



## **AME Licensing Procedure Manual Chapter 7**

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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  
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/Sections	Details
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	<p>New para 7.3.9 Interpretation and Application of the Fees Regulations and 7.3.10 Charging of Fees and Conducting PCT Examinations inserted.</p> <p>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;</p> <p>Section 7.2.6 text under ASO(C) changed, reference to AWI removed after ASO(C) and next occurrence of AWI removed.</p> <p>Section 7.2.7 first para slightly changed.</p>
		Forms	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	<p>Section 9.3.1: (Table), minor changes to Legislation-Duration, Prerequisites for Initial Issue-Applicant and Exam Description</p> <p>Section 9.3.2: minor changes to bullet points.</p>
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	<p>CTC Examinations Guide table under 8.3.2 revised (2 WA2 changed to 2 WZ, and other changes).</p> <p>Under 8.3.4, aircraft name added to Type Numbers in Stream 1 and 2.</p>
		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	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.
		Chapter 8	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	Forms 332, 345, 346, 1119, 1270, 1275, 1276 updated.
6.0	July 2005	All	Complete manual re-issued to reflect changes introduced by re-structure of CASA. Changes include:  Changing title of sponsor  Changing Area and Airline offices to Field offices  Changing AME Licensing Section and Maintenance Personnel Section (MPS) to Maintenance Personnel Licensing (MPL).
		Chapter 6	Section 6.3.1 New paragraph added.
		Chapter 8	Sections 8.3.2, 8.3.3 and 8.3.4 changed to incorporate new forms introduced.
		Chapter 9	Numerous changes throughout the chapter, mainly pertaining to maintenance authority for amateur-built and kit-built aircraft.
		Forms	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



6.1	August 2005	Chapter 6	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.
		Chapter 8	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	Forms 332, 345, 346, 1119, 1270, 1275, 1276 updated.
			1274 Checklist – FSMS Assessment – Mechanical 1275 Checklist – Overseas CTC Assessment – Mechanical 1276 CTC Examination Results – Avionics 1277 Checklist – Overseas CTC Assessment – Avionics
5.5	April 2005	Chapter 8	Section 8.2.1 Recognise authorisations that are equivalent to CPL level for CTC. Section 8.3.3 – Last row of Table, ‘Airframe’ column: inserted “7 FM”
5.4	December 2004	Chapter 11	Section 11.5.1 New procedure ‘Notification of Review Rights’ introduced.
5.3	November 2004	Chapter 7	Section 7.5.3 and 7.5.4 changed to remove ‘AA’ as an option for renewal.
5.2	October 2004	Chapter 7	In Section 7.2.1 “AWI(C)” change to AWI Note 3 added to CTC Examinations Guide table in Section 8.3.3 and minor change to details against ‘Iroquois’. Payment of Fees amount changed (to \$215), and “NZ Aircraft Maintenance Engineer”
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

6.1	August 2005	Chapter 6	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.
		Chapter 8	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	Forms 332, 345, 346, 1119, 1270, 1275, 1276 updated.
			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	New Section 7.14 Group Classification of Aircraft and Engines for AME Licence Rating Purposes introduced.
		Chapter 8	In table under Section 8.2.2, bullet point added under ADF Personnel/Qualifications In table under Section 8.2.3, bullet point added against All applicants. In table under Section 8.3.2, second bullet point against Item 1 changed. Subheading title Detailed Assessment Requirements under Section 8.3.3 changed (-CTC added) New Section 8.3.4 inserted and remaining paras renumbered Section 8.5.6 changed and new bullet point added. Previous para 6 of Section 8.5.12 moved to para 2 and remaining paras renumbered.
		Chapter 11	Section 11.4.1 Issuing Amendments to CAOs, AACs and CAAPs changed.
		Forms	New Forms 1217, 1218, 1219 and 1220 added.
4.4	October 2003	Chapter 6	Reference to Form 333 removed from section 6.1.1 and reference to Form 334 included in section 6.2.6. Reference to new forms 1194 and 1195 inserted in section 6.4.10 and slight changes under subsections "Trainee Requirements" and "Oral Exam Outcomes" New table "CTC Examinations Guide" added and reference to this inserted in preceding table.
		Chapter 8	Section 8.4.3 changed and new section 8.4.4 inserted.
		Chapter 9	Under section 9.3.2, sub-section "Extension Mas" changed completely.
		Forms	Form 333 removed and new Form 1194 and Form 1195 added. Pagination error in Form 334 corrected.

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> <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		

## 7 Australian AME / LAME Licence Applications

### 7.1 Introduction

This chapter describes the method and procedures for recognising aircraft maintenance engineering qualifications towards a licence issued under Part 66 of CASR 1998. The types of licencing pathways covered in this chapter are divided into the following sections:

- Initial issue Part 66 licence.
- Initial issue Part 66 category C licence.
- Provision for initial issue category Part 66 licence using CASA basic examinations and SOE,
- Removal of category exclusions from a Part 66 licence,
- Provision for category exclusion removal from a Part 66 licence using CASA basic examinations and SOE,
- Application for aircraft type ratings on a Part 66 licence,
- Removal of exclusions from an aircraft type rating on a Part 66 licence,
- Provision for aircraft type rating exclusion removal from a Part 66 licence using SOE.

The management of all Part 66 and Part 147 of the CASR 1998 regulatory requirements is managed by a team of Airworthiness Inspectors (AWI) within the Maintenance Personnel Licencing Services Team (MPLST) at CASA Head Office in Canberra.

All applications for the issue of or changes to an Australian Aircraft Engineering Licence (AEL) are made to AME Licensing in Canberra. Within AME Licensing there is a processing team who processes all AEL applications and forwards the applications to MPLST for technical assessment, after which the application is returned to AME Licensing for licence issue and distribution.

Once an application is received, AME Licensing will confirm payment has been made (if required), undertake initial application requirement checks and assign the task to a MPLST AWI for assessment. The assigned AWI will assess and process the application form/ forms in accordance with CASA Approved Internal Work Instructions, determine the licencing outcome in conjunction with training achievements, and reassign the application to AME Licensing for processing.

**Note: CASA Internal Work instructions are not published, the work instructions are Maintenance Personnel Licencing Services Team's (MPLST) administration procedures**

## 7.2 Background

Australian Licensed Aircraft Maintenance Engineers (LAME) have, previous to June 2011, been issued a licence under the CAR1988 Part 4 Division 3 Section 31 licensing requirements.

In June 2011 a new LAME licence, now known as an Aircraft Engineering Licence (AEL), was introduced to more align with the European Aviation Safety Agency (EASA) Part 66 licensing requirements of most European countries.

To enable the transition from the previous regulation 31 of the CAR 1988 five category licensing system (airframe, engines, electrical, instruments & radio) into the Part 66 licensing system, an exclusion/ limitations coding system was introduced to enable the various combinations of the five categories held by CASA licence holder to be converted to a Part 66 licensing outcome.

At the same time as Part 66 licensing was introduced, new Part 147 Maintenance Training Organisation (MTO) regulations were also introduced, to align with EASA, and previous CAR 30 CASA maintenance training organisations approved under regulation 30 of the CAR 1988 were transitioned to Part 147 regulatory requirements.

To enable the transition from CAR 31 and CAR 30 regulations to Part 66 and Part 147 regulations respectively, transitional regulations and a transitional period (27 June 2011 to 26 June 2015 and 26 June 2013, respectively) was introduced. This transitional period was established to introduce the new suite of regulations, enable MTOs to meet the new regulatory requirements and enable maintenance engineers to finalise maintenance licensing achievements, such as Schedule of Experience (SOE) that were commenced under the CAR 31 requirements.

## 7.3 Initial Issue Part 66 Licence

In order to be eligible for the grant of an initial issue Part 66 Category A, B1 and or B2 licence, a licence applicant needs to be assessed by a CASA approved Part 147 Maintenance Training Organisation (MTO). A list of Category Part 147 MTOs is documented in Part 1 of CASA Advisory Circular (AC) 147-02 Approved Part 147 Training Organisations.

**Note: All Advisory Circulars are available on the CASA website: [www.casa.gov.au](http://www.casa.gov.au) .**

A MTO will assess the basic knowledge and competency of an individual against the requirements within section 66.A.25 (Basic Knowledge and competency requirements) and Appendix IV of the Part 66 Manual Of Standards (MOS) and report the results on [CASA Form 465 – Part 147 Maintenance Training Organisation Notification of Training Outcomes](#), to CASA with the following possible licensing options:

- a. Category A licence are not subject to exclusions;
- b. Category B1.1 licence are subject to exclusions for fabric surfaces and propeller systems (see paragraph (c) and (f) to section 66.A.25 of the Part 66 MOS), if the relevant optional units of competency have not been assessed The relevant sub category A1 licence will be automatically issued to all B1.1 licence holders;

- c. Category B1.2 licence are subject to exclusions for wooden structures and fabric surfaces (see paragraph (c) and (f) to section 66.A.25 of the Part 66 MOS), if the relevant optional units of competency have not been assessed .The relevant sub category A2 licence will be automatically issued to all B1.2 licence holders;
- d. Category B1.3 and B1.4 licence are not subject to exclusions (the relevant sub category A licence will be automatically issued to B1.3 and B1.4 licence holders); and
- e. Category B2 licence are not subject to exclusions.

**Note: All CASA forms are available on the CASA website: [www.casa.gov.au](http://www.casa.gov.au) .**

The licence applicant will need to meet the basic practical maintenance experience requirements (dependent on the licence category sought) as documented in regulation 66.A.30 of the Part 66 MOS. This is reported by the Part 147 MTO on [CASA Form 465](#) for the following acquired periods;

- a. Category A licence – two years practical maintenance experience,
- b. Category B1.2 or B1.4 licences – three years practical maintenance experience, and
- c. Category B1.1, B1.3 or B2 licences – four years practical maintenance experience.

The licence applicant also needs to meet the requirements for an initial issue of a Part 66 licence as documented in sub regulation 66.025(3) of the CASR. The applicant must:

- a. be at least 18 years of age at the time of making the application;
- b. be able to read, write and converse in English to a level that is sufficient to enable the applicant to safely exercise the privileges of a Part 66 licence (covered within the statement supplied on [CASA Form 465](#));
- c. understand the applicant's role as an AEL holder, in airworthiness management (covered within the statement supplied on [CASA Form 465](#)); and
- d. can be able to safely exercise the privileges of the licence applied for (If, at the time of making the application, the applicant had a medically significant condition that was safety related).

A medically significant condition as described in regulation 67.015 of the CASR, is safety relevant if it reduces, or is likely to reduce, the ability of someone to exercise a privilege conferred or to be conferred, or perform a duty imposed or to be imposed, by a licence that he or she holds or has applied for. Medically significant conditions will be assessed on a case by case basis by the Maintenance Personnel Licencing Services Team Leader (MPLST) in conjunction with the CASA Principal Medical Officer.

Once all the above has been achieved, a licence applicant is able to apply on [CASA Form 540](#) Application for Initial Licence/Additional Category or Subcategory on CASR Part 66 Licence Australian Civil Qualifications for the initial issue of a Part 66 AEL. Electronic application forms are available through CASA Self Service and maybe submitted electronically through your



CASA Self Service (including electronic payment methods), or alternatively application forms may be downloaded from the CASA website.

CASA will assess and process [CASA Form 540](#), based on the Part 147 MTO reporting directly to CASA via [CASA Form 465](#), and grant the appropriate licensing outcome in accordance with CASA Internal Work Instructions.

## 7.4 Initial Issue Part 66 Category C Licence

In order to be eligible for the grant of an initial issue of a Part 66 Category C licence, a licence applicant needs to make application on [CASA Form 540](#) and provide evidence of the following practical maintenance experience:

- a. three years' experience exercising Category B1.1, B1.3 or B2 privileges on large aircraft; or
- b. five years' experience exercising Category B1.2 or B1.4 privileges on large aircraft; or
- c. three years' experience carrying out maintenance on operating aircraft, including at least six months of observation of base maintenance tasks For an applicant holding an academic degree in a technical discipline from a university or other higher educational institution recognised by CASA.

Once the above has been attained, a licence applicant is able to apply to CASA on [CASA Form 540](#), for the issue of a Category C Part 66 AEL (Part 66 Manual of Standards 66.A.30). Electronic application forms are available through CASA Self Service and maybe submitted electronically through CASA Self Service (including electronic payment methods), or alternatively application forms may be downloaded from the CASA website.

CASA will assess and process [CASA Form 540](#), and grant the appropriate licensing outcome in accordance with CASA Internal Work Instructions.

## 7.5 Provision of Initial Issue Category Part 66 Licence using CASA Basic Examinations and SOE

**Note: Applicants seeking to gain an initial issue licence on an aircraft type rating of the kind of aircraft type that is listed in Appendix IX of the Part 66 MOS will not be able to utilise this pathway for an initial issue Part 66 licence.**

In order to be eligible for the grant of an initial issue Part 66 Category B1 and or B2 licence for small non-rated aircraft , applicants are able to access the CASA basic exams and utilise Schedule Of Experience (SOE) toward a licensing outcome, for small non-rated aircraft types only, until 03 July 2020 in accordance with 66.A.56 and 66.A.58 of the Part 66 MOS. The applicant must sit and pass the required CASA basic exams, as documented in Section 6 (examination requirements) of the following Airworthiness Advisory Circulars (AAC) for the applicable Category:

- AAC 9-91 Administration and Procedure - AME Licences - Category Airframe,
- AAC 9-92 Administration and Procedure - AME Licences - Category Engines,
- AAC 9-93 Administration and Procedure - AME Licences - Category Radio

- AAC 9-95 Administration and Procedure - AME Licences - Category Instruments., and
- Section 7 (examination requirements) of AAC9-94 Administration and Procedure - AME Licences - Category Electrical,

A SOE needs to be compiled and submitted in accordance with AAC 9-0 General AME Licensing Information and the respective AAC 9-91, 9-92, 9-93, 9-94 or 9-95, ensuring that the hourly requirements have been met; however, also ensuring that the depth of scope of the maintenance tasks for the applicable category/small non-rated aircraft type have been achieved. SOE may be compiled on the respective SOE booklets available from the CASA website.

Once the applicable CASA basic exams have been credited to the applicant and the necessary SOE has been achieved, the applicant may make application on [CASA Form 1365](#) ( Schedule of Experience (SOE) Application for initial issue of CASR Part 66 Licence for Small Non Rated Aircraft) for a SOE assessment that will lead to a category/small non-rated aircraft type licence with the applicable exclusions annotated on the licence.

The licence that is granted by CASA (MPLST) using CASA Basic Examination and SOE will be limited to small non-rated aircraft type privileges and will include the exclusions that have been assessed within the scope of the CASA basic exams and supplied SOE; .

The assigned CASA (MPLST) AWI will assess and process the CASA application in accordance with CAS Internal Work Instructions.

**Note: CASA is able to accept experience gained on non VH registered aircraft in a SOE application, Refer to AAC 9-0 section 2 (Schedule of Experience – Recording of Experience) and section 1.8 of the AME Technical Manual for guidance.**

## 7.6 Removal of Category Exclusions from a Part 66 Licence

An AEL holder can apply to CASA, on [CASA Form 546](#) ( Application for Removal of Exclusions/ Limitations from a CASR Part 66 Licence), for the removal of exclusions that are applicable to a Category licence if the licence holder has been assessed by a Part 147 MTO in accordance with section 66.A.25 of the Part 66 MOS.

The Part 147 MTO will assess the applicable units of competency, as listed in Appendix VIII of the Part 66 MOS and will report the assessment outcome on [CASA Form 465](#) (Part 147 Maintenance Training Organisation Notification of Training Outcomes), for consideration of exclusion removal from the applicable Category or Subcategory of the licence.

At the time of assessment, CASA (MPLST) may remove the applicable exclusions from the Category or Subcategory licence and determine the applicability of adding the applicable exclusions to the respective type ratings within the affected Category or Subcategory in accordance with CASR 66.072 and CASA Internal Work Instructions.

Category or Subcategory exclusions may be added to the type ratings at the time of removal from the Category or Subcategory, as the assessment of the units of competency (Appendix VIII of the Part 66 MOS) is performed at Category or Subcategory level. Additional theoretical and or practical aircraft type training may be required for the affected systems or subsystems

on the specific type rating/ ratings before exclusion removal from the affected aircraft types may be considered.

CASA (MPLST) will assess and process [CASA Form 546](#), based on the Part 147 MTO reporting directly to CASA via [CASA Form 465](#), and grant the appropriate licensing outcome in accordance with CASA Internal Work Instructions.

### **7.6.1 Provision for Category Exclusion Removal from a Part 66 Licence Using CASA Basics Examination and SOE**

Category exclusions applicable to a Part 66 Category B1 and or B2 licence are able to be removed until 03 July 2020 in accordance with section 66.A.56 and 66.A.58 of the Part 66 MOS. Applicants are able to access the CASA basic exams and utilise Schedule of Experience (SOE) in order to remove the category exclusions.

In order to be eligible to have Category B1 and or B2 exclusions removed, the AEL holder must sit and pass the required CASA basic exams, as documented in Section 6 (examination requirements) of:

- AAC 9-91 Administration and Procedure - AME Licences - Category Airframe,
- AAC 9-92 Administration and Procedure - AME Licences - Category Engines,
- AAC 9-93 Administration and Procedure - AME Licences - Category Radio
- AAC 9-95 Administration and Procedure - AME Licences - Category Instruments.,and
- Section 7 (examination requirements) of AAC9-94 Administration and Procedure - AME Licences - Category Electrical.
- Or AMC4 of the Part 66 AMC/GM

The AEL holder must also compile and submit a SOE for assessment, in accordance with AAC 9-0 General AME Licensing Information and the respective AAC 9-91, 9-92, 9-93, 9-94 or 9-95 or AMC4.

The AEL holder needs to ensure the SOE meets the hourly requirements and record this information on the respective SOE booklets (available from the CASA website), and also ensure the depth and scope of the maintenance tasks for the applicable exclusion removal has been achieved.

[CASA Form 1371](#) –(Schedule of Experience (SOE) Application for additional Group Ratings for Small Non Rated Aircraft or Removal of Exclusion from CASR Part 66 Licence Categories or Type Ratings held) needs to be submitted, which may be submitted electronically, using the electronic form available through your CASA Self Service (including electronic payment methods), or alternatively the application form may be downloaded from the CASA website.

CASA (MPLST) will assess the SOE and may remove the applicable exclusion/ exclusions from the category licence and determine the applicability of adding the exclusion/ exclusions to the respective type ratings within the affected category or subcategory in accordance with paragraph 66.072-(4)-(b)of the CASR.

The assigned CASA (MPLST) AWI will assess and process the application in accordance with CASA Internal Work Instructions.

**Note: CASA is able to accept experience gained on non VH registered aircraft in a SOE application, Refer to AAC 9-0 section 2 (Schedule of Experience – Recording of Experience) and section 1.8 of the AME Technical Manual for guidance.**

## 7.7 Application for Aircraft Type Ratings on a Part 66 Licence

A person who holds a Part 66 Category B1, B2 or C licence; or who is applying for a licence at the same time as applying for aircraft type ratings, may apply to CASA for an aircraft type rating to be granted on a Part 66 licence of the kind of aircraft type that is listed in Appendix IX of the Part 66 MOS. [CASA Form 541](#) (Application for Aircraft Type Rating on a CASR Part 66 Licence Australian Civil Qualifications) is the form used to make application for the addition of an aircraft type rating.

In order to be eligible for the grant of an aircraft type rating, the applicant needs to ensure the theoretical and practical type training has been completed with either a CASA approved Part 147 MTO; or a CASA approved Part 145 Authorised Maintenance Organisation (AMO), in accordance with section 66.A.45 (d) of the Part 66 MOS or CAR30 AMO in accordance with CAO 104. The timeframes for theory and practical type training, as documented in regulation 66.080 of the CASR, are;

- a. Theoretical type training has been completed within five years immediately before the time of making application for the rating; and
- b. Practical type training has been completed within three years immediately before the time of making application for the rating.

Part 147 MTO approved theory and practical type training, as documented in Part 2 of Advisory Circular (AC) 147-2, will be reported directly by the Part 147 MTO on [CASA Form 465](#).

CASA approved theory and practical type training supplied by a Part 145 AMO or CAR 30 AMO will be reported by the AMO on [CASA Form 465](#). The approved aircraft type training is only applicable to aircraft types mentioned in column 2 of Table 2 in Appendix IX of the Part 66 MOS. The references for Part 145 or CAR 30 approved type training are;

- a. Paragraph 66.A.45(h) of the Part 66 MOS,
- a. Section 145.A.37 of the Part 145 MOS,
- b. Part 5 of the respective AMO's Maintenance Organisation Exposition (MOE) and
- c. CAO 104.

As well as completing the necessary aircraft theory type training, practical aircraft type training is required and needs to meet the requirements of Appendix II to the Part 66 MOS Acceptable Means of Compliance (AMC) Guidance material (GM):

- a. For the first type rating in a Category B1 or B2 licence, aircraft specific theory, practical and On the Job Training (OJT) needs to be undertaken;
- b. For a second type rating in an already held Category B1 or B2 licence, aircraft specific theory and practical needs to be undertaken; and

- c. For a second type rating in an alternate Category B1 or B2 licence, the application must be for an aircraft type rating which is already held in an existing alternate category. In this case, aircraft theory and practical type training needs to be undertaken.

If an applicant holds a Category C licence at the time of making application for an additional aircraft type rating for a Category B1 or B2 licence, of the kind of aircraft type listed in Appendix IX of the Part 66 MOS, the aircraft type rating will automatically be granted to the Category C licence.

At the time of granting the aircraft type rating, CASA may decide to grant the aircraft type rating subject to exclusions of aircraft systems or subsystems, in accordance with regulation 66.095 of the CASR, if CASA determines additional aircraft type rating system or subsystem specific training is required.

If aircraft type ratings are granted subject to exclusions, the exclusions mentioned above will only be applied to the Category B1 or B2 licence type ratings. Category C licence type ratings do not attract system or subsystem exclusions.

Aircraft type ratings of the examples provided within examples 3 to 6 in 66.010 of the CASR does not attract system or subsystem exclusions and are not applied to category C licences.

CASA will assess and process [CASA Form 541](#), based on the Part 147 MTO and or Part 145/CAR 30 AMO reporting directly to CASA via [CASA Form 465](#), and grant the appropriate licensing outcome in accordance with CASA Internal Work Instructions.

## 7.8 Removal of Exclusions from an Aircraft Type Rating on a Part 66 Licence

An AEL holder may apply to CASA, in accordance with 66.A.70 of the Part 66 MOS, for the removal of exclusions from an aircraft type rating within a Category B1 or B2 licence, of the kind of aircraft type listed in Appendix IX of the Part 66 MOS. [CASA Form 546](#) is the form used to make application for the removal of exclusions from an aircraft type rating.

In order to be eligible to have exclusions removed from an aircraft type rating, the AEL holder needs to have satisfactorily completed:

- a. The relevant exclusion removal from the Category,
- b. Theoretical aircraft and or system or subsystem type training as documented in Paragraph (d) to 66.A.45 of the Part 66 MOS; with
- c. Practical aircraft and or system or subsystem type training as documented in 66.A.50 of the Part 66 MOS; and or
- d. On the job training (OJT) on the aircraft system or subsystem as documented in section 66.A.55 of the Part 66 MOS,
- e. For the first exclusion removal from an aircraft type rating in a Category B1 or B2 licence, aircraft specific theory, practical and OJT needs to be undertaken;

An AEL holder seeking to have exclusions removed from an aircraft type rating with the same exclusions applied to the respective Category B1 or B2 licence; may apply to have the

exclusions removed from the respective Category B1 or B2 licence at the same time as exclusion removal from an aircraft type rating if:

- a. The AEL holder has been assessed against the applicable units of competency, as listed in Appendix VIII of the Part 66 MOS by a CASA approved Category Part 147 MTO;
- b. Reported on [CASA Form 465](#) by the Category MTO;
- c. Completed the necessary aircraft type rating theory and practical exclusion removal training; and
- d. Reported by a CASA approved aircraft type Part 147 MTO, Part 145 AMO or approved CAR 30 AMO.
- e. For the first exclusion removal from an Aircraft type rating in a Category B1 or B2 licence, aircraft specific theory, practical and On the Job Training (OJT) needs to be undertaken;

CASA approved theory and practical type training supplied by a Part 147 MTO, listed in Advisory Circular (AC) 147-2 (Approved Part 147 Training Organisations), will be reported directly by the Part 147 MTO on [CASA Form 465](#).

CASA approved exclusion removal theory and practical type training supplied by a Part 145 AMO or approved CAR 30 AMO will be reported by the AMO on [CASA Form 465](#). The approved aircraft type training is only applicable to aircraft types mentioned in column 2 of Table 2 in Appendix IX of the Part 66 MOS. The references for Part 145 and CAR 30 approved exclusion removal type training are;

- a. CASR 66.100-(a)-(ii) and paragraph 66.A.45(h) of the Part 66 MOS,
- b. Section 145.A.37 of the Part 145 MOS,
- c. The respective AMO's Maintenance Organisation Exposition (MOE), and
- d. CAO 104

Approved aircraft type rating exclusion removal training provided by a CASA approved Part 145 AMO or approved CAR 30 AMO is only applicable to;

- a. The delivery of excluded aircraft systems as set out in Appendix VII of the Part 66 MOS, or
- b. The delivery of aircraft type training for the aircraft types mentioned in column 2 of Table 2 in Appendix IX of the Part 66 MOS, or
- c. The arrangement for manufacturer's training for the aircraft types mentioned in column 2 of Table 2 in Appendix IX of the Part 66 MOS.

The assigned CASA (MPLST) AWI will assess and process [CASA Form 546](#), based on the Part 147 MTO, Part 145 AMO or approved CAR 30 AMO reporting directly to CASA via [CASA Form 465](#), and grant the appropriate licensing outcome in accordance with CASA Internal Work Instructions.

## 7.9 Provision of Aircraft Type Rating Exclusion Removal from a Part 66 Licence Using SOE

Aircraft type rating exclusions applied to an aircraft type rating that is listed in Appendix IX of the Part 66 MOS, on a Part 66 Category B1 and or B2 licence, are able to be removed until 03 July 2020 in accordance with Part 66 MOS sections 66.A.57 and 66.A.58.

AEL holders are able to utilise SOE in order to remove exclusions from aircraft type ratings.

In order to be eligible to have aircraft type rating exclusions removed with the use of SOE, the AEL holder needs to complete the applicable aircraft and or system/ subsystem theory type training as documented in paragraph 66.A.45(d) of the Part 66 MOS and compile and submit a Schedule of Experience (SOE) for assessment, in accordance with Airworthiness Advisory Circular (AAC) 9-0 (General AME Licensing Information) and the respective AAC 9-91 (Airframe), AAC 9-92 (Engines), AAC 9-93 (Radio), AAC 9-94 (Electrical) or AAC 9-95 (Instruments).

SOE can also be utilized for exclusion removal (E1, E4 and E5) from a first and subsequent aircraft type rating to meet practical requirements, The AEL holder needs to complete the applicable aircraft and or system/ subsystem theory type training as documented in paragraph (d) of section 66.A.45 of the Part 66 MOS and compile and submit a SOE for assessment, in accordance with AAC 9-0 and AMC 4 (Acceptable Means of Compliance/Guidance Material) Attachment 1: hourly requirements.

The AEL holder needs to ensure the SOE meets the hourly requirements and record this information on the respective SOE booklets (available from the CASA website), and also ensure depth and scope of the maintenance tasks for the applicable aircraft system/ subsystem exclusion removal has been achieved.

[CASA Form 1371](#) (Schedule of Experience (SOE) Application for additional Group Ratings for Small Non Rated Aircraft or Removal of Exclusion from CASR Part 66 Licence Categories or Type Ratings held ) is the form used when proceeding down this pathway. This form may be downloaded from the CASA website.

CASA (MPLST) will assess the SOE and may grant the removal of the applicable exclusion/ exclusions from the respective aircraft type rating and determine the applicability of exclusion removal from other aircraft type ratings held on the Part 66 licence in accordance with CASA Internal Work Instructions

The determination made by the assessing CASA (MPLST) AWI , as to the applicability of further exclusion removal from other aircraft type ratings, will be based on the supplied SOE, the affected aircraft systems/ subsystems, the Category or Subcategory held on the licence and the aircraft type ratings that are held by the AEL holder.

**Note: CASA is able to accept experience gained on non VH registered aircraft in a SOE application, Refer to AAC 9-0 section 2 (Schedule of Experience – Recording of Experience) and section 1.8 of the AME Technical Manual for guidance.**

## 7.10 Use of Practical Maintenance Experience gained on Foreign Registered Aircraft in a CASA Schedule of Experience (SOE)

### 7.10.1 Classification of Tasks Performed on Foreign Registered Aircraft or State Aircraft

Due to the international nature of aviation and the mobility of staff and aircraft, Australian AMEs and AEL holders may perform maintenance on foreign registered aircraft both within Australia and overseas. For SOE purposes, AMEs and AEL holders may wish to record all or some of the tasks that they perform on foreign registered aircraft during the course of their employment.

With Australian registered aircraft, there is always an audit trail through CASA approved maintenance organisations where SOE tasks may be verified. However, with foreign registered aircraft this audit trail may not be readily available and SOE task verification may not always be possible.

To assist AWIs assess the validity of maintenance tasks on foreign registered aircraft recorded in SOEs, the following advice is provided.

For SOE purposes, tasks performed on foreign registered aircraft or State aircraft may be divided into three groups relating to the operation of aircraft and the circumstances under which they are maintained.

- Foreign registered aircraft (including transiting foreign aircraft) or State aircraft which are maintained/ handled by an Australian Certificate of Approval holder in Australia
- Foreign registered aircraft which are maintained or handled by an Australian airline's overseas line station
- Foreign registered aircraft which are maintained in their State of registration by Australian LAMEs who are employed full-time by either the aircraft's operator or maintenance organisation.

### 7.10.2 Guidelines

Information on the supporting documentation needed to justify the acceptance of SOE tasks by an assessing AWI are as follows.

#### **Foreign registered aircraft (including transiting foreign aircraft) or State aircraft which are maintained/ handled by an Australian Certificate of Approval holder in Australia.**

Example: Singaporean Boeing 787 or RAAF Boeing 737 having maintenance carried out under contract by an Australian maintenance organisation in Australia.

Example: Malaysian A330 transiting Australia and having handling and defect rectification performed under contract by the staff of a major Australian airline.

A full audit trail of maintenance records exists with the Australian Certificate of Approval holder for aircraft under contract for maintenance within Australia.

SOE entries will be accepted if the worksheet number and/or tech-log coupon/slip/sequence/page number, date and time are quoted.



SOE entries **may** be accepted if a letter from the AME's departmental engineering supervisor or quality assurance departmental supervisor confirms that the work listed in the SOE was performed by the individual concerned (provided the AWI is allowed by the State to verify any entries chosen for audit purposes).

**Foreign registered aircraft maintained or handled by an Australian airline's overseas line station**

Example: United Airlines Boeing 747 having handling or defect rectification performed by an Australian airline's line station in Bangkok.

In such cases an audit trail exists through the Australian airline's line station maintenance and commercial records. It is common practice for records to be transferred to the main base after a pre-determined period, which is published in the airline's line station policy and procedures manual.

SOE entries will be accepted if the work sheet number and/or tech-log coupon / slip / sequence / page number, date and time are quoted.

**Foreign-registered aircraft maintained in their State of registration by Australian LAMEs who are employed full-time by either the aircraft's operator or maintenance organisation.**

Example: a Malaysian Airlines Boeing 747 aircraft being maintained in Kuala Lumpur with maintenance being performed by Australian LAMEs who are resident in Malaysia and employed full-time by the airline.

SOE entries **may** be accepted if a letter from the AEL holder's departmental engineering supervisor or quality assurance departmental supervisor confirms that the work listed in the SOE was performed by the individual concerned (provided the AWI is allowed by the aircraft operator or maintenance organisation to verify any entries chosen for audit purposes).