

13.1.1 Sample Response to a Person Interested in Becoming a Conducting Officer

Ref: {xxx}

Date: {dd/mm/yy}

{Mr/Ms/Mrs/Miss Name}

Dear {Name},

Thank you for your interest in becoming a Conducting Officer for Aircraft Maintenance Engineer (AME) examinations.

The AME examinations are held at 6 (six) scheduled sittings throughout the year (a copy is enclosed of the dates for exams in 200*). If you are approved as a Conducting Officer for AME exams, you will be responsible for the overall management/security of the exams before, during and after these scheduled sittings. You will also be responsible for any costs incurred while providing this service (you may charge the candidates a fee to cover any costs incurred by you).

For our assistance in this matter a list has been included, on the next page, of the information that we require about yourself and the position that you hold within your organisation. This information can be returned to:

Manager, Maintenance Personnel Licensing
Civil Aviation Safety Authority
PO Box 2005
Canberra ACT 2600

There may be a situation where you as the Conducting Officer may have a family or close employment relationship with a candidate. It is therefore possible that there may be an appearance of favouritism or that other candidates may perceive that an unfair advantage exists. If you feel that a situation like this may exist please contact me on 131 757.

Also, prior to final approval a survey of the premises that you intend to use as the Examination Centre needs to be carried out. A representative from our Field Office may do this on our behalf. The requirements that they will be looking for are listed in AAC 6-7, a copy of which is attached. This document also lists the material we require to make our assessment.

Please note that where there is an approved Examination Centre operating successfully in the surrounding area another centre will not be opened unless there is a need for it.

Yours sincerely,

{Name}
Examination Supervisor
AME Licensing
Civil Aviation Safety Authority

13.1.2 Sample Letter Approving a Conducting Officer

Ref: {xxx}

Date: {dd/mm/yy}

{Mr/Ms/Mrs/Miss Name}

Dear {Name},

This is to confirm that you have been approved by the Civil Aviation Safety Authority to be the Conducting Officer for AME examinations at {name of} Exam Centre - Examination Centre Number {nnnnnn}.

A copy of our AAC Article which outlines the times and dates of the scheduled examinations for 199*, and our Administrators Handbook have been included to assist you in the conducting of AME examinations.

Examination papers and a roll listing the number of candidates and subjects to be sat will be forwarded to you approximately 2 weeks prior to the scheduled examination dates. At the same time, candidates will receive confirmation to undertake their examination and details of the Examination Centre. If at any time you are unable to answer queries from candidates, please refer them to this office.

All Conducting Officers should be aware of any "Conflict of Interest". In particular of the inappropriateness of relationships between themselves and the candidate/employees.

If you require any further information please do not hesitate to contact me on (02) 6268 1660.

Yours sincerely,

{Name}

Examination Supervisor
AME Licensing
Civil Aviation Safety Authority

13.1.3 Sample Letter Refusing an Application to be a Conducting Officer

Vary the contents of this sample letter to suit the circumstances.

Ref: {xxx}
Date: {dd/mm/yy}

{Mr/Ms/Mrs/Miss Name}

Dear {Name},

In reference to our telephone conversation on {dd/mm/yy} regarding your application for approval as a Conducting Officer for the Civil Aviation Safety Authority's Aircraft Maintenance Engineer exams.

After discussing your application with Mr Richard Purdie, Manager AME Licensing, it was decided that your application would not be approved as it is the Authority's policy that the person who conducted the training should not have access to the Authority's examinations. We believe the reasons are obvious.

As I mentioned on the telephone, we would be pleased to consider another application from someone not involved with the teaching of AME subjects for the TAFE.

If you have any questions regarding the above please do not hesitate to contact me on (02) 6268 1660.

Yours sincerely,

{Name}
Examination Supervisor
AME Licensing
Civil Aviation Safety Authority

13.1.4 Sample Letter Approving an Examination Supervisor

Vary the contents of this sample letter to suit the circumstances.

Ref: {xxx}

Date: {dd/mm/yy}

{Mr/Ms/Mrs/Miss Name}

Dear {Name},

In reference to our telephone conversation and your letter dated {dd/mm/yy} requesting the approval of an Examination Supervisor for AME examinations at the Mascot Exam Centre.

The following person has been approved.

{Name}

A copy of our Administrators Handbook has been included with this letter. This should be available to the Supervisor for him/her to become familiar with the procedures for supervising AME exams.

If you have any further queries please do not hesitate to contact me on (02) 6268 1660.

Yours sincerely,

{Name}

Examination Supervisor
AME Licensing
Civil Aviation Safety Authority

13.2.1 Sample Instrument of Appointment as an Authorised Person to Conduct Aircraft Welding Examinations

CIVIL AVIATION ACT 1988
CIVIL AVIATION REGULATIONS
INSTRUMENT OF APPOINTMENT AS AN AUTHORISED PERSON

INSTRUMENT OF APPOINTMENT No. {*nnn*}

I, {*name*} a delegate of the Civil Aviation Safety Authority, under subregulation 6(1) of the Civil Aviation Regulations hereby appoint {*name of person*} to be an authorised person for the purposes of paragraph (b) of the definition of "aircraft welding examinations" in subregulation 29A(1) of the Civil Aviation Regulations, subject to the conditions set out in the Schedule attached to the appointment.

The appointment stops having effect at the end of {*date*}.

{*Printed Name and Signature*}
Airworthiness Manager
Delegate of the Authority

{*date*}

Note 1: Limitations may be applied if the authorised person does not meet the full eligibility standard — for example, failing to have access to relevant welding equipment or welding facilities for the conduct of examinations in certain types of manual welding.

Note 2: If you want to specify that the person's appointment is valid only while he or she is a TAFE lecturer or welding supervisor or holds certain engineering qualifications, you may state in the Instrument of Appointment that the appointment stops having effect if that person ceases to hold such positions or qualifications. Alternatively, you could simply remake the appointment in such circumstances. However, in such a case, you must include in the Instrument of Appointment the condition that the person must notify the Authority if he or she ceases to hold the relevant position/qualification.

13.2.2 Sample Schedule to Instrument of Appointment as an Authorised Person to Conduct Aircraft Welding Examinations

SCHEDULE TO INSTRUMENT OF APPOINTMENT No {nnn}

1. CONDITIONS

- 1.1 If the authorised person changes his or her name, or business address, or the address to which communications under the Regulations may be sent, the authorised person must, as soon as practicable, notify the Authority of the new name or address, as the case requires.
- 1.2 The authorised person must establish and maintain a system for the retention and control of records and documentation relating to the conduct of aircraft welding examinations.

The system must include the following:

- Each aircraft welding examination conducted
 - The name, ARN and address of each person undertaking the aircraft welding examination
 - The date(s) of the aircraft welding examination
 - The name and address of the organisation (weld testing agency) to which the welding samples were submitted
 - The date the welding samples were submitted to the weld testing agency
 - The request for weld assessment (Form DA 1853)
 - The findings of the weld testing agency relating to the welds.
- 1.3 The authorised person must, if asked by the Authority, make a record or document, or a copy or extract from a record or document kept under paragraph 1.2, available for inspection by the Authority.
 - 1.4 When an applicant has completed an aircraft welding examination, the authorised person conducting the examination must:
 - (a) Stamp, etch or otherwise permanently mark the applicant's Aviation Registration Number (ARN) on each welding sample; and
 - (b) Stamp, etch or permanently mark the welding position code letter (refer to 'Aircraft Welding Examination' publication), as applicable, on each welding sample; and
 - (c) Complete the 'Request For Weld Test' form (DA1853).



- 1.5 The authorised person conducting an aircraft welding examination must send a copy of the completed 'Request for Weld Test' form (DA 1853), together with the welding samples, to an appropriate National Association of Testing Authorities (NATA) accredited organisation (weld testing agency) for assessment of the welds.
- 1.6 Following receipt of the weld testing agency assessment report, the authorised person conducting the aircraft welding examination must enter the details in the relevant section of the original Application Form and make a certification for completion of the examinations on the form.
- 1.7 The authorised person conducting an aircraft welding examination must retain a copy of the Application Form and the weld testing agency assessment report for record purposes and must send the originals of the application form and the weld testing agency report to the Field Office of the Authority administratively responsible for the applicant.

Note: *These conditions should be attached to the instrument of appointment. The OLC has approved them as the minimum required conditions. You may add additional conditions if circumstances require.*

13.3.1 Sample Letter Listing Examination Credits

Our Ref: AME File

To whom it may concern

The following Aircraft Maintenance Engineer (AME) examination credits and AME licence records are held with the Civil Aviation Safety Authority as at {dd/mm/yy} for {name} (ARN nnnnnn).

Subject	Description
AA	Airworthiness Administration (date Sat//)
BA	Maintenance Practices and Materials
BB	Aerodynamics and Mechanical Controls
BC	Electrical and Instrument Systems
FA	Auxiliary Systems Principles
FG	Aeroplane Structures and Systems
GG	Gas Turbine Engine Theory and Construction
GH	Gas Turbine Engine Systems
IM	Pressurisation
AN0094	Ansett F50 Airframe Specific Type course credit
AN017A	Ansett BAE-146 Airframe Specific Type course credit
AN028A	Ansett B737-300 Airframe Specific Type course credit

Your AA examination credit is valid for 24 months unless you hold a current AME licence and have exercised the privileges of your licence for at least six months during its current period of validity. If your licence has expired, you will be required to re-sit and pass the AA examination before your licence will be re-issued.

Please contact this office on 131 757 if you have any enquiries about the above information.

{Signature}
Examination Supervisor
Maintenance Personnel Section

{dd/mm/yy}

13.3.2 Sample Letter Agreeing to the Deferment of a Scheduled Examination Sitting

Our Ref: AME File

{Name}
{Address}

Dear Mr {Name}

In reference to your fax dated the {dd/mm/yy} regarding the deferment of your IA exam at the 9505 scheduled sitting, you have been granted a credit for the amount of \$82.00.

An administration fee of \$28.00 has been retained by the Authority for the cancellation of the above exam.

Please attach **this** letter to your next application for AME examinations. Photocopies will not be accepted.

Note: If you have deferred your examination and receive this credit before the examination date, please contact the conducting officer and advise him or her that you will not be attending.

{Signature}
Examination Supervisor
Maintenance Personnel Section

{dd/mm/yy}

AME Licensing Procedures Manual

13. Sample Documents

13.4 Sample AME Licence Documents

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

13.4.1 Sample Computer Generated Licence Renewal Notice

009013 MR J BLOGGS 8 LOTUS CLOSE SPRINGVALE NSW 2034		This notice printed on 22-FEB-1996 Return Address: Manager, Airworthiness Civil Aviation Safety Authority Parafield District Office Control Tower Parafield Airport SA 5106	
Your AIRCRAFT MAINTENANCE ENGINEERS LICENCE NO N6032 , will expire on 31-MAR-1996. A fee of \$60.00 is payable for the assessment of your application to renew your AME licence.			
Payment, this application form and your AME licence must be received by the Authority before the licence expires (refer CAR 32A). If the application arrives after the expiry date, you will be required to sit and pass the Airworthiness Administration "AA" examination and apply for the issue of a new licence. The current relevant fees for the AA examination and the issue of a new AME licence will apply.			
FULL NAME		NATIONALITY	
RESIDENTIAL ADDRESS		COMMUNICATION ADDRESS (If same as residential, write Same)	
PH (H) (W)			
EMPLOYMENT HISTORY (Preceding 24 months only)			
CAO 100.90 Paragraph 3.3 Renewal Requirements (Strike out what ever is not applicable)			
* (a) I have exercised the privileges of a licence to fly Australian registered aircraft for periods totalling not less than 12 months in the preceding 24 months and have provided the appropriate competency for this period OR			
* (b) I have been engaged in work provided to be competent to exercise the duties and privileges of an AME licence and have attached supporting details.			
Declaration by Applicant I certify that all statements in this application are true and correct in every particular and that I have read and understand the Civil Aviation Regulation Requirements relevant to this application and I do not suffer from any disability that is likely to affect my technical skill or judgement. I acknowledge that to knowingly make a false statement is an offence under Civil Aviation Regulation 283.			
Signature: _____		Date / /	
CASA USE ONLY			
Approving Delegate Name _____		Signature _____ / /	
Granting Delegate Name _____		Signature _____ / /	
Licence renewed from / / to / /			

Note: This revised form may not be available at the time of issue of this manual. Contact Central Office for further details.

13.4.2 Sample AME Licence

<p>IX This licence permits the holder to certify for the completion of maintenance of aircraft to the extent to which the licence is rated and subject to the conditions of Part XIII.</p> <p>A licence may be rated in one or more Categories of Airframes, Engines, Instruments, Electrical and Radio and the technical privileges are specified in Section 100.90 of the Civil Aviation Orders.</p> <p>XIII Remarks Nil</p> <p>XIV ARN : 70601 BLOGGS F.</p>	<p>I Commonwealth of Australia</p> <p>II AIRCRAFT MAINTENANCE ENGINEER'S LICENCE</p> <p>III Licence Number....: L070601</p> <p>Initial Issue: 29/07/68 Last Expiry: 30/06/00 This Issue: 1/07/00 Expires: 30/06/02</p> <p>IV Name : MR FRED <u>BLOGGS</u></p> <p>IVa Date of Birth: 11/03/41</p> <p>V Address: 50 HAPPY DRIVE ST ALBANS VIC 3021</p> <p>VI Nationality : AUSTRALIAN</p> <p>VII Signature of Holder :</p> <p>VIII Granted in pursuance of the Civil Aviation Regulations and conforming to the minimum standards of Annex 1 to the Chicago Convention.</p> <p>X Signature Delegate of the CIVIL AVIATION SAFETY AUTHORITY</p> <p>XI Stamp Date</p>																																																																																																																																																																																	
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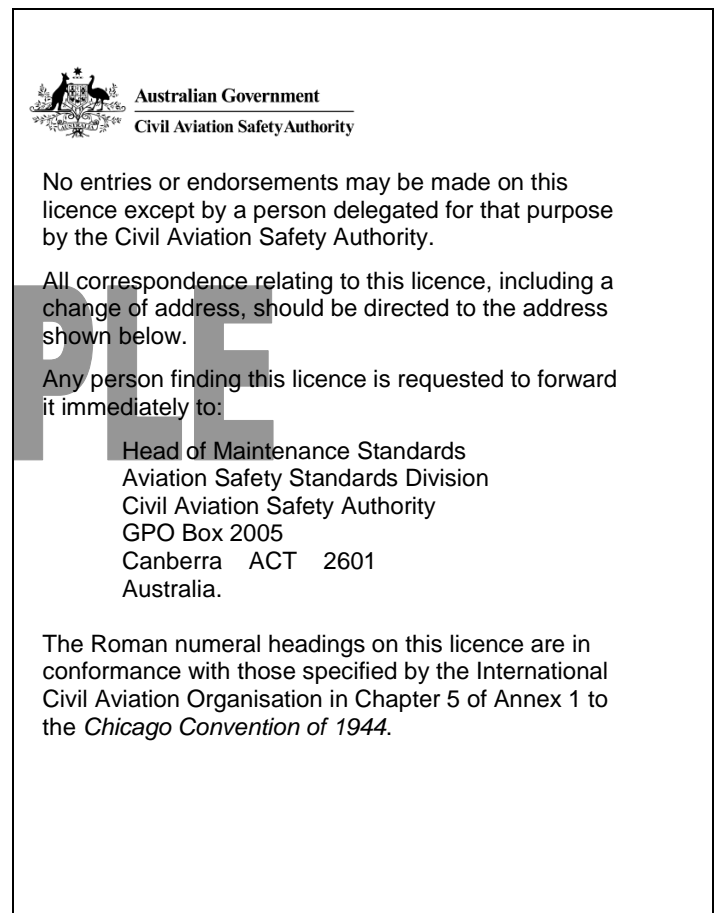
SAMPLE

	ELEC GRP20 F27 SERIES
	ELEC GRP20 F27-MK050
	ELEC GRP20 G1159
	Endorsements continued next page
XIV ARN : 70601 BLOGGS F.	XIV ARN : 70601 BLOGGS F.

13.4.3 Sample Aircraft Licence Cover (Maintenance Engineer)



Front cover



Inside front cover

13.4.4 Sample Letter: AME Initial Licence Issue

Ref: {file reference}

ARN: {nnnnnn}

{Day Month Year}

Mr/Mrs/Ms {Given name and Surname}

{Address}

{Address Postcode}

Dear {Name or Sir/Madam}

Your application dated {dd/mm/yy} for the grant of an Aircraft Maintenance Engineer Licence has been assessed and I am pleased to inform you that Licence Number L{nnnnnn}, rated in Category {type} has been issued to you with effect from {dd/mm/yy}. Your licence and SOE are enclosed with this letter.

You should familiarise yourself with the notes on the inside of the licence cover and with the privileges of your licence (particularly paragraph 1.2) as detailed in Civil Aviation Orders Section 100.90 Appendix 1.

Although the Authority normally sends a renewal notice well in advance of the date an Aircraft Maintenance Engineer Licence is due to expire, be aware that non receipt of such a notice does not absolve you from your responsibility in accordance with CAR 282 of ensuring that your licence is valid whilst you are exercising its privileges. It is also your responsibility IAW CAR 32A(1) to apply for renewal **before the expiry date**.

Should you change your residential or communication address, you are required to advise the Authority in writing and your licence should be forwarded to the Authority so that it can be amended accordingly.

In the event that you lose this licence, you are to make a Statutory Declaration of the loss to a person before whom such a declaration may be made under the Statutory Declaration Act. You should send the completed Declaration, together with a letter explaining the circumstances of the loss together with the appropriate fee, to the Authority so that the licence can be re-issued.

Future contact with CASA should be made via the:

CASA Licensing and Registration Centre
GPO Box 2005
Canberra, ACT, 2601
Phone 1300 737 032
Fax 1300 737 187
email: licence@casa.gov.au

Please ensure that you sign your licence at Section VII on page 1.

Yours faithfully

{Signature of issuing delegate}

{Appropriate signature block}

13.4.5 Sample Letter: Grant of Additional Rating or Category to an AME Licence

Ref: {file reference}

ARN: {nnnnnn}

Day Month Year}

Mr/Mrs/Ms {Given name and Surname}
{Address}
{Address Postcode}

Dear {Name or Sir/Madam}

Your application dated {dd/mm/yy} for the grant of {additional Category/Rating} on your Aircraft Maintenance Engineer Licence has been assessed. I am pleased to inform you that the {type} rating in Category {type} has been approved with effect from {dd/mm/yy}. Your licence and SOE are enclosed with this letter.

Please ensure that you sign your licence at Section VII on page 1.

Yours faithfully

{Signature of issuing delegate}
{Appropriate signature block}

13.4.6 Sample Letter: Renewal of an AME Licence

Ref: {file reference}

ARN: {nnnnnn}

Day Month Year}

Mr/Mrs/Ms {Given name and Surname}
{Address}
{Address Postcode}

Dear {Name or Sir/Madam}

Your application dated {dd/mm/yy} for the renewal of your AME Licence No {nnnnnn} has been assessed. I am pleased to inform you that your licence has been renewed from {dd/mm/yy} and is now due to expire on {dd/mm/yy}. Your licence is enclosed with this letter.

Please ensure that you sign your licence at Section VII on page 1.

Yours faithfully

{Signature of issuing delegate}
{Appropriate signature block}

13.4.7 Sample Letter: Rejection of Renewal of an Expired AME Licence

Ref: {file reference}

ARN: {nnnnnn}

Day Month Year}

Mr/Mrs/Ms {Given name and Surname}

{Address}

{Address Postcode}

Dear {Name or Sir/Madam}

Your application dated {dd/mm/yy} for the renewal of your AME Licence No {nnnnnn} has been assessed. Unfortunately, I have to inform you that your licence has not been renewed.

Your renewal application was received by this office on {dd/mm/yy}. As your licence had already expired on the {dd/mm/yy}, I have no alternative but to reject your application. Civil Aviation Regulation (CAR) 32A clearly places the responsibility on the licence holder to apply to the Authority before the licence expires. Once it expires it ceases to exist and therefore, cannot be renewed.

For you to once again be the holder of an AME Licence, you must make application to the Authority on form DA 1867 attached. The requirements for the grant of an AME Licence are contained in CAR 31, and Civil Aviation Orders (CAO) 100.90 Series. One of the requirements of CAO 100.90 is that an applicant must have sat and passed the Airworthiness Administration (AA) examination within the preceding 24 months of the application.

I have enclosed an application form DA 2416 to enable you to apply for the AA examination. You should refer to AAC 9-1 for examination dates.

Please note that the appropriate fees as listed in the current Schedule of Fees will be payable for both the AA examination and the application for the licence.

All certifications made by you since the expiry of your AME Licence are invalid and may constitute an offence under CAR 282.

You should immediately contact {name of AWI} to enable appropriate action to be taken with regard to any certifications that have not subsequently been re-certified by another appropriately licensed AME.

Yours faithfully

{Signature of issuing delegate}

{Appropriate signature block}

13.4.8 Sample Letter: Notification of Incorrect Fee

Ref: {file reference}

ARN: {nnnnnn}

{Day Month Year}

Mr/Mrs/Ms {Given name and Surname}
{Address}
{Address Postcode}

Dear {Name or Sir/Madam}

In your application dated {dd/mm/yy} for the {initial issue/renewal of AME licence}, you did not enclosed the correct fee.

The correct scheduled fee is {\$nnn}. You enclosed {\$nnn} which is returned to you.

Upon receipt of the correct fee we will process your application.

Yours faithfully

{Signature of issuing delegate}
{Appropriate signature block}

SAMPLE

13.4.9 Sample Letter: Re-issue of a Lost/Damaged AME Licence

Ref: {file reference}

ARN: {nnnnnn}

{Day Month Year}

Mr/Mrs/Ms {Given name and Surname}
{Address}
{Address Postcode}

Dear {Name or Sir/Madam}

Referring to your letter dated {dd/mm/yy} requesting the re-issue of your AME Licence No {nnnnnn} that you certified had been {lost/damaged}. I am pleased to inform you that your licence has been re-issued and is enclosed with this letter.

Please ensure that you sign your licence at Section VII on page 1.

Yours faithfully

{Signature of issuing delegate}
{Appropriate signature block}

13.5.1 Commonwealth of Australia Statutory Declaration

Note: All certified true copies of documents that are submitted with the applicant's application should be listed on the statutory declaration form.

Statutory declaration forms are available from most newsagents or Australian Government Publishing Service.

COMMONWEALTH OF AUSTRALIA

Statutory Declaration

I, ⁽¹⁾ _____, do solemnly and sincerely declare as follows:- ⁽²⁾

that the statements and information in my application/letter dated {dd/mm/yyyy} are true and correct and the copies attached to the application are complete and accurate. The copies attached are of:

1. New Zealand AME licence number {xxxxx};
2. Flight Safety International Course Certificate dated {dd/mm/yyyy}; and
3. Letter dated {dd/mm/yyyy} from my employer {name of employer}.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

⁽³⁾

Declared at _____ the

day of _____ 20

Before me,

⁽⁴⁾

⁽⁵⁾

-
- (1) Here insert name, address and occupation of person making the declaration.
 - (2) Here insert matter declared to. Where the matter is long, add the words "as follows:- " and then set the matter out in numbered paragraphs.
 - (3) Signature of person making the declaration.
 - (4) Signature of person before whom the declaration is made.
 - (5) Here insert title of person before whom the declaration is made.



A statutory declaration under the Statutory Declaration Act 1959 as amended may be made before:-

Part 1 - Member of Certain Professions

Chiropractor
Dentist
Legal practitioner
Medical practitioner
Nurse
Patent Attorney
Pharmacist
Veterinary surgeon

Part 2 - Other Persons

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1985)

Bailiff
Bank officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Civil marriage celebrant
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this Part
Judge of a court
Justice of the Peace
Magistrate
Master of a court

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
- (c) warrant officer within the meaning of that Act.

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of the Institute of Corporate Managers, Secretaries and Administrators

Member of the Institution of Engineers, Australia, other than at the grade of student

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Division 1 of Part IV of the Marriage Act 1961

Notary public

Permanent employee of:

- (a) the Commonwealth or of a Commonwealth authority; or
- (b) a State or Territory or of a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this Part

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police Officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

SAMPLE

13.5.2 Sample Letter Acknowledging Receipt of Application (Letter 1)

File Ref: {xxx}

{Name}
{Address}

Dear {Name}

Your application to seek registration under the terms of the *Trans Tasman Mutual Recognition Act 1997* (TTMRA) was received in this office on {dd/mm/yy}.

You have been issued with a personal Aviation Registration Number (ARN) {xxxxxx}. You should quote this number on all future application or correspondence addressed to CASA.

Your application has been referred to an Airworthiness Inspector for assessment and you should receive further advice in the near future. Receipt number xxxxxx for the amount of \${xxxx} is enclosed with this letter.

If you wish to discuss your application, please call this office on 131 757.

Your sincerely

{Appropriate Signature Block}

{Date}

13.5.3 Sample Letter Advising Results of Assessment (Letter 2)

File Ref: {xxx}

ARN: {nnnnnn}

{Name}
{Address}

Dear {Name}

I have completed the assessment of your application for registration under the terms of the Trans Tasman Mutual Recognition Agreement (TTMRA). I am pleased to advise that an Australian AME Licence has been granted with the following ratings:

Radio

Group 20 - BAe146 Series
Group 1 - Limited to DHC-8 Aircraft
Group 2 - Limited to DHC-8 Aircraft
Group 3 - Limited to DHC-8 Aircraft
Group 4 - Limited to DHC-8 Aircraft
Group 5 - Limited to DHC-8 Aircraft
Group 6 - Limited to DHC-8 Aircraft
Group 7 - Limited to DHC-8 Aircraft
Group 9 - Limited to DHC-8 Aircraft
Group 10 - Limited to DHC-8 Aircraft

Electrical

Group 20 - BAe146 Series
Group 20 - DHC-8

Instrument

Group 20 - BAe146 Series
Group 20 - DHC-8

A rating for Category Radio - DHC-8 has not been granted since this aircraft is not a type rated aircraft in Australia for the Radio category.



The ratings for category Radio groups 1, 2, 3, 4, 5, 6, 7, 9 and 10 are limited to the DHC-8 aircraft because this was identified as a specific type on your NZ AME Licence. Under the terms of the TTMRA I can only issue Australian ratings equal to the privileges of your New Zealand Licence. If I were to issue these ratings without the limitation, you would gain licence privileges into the radio category for all aircraft not type rated. This is far in excess of your New Zealand privileges and would be in breach of the TTMRA.

Should you wish to have the limitation removed you will be required to meet the experience requirements for the issue of that particular rating. These details are found in AAC 9-93 and the relevant Schedule of Experience.

The privileges granted by an Australian licence are **NOT** the same as the privileges granted by a NZ licence. Therefore, I would like to draw your attention to the contents of CAO 100.90, 100.93, 100.94 and 100.95 where you will find the information related to licence privileges and issue of ratings.

The Electrical rating for BAe146 Series includes the Avro RJ-70. However, the Avro RJ-70 is a separate rating for both Instrument and Radio categories and in order to gain these ratings additional training and experience is required.

Your licence will be forwarded to the {name} Field Office together with your AME History File. To collect your licence please contact the Airworthiness Manager who will arrange an interview with you and hand you your Licence.

Please call me if you have any queries.

Yours sincerely

{Appropriate Signature Block}

{Date}

13.5.4 Sample AME Licence Registered Under TTMRA

<p>Ratings A Licence rated in Category Airframe, Engines, Instruments, Electrical and Radio is designated a Type II Licence for the purposes of Annex 1 to the Chicago Convention</p> <p>Privileges The privileges of Licensed Aircraft Maintenance Engineers are specified in Section 100.90 of Civil Aviation Orders</p> <p>XIII Remarks</p> <p>Licence issued in recognition of NZ licence number 200956 and under the terms of the Trans Tasman Mutual Recognition Act 1997. Airframe Group 1 rating limited to unpressurised aeroplanes with a fixed landing gear not exceeding 5700 kg. Airframe Group 6 rating limited to unpressurised aeroplanes.</p> <p>XIV ARN : 504682</p> <p>XII Ratings</p> <table border="1"> <thead> <tr> <th>Cat</th> <th>Group</th> <th>Endorsement</th> </tr> </thead> <tbody> <tr> <td colspan="3">***** No entries on this page *****</td> </tr> </tbody> </table>	Cat	Group	Endorsement	***** No entries on this page *****			<p>I CIVIL AVIATION SAFETY AUTHORITY OF AUSTRALIA</p> <p>II Aircraft Maintenance Engineer Licence</p> <p>III Licence Number . : L504682</p> <p>IX Initial Issue Date : 19/04/98 Renewal Date... : Expiry Date.... : 31/03/98</p> <p>IV Name : Mr Joe BLOGGS</p> <p>IVa DoB : 20/01/44</p> <p>V Address : 23 Pleasant Street BANKSTOWN NSW 2200</p> <p>VI Nationality: New Zealander</p> <p>VII Signature of Holder :</p> <p>VIII Granted in pursuance of the Civil Aviation Regulations and conforming to minimum standards of Annex 1 to the Chicago Convention.</p> <p>This licence permits the holder to certify for the completion of maintenance of aircraft to the extent to which the licence is rated and subject to the conditions of Part XIII.</p> <p>X Signature Delegate of the CIVIL AVIATION SAFETY AUTHORITY</p> <p>VI Seal</p> <p style="text-align: right;">..... Date</p> <p>XII Ratings Licence No.: L5044682</p> <table border="1"> <thead> <tr> <th>Cat</th> <th>Group</th> <th>Endorsement</th> </tr> </thead> <tbody> <tr> <td>A/F</td> <td>GRP1</td> <td>AEROPLANE AIRFRAME SYT</td> </tr> <tr> <td>A/F</td> <td>GRP6</td> <td>AIRCONDITIONING SYSTEMS</td> </tr> <tr> <td colspan="3">***** End of Endorsement List *****</td> </tr> </tbody> </table>	Cat	Group	Endorsement	A/F	GRP1	AEROPLANE AIRFRAME SYT	A/F	GRP6	AIRCONDITIONING SYSTEMS	***** End of Endorsement List *****		
Cat	Group	Endorsement																	
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***** End of Endorsement List *****																			

XIV ARN : 504682

SAMPLE

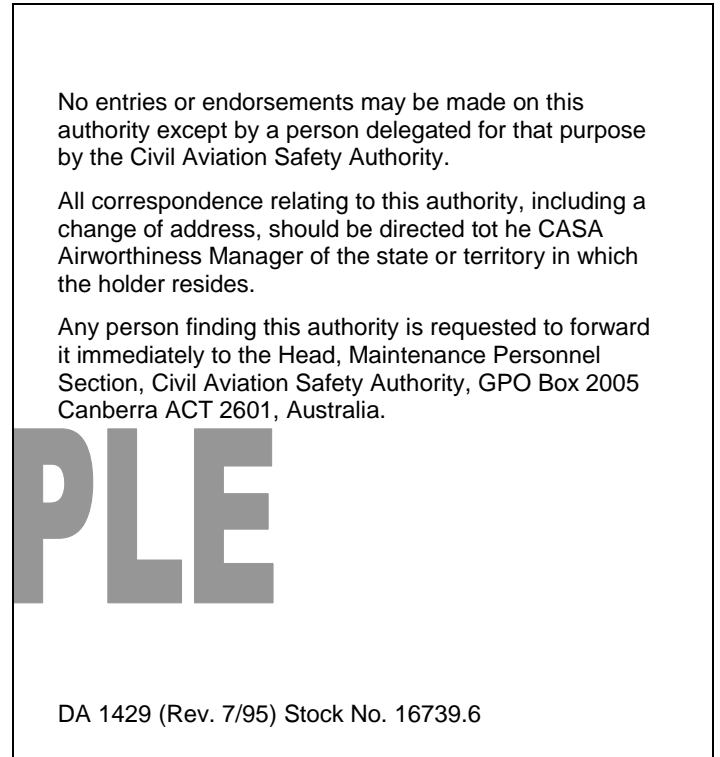
SAMPLE



13.6.1 Sample Airworthiness Authority Cover



Front cover



Inside front cover

13.6.2 Sample Maintenance Authority

<p>SECTION 1</p> <p>Unless otherwise specified, this Authority permits the holder to perform and certify for the completion of maintenance on Australian aircraft, pursuant to Civil Aviation Orders Section 422C, in Australia or Australian Territory as specified below.</p> <p>CONDITIONS: This Maintenance Authority is issued from the TEST environment in LARP. You are now able to enter text in this Conditions field for all Airworthiness Authorities in UPPER and lower case</p> <p>***** End *****</p> <p>ARN: 009013</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>	<p style="text-align: center;">CIVIL AVIATION SAFETY AUTHORITY</p> <p style="text-align: center;">MAINTENANCE AUTHORITY</p> <p>Authority Number: A009013</p> <p>is hereby issued to</p> <p>Name: MR JOE <u>BLOGGS</u></p> <p>Address: 8 LOTUS CLOSE SPRINGVALE NSW 2034</p> <p>DOB: 20/1/44</p> <p>Signature of Holder:</p> <p>This authority is issued under Regulation 33B(1) (a) of the Civil Aviation Regulations for the purpose and subject to the conditions specified in Section 1 and is valid for the period specified below.</p> <p>Initial Issue Date: 12/09/95 Expiry Date: 10/08/97</p> <p>Signed..... (Delegate of the CIVIL AVIATION SAFETY AUTHORITY)</p> <p>Date:</p> <p>DA 822</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>
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SAMPLE

13. Sample Documents

13.6 Sample Airworthiness Authority Documents

13.6.3 Sample Aircraft Welding Authority

<p>SECTION 1</p> <p>This aircraft welding authority authorises the holder to carry out manual welding as specified, on Australian aircraft, aircraft components and aircraft material involving the following types of manual welding and parent metal groups:</p> <p>TYPE 1 GAS GROUP 1 ALUMINIUM ALLOYS</p> <p>CONDITIONS: Text can be entered into this Conditions field in UPPER and lower case.</p> <p>***** End *****</p> <p style="text-align: right;">ARN: 009013</p> <p>SECTION 1 Continued</p>	<p style="text-align: center;">CIVIL AVIATION SAFETY AUTHORITY</p> <p style="text-align: center;">AIRCRAFT WELDING AUTHORITY</p> <p>Authority Number: A009013</p> <p>is hereby issued to</p> <p>Name: MR JOE <u>BLOGGS</u></p> <p>Address: 8 LOTUS CLOSE SPRINGVALE NSW 2034</p> <p>DOB: 20/1/44</p> <p>Signature of Holder:</p> <p>This authority is issued under Regulation 33D of the Civil Aviation Regulations for the purpose and subject to the conditions specified in Section 1 and is valid for the period specified below.</p> <p>Initial Issue Date: 12/09/95 Expiry Date: 11/08/97</p> <p>Signed</p> <p style="text-align: center;">(Delegate of the CIVIL AVIATION SAFETY AUTHORITY)</p> <p>Date:</p> <p>SECTION 1 Continued</p>
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SAMPLE



13.6.4 Sample Aircraft Weight Control Authority

<p>SECTION 1</p> <p>Unless otherwise specified, this Authority permits the holder to supervise, approve and certify those aspects of weight control on Australian aircraft, pursuant to Civil Aviation Orders Section 100.7, in Australia or Australian Territory.</p> <p>LIMITATIONS: LIMITED TO WEIGHT AND BALANCE CONTROL OF AEROPLANES WITH A MAXIMUM TAKE-OFF WEIGHT NOT EXCEEDING 5700 KG.</p> <p>***** End *****</p> <p>ARN: 509444</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>	<p style="text-align: center;">CIVIL AVIATION SAFETY AUTHORITY</p> <p style="text-align: center;">AIRCRAFT WEIGHT CONTROL AUTHORITY</p> <p>Authority Number: A509444</p> <p>is hereby issued to</p> <p>Name: MR JOE <u>BLOGGS</u></p> <p>Address: 1 PERFECT PLACE BRISBANE QLD 4000</p> <p>DOB: 20/1/44</p> <p>Signature of Holder:</p> <p>This authority is issued under Regulation 33B(1) (e) of the Civil Aviation Regulations for the purpose and subject to the conditions specified in Section 1 and is valid for the period specified below.</p> <p>Initial Issue Date: 7/05/98 Renewal Date: Expiry Date: 30/04/00</p> <p>Signed (Delegate of the CIVIL AVIATION SAFETY AUTHORITY)</p> <p>Date: DA 2027</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>
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SAMPLE

13.6.5 Sample Non-destructive Testing Authority

<p>SECTION 1</p> <p>This aircraft non-destructive testing authority authorises the holder to carry out and certify for non-destructive testing as specified, on Australian aircraft, aircraft components and aircraft materials, provided such testing is performed in conjunction with a relevant Certificate of Approval.</p> <p>METHOD PT DYE PENETRANT</p> <p>LIMITATIONS: Limited to liquid penetrant inspections utilising aerosol packed materials. The holder is required to wear corrective lenses while exercising the privileges of this Authority.</p> <p>***** Specific NDT Procedures *****</p> <p>METHOD RT RADIOGRAPHIC</p> <p>RESTRICTIONS TO SPECIFIC NDT PROCEDURE OF AD/AD/114 AMDT 2</p> <p>LIMITATIONS: The holder is required to wear corrective lenses while exercising the privileges of this Authority.</p> <p>***** End *****</p> <p>ARN: 509444</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>	<p style="text-align: center;">CIVIL AVIATION SAFETY AUTHORITY</p> <p style="text-align: center;">NON-DESTRUCTIVE TESTING AUTHORITY</p> <p>Authority Number: A509444</p> <p>is hereby issued to</p> <p>Name: MR JOE <u>BLOGGS</u></p> <p>Address: 1 PERFECT PLACE BRISBANE QLD 4000</p> <p>DOB: 20/1/44</p> <p>Signature of Holder:</p> <p>This authority is issued under Regulation 33B(1) (d) of the Civil Aviation Regulations for the purpose and subject to the conditions specified in Section 1 and is valid for the period specified below.</p> <p>Initial Issue Date: 14/07/95 Renewal Date: 1/07/97 Expiry Date: 30/06/99</p> <p>Signed: (Delegate of the CIVIL AVIATION SAFETY AUTHORITY)</p> <p>Date: DA 1604</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>
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AME Licensing Procedures Manual

13. Sample Documents

13.6 Sample Airworthiness Authority Documents

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

13.6.6 Sample Aircraft Maintenance Engineer Examiner Authority

<p>SECTION 1</p> <p>Unless otherwise specified, this Authority permits the holder to approve, pursuant to Civil Aviation Orders Section 100.26, examination papers and results for the examination subjects in the categories and groups specified. This Authority is value only whilst the holder is employed by ASTA Aircraft Services.</p> <p>CONDITIONS: AIRFRAMES</p> <p>B747 SERIES GRP20</p> <p>***** End *****</p> <p>ARN: 009013</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>	<p>CIVIL AVIATION SAFETY AUTHORITY</p> <p>AIRCRAFT MAINTENANCE ENGINEER EXAMINER AUTHORITY</p> <p>Authority Number: A009013</p> <p>is hereby issued to</p> <p>Name: MR JOE <u>BLOGGS</u></p> <p>Address: 8 LOTUS CLOSE SPRINGVALE NSW 2034</p> <p>DOB: 20/1/44</p> <p>Signature of Holder:</p> <p>This authority is issued under Regulation 33B(1)(c) of the Civil Aviation Regulations for the purpose and subject to the conditions specified in Section 1 and is valid for the period specified below.</p> <p>Initial Issue Date: 12/08/95 Expiry Date: 31/07/97</p> <p>Signed (Delegate of the CIVIL AVIATION SAFETY AUTHORITY)</p> <p>Date: DA 1233</p> <p>SECTION 1 Continued</p> <p>***** No entries this page *****</p>
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