



**Australian Government**  

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**Civil Aviation Safety Authority**

***SCHEDULE OF EXPERIENCE***  
***CATEGORY ENGINES GROUPs 1, 2 & 3***

***APPLICANT'S NAME:*** .....

***ARN / LICENCE No:*** .....

## SCHEDULE OF EXPERIENCE (SOE) CATEGORY ENGINES GROUPS: 1, 2 AND 3

### 1. PURPOSE OF THE SCHEDULE

- 1.1 The purpose of the SOE is to provide evidence that applicants for the grant of a licence or rating in the Engine Category Groups 1, 2 and 3 have met the practical experience requirements specified in CAO 100.92.

*Note: The practical experience requirement referred to above is:*

- (a) *maintenance that is required to be and has been certified by an appropriate Licensed Aircraft Maintenance Engineer (LAME); or*
- (b) *maintenance of a component, not installed in an aircraft, that would be required to be certified by an appropriate LAME if the component was fitted to an aircraft.*

- 1.2 Entries in the SOE **do not** constitute certifications of maintenance.
- 1.3 In order to meet the practical experience requirements for the grant of a licence or rating, applicants must complete the total hours of work specified in each relevant task area for the rating sought.
- 1.4 Notwithstanding the requirement stated in paragraph 1.3, applicants who hold a rating as listed in column (a) may have their experience requirement in each relevant task area of the SOE **reduced by** the percentage specified in column (b) as indicated below:

(a) Rating Held	(b) Rating Sought		
	1	2	3
Engines Group 1	-	80%	-
Engines Group 2	80% (#3)	-	-
Piston Engine Classified Group 21	80%	70%	50%
Piston Engine Classified Group 22	70% (#3)	80%	50%
Any Electrical	(#1)	(#1)	-
Any Instrument	(#2)	(#2)	-

*Note:*

- (#1) *Holders of an electrical rating do not require any experience in the electrical systems task area.*
- (#2) *Holders of an instrument rating do not require any experience in the instrument systems task area.*
- (#3) *No reduction is permitted for the Engine run/adjustment Task Area requirement.*

### 2. LAYOUT OF THE SCHEDULE

- 2.1 The SOE is divided into separate *sections*, each of which conforms with the Engine category grouping classifications 1, 2 and 3 specified in the CAO 100.92.
- 2.2 Each *section* consists of *task areas* for which an applicant will be required to gain the necessary practical experience.
- 2.3 Each *task area* is allocated a predetermined experience requirement based on '*total hours of work*' or '*number of tasks*' required, as applicable.
- 2.4 Because of the significance of certain maintenance tasks they may be designated as *mandatory* and as such the applicant **must** gain the necessary experience on these particular tasks.

### 3. COMPILATION OF THE SCHEDULE

- 3.1 Compilation of the relevant task area in each section is self explanatory, but in addition:
- (a) include the date the maintenance was certified in the first column.
- (b) for the Scheduled Maintenance Task Area, only enter the type of inspection carried out (eg. 100 hourly). Individual tasks carried out during the inspection may be claimed in other appropriate task areas;

- (c) for all other task areas, only enter a 'brief' description of the work carried out (eg. removed, serviced and refitted fuel injector nozzles);
- (d) the 'type of work carried out' entered in the relevant task area is to be as varied as possible.

*Note: Excessive duplication of tasks to meet the total experience requirement of each task area will not be accepted.*

- 3.2 Relevant maintenance simulator training, limited to 20% of the total hours in any task area, may be accepted as appropriate experience. Where a reduced requirement under paragraph 1.4 applies, a 10% limit will be applied under this paragraph (3.2).

*Note: Acceptability of this training will be determined by the Airworthiness Inspector processing the SOE.*

- 3.3 The appropriate 'type of work carried out code' displayed at the bottom of each task area page is to be entered into the designated column beside the entry.

The codes to be entered are:

- P performed the task
- O observed the task
- S maintenance simulator training

*Note 1: Observing the task means the holder was present throughout the period when the task was being carried out and was instructed in the procedures involved in the task.*

*Note 2: A minimum of at least 80% of the total 'hours of work' claimed in each task area must be work actually performed.*

- 3.4 An accurate record of the actual time spent carrying out each task should be entered in the appropriate column.

- 3.5 Applicants and those verifying should note that the experience claimed may be required to be authenticated by documentation or interview.

#### **4. RESPONSIBILITIES OF THE APPLICANT**

- 4.1 It is the responsibility of the applicant to compile this SOE and present it to an Airworthiness Inspector of the Authority when making application for a licence or rating.

- 4.2 It is the responsibility of the applicant to submit this SOE to an Airworthiness Inspector of the Authority for acceptance of completed tasks in the event of a change or employment/employer or before transferring from one Region to another.

*Note: Failure to obtain acceptance of completed tasks prior to changing Regions may result in a delay in the processing of the SOE. It is also recommended that acceptance of any task area be carried out within two years of completion of that task area.*

#### **5. RESPONSIBILITIES OF THE PERSON VERIFYING ENTRIES**

- 5.1 For the purpose of verifying entries in this SOE, the person shall be:

- (a) the LAME certifying for the work;
- (b) a person appointed by the holder of a Certificate of Approval who has certified and supervised the work; or
- (c) the instructor who supervised the training for the task coded S.

- 5.2 The signature, identification number (ie. licence number) and date recorded in the verification column against each maintenance task entry shall only be made by one of the persons nominated at paragraph 5.1 above.

*Note: The date entered in the verification column shall be the date that the verification was made.*

- 5.3 Completion of the verification column by a person nominated at paragraph 5.1 indicates that the applicant has:

- (a) satisfactorily performed the task in accordance with approved data;
- (b) together with others, satisfactorily performed the task in accordance with approved data;
- (c) observed the task (refer paragraph 3.3); or
- (d) received/carried out maintenance simulator training on the task.

## **6. VERIFICATION OF ENTRIES AND FALSIFICATION OF THOSE ENTRIES**

- 6.1 Applicants, and those verifying completion of tasks, should note that all of the entries made in this SOE should be able to be verified if requested by an Airworthiness Inspector. If the entry cannot be verified it will not be considered as forming part of the applicants practical experience. Experience claimed may be required to be verified by documentation or interview of the applicant or the LAME supervisor.

*Note: The attention of applicants and persons verifying entries in this SOE is drawn to the penalty provisions of the Criminal Code Act 1995 Part 74 Sect 136.1 false or misleading statements in applications. (Penalty – Imprisonment for 12 months).*

## **7. SUMMARY OF EXPERIENCE**

- 7.1 All of the Experience Task Areas must be accepted by an Airworthiness Inspector and the summary form completed before the applicant qualifies for the experience requirements of the rating sought.

- 7.2 To accept an Experience Task Area the Airworthiness Inspector is to ensure that:

- (a) the “work carried out” entered in the Task Areas of the SOE is of sufficient depth and scope to meet the experience requirements for that Task Area;
- (b) each entry of experience has been verified by a signature and an identification number of a person as specified in paragraph 5;
- (c) the designated mandatory tasks have been carried out;
- (d) the hours recorded in the “Time taken (hours)” column add up to, or exceed the number of hours required for the Task Area; and
- (e) if reduced experience is claimed in accordance with paragraph 1.4, the reduced hours entered are to be checked for accuracy, and that the Experience Task Area listed are correct for the Group experience sought. Where reduced experience is claimed, the percentage reduction and the basis of the claim is to be entered in the spaces provided on the form.

- 7.3 When all of the Experience Task Areas of the summary form have been accepted, a copy of the form is to be retained in the applicants records.

# ***GROUP 1***

***Piston Engines and associated Engine Systems  
in Aeroplanes and Airships excluding those  
classified in Groups 21 & 3.***

# SUMMARY OF EXPERIENCE FOR AIRCRAFT MAINTENANCE ENGINEER LICENCE

## CATEGORY ENGINES GROUP 1

Surname:	Given Names:	Aviation Reference Number (ARN)/AME Licence Number:
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**REDUCED EXPERIENCE CLAIMED: Yes/No**

If YES – Percentage claimed

=

%

Basis

=

Group[

]already held

EXPERIENCE TASK AREA	FULL HOURS	REDUCED HOURS	ACCEPTANCE OF EXPERIENCE
Scheduled Maintenance	250 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Engine Installation	40 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Fuel Metering & Control (Carburettor System)	50 hours		Name: ..... Region: ..... Signature: ..... Date: .....
Fuel Metering & Control (Injection System)	50 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Ignition & Starting Systems	45 Hours		Name: ..... Region: ..... Signature: ..... Date: .....

When completed place a photocopy on AME history file.

**SUMMARY OF EXPERIENCE FOR AIRCRAFT MAINTENANCE ENGINEER LICENCE  
(continued)**

***CATEGORY ENGINES GROUP 1***

Surname:	Given Names:	Aviation Reference Number (ARN)/AME Licence Number:
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**REDUCED EXPERIENCE CLAIMED: Yes/No**

If YES – Percentage claimed = % Basis = Group[ ]already held

EXPERIENCE TASK AREA	FULL HOURS	REDUCED HOURS	ACCEPTANCE OF EXPERIENCE
Propeller & Propeller Control	30 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Electrical Systems	25 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Instrument Systems	25 hours		Name: ..... Region: ..... Signature: ..... Date: .....
Engine Run/Adjustment	15 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Mechanical Maintenance	75 Hours		Name: ..... Region: ..... Signature: ..... Date: .....

When completed place a photocopy on AME history file.

Total hours of Work required for this Task Area is: **250 Hours**

***CATEGORY ENGINES GROUP 1***

TASK AREA: Scheduled Maintenance				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Inspection Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training



Total hours of Work required for this Task Area is: 40 Hours

CATEGORY ENGINES GROUP 1

TASK AREA: Engine Installation				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **50 Hours**

***CATEGORY ENGINES GROUP 1***

TASK AREA: Fuel Metering & Control (Carburettor System)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

Total hours of Work required for this Task Area is: **50 Hours**

***CATEGORY ENGINES GROUP 1***

TASK AREA: Fuel Metering & Control (Injection System)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

Total hours of Work required for this Task Area is: 45 Hours

CATEGORY ENGINES GROUP 1

TASK AREA: Ignition & Starting Systems				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **30 Hours**

***CATEGORY ENGINES GROUP 1***

TASK AREA: Propeller and Propeller Control				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Inspection Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

Total hours of Work required for this Task Area is: **30 Hours**

### ***CATEGORY ENGINES GROUP 1***

TASK AREA: Electrical Systems				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

Experience in this Task Area may be cumulative with Electrical systems experience claimed in the Airframe category Schedule of Experience.

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **25 Hours**

### ***CATEGORY ENGINES GROUP 1***

TASK AREA: Instrument Systems (To Include a Min. of 4 Compass Calibrations)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

Experience in this Task Area may be cumulative with Instrument systems experience claimed in the Airframe category Schedule of Experience.

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **15 Hours**

### ***CATEGORY ENGINES GROUP 1***

[illegible]

\* P: Performed O: Observed S: Simulator Training



Total hours of Work required for this Task Area is: **75 Hours**

***CATEGORY ENGINES GROUP 1***

TASK AREA: Mechanical Maintenance (eg top o/h, piston/cylinder reconditioning)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

## ***GROUP 2***

***Piston Engines and associated Engine Systems  
in Helicopters excluding those classified in  
Groups 22 & 3.***

# SUMMARY OF EXPERIENCE FOR AIRCRAFT MAINTENANCE ENGINEER LICENCE

## CATEGORY ENGINES GROUP 2

Surname:	Given Names:	Aviation Reference Number (ARN)/AME Licence Number:
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**REDUCED EXPERIENCE CLAIMED: Yes/No**

If YES – Percentage claimed = % Basis = Group[ ]already held

EXPERIENCE TASK AREA	FULL HOURS	REDUCED HOURS	ACCEPTANCE OF EXPERIENCE
Scheduled Maintenance	250 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Engine Installation	40 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Fuel Metering & Control (Carburettor System)	50 hours		Name: ..... Region: ..... Signature: ..... Date: .....
Fuel Metering & Control (Injection System)	50 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Ignition & Starting Systems	45 Hours		Name: ..... Region: ..... Signature: ..... Date: .....

When completed place a photocopy on AME history file.

**SUMMARY OF EXPERIENCE FOR AIRCRAFT MAINTENANCE ENGINEER LICENCE  
(continued)**

***CATEGORY ENGINES GROUP 2***

Surname:	Given Names:	Aviation Reference Number (ARN)/AME Licence Number:
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**REDUCED EXPERIENCE CLAIMED: Yes/No**

If YES – Percentage claimed = % Basis = Group[ ]already held

EXPERIENCE TASK AREA	FULL HOURS	REDUCED HOURS	ACCEPTANCE OF EXPERIENCE
Electrical Systems	25 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Instrument Systems	25 Hours		Name: ..... Region: ..... Signature: ..... Date: .....
Mechanical Maintenance	75 hours		Name: ..... Region: ..... Signature: ..... Date: .....

When completed place a photocopy on AME history file.

Total hours of Work required for this Task Area is: **250 Hours**

**CATEGORY ENGINES GROUP 2**

TASK AREA: Scheduled Maintenance				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Inspection Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

Total hours of Work required for this Task Area is: 40 Hours

CATEGORY ENGINES GROUP 2

TASK AREA: Engine Installation				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **50 Hours**

***CATEGORY ENGINES GROUP 2***

TASK AREA: Fuel Metering & Control (Carburettor System)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

Total hours of Work required for this Task Area is: **50 Hours**

***CATEGORY ENGINES GROUP 2***

TASK AREA: Fuel Metering & Control (Injection System)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training



Total hours of Work required for this Task Area is: 45 Hours

CATEGORY ENGINES GROUP 2

TASK AREA: Ignition & Starting Systems				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **25 Hours**

## CATEGORY ENGINES GROUP 2

TASK AREA: Electrical Systems				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

Experience in this Task Area may be cumulative with Electrical systems experience claimed in the Airframe category Schedule of Experience.

\* P: Performed      O: Observed      S: Simulator Training

Total hours of Work required for this Task Area is: **25 Hours (continued)**

## CATEGORY ENGINES GROUP 2

TASK AREA: Instrument Systems (To Include a Min. of 4 Compass Calibrations)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

Experience in this Task Area may be cumulative with Instrument systems experience claimed in the Airframe category Schedule of Experience.

\* P: Performed O: Observed S: Simulator Training

Total hours of Work required for this Task Area is: **75 Hours**

***CATEGORY ENGINES GROUP 2***

TASK AREA: Mechanical Maintenance (eg top o/h, piston/cylinder reconditioning)				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training

# ***GROUP 3***

***Supercharging Systems.***

**SUMMARY OF EXPERIENCE FOR AIRCRAFT MAINTENANCE ENGINEER LICENCE**

***CATEGORY ENGINES GROUP 3***

Surname:	Given Names:	Aviation Reference Number (ARN)/AME Licence Number:
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EXPERIENCE TASK AREA	FULL HOURS	ACCEPTANCE OF EXPERIENCE
Supercharging Systems	100 Hours	Name: ..... Signature: ..... Region: ..... Date: .....

When completed place a photocopy on AME history file.

Total hours of Work required for this Task Area is: **100 Hours**

***CATEGORY ENGINES GROUP 3***

TASK AREA: Supercharging Systems				Verification		
Aircraft Type & Registration or Workcard No. Date maintenance certified	Type of Work Carried Out	CODE*	Time Taken (hours)	Signature	Identification No.	Date

\*      P: Performed                      O: Observed                      S: Simulator Training