



# AME Licencing Procedure Manual Chapter 1

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This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and is available to the public for information purposes only.

You should not rely on this manual as a legal reference. Refer to the civil aviation legislation—including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

### Preface

As a Commonwealth government authority, CASA must ensure that the decisions we make, and the processes by which we make them, are effective, efficient, fair, timely, transparent, properly documented and otherwise comply with the requirements of the law. At the same time, we are committed to ensuring that all of our actions are consistent with the principles reflected in our Regulatory Philosophy.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will lead to the achievement of these outcomes. Frequently, however, CASA decision-makers will encounter situations in which the strict application of policy may not be appropriate. In such cases, striking a proper balance between the need for consistency and a corresponding need for flexibility, the responsible exercise of discretion is required.

In conjunction with a clear understanding of the considerations mentioned above, and a thorough knowledge of the relevant provisions of the civil aviation legislation, adherence to the procedures described in this manual will help to guide and inform the decisions you make, with a view to better ensuring the achievement of optimal outcomes in the interest of safety and fairness alike.

Shane Carmody  
A/g Chief Executive Officer and  
Director of Aviation Safety

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## Glossary

See Chapter 12 for Glossary (Abbreviations and Terms)

## Revision history

Amendments/revisions of this Manual are recorded below in order of most recent first.

Version No	Date	Parts/Section	Details
7.8.1	January 2017	Chapter 1	Revised to reflect current practice.
7.8	December 2016	Chapter 7	Revise CAR 30 regulatory requirements and addition of Part 66 regulatory requirements
7.7	June 2012	Chapter 8	Rewrite of Ch. 8; Deleted comments chapters 2 & 6
7.6	November 2010	Table of Contents	Added Preface
7.5	September 2008	Chapters 7 & 9	Minor changes
7.4	June 2008	Chapter 7	Minor changes and updates New examples incorporated into Section 7.3.9 Previous Sections 7.10.1 and 7.12 deleted.\
		Chapter 8	Changes to Section 8.1 Sections 8.2, 8.3 and 8.4 combined and rewritten.
7.3	March 2007	Chapter 7	Chapter 7 minor changes. Form revised, title changed
		Chapter 8	Chapter 8 minor changes.
		Chapter 9	Section 9.1.1 and 9.1.2 slightly changed. New Section 9.10.4 added.
		Chapter 11	All previous sections removed, leaving previous section 11.4.1
		Form 1219	
7.2	March 2007	Chapter 7 and Forms	New para 7.3.9 Interpretation and Application of the Fees Regulations and 7.3.10 Charging of Fees and Conducting PCT Examinations inserted. Minor change to sub section Initial AME Licences to ADF and Overseas Applicants. First para of Note under Procedure for Assessing the Application for the Grant of a Licence deleted and minor change to step 4 below it; Section 7.2.6 text under ASO(C) changed,

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Version No	Date	Parts/Section	Details
			reference to AWI removed after ASO(C) and next occurrence of AWI removed. Section 7.2.7 first para slightly changed.  Form 464, 1275 and 1277 slightly changed. Form 634 revised.
7.1	February 2006	Chapter 7	Section 7.2.8 added two steps to AWI Procedure and added new ASO(C) procedure (one step).
		Chapter 9	Section 9.3.1: (Table), minor changes to Legislation-Duration, Prerequisites for Initial Issue-Applicant and Exam Description Section 9.3.2: minor changes to bullet points.
7.0	December 2005	All	Licensing, Aircraft Registration and Publications (LARP) database replaced with the Aviation Information Regulatory System (AIRS) database. Changes following CASA restructure incorporated and introduction of CASA Licensing and Registration Centre.
		Form	New Form 053 Payments Authorisation form introduced.
6.2	November 2005	Chapter 6	Inserted new paragraphs 6.2.3 and 6.2.4, renumbered previous 6.2.3 as 6.2.5 and renumbered subsequent sections
		Chapter 8	CTC Examinations Guide table under 8.3.2 revised (2 WA2 changed to 2 WZ, and other changes). Under 8.3.4, aircraft name added to Type Numbers in Stream 1 and 2.
		Forms	Forms 1272, 1274 and 1275: Slight change in Group Ratings columns. Forms 332 and 334 updated. Forms 331 and 335 deleted.
6.1	August 2005	Chapter 6 & 8 and Forms	Sections 6.2.6 and 6.4.9, under assessment by AWI(C), Step 3(c) changed to reflect updating the list of approved courses.  Section 8.2.2 third bullet point in table updated. Section 8.2.3 first three paragraphs changed to introduce references to CTC information bulletin No. 3 and AME Syllabus. Section 8.3.3, new bullet point added after bullet 6. Section 8.3.5, list of assessment for in Step 4 updated.  Section 8.3.5, (Rating Tables). New rating Tables inserted  Forms 332, 345, 346, 1119, 1270, 1275, 1276 updated.

Version No	Date	Parts/Section	Details
6.0	July 2005	All and Forms	<p>Complete manual re-issued to reflect changes introduced by re-structure of CASA. Changes include:</p> <p>Changing title of sponsor</p> <p>Changing Area and Airline offices to Field offices</p> <p>Changing AME Licensing Section and Maintenance Personnel Section (MPS) to Maintenance Personnel Licensing (MPL).</p> <p>Section 6.3.1 New paragraph added.</p> <p>Sections 8.3.2, 8.3.3 and 8.3.4 changed to incorporate new forms introduced.</p> <p>Numerous changes throughout the chapter, mainly pertaining to maintenance authority for amateur-built and kit-built aircraft.</p> <p>Following new forms introduced:                      1270 CTC Examination Results – Mechanical                      1271 Checklist – FSMS Assessment – Avionics                      1272 Checklist – ADF CTC Assessment – Mechanical                      1273 Checklist – ADF CTC Assessment – Avionics                      1274 Checklist – FSMS Assessment – Mechanical                      1275 Checklist – Overseas CTC Assessment – Mechanical                      1276 CTC Examination Results – Avionics                      1277 Checklist – Overseas CTC Assessment – Avionics</p>
5.5	April 2005	Chapter 8	<p>Section 8.2.1 Recognise authorisations that are equivalent to CPL level for CTC.</p> <p>Section 8.3.3 – Last row of Table, 'Airframe' column: inserted "7 FM"</p>
5.4	December 2004	Chapter 11	<p>Section 11.5.1 New procedure 'Notification of Review Rights' introduced.</p>
5.3	November 2004	Chapter 7	<p>Section 7.5.3 and 7.5.4 changed to remove 'AA' as an option for renewal.</p>
5.2	October 2004	Chapter 7	<p>In Section 7.2.1 "AWI(C)" change to AWI</p> <p>Note 3 added to CTC Examinations Guide table in Section 8.3.3 and minor change to details against 'Iroquois'.</p> <p>Payment of Fees amount changed (to \$215), and "NZ Aircraft Maintenance Engineer"</p>



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Version No	Date	Parts/Section	Details
5.1	June 2004	Chapter 9	In Section 9.3.1, note added against Restrictions/Limitations – Qualifications and the first bullet point against Privileges changed.
5.0	April 2004	Chapter 9	In Section 9.3.1, note added against Restrictions/Limitations – Qualifications and the first bullet point against Privileges changed.
		Chapter 10	Chapter 10 Introduction to LARP Procedures removed from the manual and Chapter 10 reserved for later use. The LARP User Manual is now a separate manual residing in CASACConnect.
		Chapter 7	Minor text changes.
		Chapter 9	Minor text changes.
		Forms	Minor changes to Forms 346, 350, 352, 353, 378, 608, 635, 636, 1194 and 1195
4.5	December 2003	Chapter 7, 8 & 11 and Forms	<p>New Section 7.14 Group Classification of Aircraft and Engines for AME Licence Rating Purposes introduced.</p> <p>In table under Section 8.2.2, bullet point added under ADF Personnel/Qualifications</p> <p>In table under Section 8.2.3, bullet point added against All applicants.</p> <p>In table under Section 8.3.2, second bullet point against Item 1 changed.</p> <p>Subheading title Detailed Assessment Requirements under Section 8.3.3 changed (- CTC added)</p> <p>New Section 8.3.4 inserted and remaining paras renumbered</p> <p>Section 8.5.6 changed and new bullet point added.</p> <p>Previous para 6 of Section 8.5.12 moved to para 2 and remaining paras renumbered.</p> <p>Section 11.4.1 Issuing Amendments to CAOs, AACs and CAAPs changed.</p> <p>New Forms 1217, 1218, 1219 and 1220 added.</p>
4.4	October 2003	Chapter 6, 8 & 9 and Forms	<p>Reference to Form 333 removed from section 6.1.1 and reference to Form 334 included in section 6.2.6.</p> <p>Reference to new forms 1194 and 1195 inserted in section 6.4.10 and slight changes under subsections “Trainee Requirements” and “Oral Exam Outcomes”</p>

Version No	Date	Parts/Section	Details
			<p>New table “CTC Examinations Guide” added and reference to this inserted in preceding table.</p> <p>Section 8.4.3 changed and new section 8.4.4 inserted.</p> <p>Under section 9.3.2, sub-section “Extension Mas” changed completely.</p> <p>Form 333 removed and new Form 1194 and Form 1195 added. Pagination error in Form 334 corrected.</p>
4.3	August 2002	Entire manual	<p>Version 4.3 incorporates significant changes throughout the manual. Particularly the follow changes to responsibilities have been made to reflect the current corporate structure:</p> <ul style="list-style-type: none"> <li>• Personnel Licensing Branch changed to maintenance Personnel Section</li> <li>• Airworthiness Branch changed to maintenance Standards Branch</li> <li>• AMELS changed to Maintenance Personnel Section (MPS)</li> <li>• Manager AMELS changed to Section Head MPS</li> <li>• District Office changed to Airline or Area Office</li> </ul> <p>Section 7.5.7 has been changed completely.</p> <p>The following forms have changed:</p> <ul style="list-style-type: none"> <li>• Form 332 Specific Type Course Approval</li> <li>• Form 334 Specific Type Course Rough Working Sheet</li> <li>• Form 345 Application for CTC Assessment – Australian Defence Force Personnel</li> <li>• Form 346 Application for CTC Assessment – Overseas Licence Holders</li> <li>• Form 352 Application for Issue, Change or Renewal of an Aircraft Welding Authority</li> <li>• Form 374 Application for Initial Issue of or Additional Rating/s to an AME Licence under the Terms of the TTMRA</li> <li>• Form 634 Application for Airworthiness Examinations.</li> </ul> <p>The following are new forms:</p>

Version No	Date	Parts/Section	Details
			<ul style="list-style-type: none"> <li>Form 1118 Training Facility Visit Check Points</li> <li>Form 1119 Practical Consolidation Training course Approval - Checklist</li> </ul>
4.2	March 2002	9.6	Significant revision of Section 9.6, Non-Destructive Testing Authority
4.1	March 2000	Form 353	Form 353 revised. The form shows the revision date 02/2000. No revision required to the manual.
4.0	August 1999	9.3	<p>Online version — Except for changes in Part 9, the online version (version 4.0) is the same as the hardcopy manual at version 3.3. The changes in Part 9 are marked.</p> <p>In 9.3 Maintenance Authority: The authorisation under a maintenance authority to a qualified person who is not a LAME has been amended to cover the maintenance of ex-military, amateur built and amateur built experimental aircraft, and intermediate and primary category aircraft used in private operations. Previous restrictions in relation to the issue of renewable authorities to applicants who are not LAMEs and in relation to granting a renewal only where the initial MA was issued as a renewable authority, have been removed.</p>
3.3	October 1998		
3.2	June 1998		
3.1	Feb 1998		
3.0	May 1997		
2.0	April 1996		
1.0	Feb 1994		

# 1. Overview of Aircraft Maintenance Engineer Licencing

## 1.1 Forward

### 1.1.1 Type of Aircraft Engineering Licences (AEL) and Engineering Training Covered in this Manual

This manual covers the procedures for:

- Approving the Initial Issue of, and or making changes to Aircraft Engineering licences under the requirements of Civil Aviation Safety Regulations 1998 (CASR) Part 66,
- Issuing of additional categories to AEL's and Type Ratings under the requirements of Civil Aviation Safety Regulations 1998 (CASR) Part 66,
- Issuing, amending and renewing Airworthiness Authorities under the requirements of CARs 33B and 33D,
- Approving Maintenance Training Organisations under the requirements of CASR 1998 Part 147,
- Approving category training under CASR 1998 Part 147,
- Approving aircraft type training under CASR 1998 Part 147,
- Approving aircraft type training under CASR 1998 Part 145,
- Approving permitted training for Part 66 licence outcome under Civil Aviation Order (CAO) 104, and
- Auditing Part 147 Maintenance Training Organisations under the requirements of the CASA Surveillance Manual (CSM)

### 1.1.2 Target Audience

The target audience of this Manual includes the following CASA Staff involved in licencing of AME:

- Client Service Officers (CSO).
- Airworthiness Officers, who can be Airworthiness Inspectors (AWI) or Airworthiness Engineers (AWO).
- Industry applicants (MTO's, AMO's, AEL holders and AMEs, )

### 1.1.3 Maintenance Personnel Licencing Services Team (MPLST)

MPLST administers the maintenance licencing standards applicable to air transport, general aviation and aerial work, excluding sport and recreational aviation.

MPLST is a section within Sustainability Group staffed by AWIs that provides:

- Technical assessments of applications for AEL and aircraft type ratings;

- Technical assessments of applications for AEL Exclusion Removal;
- Technical assessments of applications for initial issue/renewal Airworthiness Authorities;
- Technical assessment of applications for Part 147 Maintenance Training Organisation approval;
- Technical assessment of applications for Parts 145 and 147/ CAR 30 Type Training;
- Technical assessment of applications for Significant Change to Part 147 training approvals;
- Oversight of the AME licencing examination system;
- A technical query email/telephone service;
- Surveillance of (CASA approved) Part 147 Approved Training Organisations, domestic and International in accordance with the CASA Surveillance Manual (CSM);
- Input to Standards Division, for associated guidance material; and
- Provides advice in relation to the above matters to industry.

### 1.1.4 What are Aircraft Maintenance Engineers (AMEs)?

The AMEs discussed in this manual are those persons (unlicensed) who maintain and service aircraft, and their engines and systems in:

- Approved maintenance organisations located in Australia
- Approved maintenance organisations operated by Australian or overseas companies that are located overseas, but which want to apply for Australian AME licences in their own right; or
- Other than the approved maintenance organisations, whose work is limited to Class B aircraft and the restrictions of [Schedule 7](#) of the Civil Aviation Regulations 1988 (CARs).

AME's perform maintenance under the supervision of a Licensed Aircraft Maintenance Engineer (LAME), now known as Aircraft Engineer Licence (AEL) holders. Only AEL holders may certify for the completion and coordination of maintenance on aircraft and their engines or systems. From this point on, this manual will refer to AMEs when it is referring to unlicensed persons and will use the term AEL when referring to the actual document or the person holding an AEL.

### 1.1.5 What is an Aircraft Engineer License (AEL)?

An AEL is one of the means that the Civil Aviation Safety Authority (CASA) uses to maintain the safety of air travel and airspace, both for the aviation industry and the general public. The licencing system ensures that all maintenance of aircraft, engines and systems is:

- Carried out by people who are properly trained and proficient; and

- Supervised and certified by people who are properly trained and proficient.

CASA does this by:

- Specifying that maintenance on aircraft may only be certified by an appropriately qualified and rated AEL holder;
- Controlling the qualifications AMEs must have before they are licensed to certify maintenance; and
- Controlling who may train and test the proficiency of AMEs to ensure that they meet the required standards.

AEL's granted under CASR 1998 Part 66 are divided into Categories and Sub-categories:

- **Category A**
  - Sub-category A1 Turbine-engined fixed wing aeroplane
  - Sub-category A2 Piston-engined fixed wing aeroplane
  - Sub-category A3 Turbine-engined helicopter
  - Sub-category A4 Piston-engined helicopter
- **Category B1**
  - Sub-category B1.1 Turbine-engined fixed wing aeroplane
  - Sub-category B1.2 Piston-engined fixed wing aeroplane
  - Sub-category B1.3 Turbine-engined helicopter
  - Sub-category B1.4 Piston-engined helicopter
- **Category B2**
- **Category C**

Note: Aircraft Type ratings are granted to Categories B1.1 B1.3, B2 and C only.

### 1.1.6 What are Airworthiness Authorities?

Airworthiness Authorities are a means of authorising persons in the following circumstances to perform and certify for certain maintenance work/tasks:

- An AEL holder to certify the completion of aircraft maintenance not covered by his/ her AEL or for aircraft maintenance privileges not provided for by their licence, for which they are trained;
- A qualified person who is not an AEL holder to carry out aircraft maintenance, for which they are trained;
- A qualified person to perform Non Destructive Testing (NDT) of aircraft and aircraft components;
- A qualified person to perform the function as a Weight Control Officer in accordance with the requirements of CAO 100.7;

- A qualified person to perform manual welding of aircraft and aircraft components; and
- A pilot to carry out and certify for maintenance in excess of that permitted by Schedule 8 on the particular Class B aircraft for which he or she is licensed and rated. Authorisation of pilots is restricted to minor maintenance tasks for which they are trained.

The process for issuing Airworthiness Authorities is separate from the process for issuing an AEL. Airworthiness Authorities are governed by different CARs to AELs, the process for Airworthiness Authorities is documented in chapter 9 of the AME Procedures Manual.

Airworthiness Authorities are divided into four classes as follows.

### **A.1. Maintenance Authority**

Maintenance Authorities (MAs) are authorisations issued by CASA to enable certain specified types of maintenance to be carried out for specified periods, and sometimes in specific locations, by people who may or may not be the holder of an AEL.

In certain circumstances—for example, when there is a requirement in a remote location to replace an engine RPM indicator—it is not always possible to have an appropriately qualified AEL holder on hand to perform and certify maintenance. For example, in such circumstances, an Airworthiness Authority may be issued to the holder of an AEL rated on a different aircraft type to perform and certify the maintenance.

### **A.2. Non-Destructive Testing Authority**

The holder of a Non-Destructive Testing Authority (NDT) may carry out and certify for non-destructive testing of aircraft and aircraft components using NDT testing methods.

### **A.3. Aircraft Weight Control Authority**

The holder of an Aircraft Weight Control Authority (WCA) may weigh aircraft and determine the centre of gravity of each aircraft for the purpose of determining requirements to control the centre of gravity during operation.

### **A.4. Aircraft Welding Authority**

The holder of an Aircraft Welding Authority (AWA) may carry out manual welding of a type and on a parent metal as indicated on the AWA of aircraft and aircraft components.

**1.1.7 Maintenance Personnel Licencing Services Team (MPLST) Responsibilities**

Position	Responsibility
<p><b>Team Leader MPLST</b></p>	<ul style="list-style-type: none"> <li>• Coordinating Subject Matter Expert (SME) technical and other advice and support to the SSS Manager and CSC Manager;</li> <li>• Leading and managing a multi-disciplined team in planning, managing and supporting the delivery of entry control and surveillance activities and regulatory services;</li> <li>• The provision of operator specific familiarisation to MPLST staff;</li> <li>• Sanctioning requests to share resources between MPLST and Regional Offices;</li> <li>• In relation to AEL issues, promote standardisation in processes across MPLST and AME licencing;</li> <li>• Managing team resources and activities (customising teams to suit the size and complexity of the task);</li> <li>• Ensuring that all decisions are recorded and reported;</li> <li>• Ensuring that team members comply with the MPLST procedures Manual and where appropriate provide feedback on amending the Manual;</li> <li>• Providing advice and guidance for MPLST staff in their core discipline;</li> <li>• Participating in and leading surveillance activities (when possible and where appropriate);</li> <li>• Manage AME examination contract provisions and examination maintenance contract for AME exams;</li> <li>• Approve examination location changes</li> <li>• Accountability for Certificates of Approval under their control for both Australian and International CASA approved Part 147 Maintenance Training Organisations;</li> <li>• Ensuring Inspectorate resources are assigned according to current CASA policy;</li> <li>• Providing constructive feedback to MPLST members, mentoring and promoting personal development;</li> <li>• Recommending enforcement action when necessary;</li> <li>• Nurturing a positive culture within MPLST;</li> <li>• Ensuring that decisions are adequately supported with Standard Form Requests (SFRs) or appropriate checklists; Working openly and promoting communications with all MPL AWIs and CSO's within the</li> </ul>



Position	Responsibility
	<p>Client Services Centre;</p> <ul style="list-style-type: none"> <li>• Identifying training needs within MPLST;</li> <li>• Coordinating non-compliance investigations and other associated tasking;</li> <li>• Coordinating and assessing Authorisation Holder Performance Indicator (AHPI) and other Part 147 intelligence to assist oversight posture selection and surveillance planning;</li> <li>• Ensuring all decisions taken to vary processes that will result in amendment action to the MPLST procedures Manual meets regulatory requirements;</li> <li>• Manage MPLST risk and quality issues.</li> </ul>
<p><b>Airworthiness Inspectors (AWIs)</b></p>	<ul style="list-style-type: none"> <li>• Provide subject matter expert technical advice and other advice and support to the MPLST team leader and Regional Office AWI's;</li> <li>• Provide subject matter expert technical advice and other advice and support to Industry;</li> <li>• Participating in a multi-disciplined team in planning, managing and supporting the delivery of entry control and surveillance activities and regulatory services;</li> <li>• Participating in and when requested, leading surveillance activities for both Australian and international CASA approved Part 147 Approved Training Organisations;</li> <li>• Participating in and when requested, project managing regulatory services;</li> <li>• Ensuring that decisions are adequately supported with (SFRs) or appropriate checklists;</li> <li>• Complying with the MPLST procedures Manual procedures and where appropriate provide the MPLST Team Leader feedback on amending the procedures Manual;</li> <li>• Assisting the MPLST Team Leader to finalise audit reports where they have taken the role of Audit Leader;</li> <li>• Participating in and when requested, leading Section Meetings;</li> <li>• Provide information for MPLST AHPI assessments and gathering pertinent information that will assist in oversight posture selection and surveillance planning;</li> <li>• Review examination papers where requested by the exam contracted organisation ;</li> </ul>

Position	Responsibility
	<ul style="list-style-type: none"> <li>• Conduct the technical assessment of AEL applications for both Australian and foreign applicants.</li> <li>• Assess applications for Maintenance, Non-Destructive Testing, Weight Control and; Welding Authorities;</li> <li>• Approve aircraft Type training courses;</li> <li>• Advise and assist Standards Division on the classification of aircraft for licence rating purposes; and</li> <li>• Advise and assist Aviation Group on changes to Regulations, Orders, Manual of Standards (MOSs), Advisory Circular's (ACs), Acceptable Means of Compliance / Guidance Material (AMC/ GM).</li> <li>• Undertake Part 147 MTO approval and where necessary assess and approve Significant and Non-Significant changes.</li> </ul>