



AME Licencing Procedure Manual Chapter 4

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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
7.8.4	February 2017	Chapter 4	Revised to reflect current practice
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	Revised to reflect current practice
7.8.1	December 2016	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	New para 7.3.9 Interpretation and Application of the Fees Regulations

Version No	Date	Parts/Sections	Details
			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, 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.

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Version No	Date	Parts/Sections	Details
		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 –

Version No	Date	Parts/Sections	Details
			<p>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> <p>1275 Checklist – Overseas CTC Assessment – Mechanical</p> <p>1276 CTC Examination Results – Avionics</p> <p>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>
5.1	June 2004	Chapter 9	<p>In Section 9.3.1, note added against Restrictions/Limitations – Qualifications and the first bullet point against Privileges changed.</p>
5.0	April 2004	Chapter 9	<p>In Section 9.3.1, note added against Restrictions/Limitations – Qualifications and the first bullet point against Privileges changed.</p>
		Chapter 10	<p>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 on CASA</p>

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			intranet.
		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.

Version No	Date	Parts/Sections	Details
		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"> • 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 <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.

Version No	Date	Parts/Sections	Details
			<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 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		

4. Australian AME Basic Examinations

4.1 Introduction

The Civil Aviation Safety Authority (CASA) has historically formulated and managed the examination system that underpins the theoretical knowledge assessment for the acquisition of an Aircraft Maintenance Engineers (AME) Licence. On 30th October 2015, CASA contracted the functions related to AME examinations to Aspeq Pty Ltd. Aspeq Pty Ltd will be referenced in the remainder of this chapter as the contracted organisation.

4.2 Background

This chapter has been published to provide the aviation community a broad overview of the examination system available to AME's and the management of this system by Maintenance Personnel Licensing Services Team (MPLST) at CASA Head Office in Canberra.

4.3 Access to Examinations

Applicants intending to undertake CASA basic examinations are required to make application to CASA for the issue of an Aviation Reference Number (ARN) on [CASA Form 1162](#) unless the applicant has previously been issued an ARN by CASA. The CASA basic examinations are conducted online, incorporating a secure account system and administration tool. Applications for CASA basic examinations and access to the booking system are made by using the contracted organisation's website. Access can be gained via the link in section 4.15 of this chapter or via the CASA website to create an account. The contracted organisation's home page has a user guide to assist applicants and applicants are encouraged to set up an account with their ARN. The secure personalised account screen gives access to general and specific information regarding the CASA basic examinations and the associated procedures. The secure site also has provisions to accept payments for applications and the generation of invoices and receipts.

4.4 Examination Requirements

CASA examinations are available for maintenance personnel seeking an Australian Part 66 aircraft engineer licence with the use of SOE in accordance with the CASR 1998 Part 66 Manual of Standard (MOS) paragraphs 66.A.56, 66.A.57 and 66.A.58. The examinations required for specific licencing outcomes are documented within the respective Airworthiness Advisory Circular (AAC) as listed below:

- AAC Part 9-91 refers to category airframes
- AAC Part 9-92 refers to category engines
- AAC Part 9-93 refers to category radio
- AAC Part 9-94 refers to category electrical
- AAC Part 9-95 refers to category instruments

The syllabus for the examinations required for specific licencing outcomes are located on the CASA website, the links are provided below:

- Airframe and engines syllabus link: <https://www.casa.gov.au/files/ctc210spdf>
- Electrical, instrument and radio link: <https://www.casa.gov.au/files/eir211spdf>

4.5 Booking an Examination

After establishing an account (refer section 4.3 of this chapter), an applicant can access their personalised account screen and book examinations. The candidate's user guide located on the home page provides the procedures to book examinations, transfer, or cancel an examination sitting, and other relevant guidance information for the applicant.

All significant activity within the personalised account is logged and sent by internal messaging to an account holder (refer the candidate user guide). This messaging system will give confirmation of bookings and other information related to the applicant's activity. When accessing messages, all unread messages are listed in bold type.

The contracted organisation has the right to cancel an examination if it has received no bookings by the timeframes shown below (section 4.6).

4.6 Examination Booking Cancellations

Applicants can cancel or transfer their examination in accordance with the following timeframes:

- (i) 24 hours before the basic examination is scheduled for large venues;
- (ii) 21 days before the basic examination is scheduled for small venues; and
- (iii) 21 days before the Weight Control Examination is scheduled.

If an applicant cancels their examination they will have a fee deducted from their refund for the cancellation. If the applicant transfers their examination they will have to pay a fee to the contracted organisation before the examination can be transferred. Fees deducted for

examination transfers or cancellation can be found on the contracted organisation's website, candidate information section.

4.7 Examination Centres

Exam centres are published on the contracted organisation's website ensuring that published exam centres are available when applications are booked and accepted. The examination centres provide the necessary environment and required facilities including internet, computers, desks, chairs and any additional requirements to conduct examinations. Invigilators are approved by CASA and supplied by the contracted organisation. CASA basic examinations are carried out in a variety of locations throughout Australia and CASA approved overseas locations (limited to the Australian region) at regular intervals to provide choice and access to applicants. Locations and timings that are available can be found using the contracted organisation's website (Access can be gained via the link in section 4.15 of this chapter).

4.8 Examination Papers

Individual examination papers are computer generated and examination questions are randomly selected from the electronic examination bank. They are based on the subject as determined by the CASA subject syllabus. Whilst the contracted organisation manages and delivers the examinations, CASA retains intellectual property rights to the bank of questions and the syllabus. Questions are stored in relation to the examination they are related to and are identified by the examination code and the topic covered.

4.9 Question Bank

The question bank is the property of CASA and delivery of the exams is managed by the contracted organisation. The questions are provided by CASA Subject Matter Experts (SME) and reviewed by SME's prior to conversion to the electronic format and submitted to the contracted organisation. Questions that are identified as inaccurate or inadequate will be reviewed and adjusted by CASA. There is a quantity of questions in the examination bank to allow for a turnover of questions to prevent over-subscription of exam questions.

4.10 Examination Results

After the examination is completed and marked, the contracted organisation will publish the results in the applicants internal messages account. The results are also transmitted to CASA and recorded in the applicant's electronic file. The pass mark for CASA examinations is 75%.

4.11 Resitting of Examinations

If an applicant consistently fails an examination CASA requires they undergo a "retraining period". That is, if an applicant fails an examination three consecutive times they will be ineligible to re-sit the examination for a period of eight weeks from the date of the last unsuccessful attempt in order to provide sufficient time for training and study period.

In the event that an examination is not undertaken due to medical reasons, the applicant must present a medical certificate to the contracted organisation stating the period of sickness. Acceptance of the medical reason for missing the examination can be handled by either:

- (i) refunding the examination fee, less an administrative fee, if the applicant does not want to sit the examination; or
- (ii) a booking can be made for another Examination, at no cost.

If an applicant makes a booking and does not sit an examination, the contracted organisation will retain an examination booking fee.

4.12 The Examination Reviews

In the event that an applicant completes an examination and considers that there is a question that is incorrect and or CASA's answer is incorrect, they may request a review. There are three criteria that must be met prior to the review being accepted, namely;

- The applicant must have achieved a mark greater than 50%,
- The request must detail the concern and reference the content that the student believes is unsatisfactory or in error, and
- The request must be received within one month of the examination completion date.

When a request for review of an examination is accepted, an independent CASA evaluation of the question, or aspects of the examination that have been requested is carried out.

Note: There is adequate comment space within the question papers to address the areas of concern and CASA encourages the use of this system.

The applicable fee for a review is \$80. It is payable through the contracted organisation's website and is non-refundable. Once the exam review has been completed, CASA's decision is final.

4.13 Weight and Balance Examinations

Applications for Weight and Balance examinations are accepted through the contracted organisation's website but the process is different. To apply for an aircraft weight and balance examination, an applicant needs to follow the process below in conjunction with the contracted organisation's user guide:

- On the contracted organisation's home page, select 'Candidate Information'
- Within the screen, select 'Forms', two text groups will appear. Within the text for 'Examination Application Form' there is a hyperlink attached to the words examination application form. This hyperlink should be selected to download the application form.
- After completing the application form, including payment details, the applicant emails a copy to the email address provided in section 4.15 of this chapter, allowing at least 21 days for processing.

Weight and Balance examinations are carried out in a paper format after being generated by the weight and balance SME in CASA. Marking of these examinations is carried out manually by the CASA weight and balance SME. Results will be notified to the applicant within two to four weeks and updated on the applicant's CASA electronic file, in accordance with CASA approved internal work instructions. If marking of the examination is not achieved by CASA within two to four weeks the applicant will be notified by a representative of AME licencing, giving an expected time frame.

4.14 Auditing the Contracted organisation

CASA (MPLST) conducts audits on the contracted organisation, the system used to deliver and assess the CASA basic examinations, to ensure they meet the required standards and contractual requirements. Audits are conducted in accordance with CASA approved internal work instructions.

4.15 Contact

If questions arise that are not covered by the website information, contact can be established by the following means:

Phone: 02 6234 8200 (Aspeq local office)

Email: infoau@aspeq.com

Account creation and examination application link: <https://casaame.aspeqexams.com>