

11.1.1 About Administrative Procedures

This chapter:

- Describes the types of files used for maintaining information about AME licensing and Airworthiness Authorities (11.2)
- Provides detailed information about AME History Files and Airworthiness Authority files, including the procedures for locating the files and transferring these files between offices (11.2)
- Provides the procedures for processing fees (11.3)
- Provides guidelines for issuing amendments to CAOs, AACs and CAAPs (11.4).

The following acronyms are used in this chapter to denote CASA staff involved in issuing AME licences:

Key	ASO	Administrative Services Officer at CLARC, MPS or a Field Office
	AWI	Airworthiness Inspector at Central Office or a Field Office
	EAO	Examination Administrative Officer
	Ex Sup	Examination Supervisor at Central Office.

11.2.1 Maintaining AME Files

All correspondence, applications and other documents relating to AME licensing must be maintained on the appropriate file as evidence of action taken.

Type of AME File	Type of Information	Security Classification	Maintained At
AME History File	<p>Information relating to Australian civilian, ADF and overseas AMEs:</p> <ul style="list-style-type: none">• Application for initial issue of AME licence• Application for renewal of AME licence• Application for issue of additional Category/Rating• Application for CTC assessment/examinations• ADF Personnel CTC Assessment Sheet• Foreign Licensed Personnel CTC Assessment Sheet• Correspondence relating to applications• Correspondence relating to suspended or cancelled licences• Application forms and other details about training courses• AME examination results.	Licensing – In-Confidence	Field Office, or Central Office
Examination Centre - AME Licensing Aspects	<p>Information relating to examination centres, conducting officers and examination supervisors:</p> <ul style="list-style-type: none">• Applications to become an AME Examination Centre• Applications to become an AME Conducting Officer• Applications to become an AME Examination Supervisor.	In-Confidence	Central Office



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Type of AME File	Type of Information	Security Classification	Maintained At
Airworthiness Authority History File	Information relating to Airworthiness Authorities: <ul style="list-style-type: none"> • Application for initial issue of an Airworthiness Authority • Application for a renewal of an Airworthiness Authority • Authority Examination Results. 	Licensing – In-Confidence	Field Office
Surveillance Administration - AME Personnel Licensing	Information about surveillance: <ul style="list-style-type: none"> • Organisation's Surveillance Program Sheet (ASSP308) • Auditee Profile Sheet (ASSP300). 	In-Confidence	Central Office
Surveillance of Examination Centres	Information about surveillance of Examination Centres: <ul style="list-style-type: none"> • Report of the surveillance. 	In-Confidence	Central Office
Special Sitting File	A separate file for each Special sitting approved by the Head MPL containing the following information: <ul style="list-style-type: none"> • Letter requesting the Special sitting • Head MPL's approval of the Special sitting • Correspondence and records of conversation with the Examination Centre/Field Office at which the sitting is held • Application forms • Notice of receipt of completed examination papers for marking from the Examination Centre/Field Office • <i>Supervisor Rolls</i> • Photocopies of result slips • Consolidated list of results. 	In-Confidence	Central Office



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Type of AME File	Type of Information	Security Classification	Maintained At
Scheduled Examination File	<p>A separate file for each Scheduled sitting date number:</p> <ul style="list-style-type: none">List of Examination Centres at which Scheduled sittings are heldCorrespondence relating to the Scheduled sittingNumber of examination papers requiredRequest for remarks of examinationsPhotocopies of written comments about examination questionsPhotocopies of result slips for Specific Type examinations.	In-Confidence	Central Office
Processed Application Forms File	Temporary file held by Central Office to house application forms after candidate details are entered on AIRS and before the forms are filed in the Security Room.		Central Office

11.2.2 AME History Files

What are AME History Files?

AME History Files hold information relating to applications for an AME licence, including:

- Personal details
- AME examination records (pre-May 1991)
- AME licence records.

There is a separate file for every AME who has sat for an AME examination before May 1991 or made an application for a licence.

AME History Files do not contain applications for Airworthiness Authorities. These applications are filed separately, and their filing requirements are described in [11.2.3 Airworthiness Authority History Files](#).

Where Are AME History Files Held?

Files for	File Held at
Australian licensed LAME	The Field Office closest to the licence holder's permanent place of employment or residence.
Australian licensed LAME based permanently overseas	The Field Office which last had permanent control of the file.
Australian licensed LAME employed overseas by an Australian approved organisation	The employing organisation's controlling Field Office.
Australian licensed LAME employed in Australia by an organisation that does not have a permanent maintenance base in Australia	The Field Office where the initial AME licence was issued, unless another Field Office is the overseas organisation's controlling Field Office.
ADF personnel	Central Office until CTC process is completed and then at the Field Office.
Overseas licence holder	Central Office until CTC process is completed and then at the Field Office.



Creating an AME History File

Note: The following information also applies to Airworthiness Authority History Files.

When a physical file is created, it is entered on TRIM. The Records Management Unit or Regional Support Unit at the Field Office or Central Office is responsible for creating the files. Refer to the *Records Management Manual* for the procedures for requesting and creating files.

If you do not have access to TRIM, send the file to your local Regional Records Coordinator, who will update TRIM and return the file to you.

The following information will be recorded on the AME or Airworthiness Authority History File and entered on TRIM.

File Details	Recorded on the File	Enter as a Keyword on CARMS
ARN	Front cover	✓
Part number	Front cover	✓
Date opened	Front cover	✓
Archival review date	Front cover	
Surname and given names	Front cover	✓
Date of birth	Inside cover	✓
Class of Authority	Front cover	✓
AME history	Front cover	✓
Airworthiness Authority history	Front cover	✓

AIRS should also be updated to show the location of the AME or Airworthiness Authority History File.

Locating an AME History File

Use TRIM to search for the location of an AME History File, using the procedures described in the *Records Management Manual*.



Searching for Pre-May 1991 Files

AME History Files usually exist for all persons who undertook AME examinations before May 1991.

Use the ARN and/or the name of the person to search TRIM for the location of these files.

If a file is located at another Field Office, send an Email to the Licensing Officer at the Field Office:

- Requesting the transfer of the file
- Including the reason for the request.

If a file has been archived, contact the Regional Records Coordinator at the relevant Regional Office.

Searching for Post-May 1991 Files

If a person undertook AME examinations after May 1991, an AME History File may not exist. A file will need to be created when a Field Office receives:

- An application for the initial issue of an AME licence
- Correspondence received from a person undertaking AME examinations seeking AME information.

Note: Central Office creates AME History Files for overseas licence holders and ADF Personnel when they apply for a CTC assessment. (For information about overseas and ADF applicants see [Chapter 8 Recognising Other Qualifications](#).)

Contact the Support Officer in Central Office if you have difficulty in locating an AME History File.

11.2.3 Airworthiness Authority History Files

What Are Airworthiness Authority History Files?

Airworthiness Authority History Files contain information and applications relating to the application for, and the issue of, an Airworthiness Authority. There is a separate file for every applicant or holder of an Airworthiness Authority.

Airworthiness Authority History Files do not contain applications for AME examinations or licences. They are filed in AME History Files as described in [What are AME History Files?](#)

Where Are Airworthiness Authority Files Held?

Holder of an Airworthiness Authority	File Held at
Authority holder employed in Australia	For all Authorities other than Examiner Authorities, the Field Office closest to the authority holder's permanent place of employment or residence. For Examiner Authorities, Central Office retains all files.
Authority holder based permanently overseas	The Field Office that last had permanent control of the file.
Authority holder employed overseas by an Australian approved organisation	The employing organisation's controlling Field Office.

Creating an Airworthiness Authority History

See [Creating an AME History File](#).

Locating an Airworthiness Authority History File

Airworthiness Authority History Files are held at the controlling Field Office.

Airworthiness Authority History Files for AME Examiner Authorities are usually held at Central Office.

Use TRIM to search for the location of an Airworthiness Authority History File as described in the *Records Management Manual*.

If a file is located at another Field Office, contact the Licensing Officer at the relevant Field Office, who will retrieve and dispatch it to you. If a file has been archived, contact the Records Coordinator at the relevant Office.

11.2.4 Transferring Files between Offices

AME History and Airworthiness Authority History Files are transferred to another office when you receive:

- Written notification from a licence holder of a permanent change of residential address or maintenance base
- A request from another Field Office, Central Office or Investigations Officer for the temporary transfer of a file.

Note: If there is an outstanding action on the file—for example, an application for an additional Rating or the licence holder is involved in an investigations matter—the ASO must advise the officer responsible for the outstanding action of the request for transfer, so that the action can be completed if possible before the file is sent to the requesting office.

Procedures for moving files between offices are set out in Chapter 3 of the *Records Management Manual*. If a file is permanently transferred to another office, amend the LDI in the AML or AWA system in AIRS, to record the receiving office's location. Do not amend the LDI if the file is only temporarily transferred.

11.2.5 Aircraft Maintenance Engineer Personnel Based in Papua New Guinea

AME History Files are created and retained in Central Office for personnel who are based in Papua New Guinea (PNG) and who have undertaken the Australian CTC assessment and examination process. The PNG Department of Civil Aviation utilises the Australian AME examination and CTC systems for its own AME licensing purposes.

The AME History File is retained in Central Office until the Field Office advises that the individual has applied for an Australian AME licence. The file is then transferred to the relevant Field Office.

Central Office forwards a copy of the CTC assessment and examination documentation to the PNG Department of Civil Aviation when it receives an appropriate written authorisation from the individual to release the information to the Department.

11.2.6 Archiving AME and Airworthiness Authority History Files

An AME History File or Airworthiness Authority History File is archived if there is no action on it—that is, correspondence, applications, etc—for five years. The file is retained in archives in accordance with the *Australian Archives Records Disposal Schedule No. S. 539, Entry 6.7* until destroyed on the archival review date (80 years after the date of birth of the person the file refers to).

An AME History File may consist of a number of parts. All parts are considered to be current. When appropriate, all the parts are archived in accordance with conditions described in the previous paragraph.

When archiving History Files, the ASO must complete the following actions on AIRS and TRIM.

ASO

1. On AIRS:
 - a. Check that the person's name, date of birth, last known address and AME licence details are correct, and update if necessary.
 - b. In the individual's record, change the status from 'Active' to 'Inactive'.
2. Forward the History File to the Regional Records Coordinator for archiving in the TRIM system in accordance with procedures in the *Records Management Manual*.



11.3.1 Processing Fees

Fees are charged for the following types of applications. Details of the fees are set out in the *Schedule of Fees and Charges* accessible via www.casa.gov.au/corporat/fees/fees.htm.

11.3.2 Processing Application Fees

Please refer to the procedures in the Finance Manual (available only to CASA staff via the CASA Intranet).

11.4.1 Issuing Amendments to CAOs, AACs and CAAPs

Central Office AWIs and ASOs must draft, issue and amend amendments to CAOs, AACs and CAAPs in accordance with the procedures set out in the *Quality Manual, Issue 2* and the *Manual of Controlled Documents*.

To instigate an amendment to the AAC 9-4/9-5, utilise CASA [Form 1219](#). The form is to be forwarded to the MPL Admin/Technical Coordinator.

To instigate an amendment to other Part 9 AACs, utilise CASA [Form 1220](#). The form is to be forwarded to the MPL Admin/Technical Coordinator.

Use of these forms is self-explanatory. The Section Head MPL may sign of on amendments involving updates to information. GGM PLET is the sponsor of policy and is required to sign of on such amendments.



11.5.1 Notification of Review Rights

CAA 31 Section 31 of the *Civil Aviation Act 1988* indicates which of the decisions made by CASA are subject to review by the Administrative Appeals Tribunal (AAT).

Whenever CASA makes such a decision, CASA must inform the person whose interests are affected by the decision, by forwarding a notice or letter as appropriate, incorporating the following words:

“You or any person whose interests are affected by my decision to [*specify decision*], may, in terms of the *Administrative Appeals Tribunal Act 1975*, apply to the Administrative Appeals Tribunal for a review of my decision within 28 days from the date of the decision.”

The AAT Review Rights Notice ([Form 1255](#)) should be attached to the letter.

Automatic Stay Notice

CAA 31A In the event the decision is one to which an automatic stay notice applies (CAA 31A), you must also include the following words and notice:

“Under Section 31A of the *Civil Aviation Act 1988* (“the Act”), this decision is automatically stayed for a period of time. I attach, for information, [Form 1256 Automatic Stay Notice](#), advising generally of what you can do in relation to a stay of my decision. This notice is not provided by way of procedural or legal advice.”

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