

AME Licensing Procedures Manual

Revision History

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

Note: The Revision History shows the most recent amendment first. Scroll down the table to view details of previous amendment information.

Version	Date	Chapter	Details
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 and 9	Minor changes.
7.4	June 2008	Chapter 7 Chapter 8	Minor changes and updates. New examples incorporated into Section 7.3.9 . Previous Sections 7.10.1 and 7.12 deleted. Changes to Section 8.1 . Sections 8.2, 8.3 and 8.4 combined and rewritten.
7.3	March 2007	Chapter 7 Chapter 8 Chapter 9 Chapter 11 Form 1219	Chapter 7 minor changes. Chapter 8 minor changes. Section 9.1.1 and 9.1.2 slightly changed. New section 9.10.4 added. All previous sections removed, leaving previous section 11.4.1. Form revised, title changed.
7.2	March 2007	Chapter 7 Forms	New para 7.3.9 Interpretation and Application of the Fees Regulations and 7.3.10 Charging of Fees for 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, reference to AWI removed after ASO(C) and next occurrence of AWI removed. Section 7.2.7 first para slightly changed. Forms 464 , 1275 and 1277 slightly changed. Form 634 revised.
7.1	February 2006	Chapter 7 Chapter 9	Section 7.2.8 : added two steps to AWI Procedure and added new ASO(C) procedure (one step). Section 9.3.1 : (Table), minor changes to <i>Legislation-Duration, Prerequisites for Initial Issue-Applicant</i> and <i>Exam Description</i> . Section 9.3.2 : minor changes to bullet points. Following pages changed: Page 9-14: Note converted to text and “2000” replaced by “519/04”; and flowchart “Amateur Built Aircraft” changed. Page 9-15: First three paras changed and subsection “Eligibility Requirements deleted”. Page 9-16: Subsection “Privileges and Limitations” deleted and new text added to end of section.



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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.
		Forms	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.
		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 forms 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.
		New 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 1274 Checklist – FSMS Assessment – Mechanical 1275 Checklist – Overseas CTC Assessment – Mechanical 1276 CTC Examination Results – Avionics 1277 Checklist – Overseas CTC Assessment – Avionics



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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.
		Forms	New forms 1255 and 1256 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)” changed to “AWI”.
		Chapter 8	Note 3 added to <i>CTC Examinations Guide</i> table in Section 8.3.3 and minor change to details against ‘Iroquois’.
		Form 374	“Payment of Fees” amount changed (to \$215), and “NZ Aircraft Maintenance Engineer” section changed.
		Form 1194	Check item “Examination fee” changed to “PCT Assessment” and condition on 25% reduction on rating fee inserted.
		Form 1218	“Yes”, “No” check boxes added to item 3.2.2.
5.1	June 2004	Chapter 9	In Section 9.3.1, note added against <i>Restrictions/Limitations – Qualifications</i> and the first bullet point against <i>Privileges</i> changed.
5.0	April 2004	Chapter 10	Chapter 10 <i>Introduction to LARP Procedures</i> 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.



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4.5	December 2003	Chapter 7	New Section 7.14 <i>Group Classification of Aircraft and Engines for AME Licence Rating Purposes</i> introduced.
		Chapter 8	In table under Section 8.2.2, bullet point added under <i>ADF Personnel / Qualifications</i> . In table under Section 8.2.3, bullet point added against <i>All applicants</i> . In table under Section 8.3.2, second bullet point against Item 1 changed. Subheading title <i>Detailed Assessment Requirements</i> under Section 8.3.3 changed (– <i>CTC</i> 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 <i>Issuing Amendments to CAOs, AACs and CAAPs</i> changed.
		Forms	New forms 1217, 1218, 1219 and 1220 added.
4.4 4.4 Contd.	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 “ <i>Trainee Requirements</i> ” and “ <i>Oral Exam Outcomes</i> ”.
		Chapter 8	New table “ <i>CTC Examinations Guide</i> ” added and reference to this inserted in preceding table. Section 8.4.3 changed and new section 8.4.4 inserted.
		Chapter 9	Under section 9.3.2, sub section “ <i>Extension MAs</i> ” changed completely.
		Forms	Form 333 removed and new Form 1194 and Form 1195 added. Pagination error in Form 334 corrected.



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4.3	August 2002	Entire manual	Version 4.3 incorporates significant changes throughout the manual. Particularly the following 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 Head MPS. • District Office changed to Airline or Area Office Section 7.5.7 has been changed completely.
		Forms	The following forms have changed: <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 TTRMA • Form 634 Application for Airworthiness Examinations The following are new forms: <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.



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4.0	August 1999	9.3	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. 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.
3.3	Oct 1998		
3.2	June 1998		
3.1	Feb 1998		
3.0	May 1997		
2.0	Apr 1996		
1.0	Feb 1994		