



AME Licencing Procedure Manual Chapter 8

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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/Sections | Details |
|------------|----------------|-------------------|--|
| 7.8.3 | February 2017 | Chapter 8 | Revise CAR 30 regulatory requirements and addition of Part 66 regulatory requirements |
| 7.8.2 | January 2017 | Chapter 2 | Revise to reflect current practice |
| 7.8.1 | January 2017 | Chapter 1 | Revise 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 | 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 |

| Version No | Date | Parts/Sections | Details |
|------------|---------------|----------------|--|
| | | | 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, reference to AWI removed after ASO(C) and next occurrence of AWI removed. Section 7.2.7 first para slightly changed. |
| | | 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 | 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 | 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. |

| Version No | Date | Parts/Sections | Details |
|------------|-----------|----------------|--|
| | | Chapter 8 | <p>Section 8.2.2 third bullet point in table updated.</p> <p>Section 8.2.3 first three paragraphs changed to introduce references to CTC information bulletin No. 3 and AME Syllabus.</p> <p>Section 8.3.3, new bullet point added after bullet 6.</p> <p>Section 8.3.5, list of assessment for in Step 4 updated.</p> <p>Section 8.3.5, (Rating Tables). New rating Tables inserted</p> |
| | | Forms | Forms 332, 345, 346, 1119, 1270, 1275, 1276 updated. |
| 6.0 | July 2005 | All | <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> |
| | | 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 | <p>Following new forms introduced:</p> <p>1270 CTC Examination Results – Mechanical</p> <p>1271 Checklist – FSMS Assessment – Avionics</p> <p>1272 Checklist – ADF CTC Assessment – Mechanical</p> <p>1273 Checklist – ADF CTC Assessment – Avionics</p> <p>1274 Checklist – FSMS Assessment – Mechanical</p> |

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| | | | 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 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 CASACONNECT. |
| | | 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. |

| Version No | Date | Parts/Sections | Details |
|------------|--------------|----------------|--|
| | | | 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 | Version 4.3 incorporates significant changes throughout the manual. Particularly the follow changes to responsibilities have been made to reflect the current corporate structure: <ul style="list-style-type: none"> • Personnel Licensing Branch changed to maintenance Personnel Section • Airworthiness Branch changed to maintenance Standards Branch • AMELS changed to Maintenance Personnel Section (MPS) • Manager AMELS changed to Section |

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| | | | <p>Head MPS</p> <ul style="list-style-type: none"> District Office changed to Airline or Area Office <p>Section 7.5.7 has been changed completely.</p> <p>The following forms have changed:</p> <ul style="list-style-type: none"> Form 332 Specific Type Course Approval Form 334 Specific Type Course Rough Working Sheet Form 345 Application for CTC Assessment – Australian Defence Force Personnel Form 346 Application for CTC Assessment – Overseas Licence Holders Form 352 Application for Issue, Change or Renewal of an Aircraft Welding Authority Form 374 Application for Initial Issue of or Additional Rating/s to an AME Licence under the Terms of the TTMRA Form 634 Application for Airworthiness Examinations. <p>The following are new forms:</p> <ul style="list-style-type: none"> Form 1118 Training Facility Visit Check Points Form 1119 Practical Consolidation Training course Approval - Checklist |
| 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</p> |

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| | | | 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. |
| 3.3 | October 1998 | | |
| 3.2 | June 1998 | | |
| 3.1 | Feb 1998 | | |
| 3.0 | May 1997 | | |
| 2.0 | April 1996 | | |
| 1.0 | Feb 1994 | | |

8 Recognising Other Qualifications for Issue of a Part 66 Aircraft Engineer Licence (AEL)

8.1 Introduction

This chapter describes the method and procedures for recognising aircraft maintenance engineering qualifications gained outside the Australian civilian AME licensing system towards a Part 66 Aircraft Engineer Licence (AEL). The types of qualifications covered in this chapter are divided into the following sections:

- Foreign licences from Recognised States.
- Foreign licences from States not recognised in Appendix V of the Part 66 MOS.
- Foreign licences from Excluded States.
- Defence Force training and experience in aircraft maintenance.
- New Zealand Licence Holders Assessed under Trans-Tasman Mutual Recognition ACT (TTMRA).

For the issue of an Australian Part 66 Licence CASA requires applicants to have an ARN (Aviation Reference Number). Apply for an individual ARN using [CASA Form 1162](#) (Aviation Reference Number (ARN) Application).

All Part 66 regulatory requirements are 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 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 forwarded back to AME Licensing for licence production 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 CASA application form/forms in accordance with CASA Approved Internal Work Instructions, determine the licensing outcome in conjunction with training achievements, and reassign the application to AME Licensing for licensing production and distribution to the applicant.

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

8.2 Background

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

At the same time that Part 66 licensing was introduced, new Part 147 Maintenance Training Organisation (MTO) regulations were introduced. This enables CASA approved MTO's to recognise engineering qualifications gained outside the Australian civilian AME licencing system towards a Part 66 Aircraft Engineer Licence (AEL).

8.3 Foreign licences from Recognised States

Recognised states are listed in Appendix V of the Part 66 Manual of Standards.

Note: New Zealand has a status under the Trans-Tasman Mutual Recognition Arrangement that is equivalent to that of a recognised state. NZCAA Licence holders refer to section 8.9 and 8.10 for further details.

8.4 Foreign licences from States not recognised in Appendix V of the Part 66 MOS

To be eligible for the grant of an initial issue Part 66 Category A, B1, B2 and or C AEL, 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 Advisory Circular (AC) 147-2.

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), which may be achieved by a RPL process of foreign licence, foreign training and authorisations if the MTO is approved to undertake RPL. On completion of any additional competency requirements required by the applicant, the MTO will report the results, on [CASA Form 465](#), to CASA with the following possible licensing options:

- a. Category A licence will attract nil exclusions;
- b. Category B1.1 licence will only attract exclusions for fabric surfaces and propeller systems as referenced in Paragraph (c) and (f) to 66.A.25 of the Part 66 MOS, if the relevant optional units of competency have not been assessed (the relevant sub category A licence will be automatically issued to all B1 licence holders);
- c. Category B1.2 licence will only attract exclusions for wooden structures and fabric surfaces as referenced in Paragraph (c) and (f) to 66.A.25 of the Part 66 MOS, if the relevant optional units of competency have not been assessed (the relevant sub category A licence will be automatically issued to all B1 licence holders);
- d. Category B1.3 and B1.4 licence will attract nil exclusions (the relevant sub category A licence will be automatically issued to all B1 licence holders); and
- e. Category B2 licence will attract nil exclusions.

The licence applicant also needs to meet the requirements for an initial issue of a Part 66 licence as documented in Paragraph (3) to CASR 1998 66.025, namely:

- 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 [Form 465](#));
- c. Understand the applicant's role as an Aircraft Engineering Licence (AEL) holder, in airworthiness management (covered within the statement supplied on [Form 465](#)); and
- d. If, at the time of making the application, the applicant had a medically significant condition that was safety related, the applicant can safely exercise the privileges of the licence applied for.

A medically significant condition as described in regulation 67.015 of CASR 1998, is safety relevant if it reduces, or is likely to reduce, the ability of someone who has it 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 (MPLSTL).

The following documentation is also required for CASA (MPLST) to assess an application based on a foreign licence from an excluded state:

- Certified true copy of Foreign Licence;
- Where Company Authorisations are held, a copy of the relevant company documentation detailing the exact scope and privileges of that Authorisation;
- A formal letter from the employer's Quality Manager or similar status that confirms that the applicant had full "Release to Service" Company Authorisations for specific aircraft types for at least 6 months;
- Photographic identification (e.g. Passport, driver's licence etc.); and
- Foreign Licence verification received from NAA (ICAO requirement).

Note: All submitted documentation must be certified true copies.

Note: Documents in a foreign language must be accompanied by a written English translation from an appropriately qualified translator or organisation.

[CASA Form 544](#) (Application for Initial Licence/Additional Category of CASA Part 66 Licence Assessment of Foreign Civil Qualifications) 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 and submitted to CASA AME licencing.

CASA (MPLST) will assess and process [CASA Form 544](#), based on [CASA Form 465](#) supplied by the Part 147 MTO, the additional documentation supplied by the applicant, the NAA verification and the employer's formal letter of authorisation, indicating the applicant is exercising the privileges of the foreign licence in accordance with Internal Work Instructions.

If documentation is not supplied or more detail is required, the AWI will inform the applicant by phone / email or other means of correspondence that the assessment cannot proceed until the required documentation is provided within an adequate time frame (28 days, subject to availability of the assessment documentation) and the application will be placed on hold on the CASA data base.

If the applicant has not supplied the required extra information to the satisfaction of the AWI, the application will be rejected without refund. Rejection correspondence must be sent to the applicant by the AWI and the application is to be closed by the AME licencing staff.

Note: Any rejection of the application may be a reviewable decision and the letter should notify the applicant of their right of appeal to the AAT.

8.5 Foreign Licences From Excluded States

Qualifications from excluded states listed in Appendix VI of the Part 66 Manual of Standards (MOS) will not be recognised or assessed for a Australian Part 66 licence outcome in accordance with CASR 1998 Regulation 66.060.

8.6 Additional Aircraft Type Ratings Based on Foreign licences

A Foreign Licence holder who holds a CASA Part 66 Category B1, B2 or C AEL, may apply to CASA for an additional 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 Manual of Standards (MOS), using [CASA Form 545](#)

The following documentation is required for CASA Maintenance Personnel Licencing Services Team (MPLST) to assess an application based on a Foreign Licence:

- Certified true copy of Foreign Licence that indicates applicable type rating (if foreign licence is an aircraft type rated licence);
- Certified true copy of Company Authorisation with the type rating detailing the exact scope and privileges of that Authorisation;
- A formal letter from the employer's Quality Manager or similar status that confirms that the applicant had full "Release to Service" Company Authorisations for specific aircraft types for at least 6 months; and
- Foreign Licence verification received from NAA.

Note: All submitted documentation must be certified true copies.

[CASA Form 545](#) (Application for Aircraft Type Rating on a CASA Part 66 Licence Foreign Civil Qualifications) needs to be submitted, either 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 and submitted to CASA AME licencing.

CASA (MPLST) will assess and process [CASA Form 545](#), based on the documentation supplied by the applicant, the NAA verification and the employer's formal letter of authorisation indicating the applicant is exercising the privileges of the foreign licence in accordance with Internal Work Instructions.

If documentation is not supplied or more detail is required, the AWI will inform the applicant by phone / email or other means of correspondence that the assessment cannot proceed until the required documentation is provided within an adequate time frame (28 days, subject to availability of the assessment documentation) and the application will be placed on hold on the CASA data base.

If the applicant has not supplied the required extra information to the satisfaction of the AWI, the application will be rejected without refund. Rejection correspondence must be sent to the applicant by the AWI and the application is to be closed by the AME licencing staff.

Note: Any rejection of the application may be a reviewable decision and the letter should notify the applicant of their right of appeal to the AAT

8.7 Defence Force training and experience in aircraft maintenance

To be eligible for the grant of an initial issue Part 66 Category A, B1, B2 and or C AEL, 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 Advisory Circular (AC) 147-2.

A MTO will assess the basic knowledge and competency of an individual against the requirements within 66.A.25 (Basic Knowledge and competency requirements) and Appendix IV of the Part 66 Manual of Standards (MOS), this may be achieved by a RPL process of foreign licence, foreign training and authorisations if the MTO is approved to undertake RPL. On completion of any additional competency requirements required by the applicant, the MTO will report the results using [CASA Form 465](#), to CASA with the following possible licensing options:

- a. Category A licence will attract nil exclusions;
- b. Category B1.1 licence will only attract exclusions for fabric surfaces and propeller systems as referenced in Paragraph (c) and (f) to 66.A.25 of the Part 66 MOS, if the relevant optional units of competency have not been assessed (the relevant sub category A licence will be automatically issued to all B1 licence holders);
- c. Category B1.2 licence will only attract exclusions for wooden structures and fabric surfaces as referenced in Paragraph (c) and (f) to 66.A.25 of the Part 66 MOS, if the relevant optional units of competency have not been assessed (the relevant sub category A licence will be automatically issued to all B1 licence holders);

- d. Category B1.3 and B1.4 licence will attract nil exclusions (the relevant sub category A licence will be automatically issued to all B1 licence holders); and
- e. Category B2 licence will attract nil exclusions.

The licence applicant also needs to meet the requirements for an initial issue of a Part 66 licence as documented in Paragraph (3) to CASR 1998 66.025, namely:

- 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 [Form 465](#));
- c. Understand the applicant's role as an Aircraft Engineering Licence (AEL) holder, in airworthiness management (covered within the statement supplied on [Form 465](#)); and
- d. If, at the time of making the application, the applicant had a medically significant condition that was safety related, the applicant can safely exercise the privileges of the licence applied for.

A medically significant condition as described in regulation 67.015 of CASR 1998, is safety relevant if it reduces, or is likely to reduce, the ability of someone who has it 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).

Once all the above has been achieved, a licence applicant is able to apply to CASA using [CASA Form 542](#), for the initial issue of a Part 66 AEL. Electronic application forms are available through the 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 and submitted to CASA AME licencing.

CASA will assess and process [CASA Form 542](#), based on the Part 147 MTO reporting directly to CASA using [CASA Form 465](#), and may grant the appropriate the licensing outcome in accordance with Internal Work Instructions.

8.8 Additional Aircraft Type Ratings Based on Defence Force training and experience in aircraft maintenance

A Serving member or ex serving member of a Defence Force who holds a Part 66 Category B1, B2 or C AEL, may apply to CASA for an additional 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 Manual of Standards (MOS), using [CASA Form 543](#).

The following documentation is required for CASA Maintenance Personnel Licencing Services Team (MPLST) to assess an application based on Defence Force training and experience

- hold an Australian CASR Part 66 Licence in the relevant Category
- Certified true copy of your Defence Force aircraft authorisations, endorsed with the Defence Force Aircraft Type Ratings applied for listed in Appendix IX of the Part 66 MOS.
- Evidence of exercising the privileges of the authorisations for at least 6 months in the 2 years immediately before making this application.

Note: All submitted documentation must be certified true copies.

CASA (MPLST) will assess and process [CASA Form 543](#), based on the documentation supplied by the applicant in accordance with Internal Work Instructions.

If documentation is not supplied or more detail is required the AWI will inform the applicant by phone / email or other means of correspondence that the assessment cannot proceed until the required documentation is provided within an adequate time frame (28 days, subject to availability of the assessment documentation) and the application will be placed on hold on the CASA data base.

If the applicant has not supplied the required extra information to the satisfaction of the AWI, the application will be rejected without refund. Rejection correspondence must be sent to the applicant by the AWI and the application is to be closed by the AME licencing staff.

Note: Any rejection of the application may be a reviewable decision and the letter should notify the applicant of their right of appeal to the AAT

8.9 New Zealand Licence Holders Assessed under Trans-Tasman Mutual Recognition Act (TTMRA) For Initial issue Part 66 Licence

To be eligible for the grant of an initial issue Part 66 Category A, B1, B2 and or C AEL, an applicant must hold a current, valid NZ AME licence with at least one group rating

Documentation / supporting evidence is required for CASA Maintenance Personnel Licencing Services Team (MPLST) to assess an application based on a NZCAA licence under TTMRA, and be in accordance with that mentioned in AC 66-06:

Note: The New Zealand licence and authorisations must be current at the time of application.

Note: All information submitted with the application must be verified by a statutory declaration that complies with the *Statutory Declarations Act 1959* (Commonwealth of Australia), and each page of any supporting documentation attached to the statutory declaration is to be clearly certified as a true copy of the original. A Statutory Declaration form can be found on page 5 of [CASA Form 374](#)

Once all the requirements have been achieved, an applicant is able to apply to CASA using [CASA Form 374](#), for the initial issue of a Part 66 AEL. Electronic application forms are available through the 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 and submitted to AME licencing.

CASA will assess and process [CASA Form 374](#), and may grant the appropriate licencing outcome in accordance with Internal Work Instructions.

The following reference documents apply to the granting of AME licences under the TTMRA:

- [Trans-Tasman Mutual Recognition Act \(TTMRA\) 1997](#)
- [Civil Aviation Act 1988](#) and CASR 1998
- [CASA Advisory Circular- AC 66-6](#) (Part 66 Licencing and the Trans-Tasman Mutual Recognition Act 1997)
- NZ AC 66 – Appendix 2

If documentation is not supplied or more detail is required the AWI will inform the applicant by phone / email or other means of correspondence that the assessment cannot proceed until the required documentation is provided within an adequate time frame (28 days, subject to availability of the assessment documentation) and the application will be placed on hold on the CASA data base.

If the applicant has not supplied the required extra information to the satisfaction of the AWI, the application will be rejected without refund. Rejection correspondence must be sent to the applicant by the AWI and the application is to be closed by the AME licencing staff.

Note: Any rejection of the application may be a reviewable decision and the letter should notify the applicant of their right of appeal to the AAT.

The process for completion of an application must be completed within one calendar month of CASA receiving all the required/requested documentation. However, CASA has the right to postpone or reject registration if an applicant fails to meet the requirements specified for the relevant CASA Part 66 AEL.

8.10 New Zealand Licence Holders Assessed by TTMRA for Additional Category /Aircraft Type Ratings

A New Zealand Licence holder who holds an Australian Part 66 Category B1, B2 or C AEL, may apply to CASA for Additional Categories or additional Type Ratings to be granted on a Part 66 licence of the kind of aircraft type that is listed in Appendix IX of the Part 66 Manual of Standards (MOS).

The applicant must hold a current, valid NZ AME licence with the Category and rating.

The following documentation is required for CASA Maintenance Personnel Licencing Services Team (MPLST) to assess an application based on a NZCAA licence:

- Copy of NZ AME Licence of the kind of aircraft type that is listed in Appendix IX of the Part 66 MOS.
- Copy of current NZ Company Authorisation(s) of the kind of aircraft type that is listed in Appendix IX of the Part 66 MOS.

Note: All submitted documentation must be certified true copies. The New Zealand licence and authorisations must be current at the time of application.

Once all the requirements have been achieved, an applicant is able to apply to CASA using [CASA Form 1367](#), for Additional Categories or additional Type Ratings of a Part 66 AEL. Electronic application forms are available through the 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 and submitted to AME licencing.

CASA will assess and process [CASA Form 1367](#), and may grant the appropriate licensing outcome in accordance with Internal Work Instructions.

If documentation is not supplied or more detail is required the AWI will inform the applicant by phone / email or other means of correspondence that the assessment cannot proceed until the required documentation is provided within an adequate time frame (28 days, subject to availability of the assessment documentation) and the application will be placed on hold on the CASA data base.

If the applicant has not supplied the required extra information to the satisfaction of the AWI, the application will be rejected without refund. Rejection correspondence must be sent to the applicant by the AWI and the application is to be closed by the Airworthiness admin staff.

Note: Any rejection of the application may be a reviewable decision and the letter should notify the applicant of their right of appeal to the AAT.

The process for completion of an application must be completed within one calendar month of CASA receiving all the required/requested documentation. However, CASA has the right to postpone or refuse registration if an applicant fails to meet the requirements specified for the relevant licence issue.