are conducted, as required for Flight Crew, for Aircraft Type Ratings and for the Instrument Rating and, for ATC personnel, for

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the various control positions or functions such as Aerodrome Control, Approach Control and Area Control both with and without the use of radar.

- 1.7 Examinations are also conducted for a number of other functions for personnel involved in the installation and maintenance of various items of lighting and other aeronautical equipment.

2 Conduct of Examinations

2.1 Preparation

- 2.1.1 The invigilator shall be at the exam centre in sufficient time before an exam begins in order to address adequately the necessary administrative preliminaries.

An Invigilator unable to attend the exam due to unforeseen circumstances shall inform the affected candidates directly as soon as possible. The Invigilator shall **NOT** employ/utilize a non-approved person as a substitute.

The invigilator must not engage in other activities likely to reduce the standard of the primary task of supervision or distract candidates.

- 2.1.2 The invigilator shall ensure there are sufficient supervisors, if required, to effectively assist in the proper conduct of an exam. The minimum number of supervisors shall be such that there is **ALWAYS** one Invigilator at all times during the exam. Candidates must **NOT** be left unsupervised during an examination or in the examination room.

2.2 The Examination Room

- 2.2.1 The Invigilator is responsible for ensuring (at least) that the examination room is properly equipped and prepared for the exam sitting, with particular emphasis on:

- observance of relevant building, health and sanitation regulations;
- safety for the occupants;
- emergency considerations;
- control of access;
- cleanliness;
- no unnecessary material lying around, particularly those that may lend unfair assistance to the candidates. This includes charts, diagrams or textual information on boards and walls;
- a wall clock or other time indicator so candidates can be aware of the time available to them;
- correct level of lighting;
- correct level of ventilation and heating;
- an environment free from unacceptable noise level, distraction and non-exam activity (place sign stating **Do Not Disturb – Examination in Progress** on all doors during the exam session);
- telephones set to *call diversion enabled* or minimum ringer volume;
- comfortable seating for candidates;

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- clean toilet facilities nearby;
- a table for the supervisor;
- a table for each candidate, large enough for a PC system (if used) and permitted exam material. Where a PC is used, then the space between tables on the same row shall be at least 1.5 metres between the sides of the PC monitor;
- allocation of candidates to seating that will minimize disturbance if some have a shorter examination than others;
- general security aspects.

2.3 Identification of Candidates

2.3.1 The possibility of impersonation cannot be over-emphasized. A candidate must be able to provide **acceptable photographic** ID. You must also be satisfied that the candidate is identified as the person in the photograph.

2.3.2 Identification must be carried out before the exam starts. If a candidate is unable to produce the required acceptable photographic ID, that candidate **MUST NOT** be permitted to undertake that exam sitting.

2.4 Preliminaries

2.4.1 Prior to the exam sitting, carry out the administrative 'preliminaries' by recording the following details in the Invigilator Log Book:

- Aviation Reference Number (ARN) and name of candidate;
- Date and time of sitting;
- Exam type (e.g. CAA);
- Instruct the candidate to sign in the log sheet;
- Instruct the candidate to place all other personal belongings at the front of the room or in a secure location where these may not be accessed during the exam sitting;
- Ensure that each candidate is correctly seated at the assigned table which has the correct exam supporting documents, where required, for the relevant exam type. This is important when different exam types are being sat at the same time;
- Check that each candidate has only the permitted material for the exam. Permitted documents should be examined for hidden unauthorised material or notation; this may be carried out before and during the sitting but ensure that, in the case of the latter, the candidate is not unduly distracted nor interrupted. Check permitted documents e.g. AIP, CAO, for falsified pages;
- Instruct the candidate to actuate the ON/OFF switch of any electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits.
- Advise the candidate(s) that they may read the "*Instructions to Candidates*" – and only that material - in the examination folder. Allow them time to do this and answer any questions arising.

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- Where a PC is used, check that the candidate knows how to operate a computer mouse and a scroll bar – if he/she doesn't, then, in CyberExams, activate the Practice Exam available under the SIT group in the supervisor menu. In other situations, give sufficient basic instruction or defer the exam for that candidate until they are sufficiently computer literate.
- Where appropriate, inform the candidate that CyberExams has a 'Practice Exam' which will guide the user through the screen based system, and that this process does **not** constitute any part of the allowable time for the actual exam and emphasise that it would be to the candidate's own advantage if this facility is fully utilized. State that, at the end of the 'Practice Exam', the system will display a message prompting (asking) whether the candidate is ready to commence the actual exam. Inform the candidate the 'Practice Exam' may be bypassed, if so desired, to proceed straight to the actual exam – the system offers this option through the **SUBMIT EXAM** button of the 'Practice Exam' screen.
- Inform the candidate that the PC should be operated only to perform functions necessary to complete the exam.
- When all is ready, draw the candidates' attention to the time, advise the finishing time(s) and give a clear instruction to start the examination.

2.5 During The Exam

2.5.1 Allow no one, other than another Invigilator on duty (if detailed), approved CAA staff and a candidate returning from the toilet to enter the exam room.

2.5.2 Allow only one candidate to visit the toilet at any one time.

Note: Candidates have been known to secrete unauthorized material in toilets, and view these on visits during the exam period – check the toilet for any such material.

2.5.3 Ask candidates to leave contents of pockets in your care or ask candidates to reveal pocket contents before exam.

2.5.4 As Invigilator, you must monitor and control the candidates continuously during the exam. You must:

- ensure a candidate remains seated at their assigned place, unless visiting the toilet;
- ensure candidates do NOT talk among themselves or carry out a discussion (on any matter) while in or nearby the exam room;
- not permit any candidate to carry out disruptive activities (e.g. whistling, humming loudly, singing, grumbling, voicing aloud an exam question, tapping on the table). If these activities still continue after an appropriate warning, instruct the candidate to leave the exam room and record the event in the Invigilator Log Book;

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- ensure a candidate does **NOT** use a headset, 'walkman' portable CD players, mobile telephone (particularly for SMS or text messaging), pager, or any communication/electronic device (other than the provided and/or permitted electronic calculator);
- not permit candidates to borrow or share required reference books or any materials (pencils, rulers, erasers, etc) from other candidates;
- if necessary, explain that it is **NOT** your responsibility to provide or source material for the candidate that should have been self-supplied;
- ensure that there is be **NO** communication whatsoever between/among candidates during the exam session;
- be aware that with internet technology, it is possible for candidates to "switch windows" during exam sessions (that is, switch from CyberExams to another application) to conduct "quick chats" (or requests answers to questions) on the internet with an outside collaborator;
- Periodically walk around the room to check that candidates meeting all requirements for fairness and security and are not cheating.

DO NOT HESITATE TO EXERCISE YOUR AUTHORITY TO EXPEL A CANDIDATE FROM THE EXAM ROOM FOR MISBEHAVIOUR, SHOULD THE SITUATION WARRANT SUCH ACTION.

YOU, AS INVIGILATOR, CONTROL THE EXAM SITTING

2.6 If a Candidate leaves the Examination Room:

2.6.1 During an exam session, other than in an emergency requiring the evacuation of the room, a candidate may only leave the exam room for three reasons:

- When the exam has been completed – standard procedures apply.
- When visiting the toilet. If this is requested:
 - (i) only one candidate at a time shall be allowed to the toilet. As far as is practical, supervise/escort the candidate and do **not** permit any exam material to be taken out of the exam room;
 - (ii) advise the candidate that the allocated time for the exam will continue to run.
- when deciding to prematurely end the sitting.

2.7 Candidate Unwell

2.7.1 If a candidate is unwell the Invigilator should ask whether the candidate wishes to continue the examination or sit afresh at another date without penalty. It should be made clear that if the candidate chooses to continue no allowance can be made when assessing the papers. If the illness is such that immediate assistance is required and no telephone is available, the only possible action is to ask another candidate to go for help. The candidate who goes should be the invigilator's choice and should preferably be one who is clearly getting

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on well with his own examination. If the sick candidate cannot continue the examination, a note should be made of the time and the circumstances. Extra time should obviously be allowed to the 'Messenger'.

2.8 Improper Conduct

2.8.1 If it becomes evident that a candidate is, or has been cheating, the fact that it has been observed should be brought to the attention of the candidate. Unless the Invigilator considers an irregularity to be so serious that it warrants an immediate ending to the examination, the candidate should be told that the matter will be reported and then allowed to continue if he wishes to do so. A warning should be given that this matter will be considered when the paper is marked.

2.8.2 It is left to the discretion of the Invigilator as to what action to take particularly bearing in mind the possibility of appeals, which may arise from disturbing other candidates. The decision to terminate any examination by cheating of the candidate is at the discretion of the supervisor. If possible a line should be marked across the paper at the time of the infringement and signed by the Invigilator.

2.9 Cheating

2.9.1 During an examination, candidates may attempt to acquire information illegally which will be of assistance to them in answering questions. Such attempts may include:

- i.) Openly viewing another candidate's script;
- ii.) Talking or whispering;
- iii.) Signalling to each other;
- iv.) Note on piece of paper or in pencil cases;
- v.) Information deliberately displayed on walls and ceilings;
- vi.) Notes written on various parts of the body;
- vii.) Notes slipped from one candidate to another;
- viii.) Notes left in toilets;
- ix.) Covertly recording oral examinations for passing to other candidates;
- x.) Bags containing notes or books left open near the desk;
- xi.) Removal of notes of questions from the exam room to pass to other candidates.

2.9.2 Action to be taken by the Air Safety Department on Cases of Suspected Cheating:

- i) Provide all details pertaining to the candidate and previous examination record;
- ii) Provide all details pertaining to the examination under question;
- iii) Provide a copy of the conducting officers report;
- iv) Provide details of any internal Authority investigation;
- v) Make recommendations to the Chief Executive as to the action the Authority could take.

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2.10 Penalties

2.10.1 Penalties resulting from improper conduct or cheating will be determined by senior staff of the relevant branch.

2.11 On Completion of Exam

2.11.1 At the end of the exam, when the allowable time has expired or after the candidate has submitted the exam and before permitting the candidate to leave their exam station, ensure that:

- Multi-choice Answer Sheets and Essay Papers have been signed and dated;

Note: The signature is the primary proof of identity; the date is important in case of appeals.

- all supplied exam documents (including scribble pads) are retrieved and fully accounted for;
- details of any matters that made the particular examination different from normal in any way are noted in pencil on the candidate's paper (e.g. Candidate arrived 15 minutes late and allowed allocated time)
- when an electronic calculator has been permitted and used, instruct the candidate to actuate the ON/OFF switch of the electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits
- When a PC has been used, take the PC over from candidate and print out any necessary information. Then shut down the PC.

2.11.2 Advise the candidates that, for other than the CyberExams, the result will be sent out by post within 5 working days if all fees have been paid. Results will NOT be given by telephone.

3 The CyberExam System

3.1 The CyberExam system is run by the STATE Civil Aviation Safety Authority over the Internet and should be used by CAA for the following examinations:

3.1.1 For the **Commercial Pilot Licence** – Navigation, Meteorology, Human Factors, Aerodynamics, Aircraft General Knowledge and Performance Flight Planning;

3.1.2 For the **Airline Transport Pilot Licence**– Navigation, Meteorology, Human Factors, Aerodynamics and Systems, Flight Planning and Performance and Loading; and

3.1.3 For the **Instrument Rating**.

3.2 Applying For Exam

3.2.1 Before logging in for the purpose of CyberExam, the Licensing Officer shall check for the following:

- Aviation Reference Number (ARN) - Expand
- Valid photographic ID

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3.2.2 If an applicant does not have an ARN, direct the applicant to register as a CAA client by filing a CAA relevant form. Enter the following candidate details after obtaining the applicant ARN:

- Aviation Reference Number (ARN)
- DOB

3.2.3 Select OK, and wait for the system to validate the candidate as an active registered client.

If the fields are entered incorrectly or with invalid information, validation will fail. The system will prompt you to re-try.

3.3 Security of Cyber Exams

The Licensing Officer is responsible for ensuring that the security of the System is not jeopardized.

Security is very susceptible to breaches when procedures are ignored, either deliberately or through neglect. The following procedures, if thoroughly adhered to, will enhance the security of CyberExams:

- The PC terminal for accessing CyberExams, and the facility for storing files and exam documents, shall be in a secure area that:
 - is always locked when not in use;
 - requires authorized access;
 - prevents the computer screen being seen from outside.
- a password is required to log onto CyberExams, therefore:
 - for security reasons the Licensing Officer is the only person authorized to have knowledge of the CyberExams password. Do not allow a situation where it may be detected by anyone else;
 - 'log-in' is best done when no one, particularly candidates, are nearby;
 - do not allow any person (including workmates and family) to know or use your password;
 - do not keep a written record of your password (just keep it in your mind)
- any supporting documents that are supplied with the exam (e.g. charts, work-book, scribble pad, etc), shall, on completion of the examination, be fully retrieved and accounted for.
- Scribble pad shall be destroyed thoroughly through shredding after an exam. Do not leave any documents lying around unattended during a sitting or non-sitting period.
- A candidate may only bring supporting documents in the exam room that are specified as "Permissible Material" for that particular exam
 - (i) check these for unauthorized material/notations within – this may be carried out prior to the exam, or after if suspicious of cheating

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- (ii) except for the authorized substitute of the AIP 'complete' with the Jeppesen Airway Manual, commercial publications are **NOT** allowed as substitutes for any permitted supporting documents.
- Any materials that are permitted to be supplied by the candidate for the exam shall be:
 - (i) in strict accordance with what is defined as **permissible** for the exam (e.g. type of pilot air LOt computer, or type of electronic calculator), as non-permissible types may lend unfair advantage to the candidate.
 - (ii) deemed necessary, and to a reasonable quantity (e.g. 2 pencils, a ruler). Unreasonable/unnecessary quantities of writing implements provide bountiful facilities for the candidate to secret unauthorized information, thus making exam supervision more difficult.
- There must be NO sharing or borrowing/loaning of documents or any other material between candidates during the exam.
- If you suspect that exam material has been compromised in any manner, notify the licensing Authority immediately.
- Control usage of your printer.
- Your PC system should preferably be used only for accessing the CyberExams, and for administrative work directly related to CAA exams.
- Ensure that the PC, modem, cables and electrical connections are secure, and not easily switched off, disconnected or tampered with.
- Do not allow the candidates to use the PC for any other purpose except for the sitting of exams for the specified duration.

3.4 Serviceability of PC System

3.4.1 The PC is essential to the exam, hence its full serviceability prior to the start of the exam shall be checked, as follows:

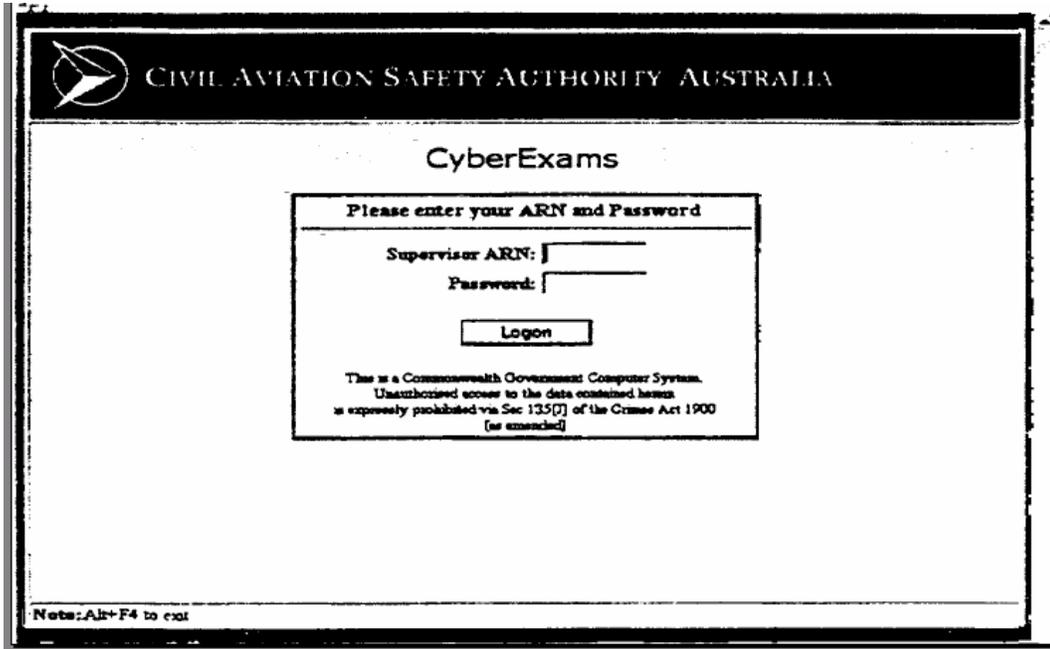
- system booted up
- modem switched on
- monitor switched on-screen clean (devoid of smears/smudges), degaussed (where facility is available) and adjusted for optimum size, position, brightness and contrast
- 'mouse' (pointing device) and pad checked for effective functioning. For laptops, a conventional 'mouse' must be attached for use. The laptop equivalent of a 'mouse' (touchpads or button-lever) is not acceptable or permitted.
- Keyboard must be removed/secured from the candidate before handing over the PC system for the exam attempt – only the 'mouse' is permitted. For a laptop, the supervisor would need to monitor the candidate to ensure the keyboard is not employed.

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3.5 Logging Onto Cyber Exams

3.5.1 To log onto CyberExams, establish access to the Internet, and carry out the following procedures:

- Select the **CyberExams** by clicking its icon (set up on your PC), and the following screen will appear;



- Enter your ARN and password in respective fields
- Wait for system to validate user as an active IO/CO

3.6 General

3.6.1 Under **HELP** the Invigilator may view frequently asked questions (FAQ), who to contact in CAA on CyberExams, and general Help information.

3.6.2 When there is a need to **Change Password**, you should do so in private, and particularly not in the presence of a candidate.

3.6.3 The **Practice Exam** should be available on the CAA website, and a regular feature prior to all actual exams. However, for your candidates who do not have access to the Internet, and wish to view the features and navigation of a typical CAA exam long before engaging in an actual exam, this facility may be made available to them. After delivering a Practice Exam, the Invigilator will be automatically logged off.

3.6.4 **My Invoices** is a facility for the Invigilator to view the CAA invoice(s) that pertains to the exam application(s) he/she has made on CyberExams.

3.7 Identification of Candidates

3.7.1 The possibility of impersonation cannot be over-emphasized. A candidate must provide **acceptable photographic ID**. You must also

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be satisfied that the candidate is identified as the person in the photograph.

3.7.2 Identification must be carried out before the exam starts. If a candidate is unable to produce the required photographic ID, the exam sitting **MUST NOT** proceed.

3.8 Validation Process

3.8.1 Wait for system to check:

- All mandatory fields have been entered;
- Applicant does not already hold the exams credit or associated licence;
- Theory provider ARN, if supplied, is an active register client in LARP.

3.8.2 If validation fails, system displays a Warning indicating the reason for failure, amend or cancel the relevant entry

3.8.3 If validation is successful, the computer screen will show that the applicant has been accepted; it denotes the applicant's ARN and the exam applied for.

3.8.4 The screen also has two other sections:

3.8.4.1 The next section is for the supervisor to activate if more applications are required, whether from the **Same Candidate** or another **New Candidate**. Activating **Same Candidate** takes the Invigilator back to a completely new application for a new exam but with the (same) candidate's details presented, while activating **New Candidate** would take the process to the screen for entering the new candidate's ARN and DOB, for both, the same application process of selecting exam type and desired sitting date/time and centre applies again.

3.8.4.2 The last section relates to payment. When all the applications have been made, the Invigilator may activate the **Payment** button. The Invigilator also has the option to **Cancel** the payment if he/she believes that a mistake has been made earlier – however, canceling means all new applications, that still require payment, are cancelled.

If the Payment button is activated the following screen will indicate a summary of the application details (candidates ARN and names, exam types applied for, sit dates, CAA exam fees, and a grand total). The CAA fees and total amount will all be computer calculated.

The Invigilator will now be prompted to make a payment commitment, by clicking the Pay button on this new screen. Clicking this Pay button commits the Invigilator to pay the total amount shown on the screen.

3.8.5 In Phase 1 of the CyberExams implementation, the Invigilator will be invoiced at periodic intervals. Payment will be essential to continued access of the facilities of CyberExams.

You now click **Pay**, and obtain the screen on the next page.

Examinations

Your commitment to pay has been accepted. The system lists the number of applications made during the last process and their total amount incurred. An invoice will be dispatched to you.

3.8.6 If payment transaction fails for other reason (e.g. Communication failure, transaction time-out etc), system displays a Warning indicating the reason for failure. Re-enter the details or cancel the transaction.

3.9 Unsuccessful Application

3.9.1 If an application is not accepted by CyberExams, the system will advise the reason. This would usually be one of the following:

- The candidate is not a registered client of LARP (ARN not valid);
- The candidate has failed the exam type previously, and has had a re-training period imposed before a re-attempt may be permitted;
- The candidate has been suspended from sitting CAA exams for a determined period;
- The candidate already holds the same or equivalent qualifications as the exam type applied for.

3.10 Calling for the Exam

3.10.1 To instruct the system to deliver the required exam, select on the supervisor's menu Sit Exam.

If everything is valid, you will obtain the following:

1st Section – Candidate Details:

Information is 'read' ONLY – check that everything is correct.

2nd Section – Pending Examinations:

- Information displayed cannot be changed, except where there is more than one exam centre or exam pending, a drop-down menu will permit selection of one of those displayed/available.
- Select the **correct** exam type that the candidate desires to attempt;

***IMPORTANT** - Ensure that the exam type required by the candidate is the correct one - a candidate may have several types 'pending' in the system. If an incorrect exam type has been delivered the system considers the exam as being called for by the candidate, and an assessment will be recorded.*

***IMPORTANT** - Ensure that the exam type required by the candidate is one that you are authorized to supervise. Though the system has been designed not to deliver a non-authorized exam, if this does happen because of system failure, inform CASA immediately.*

- Select your centre that you are now at – this should usually be the same as the one indicated in the exam application, but if different, this must be logged in the Invigilator Log Book with the reason why the change of venue was necessary.

3rd Section – Invigilator Declaration

Examinations

Photo ID & Pre-Requisite Documents Sighted –The third section requires the Invigilator to confirm that the candidate has been properly identified with an acceptable photo ID and the pre-requisite qualifications/documents for the desired exam sighted and ascertained.

***IMPORTANT** – The above action of confirmation carries legal consequences, so you must ensure you correctly identify the candidate, and sight/ascertain the required documents are, to the best of your knowledge, genuine.*

3.10.2 While the system is downloading the exam, remove the keyboard. It must not be available to the candidate. The candidate may only have the mouse to progress the exams. Remove the keyboards prior to allowing the candidates to click **Proceed**.

The 'Practice Exams' will appear. Deal with any abnormal events, which may affect the conduct or security of an exam before, during and after the exam.

3.10.3 Record any observation (administrative or/and technical) in the Invigilator Log Book.

3.11 On Completion of Exam

3.11.1 At the end of the exam, after the candidate has submitted the exam (or the allowable time has expired) the system will mark and display the result advice.

3.11.2 Complete the following procedures before permitting the candidate to leave the exam station:

- Take the PC over from candidate and advise the candidate that a print of the RA/KDR is available if required.
- Select the **Print Exam Report** from the supervisor menu.

4 Examination Dates and Bookings

4.1 Examination dates are published in the AIC annually and generally these are conducted every Friday (or Thursdays when Friday is a Public Holidays) and when CAA decides not to conduct exams.

4.2 Applicants wishing to sit an examination must complete the necessary application form and submit it to the relevant Licensing Officer for processing

4.3 The Licensing Officer may choose to negotiate and agree on a date over the telephone if she wishes to do so however, confirmation of the agreed exam date by the CAA will be communicated to the applicant in writing.

4.4 In the case of an Airworthiness Oral examination, the Licensing Officer will contact the Airworthiness Officers first to confirm that the date and time of the exam before advising the applicant. CAA may conduct oral exams on any day depending on the availability of the Airworthiness Officers who are responsible for conducting oral exams.

4.5 Cancellation & Postponement Of Exam Dates

Examinations

- 4.5.1 Postponement or cancellation of exam dates must be made to the Licensing Officer in writing. No verbal postponement or cancellation of examination dates will be acceptable.
- 4.5.2 Candidates are refunded their application fee if their request for cancellation is received in writing. For further information, refer to the current Aeronautical Information Circular (AIC).

5 Rotation of Examination Papers

5.1 General

5.1.1 The Authority holds a number of versions of the question papers for most of the examination subjects for which it conducts examinations. The variations between the papers come about from:

- presentation of questions in a different order from one paper to another;
- a range of different questions, although some questions may appear in more than one paper;
- a range of different answers options for the same question, but always with the correct answer presented in the same way; and
- rearrangement of order in which the answer options are presented.

5.2 Rotation of papers

5.2.1 In order to minimise the opportunity for a candidate to sit the same paper on subsequent occasions, the Licensing Officer (LO) shall establish a system to achieve that objective. Either of the following would be acceptable:

- A list of candidates, identified by both name and ARN number shall be established and for each candidate there shall be a list of examinations undertaken, including which version of the paper was attempted, the date of the attempt and the result; or
- A list of the various examination papers, including the different versions of the papers and for each version of each exam there shall be a list of candidates by both name and ARN number who have attempted that particular paper, the date of the attempt and the result.

5.2.2 When a candidate indicates that they wish to attempt a particular examination, the LO shall ascertain whether the candidate has attempted that examination before. If they have, then the LO shall ensure that the version presented to them is, as far as possible, not a version that they have attempted before. Obviously, when the number of attempts exceeds the number of version, a candidate will have to repeat a paper. In this case, the version they are given to attempt should be the one they attempted least recently.

6 Review of Examination Papers

- 6.1 It is good practice to regularly review examination question papers so that they remain effective. With this in mind, the LO should arrange for all papers to be reviewed over a period of approximately 3-4 years. As the task will require some resources, it would be desirable for the review

Examinations

work to be staggered so that the workload can be spread out. The LO is to produce a roster of all papers and their approximate review dates.

- 6.2 Additionally, when there is any change in legislation or standards documents, the control sheet(s) for that change process are also required to have a section that calls for a review of Air Law exams as part of the legislation or standards change process. This is to ensure that no exam has a question that related to law that has been superseded or revoked.

7 Re-marking Examinations

- 7.1 Candidates who dispute their results may request a re-mark of the examination.
- 7.2 The request must be made in writing to the senior staff of the relevant discipline or their authorised officers. A different person from the one who carried out the initial marking shall carry out the re-mark.
- 7.3 The relevant officer re-marks the examination and notifies the candidate of the results of the re-mark in writing.
- 7.4 All correspondence associated with the re-mark is filed in the candidates personnel file.

8 Security of Examination Papers

- 8.1 The masters of all examination papers are stored in a lockable cabinet in the Licensing Office. The Licensing Officer has primary access to this cabinet, but a back-up key is available through corporate management.
- 8.2 Photocopies of used examination papers are to be destroyed by shredding.

9 Appeals

- 9.1 A candidate may only appeal against the conduct of the examinations and not against the technical content, therefore it is important that the guidelines contained within this procedure are adhered to. It will then be possible for the Authority to counter any possible appeal in the most effective manner. The Authority will have to determine whether the examination was properly conducted.
- 9.2 On receipt of a written appeal, the LO will:
- i.) Register particulars on computer;
 - ii.) Advise candidate that appeal is received and have been sent for action;
 - iii.) Liase with relevant Officers regarding the matter; and
 - iv.) Arrange appeal hearing date and venue.

FLIGHT CREW LICENCES

1 What is Flight Crew Licence?

- 1.1 A flight crew licence indicates that the holder is qualified to engage in a particular kind of aviation operation in a certain type of aircraft.
- 1.2 A private pilot licence enables the holder to engage in private operations as defined in Part 2 of the CAR.
- 1.3 A commercial or air transport licence enables the holder to engage in commercial operations. Commercial operations include charter and regular public transport (RPT) and aerial work.

2 Who can apply for a Flight Crew Licence?

- 2.1 Applicants for flight crew licences can be divided into two broad groups:
 - State citizens
 - Overseas pilots wishing to fly State registered aircraft in State
- 2.2 Applicants for State flight crew licences must:
 - Be qualified to hold the licence
 - Be fit and proper persons
 - Pay the application fee for the licence (where one is set)

3 New Flight Crew Licence Application

- 3.1 Applicants for a flight crew licence undertake relevant training, pass the required examinations and a flight test, if required, before applying for a flight crew licence. Please refer to Aeronautical Information Circular for details of the Flight Crew Examination Procedures.
- 3.2 Application for a Flight Crew Licence is made by completing that appropriate CAA application form.
For all licence categories the Flight Test Report (Certificate of Test; C of T) is included in the application form certified by an authorised examiner or a CAA Flight Operations Inspector.

4 Processing Flight Crew Licence Application

- 4.1 On receipt of a Flight Crew Licence application, the Licensing Officer shall:
 - i.) Check that all relevant documents have been submitted, and that it includes all the necessary information.
 - ii.) Check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form.
 - iii.) a.) Check the remainder of the documentation is complete and accurate.

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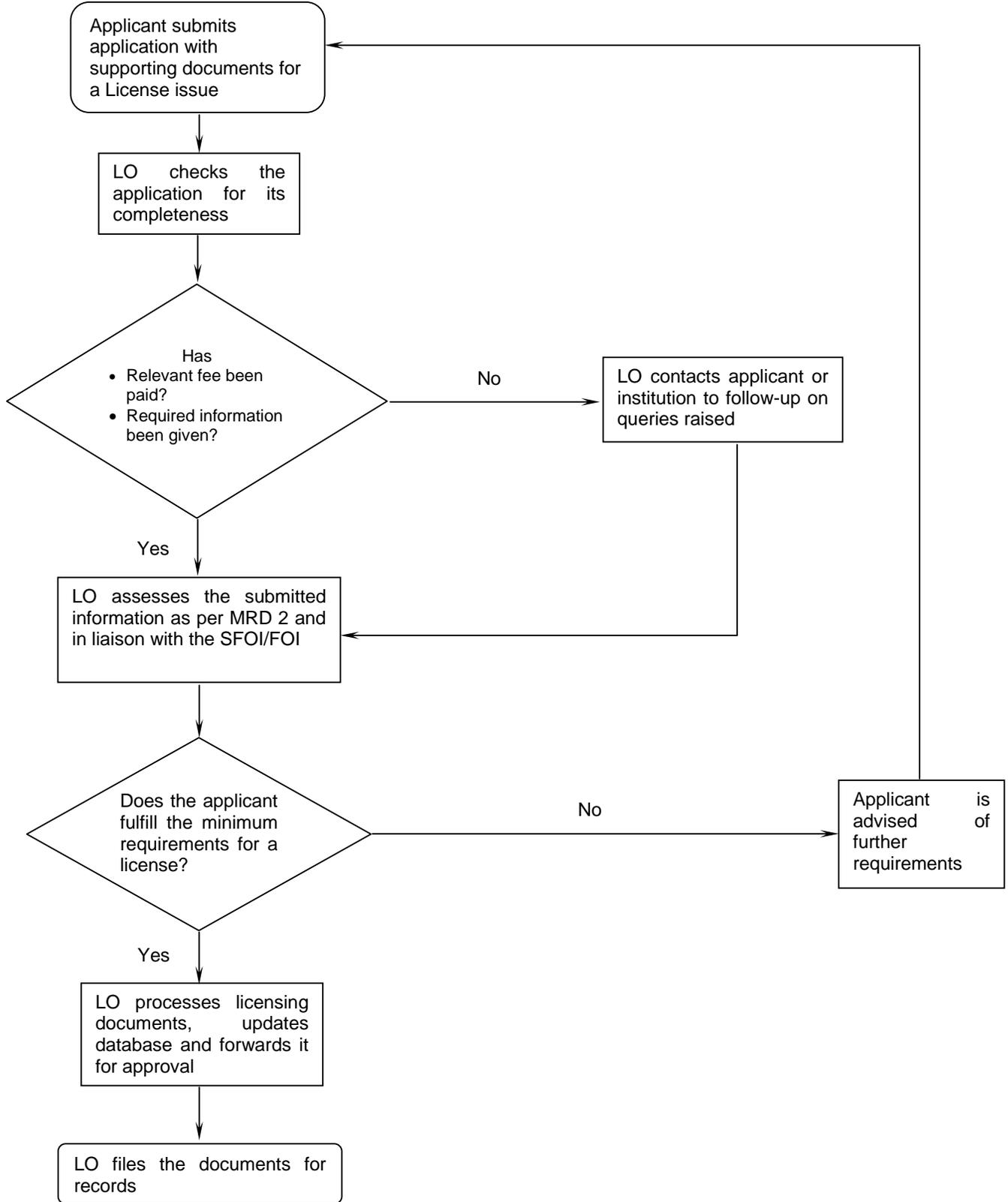
- b.) Check for any errors or omissions. If such is found, contact the relevant employer or the applicant and request a correctly completed form.
 - iv.) Ensure that the applicant is qualified for a licence (Refer to Standard Document - Flight Crew Licensing).
 - v.) Enter the details of the licence on the Licensing Database, allocating the applicant with an identification number in accordance with the category of the license as follows:

Private Pilot Licence (PPL)	prefixed by 100 xxxx
Commercial Pilot Licence (CPL)	prefixed by 200 xxxx
Airline Transport Pilot Licence (ATPL)	prefixed by 300 xxxx
Flight Engineer Licence (FEL)	prefixed by 400 xxxx

Note: A licence upgrade will only require a change in the prefix.
 - vi.) Print out licence pages and check for any printing errors.
 - vii.) Forward the application to the Flight Operations Inspector (FOI) or Authorised Officers for endorsement.
 - viii.) Make photocopies of the licence after the endorsements.
 - ix.) Enter fees and receipt numbers in the Fees & Charges database.
 - x.) File all documents in the respective files for records.
- 4.2 The following of the Authority's Air Safety Staff hold the appropriate delegation to process/issue Flight Crew Licences
- 4.2.1 **Controller Air Safety (CAS)** - Authorised to sign-off flight crew licences ensuring that such applications are properly processed.
 - 4.2.2 **Flight Operations Inspectors (FOIs)** - Authorised to sign-off flight crew licences ensuring that such applications are properly processed.
 - 4.2.3 **Flight Safety Officers (Operations) (FSO(O))** - Authorised to sign-off flight crew licences ensuring that such applications are properly processed.
 - 4.2.4 **Licensing Officer (LO)** - Ensures completeness of application, the associated paperwork, payment of applicable fees and the file record management.

Note : Please also refer to the "Flight Crew Licence Processing" flowchart on the following page.

Personnel Licensing Procedures Manual
Flight Crew Licensing **Flight Crew Licence Processing Flowchart**



5. Renewal of Licences

- 5.1 Application for a renewal of a Flight Crew Licence is made by completing the appropriate CAA Form.
The applicant must have a valid medical assessment.
The application should be accompanied by a payment of the appropriate fee.
- 5.2 Minimum experience for renewal of a licence is specified in Standard Document -Flight Crew Licensing.

6. Processing Renewal of Licences

- 6.1 On receipt of an application for a renewal of a Flight Crew Licence, the Licensing Officer shall:
- i.) a.) check that the application form is complete and accurate;
b.) check for any errors or omissions. If such is found, contact the relevant employer or the applicants and request for a correctly completed form;
 - ii.) check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form;
 - iii.) check that the testing examiners approval is valid and current;
 - iv.) enter new validity dates on licence and forward to FOI for endorsement;
 - v.) make photocopies of the licence after the endorsements;
 - vi.) update the Licensing database and enter fees and receipt numbers in the Fees & Charges database; and
 - vii.) file all documents in the respective files for records.

7. Validation of Licence: Non-State Professional License Holders

- 7.1 Holders of professional pilot licences issued by other ICAO Contracting States wishing to fly State registered aircraft without being in possession of an appropriate State licence may apply for a validation of their foreign licence for a period not more than 28 days. It is a concession used when facilities do not exist in State or time does not allow CAA to issue an equivalent licence or rating. A period longer than 28 days may be authorised to enable the licence holder to convert an ICAO licence to a State licence.
- 7.2 Application for a validation of Licence is made by completing the appropriate CAA Form .

8. Validation Process

- 8.1 On receipt of an application for a validation of a Flight Crew Licence, the Licensing Officer shall:
- i.) Check that the application form is complete and accurate.
 - ii.) Check and verify for evidence of particulars entered on the application form such as licence copies, logbooks, medical certificates, etc.
 - iii.) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
 - iv.) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAA. This will normally require:
 - Faxing to the issuing Authority the applicant's approval for their details to be verified to CAA: and
 - Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.
 - v.) Check that the applicant holds a type rating for the aircraft type requested for in the application.
 - vi.) Enter applicant's details on the Licence Validation database and print out validation certificate.
 - vii.) Forward the application with the Validation Certificate to the FOI for endorsement.
 - viii.) Make photocopies and file all the documents in the respective files for records.

9. Foreign Licence Conversion

- 9.1 Holders of a professional pilot licence issued by another ICAO Contracting State wishing to obtain a State licence must have a continuing requirement to hold a State Licence and must meet all aeronautical experience required for the type of State Licence and rating sought. This process is known as Conversion and applicants are required to pass the appropriate State Medical Examination, Air Law and Flight Test. If the State licence being applied for is an ATPL, then the Flight Test must be conducted in an aircraft that is certificated to be operated with a co-pilot.
- 9.2 Application for a foreign licence conversion is made by completing the appropriate CAA Form.

10. Conversion Process

- 10.1 On receipt of an application for a Foreign Licence Conversion, the Licensing Officer shall:

Personnel Licensing Procedures Manual Flight Crew Licensing
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- i.) Check that the applicant has been issued with a Validation Certificate with appropriate aircraft type to be used in the conversion flight test.
- ii.) Check that the applicant has passed the State Air Law exam and the State Medical Examination by an approved Medical Examiner.
- iii.) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
- iv.) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAA. This will normally require:
 - Faxing to the issuing Authority the applicant's approval for their details to be verified to CAA: and
 - Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.
- v.) Check that the applicant has passed the Conversion Flight Test and signed off by an Authorised Examiner.
- vi.) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- vii.) Record the new licence details and number in the database in accordance with the appropriate sequence and licence category.
- viii.) Print out licence pages and forward to FOI for endorsement.
- ix.) Make photocopies and file all the documents in the respective files for records.

11. Endorsements

- 11.1 The term endorsement usually applies to an aircraft type entered in the pilot's licence to indicate that the holder has acquired the hands-on skills, experience and knowledge to engage in aviation operations in the specified aircraft type.
- 11.2 An aircraft endorsement is defined as a type of aircraft – for example:
 - B737-200
 - DHC-6 (TwinOtter)

12. Ratings

- 12.1 A rating permits a flight crew to operate the aircraft for which he/she is endorsed in particular operational tasks:
 - Aircraft type rating fly as pilot or co-pilot (on an aircraft that requires a co-pilot the co-pilot will be issued with 2nd class rating limiting his duties to that of a co-pilot only) only of aircraft of the type(s) specified.

The type rating for a Second Officer will be issued with the type rating annotated "In-flight cruise relief only".

- Instrument rating fly under instrument flight rules

- Assistant and Flight give flying training
 Instructor Rating

13. How is a Rating Defined?

See CAR Part 2

14. Issuing Ratings

- 14.1 Standard Document -Flight Crew Licensing specifies the flight tests and other requirements flight crew must meet in order to be issued with a 1st or 2nd class rating or to have a rating renewed.
- 14.2 All initial ratings flight tests are to be conducted by the CAA Flight Operations Inspectors (FOIs).

15. Ratings Licensing Process

15.1 Type Rating Examination

- 15.1.1 All aircraft type rating examination papers are securely stored in the examination cabinet.
- 15.1.2 Candidates applying for type rating exams should officially apply one week prior to the examination date.
- 15.1.3 Refer to Aeronautical Information Circular on Flight Crew Examination Procedures.

15.2 Aircraft Type Rating

- 15.2.1 Application for an aircraft type rating is made by completing the appropriate CAA Form.
- 15.2.2 On receipt of an application for an aircraft type rating, the Licensing Officer shall:
 - i.) a.) Check that the application form is complete and accurate.
 - b.) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
 - ii.) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
 - iii.) Check and verify type rating theory exam result.
 - iv.) Check if the Certificate of Test (C of T) is approved by the CAA Flight Operations Inspector, only then is the aircraft type rating applied for entered in the licence. The licence is stamped

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and forwarded with the necessary documents to the FOIs for endorsement.

- v.) Make photocopies of the licence after the endorsement(s).
- vi.) Update the Licensing database and enter fees and receipt numbers in the Fees & Charges database.
- vii.) File all documents in the respective files for records.

15.3 Instrument Rating

15.3.1 Application for instrument rating is made by completing the appropriate CAA Form.

15.3.2 On receipt of an application for instrument rating, the Licensing Officer shall:

- i.) a.) Check that the application form is complete and accurate.
b.) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
- ii.) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- iii.) Check the applicant has met the requirements for Instrument Flight Hours on Logbook, has evidence of a pass in the Instrument Rating theory exam and that the Certificate of Test (C of T) has been approved by the CAA testing officer.
- iv.) The licence is stamped and forwarded with the necessary documents to the FOI for endorsement.
- v.) Make photocopies of the licence after the endorsements.
- vi.) Update the Licensing database and enter fees and receipt numbers in the Fees & Charges database.
- vii.) File all documents in the respective files for records.

15.4 Flight and Assistant Flight Instructor Rating

15.4.1 Application for flight and assistant flight instructor rating is made by completing the appropriate CAA Form.

15.4.2 On receipt of an application for flight and assistant flight instructor rating, the Licensing Officer shall:

- i.) a.) Check that the application form is complete and accurate.
b.) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
- ii.) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.

<p style="text-align: center;">Personnel Licensing Procedures Manual</p> <p>Flight Crew Licensing</p>

- iii.) Check that the applicant meets the qualifying requirements as per Standard Document 2-Flight Crew Licensing.
- iv.) Check that the Certificate of Test (C of T) has been approved by the CAA Flight Operations Inspector.
- v.) The licence is stamped and forwarded with the necessary documents to the FOIs for endorsement.
- vi.) Make photocopies of the licence after the endorsements.
- vii.) Update the Licensing database and enter fees and receipt numbers in the Fees & Charges database.
- viii.) File all documents in the respective files for records.

AIRCRAFT MAINTENANCE ENGINEER LICENCES

1. What is an Aircraft Maintenance Engineer (AME) Licence?

- 1.1 An AME Licence is a licence issued by the CAA once the applicant has demonstrated that he/she meets the requirements for the grant, extension or renewal of AME License outlined in the ANR and Standard Document-Aircraft Maintenance Engineers Licensing.
- 1.2 An AME Licence issued or extended by the CAA can be in either of the following:
 - Licence Without Type Rating (LWTR)
 - Type Ratings (TR)

2. Licence without Type Rating

- 2.1 This Licence does not in itself confer any certification responsibilities or privileges. It is, however, a prerequisite for the grant of the relevant Type Ratings which confer the privileges of certification appropriate to that Type Rating.
- 2.2 Additionally, CAA approved JAR 145 maintenance organisation may issue approvals. However, in general, these approvals require at least an appropriate LWTR to be held before authorisation for maintenance certification may be granted. Details for such approvals are contained in the latest issue of Standard Document - Approval of Organisations.

3. Type Ratings

- 3.1 Type Ratings confer on the holder of an AME licence the privileges and certification responsibilities in respect of certain aircraft registered in the State or, in certain cases, foreign registered aircraft operated by an organisation domiciled in the State. The type ratings are explained in Standard Document - Aircraft Maintenance Engineer Licensing, Appendix 2 and the certification responsibilities are described in Standard Document - Aircraft Maintenance Engineer Licensing, Appendix 3.

Note: In certain cases, the privileges and responsibilities may not extend to an aircraft registered in the State if it is operated by an organisation domiciled outside the State

4. Categories of AME License

- 4.1 The broad categories of AME licences are listed in Part 2. These categories are further broken in Standard Document –Aircraft Maintenance Engineers Licensing Appendix 1 divided into following classes, referred to as Categories:
 - Airframe
 - Category A (Aeroplanes)
 - Category A (Rotorcraft)
 - Category A (Airship)
 - Category B (Aeroplanes)

- Engines
 - Category B (Rotorcraft)
 - Category C (Piston – Aeroplanes)
 - Category C (Piston – Rotorcraft)
 - Category C (Piston – Airship)
 - Category C (Turbine - Aeroplanes)
 - Category C (Turbine – Rotorcraft)
 - Category C (Turbine – Airship)
 - Category D (Piston)
 - Category D (Turbine)
- Rotorcraft
 - Category A & C Piston
 - Category A & C Turbine
 - Category B
- Electrical
 - Category X
- Instruments
 - Category X
- Auto Pilot
 - Category X (Aeroplane)
 - Category X (Rotorcraft)
- Combined
 - Category X (Instrument & Auto Pilot)
- Compass
 - Category X
- Radio
 - Category R (Communication & Navigation)
 - Category R (Radar)

4.2 The licence issued for a Category is endorsed to reflect the specific type or group of aircraft, engine or system for which the holder is qualified to certify maintenance. This endorsement is referred to as a *Rating*.

5. Licence Application

- 5.1 All applications are to be made using appropriate CAA Form with the associated receipt attached as evidence that the relevant fee for the AMEL application for grant, extension, renewal or validation has been paid.
- 5.2 Incomplete forms, incorrectly filled forms or the use of outdated forms will not be accepted by the CAA.

6. Application Assessment

- 6.1 Assessment of the application can be done together with the applicant at the time of submission however, if the Licensing Officer is engaged in other duties at the time of the submission, this can be done at a later time.
- 6.2 The criteria used to determine whether to accept or deny an application are outlined in Part 2 of the CARs

- 6.3 An application which does not meet the Standards Document - Aircraft Maintenance Engineer Licensing criteria will be returned to the applicant by the Licensing Officer who will inform the applicant either in writing or by telephone the shortfalls identified in the application.
- 6.4 An application that meets the Standard Document - Aircraft Maintenance Engineer Licensing criteria will be forwarded to the responsible Airworthiness Officer (AO) for their final review.
- 6.5 The AO may require that further details be submitted to satisfy the Standards Document - Aircraft Maintenance Engineer Licensing criteria or the application is declined. Should this be so, the Licensing Officer (LO) will need to obtain the additional information or advise the applicant and give reasons why the application has been declined.
- 6.6 Once acceptable, the Airworthiness Officer will sign the application and return the same to the LO who will initiate the arrangement of an exam date. A Notification Slip will be sent as confirmation that the application for an AME Licence examination has been accepted or rejected.

7. Validation Process

- 7.1 Validation Certificates are currently issued by the CAA as per AIC or any subsequent document replacing it. This is issued to persons holding valid ICAO Annex 1 foreign licences who are required to make certification on State registered aircraft. The validation certificate is only valid for 28 days.
- 7.2 Applicants applying for 28 days validation certificate will be required to sit and pass Module 1 Written and Oral exam before being issued with a validation certificate.
- 7.3 On receipt of an application for a validation of an Aircraft Maintenance Engineer Licence, the Licensing Officer shall:
 - i.) Check that the application form is complete and accurate.
 - ii.) Check and verify for evidence of particulars entered on the application form such as license copies (must submit foreign engineers license with his application).
 - iii.) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
 - iv.) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAA. This will normally require:
 - Faxing to the issuing Authority the applicant's approval for their details to be verified to CAA: and
 - Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.

- v.) A validation may be issued once only for a period of 28 days. Additional extensions will not be considered unless personal circumstances can be demonstrated which preclude the applicant from taking examinations for conversion to a Fiji Aircraft Maintenance Engineer Licence within the 28 day period.
- vi.) Enter applicant's details on the License Validation database and print out Validation Certificate.
- vii.) Forward the application with the validation certificate to the Authorised Officers for endorsement.
- viii.) Make photocopies and file all the documents in the respective files for records.

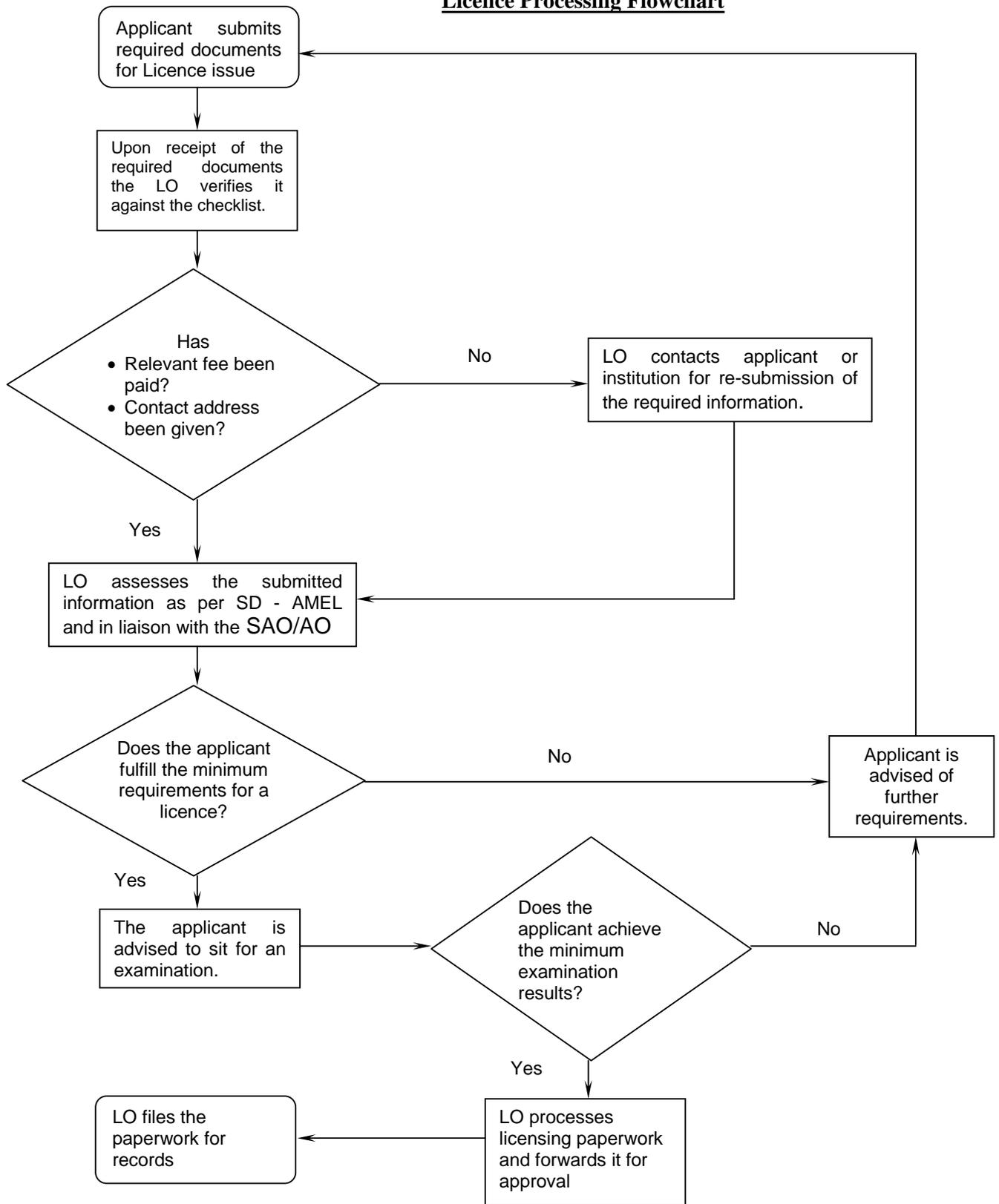
8. Conversion Process

- 8.1 On receipt of an application for a Foreign Licence Conversion, the Licensing Officer shall:
- i.) Check that the applicant has been issued with a Validation Certificate;
 - ii.) Check that the applicant has passed the State Legislation exam (Mod 1);
 - iii.) Check that the applicant has filled in the correct application form with evidence enclosed;
 - iv.) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
 - v.) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAA. This will normally require:
 - Faxing to the issuing Authority the applicant's approval for their details to be verified to CAA: and
 - Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.
 - vi.) Forward to the responsible Airworthiness Officer for their final review;
 - vii.) Once acceptable, the Airworthiness Officer will sign the application and return the same to the Licensing Officer who will initiate the arrangement of an exam date. A Notification Slip will be sent as confirmation that the application for an AME Licence examination has been accepted or rejected;
 - viii.) AME licences are granted straight after applicants undergo and passed Essay and Oral Exams for categories applied for;
 - ix.) Enter the details of the licence on the Licensing Database, allocating the applicant with an identification number prefixed by xxxx

- x.) Print out licence pages and check for any printing errors.
 - xi.) Make photocopies of the licence after the endorsements.
 - xii.) Enter fees and receipt numbers in the Fees & Charges database.
 - xiii.) File all documents in the respective files for records.
- 8.2 The following of the Authority's Air Safety Staff hold the appropriate delegation to process/issue Aircraft Maintenance Engineer Licences:
- 8.2.1 **Airworthiness Advisor (AA)** - Authorised to sign-off aircraft maintenance engineer licences ensuring that such applications are properly processed.
 - 8.2.2 **Senior Airworthiness Officer (SAO)** - Authorised to sign-off aircraft maintenance engineer licences ensuring that such applications are properly processed.
 - 8.2.3 **Airworthiness Officer (AO)** - Authorised to sign-off aircraft maintenance engineer licences ensuring that such applications are properly processed.
 - 8.2.4 **Flight Safety Officer (Airworthiness) (FSO(A))** - Authorised to sign-off aircraft maintenance engineer licences ensuring that such applications are properly processed.
 - 8.2.5 **Licensing Officer** - Ensures completeness of application, the associated paperwork, payment of applicable fees and the file record management.

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AME Licences

Aircraft Maintenance Engineer
Licence Processing Flowchart



9. Types Of AME Examinations

- 9.1 The Standard Document-Aircraft Maintenance Engineers Licensing Appendix 1 outlines the type of examination conducted for AME Licence. The examination is offered in modules depending on the type of licence category applied for.
- 9.2 Generally, the type of examination is determined on a case by case basis and it may cover all of the types of examination listed below or just some depending on the application.
 - i.) Written Multiple Choice Examination(s);
 - ii.) Written Essay Examination(s);
 - iii.) Oral Examination(s);
 - iv.) Assessment of experience only.
- 9.3 Candidates undertaking Licence without type rating (LWTR) Exams may take more than one examination paper during the day. They may consider that they will have time to complete more than one in the session (i.e. morning or afternoon). If they wish to do so, the second paper should be handed to the candidate only when the first paper has been completed. If the time remaining in the session is less than the time shown on the second paper, the candidate's attention should be drawn to this. He/she should only be given the paper on this basis, and a note to this effect should be made on the paper. If the candidate has handed in his/her first paper then subsequently asks to have it back again, there is no reason to refuse, providing he/she has not left the examination room since then and he/she is still within the total examination time allowed for him/her.

10. Granting an AME licence

Normally AME Licences are granted straight after applicants undergo and passed AME Exams. Refer Standard Document - Aircraft Maintenance Engineer Licensing for details.

11. What is the Period of Validity of an AME Licence?

AME licences are granted for a period of two years.

12. Preparing The Licence

- 12.1 Successful candidates are sent exam result notifications and are requested to forward two passport photos for licence identification.
- 12.2 Process
 - i.) Enter names and licence number on the AME database
 - ii.) Print the licence on the Licence Paper
 - iii.) Forward to Airworthiness Officers for signatures
 - iv.) After signatures make photocopies and file on AME folder

- v.) Prepare a standard covering letter to the applicant and enclose the licence.

13. Renewing an AME Licence

13.1 An AME licence is renewable every two years and requirements for AME licence renewal are outlined in Standard Document-Aircraft Maintenance Engineer Licensing.

13.2 Process

- i.) Check that the application form is completely filled out;
- ii.) Check that fees is paid and write receipt number on the form;
- iii.) Enter renewed date on the computer and renew date on the licence copy;
- iv.) Forward to Airworthiness Officers for signature;
- v.) After signature make copy and file in the AME file.

14. Expired Licences

14.1 Expired licences will need to meet Standard Document-.Aircraft Maintenance Engineer Licensing before renewal is considered.

15. Aeronautical Maintenance Certificate

15.1 The Aeronautical Maintenance Certificate (AMC) is recognition of academic qualification in aircraft maintenance intended to permit personnel, who may not yet have acquired the specific experience necessary for an Aircraft Maintenance Engineer Licence (AMEL) or who have no need to hold such a licence, to perform their duties.

15.2 Please refer to Aeronautical Information Circular on Aircraft Maintenance Certificate for complete details.

AIR TRAFFIC SERVICE AND AIR NAVIGATION SERVICE LICENCES

1. General

- 1.1 The Civil Aviation Regulation (CARs) Part 2 provide a system for the licensing of personnel who perform various Air Traffic Service and Air Navigation Service functions.
- 1.2 The licences issued or renewed by the Authority to this end are in the following categories:
 - Air Traffic Controller;
 - Aeronautical Station Operator;
 - Flight Information Service Officer; and
 - Aeronautical Facility Technician.
- 1.3 In addition to the licences, the Authority authorises the endorsement of a variety of ratings on the relevant licences.
- 1.4 The specific requirements for each category of licences issued by CAA should be detailed in:
 - a.) Standard Document - ATS Licensing
 - b.) Standard Document - Aeronautical Facility Technician Licence
- 1.5 The requirements for the Aeronautical Station Operator Licence, the certification of ATS Instructor and of ATS Examiner are detailed in MRD Part 2 or its replacement Standards Document.

2. Licensing Procedures

- 2.1. These procedures provide the standard operating procedures to be followed by GSD licensing personnel. They:
 - a.) outline the generic procedures for processing licensing application and issuing and for renewing licences,
 - b.) detail the specific requirements for each category of licences in a series of reference documents,
 - c.) provide the procedures for replacement, suspension or revocation of a licence.
- 2.2 The Authority's staff holding the appropriate delegation to process, issue Air Traffic Service / Air Navigation Service personnel licences are:
 - **Controller Ground Safety (CGS)**

 – Authorised to sign-off air traffic service and air navigation service licences ensuring that such applications are properly processed.
 - **Air Traffic Management Inspector (ATMI)** – Ensures that all applications for the licensing of air traffic service personnel (including associated ratings, training permits and certification of ATS Examiners/Instructors) and aeronautical station operators

are processed according to the procedures prescribed herein and that the applicants meet the required regulatory standards.

- **Radio Engineering Inspector (REI)** – Ensures that all applications for the licensing of radio telecommunications personnel are processed according to the procedures prescribed herein and the applicants meet the required regulatory standards.
- **Electrical and Mechanical Inspector (EMI)** - Ensures that all applications for the licensing of electrical and mechanical personnel are processed according to the procedures prescribed herein and the applicants meet the required regulatory standards.
- **Technical Officer (Airport Engineering) (TO(AE))** - Ensures that all applications for the licensing of aerodromes are processed according to the procedures prescribed and the applicants meet the required regulatory standards.
- **Licensing Officer (LO)** – Ensures completeness of application, the associated paperwork, payment of applicable fees and the file record management.

2.3 Where standards in the documents may require clarity in its operational interpretation, this shall be discussed with the Controller Ground Safety.

2.4 In cases requiring legal interpretation and policy decision, these shall be discussed with the Legal Officer and the Chief Executive. The Controller Ground Safety should be advised of any intention to refer a query to the Legal Officer or the Chief Executive

3 Licensing Methodology

3.1. Processing Application for ATS or ANS Personnel Licence and/or Rating

(See also Flow Chart at the end of this section)

3.1.1 GSD Licensing Officer shall:

- a.) Check for payment of required application fees where one is set for the application and record details on the “For Official Usage” section.
- b.) Check appropriate application form and all paperwork for correctness/completeness/authenticity of the relevant information, medical assessment, police vetting and ID photograph enclosed as may be applicable;
- c.) Check that applicant has successfully completed the training in accordance with the required standards, training records certified and the Licence/Rating Board Certification enclosed;
- d.) Notify the applicant the anticipated timeframe for completion of the application process;
- e.) Enter information on the applicant into the database;
- f.) Prepare/print the licence/rating;

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ATS & ANS Licences

- g.) Forward all licensing documentation to the appropriate GSD inspectorate expertise for the discipline;
- h.) On return of the licensing paperwork from the Controller Ground Safety, action as required;
- i.) Where the licence application is approved by CGS, ensure that:
:
- j.) The appropriate licensing fees are paid and
- k.) The licence holder signs on the space allocated in the licence when it is released.
- l.) Update details in the "For Official Usage" section of the application form.
- m.) Complete record filing to include copy of licence/rating issued.

3.1.2 The GSD inspectorate expertise (ATMI, EMI or REI) for the discipline shall

- a.) Upon receiving the licence application and associated paperwork from the licensing officer, ensure that the applicant meets the qualification requirements and is certified by the appropriate ATS/ANS Licence/Rating Board.
- b.) Scrutinise the application, supporting document and prepared licence/rating to ensure correctness/accuracy.
- c.) Examine and be satisfied that the applicant is a "fit and proper person" (police vetting completed).
- d.) Notify the licensing officer of any amendment on the prepared licence/rating.
- e.) Reject, make recommendation or endorse the application and forward to CGS.

3.1.3 CGS on receipt of the licence application forwarded to from the GSD inspectorate expertise for the discipline shall:

- a.) Review the paperwork and ensure that the licensing process is properly completed;
- b.) Annotate changes (if required) to the respective GSD inspector for review;
- c.) If the application is satisfactory, complete approval paperwork by signing the licence, associated paperwork and forward to the licensing officer to complete the process.

3.2. Processing of ATS/ANS Personnel Licensing Renewal Application

3.2.1 The Licensing Officer shall follow a process similar to that for initial application of licence.

3.2.2 For ATS licence renewal, ATMI shall ensure that the 6-monthly proficiency assessment, the annual licence renewal examination have been successfully completed and endorse the renewal application to CGS for approval.

3.2.3 For AFTL renewal, the respective inspector (i.e. REI or EMI) shall ensure that the competency requirements are met and endorse the renewal application to CGS for approval.

3.3 Replacement of ATS/ANS Personnel Licence

3.3.1 Procedures for the replacement of a lost or damaged licence are covered at General 3.

4. Suspension, Revocation and Variation of Licences, Certificates and other Documents

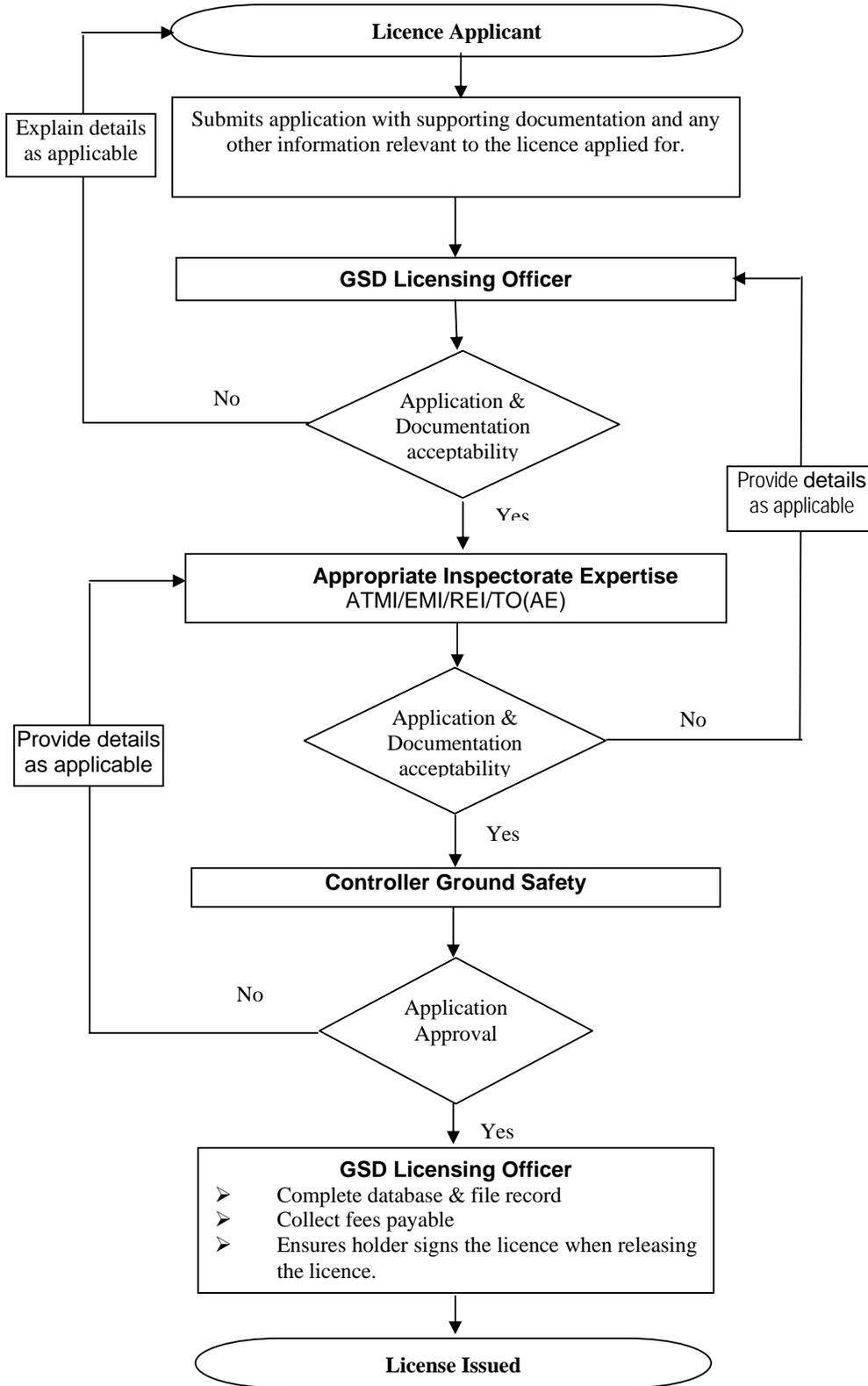
4.1 The specific requirements of Air Navigation Regulations No. 151(1)(3)(4) & (5) on ATS/ANS personnel and Division 3-Licensing of Airports of the Civil Aviation Reform Act (1999) are applicable.

4.2 The evoking of this legislation is empowered with the Authority. It shall be made in consultation with the Chief Executive. A legal opinion may also be required.

4.3 For ATS personnel licensing, the procedures are detailed in MRD10-ATS Licensing, which also includes a provision for an ATS Provider to establish stand-down and re-instatement procedure, as a precautionary measure required of an ATS safety and quality system.

4.4 For AFTL, the procedures are detailed in MRD12-Aeronautical Facility Technician's Licence or its replacement Standards Document.

Application for Licence Flow Chart



RECORDS

1. Filing Licence Records

- 1.1 The paperwork associated with personnel licences is maintained in the respective licence holder's file. The flight crew files are numbered and identified by their licence numbers and the AME files are located by surname. The ATS/ANS files are also by surname. However, it is intended that the files will be put on a database that will facilitate retrieval by either name or number.
- 1.2 Records stored in individual files should align with records on the electronic database.

2. Removing a Document from a Personal file

- 2.1 Whenever a document is removed from a flight crew file, a photocopy of it must be placed in the file with a notation explaining why the document was removed and what is its current location.

3. Assembling Paperwork Relating to an Individual Pilot

- 3.1 For special cases such as prosecutions, investigations or coronial inquests, it should be possible to assemble all the relevant documents for an individual within a matter of hours, provided facsimiles are acceptable.

4. Files Relating to a "Lapsed" Licence

- 4.1 At this time, personnel licences are issued or renewed for a finite period. For example, Private Pilot Licences are valid for two years, Commercial Pilot and Airline Transport Pilot Licences for six months, Aircraft Maintenance Engineer Licences for two years and the ATC, ASO, FISO and AFT Licences all for one year. Personnel who have not renewed their licences for 5 years or more are deemed to have a lapsed licence and to have lost any examination credits. (Refer to the relevant Standards Document for further information).
- 4.2 The files relating to a "lapsed" licence are sent to Archives.

5. Retention Period

- 5.1 Files relating to licences that expired for more than ten years should be marked EXPIRED and archived.
- 5.2 Files for deceased pilots should be marked DECEASED and archived.
- 5.3 The archived files relating to flight crew and AME licensing are located in the Air Safety Department, whilst those for ATS/ANS personnel are located in the Ground Safety Department.