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SECTION A

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APPENDICES TO SECTION A

◆ Appendix A List of Application Forms

APPENDIX A

LIST OF APPLICATION FORMS

Form Number	Form Title
SRG/1002 EASA 19E	Part-66 Aircraft Maintenance Licence – Application for Written Examination
SRG/1005 AD 300	Aircraft Maintenance Engineer's Licence Grant or Extension – Application (BCAR)
SRG/1006 AD 300A	Aircraft Maintenance Engineer's Licence Application for BCAR Section L Written Examination(s)
SRG/1007 AD 301	Type Rating Record of Experience
SRG/1009 Form 12	Part-147 Grant or Variation of Approval – Application
SRG/1011 AD 302	Aircraft Maintenance Engineer's Licence Renewal – Application
SRG/1012	Approval of Type Training for a BCAR Section L Type Rating – Application
SRG/1013	Approval of Type Training for Part-66 Type Rating – Application
SRG/1014 Form 19	Part-66 Aircraft Maintenance Engineer’s Licence – Application
SRG/1016	CAA Authorised Assessor Application
SRG/1017	BCAR – Part-66 Conversion Module Examination and Experience Certificate
SRG/1018	JAA Form 27 - Application
SRG/1020	Part-66 Aircraft Maintenance Licence Support Document – Application

Note: For Part-66 applicants <u>converting from BCAR</u>, forms SRG/1014 (Form 19) and SRG/1020 must be submitted together as one application.

A1 INTRODUCTION

The UK Civil Aviation Authority (CAA) shall be the Competent Authority of the United Kingdom for the purposes of Commission Regulation (EC) No. 1592/2002 of the European Parliament and of the Council of 15 July 2002 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency (EASA).

The CAA shall be the competent authority of the United Kingdom for the purposes of Commission Regulation (EC) No. 2042/2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances and on the approval of organisations and personnel involved in these tasks.

The Civil Aviation Authority (CAA) is empowered by the Air Navigation Order (ANO) in respect of non-EASA aircraft to grant United Kingdom (UK) Aircraft Maintenance Engineer Licences and associated ratings, where it is satisfied that the applicant is a fit person to hold the licence or rating concerned and is appropriately qualified to act in the capacity to which it relates.

This guidance document explains the privileges of and the requirements for aircraft maintenance licences and ratings together with the administrative procedures for the application and processing of the same. It also explains the conversion process of protected rights that may apply to licence holders converting from a British Civil Airworthiness Requirements (BCAR) Section L Licence to a Part-66 Licence.

Note 1: Where Part-66 licence holders are referred to throughout this document, it also refers to JAR-66 licence holders, who have not yet had their licences issued in the new EU style licence. A JAR-66 AML is deemed compliant with the requirements of a Part-66 licence.

A2 COMMISSION REGULATION (EC) NO. 2042/2003

The introduction of Commission Regulation (EC) No. 2042/2003 means changes are being made to the arrangements under the JAA system. Since 2002 the JAA has participated in the migration of regulatory activity from JAA to EASA by developing, in consultation with the Commission, a transition plan focused on regulatory aspects.

The EASA Implementing Rules, will replace JAR's within the United Kingdom and with certain exceptions, BCAR's.

The Annexes attached to Commission Regulation (EC) No.2042/2003 are as follows:

Annex I	Part-M	continuing airworthiness requirements
Annex II	Part-145	approval of maintenance organisations – commercial air transport and large aircraft
Annex III	Part-66	certifying staff – aircraft maintenance licence
Annex IIII	Part-147	maintenance training organisation requirements

A3 TRANSITION TO EASA

A JAR-66 licence will not need to be converted to a Part-66 licence as it is deemed acceptable in accordance with the new regulations. A Part-66 licence will automatically be issued when making an application that involves a JAR-66 licence being amended.

EASA Part-66 and Part-147 became effective on 29 November 2003 with the provision of a transitional period for both heavy and light aircraft. EASA has also allowed National Aviation Authorities certain derogations from entry into force of the EASA requirements; however, conversion to a Part-66 licence will be compulsory by the specified dates below.

- For certification of aircraft above 5700kg 28 September 2006
- For certification of aircraft 5700kg or below 28 September 2008

JAR-66 licence privileges can be converted directly to a Part-66 licence without the need for additional requirements. This includes JAR-66 licences with limitations unless the applicant wishes to remove these limitations at the time of conversion, which will require further examination and experience requirements.

Further information is available on our web site www.caa.co.uk/srg/licensing and by Airworthiness Notices. The EASA web site may also be of interest www.easa.eu.int.

A4 REQUIREMENT TO HOLD A LICENCE UNDER PART-66

In order to be granted authorisation to issue certificates of release to service a person must hold a valid licence issued in accordance with Part-66 by the specified dates given in sub section A3. The minimum age to hold a Part-66 licence is 18 years. In order to certify, the minimum age is 21.

A5 HOW TO BE AN AIRCRAFT MAINTENANCE ENGINEER UNDER PART-66

Under Part-66 an aircraft maintenance licence confirms that the person to whom it refers has met the Part-66 knowledge and experience requirements for any aircraft basic category and aircraft type rating specified in the document.

The licence is divided broadly between Mechanical and Avionic trade disciplines although in view of the various technologies and combinations applicable to certain aircraft the Mechanical licence category is further subdivided. In addition there are various levels within the licence that allow the holder to be authorised to perform certain roles within line and/or base maintenance. These reflect different levels of task complexity and are supported by different standards of experience and knowledge. An individual may hold a combination of licence categories.

The categories within the aircraft maintenance licence are:

Category A Maintenance Certifying Mechanic

Category B1 Maintenance Certifying Technician (Mechanical)

Category B2 Maintenance Certifying Technician (Avionic)

Category C Base Maintenance Certifying Engineer

A5.1 Category A

Category A is further divided into sub categories as follows:

A1 Aeroplanes Turbine

A2 Aeroplanes Piston

A3 Helicopters Turbine

A4 Helicopters Piston

The experience demonstrated on application must be relevant to the sub category of licence being applied for and must satisfy certain criteria in respect of recency. For further information on Category A please refer to Section C.

A5.2 Category B

The sub categories for Category B Line Maintenance Certifying Technician/Base Maintenance Technician are:

B1.1 Aeroplanes Turbine

B1.2 Aeroplanes Piston

B1.3 Helicopters Turbine

B1.4 Helicopters Piston

B2 Avionics (no further sub division).

The wider privileges of the Category B licence and the role of the Technician in defect diagnosis and rectification and system inspection require a more detailed knowledge than that for Category A. This requires a longer period of experience and examination at a higher level than for Category A. For further information on Category B1 please refer to Section D. For further information on Category B2 please refer to Section E.

A5.3 Category C

The requirements for Category C can be achieved via two routes: a graduate with a degree in Aeronautical Engineering recognised by the CAA, or a similar discipline that is considered relevant to aircraft maintenance and that has been accepted for this purpose by the CAA, or a B1 or B2 licence holder with a prescribed period of certifying experience. For further information on Category C please refer to Section F.

A5.4 Knowledge Requirements and Examinations

Applicants who successfully complete a Part-147 approved basic training course will have received instruction in the required knowledge subjects and have passed examinations associated with that course and the respective licence category.

Unless qualifying for exemptions, all other licence applicants will have to sit the appropriate examinations. These consist of various modular examinations in multi choice question format, intended to sample the knowledge across the appropriate syllabus and an essay paper to verify the use of written English. The content of the examinations vary both in range and complexity according to the licence category being sought.

For further information please refer to the relevant licence Section in this document and also to Section J.

A6 MEDICAL

Certifying staff must not exercise the privileges of their certification authorisation if they know or suspect that their physical or mental condition renders them unfit to exercise such privileges. For further information refer to airworthiness notice No.47.

A6.1 Implementation of the Railways and Transport Safety Act 2003

Legislation relating to the effect of intoxication, through alcohol or drugs applies to all aviation personnel.

A7 PROOF OF IDENTITY

For all Part-66 and BCAR Section L initial issue applications, proof of identity is required. In most cases, either a passport or birth certificate must be provided. Identity cards will be accepted where other proof of identity cannot be produced, however, it should be noted that this may cause a delay with the issue of the licence.

In all cases, if the personal details provided on the licence application form conflicts with the evidence of identity or, the information provided is not clear both on the evidence of identity and application form, the application will be returned to the applicant without assessment.

Where precise details cannot be produced (i.e. birth dates due to destruction of birth records), the information will be accepted from the application form itself.

A8 PART-66 LICENCES ISSUED BY OTHER EU STATES

The UK CAA has received queries in relation to the acceptance or not by Maintenance Organisations of Part-66 licences issued by European States other than the UK.

The principle of the European Commission regulation is to allow those Part-66 licences that are correctly legally issued, to be recognised across all European Union (EU) States. For conversions, the EU State must have in place a conversion report and process per 66.B.305 or 66.B.310 and for the issue of new licences the State needs to ensure that the applicant has demonstrated compliance with examination, knowledge and experience requirements.

It is for the issuing State to be satisfied that the licence has been issued correctly in accordance with the EC Regulations.

Other than Part-66 licences issued by the United Kingdom, the CAA has no detailed knowledge of licensing processes being used in EU States including either the conversion of national privileges or licence issue processes being applied for new licences.

To confirm that such licences have been legally issued we recommend that any organisation wishing to confirm whether a licence from an unfamiliar EU NAA has been issued in accordance with Part-66 requirements or not, confirm that with the Agency or the relevant NAA.

A9 NON-EASA AIRCRAFT ENGINEERS

EASA do not recognise licences and qualifications gained outside of the EASA Member States, including qualifications gained from JAR/Part-145 organisations outside of the EU Member States, where approval has been given based upon local requirements, which may differ markedly from those of the UK. This also includes JAR/Part-145 approvals issued by the UK CAA. Non-EASA aircraft maintenance engineers wishing to pursue the Part-66 licence must complete all relevant requirements according to the licence being applied for. Previous aircraft maintenance practical experience within a Part-145 organisation may be counted towards the total experience requirement providing acceptable evidence of authenticity of the experience is provided.

The CAA is unable to conduct individual assessments prior to licence application.

A10 ACCEPTANCE OF OTHER EASA COMPETENT AUTHORITY'S TRAINING AND TESTING

Training completed at a Part-147 organisation, approved by an EASA competent Authority or directly by EASA is accepted. Examination modules completed with a Part-147 organisation or EASA Competent Authority's or a combination of the two, is also accepted. However, courses and examinations approved by an EASA Competent Authority, which is not Part-147 approved (for local use within a particular EU State) are not generally acceptable but may be reviewed on an individual basis.

A11 PART-66 CERTIFICATION PRIVILEGES

Certifications are made in accordance with the procedures of the Part-145 or Part-M approved maintenance organisations, within the scope of the issued authorisation(s). Certifying staff qualified in accordance with Part-66 and holding a valid aircraft maintenance licence with, where applicable, the appropriate type ratings will be eligible to hold one or more of the following categories.

A11.1 Category A

A category A certifying licence permits the holder to issue certificates of release to service following minor scheduled line maintenance and simple defect rectification within the limits of tasks specifically endorsed on the authorisation. The certification privileges are restricted to work that the authorisation

holder has personally performed in a Part-145 organisation.

A11.2 Category B1

A category B1 certifying staff authorisation permits the holder to issue certificates of release to service following maintenance, including aircraft structure, power plants and mechanical and electrical systems. Authorisation to replace avionic line replaceable units requiring simple tests to prove their serviceability is also permitted.

Note: Compass compensation and adjustment certification privileges are contained within a Category B1 AML.

A11.3 Category B2

A category B2 certifying staff authorisation permits the holder to issue certificates of release to service following maintenance on avionic and electrical systems. Category B2 certifying staff can qualify for any A sub category subject to compliance with the appropriate A sub category requirements.

Note: Compass compensation and adjustment certification privileges are contained within a Category B2 AML.

A11.4 Category C

A category C certifying staff authorisation permits the holder to issue certificates of release to service following base maintenance. The authorisation is valid for the aircraft, in its entirety, including all systems.

A12 VALIDITY PERIODS AND RENEWAL OF LICENCES

BCAR Section L

In accordance with Commission Regulation (EC) No. 2042/2003, Article 7, from 28 September 2006, the CAA no longer issue new National BCAR Section L licences. Further information can be found in Section I.

BCAR Section L licences will be renewed for a period of 2 years, however, as of 28 September 2008, this licence cannot be used to certify aircraft not classified as Annex II, even if the validity period of your renewed licence exceeds this date.

Certification of maintenance on airships and aircraft designated under Annex II of Commission Regulation (EC) 1592/2002 will continue under BCAR Section L for the foreseeable future.

Licence privileges relating to the maintenance and certification of aircraft above and below 5700kg MTOM may be converted to Part-66 at the time of renewal. Form 19 (SRG/1014) 'Part-66 Aircraft Maintenance Engineer's Licence Initial/Variation' – Application, should be used for the transfer of UK Protected Rights based upon BCAR Section L AMEL including type ratings, paragraphs held and JAR/Part-145 Authorisations.

It is recommended that only current authorisations be claimed under Protected Rights with an initial conversion application. Protected Rights may be claimed on all previous authorisations, but it is inevitable that this will take significantly longer than converting current authorisations and the rejection rate for these applications is traditionally high. Protected Rights from previous employment remain and can be assessed and claimed at any subsequent future time when required by the individual.

An application for licence renewal cannot be made to the CAA more than 60 days before expiry. However, if the licence holder intends to apply for conversion to a Part-66 licence instead of renewing the Section L licence applications will be accepted before that time and in any event should be made no later than 6 weeks before the licence is due to expire to avoid any break in continuity.

Note 1: You must have a Part-66 licence in order to continue to certify under Part-145 or Part-M from 28 September 2008.

Note 2: If applying for the conversion of a BCAR licence to a Part-66 licence within one month of the date of renewal of the BCAR licence, £45.00 will be deducted from the conversion fee.

For more information and guidance relating to Part-66 and the phasing out of BCAR Section L, please refer to our web site at www.caa.co.uk/srg.

Further information relating to the conversion can be found in Section B.

A12.1 JAR-66

JAR-66 AML holders will not be required to take any further action to gain a Part-66 AML. A Part-66 licence will automatically be issued either at the next licensing action or at time of renewal.

A12.2 Part-66

Part-66 licences are valid for 5 years from the date of issue or last renewal. Form AD302 (SRG\1011) for licence renewal can be downloaded from our web site.

A13 PROTECTED RIGHTS

Protected rights are the entitlement to have National licence, qualification or certification authorisation privileges (that were valid at a qualifying date) transferred to a Part-66 aircraft maintenance licence.

With respect to certification authorisation schemes these include certain task-limited authorisations issued by the employer at the qualifying date as well as full authorisations on aircraft types granted by an employer or previous employer within the scope of the licence.

Note: Protected rights can be claimed at any time irrespective of changes of employment.

On conversion from a BCAR Section L licence, basic licence categories and aircraft type ratings/paragraphs held will be transferred to the Part-66 Aircraft Maintenance Licence. Correctly issued aircraft authorisations from a JAR/ Part-145 organisation within a European Union or JAA full member state can be transferred to the replacement licence in the form of aircraft type ratings or group ratings. Limitations will be applied where appropriate to the basic licence and to aircraft type or group ratings reflecting the scope of the previous basic licence held and the aircraft type authorisations issued prior to conversion.

Protected rights to a Part-66 Category A licence for company authorisation schemes applicable to unlicensed personnel, or personnel not licensed in the appropriate Section L LWTR categories can only be recognised when a valid authorisation has been granted prior to 1 June 2001, (Airworthiness Notice 14 refers).

Note 1: Commission Regulation (EC) 2042/2003 Article 4 Paragraph 2 refers.

Note 2: Aircraft type authorisations remain as protected rights and can be claimed at any time either on or after conversion.

Note 3: The majority of BCAR Section L aircraft maintenance licenses must be converted to a Part-66 aircraft maintenance licence by 28 September 2006 or 28 September 2008 (for aircraft above and below 5700kg MTOM respectively).

Note 4: As at time of publication, aircraft listed in Annex II of EC Regulation 1592/2002 cannot be certified using a Part-66 licence. The National BCAR Section L licence will therefore be continued for certification of these aircraft.

A14 GRANDFATHER RIGHTS

Grandfather rights are authorisation privileges granted by an employer in accordance with an authorisation procedure previously approved by the CAA that exceed the holder's basic licence. In some instances organisations issued authorisations for tasks outside of the basic licence privileges. Such authorisations are not accepted as falling within the entitlement to protected rights and are not considered protected rights on transfer to a Part-66 AML as they exceed the scope of the basic licence.

Upon licence conversion these will not be added to the licence document however, these privileges may continue to be exercised while the individual remains within the employment of the organisation that issued the original authorisation. These certifying privileges are lost when the individual leaves the employ of that company and cannot be transferred.

Note 1: These certifying privileges cannot be extended and are lost when the individual leaves the employ of the issuing organisation.

A15 CONVERSION OF SEVERAL LICENCES OR UNLICENSED NON-UK AUTHORISATION PRIVILEGES TO A PART-66 LICENCE (FORM 27)

Applicants holding licences from several NAA's can choose to be issued a Part-66 licence by one of the competent Authorities that issued a National licence. Applicants not holding a licence must have their licence issued by the competent Authority of the country where they last held privileges. In addition, an applicant holding an authorisation only, that has been issued by a UK JAR or Part-145 organisation for the purpose of aircraft maintenance in another Member State, must have their licence issued by the Member State where the authorisation privileges are being exercised.

The converted licence will only take into consideration the privileges granted by the competent Authority issuing the Part-66 licence, unless the applicant provides the competent Authority with duly completed Form 27, specifying the additional privileges granted by other competent Authorities that are also eligible for conversion.

JAA Form 27 should be presented to the competent Authority whom the applicant chooses to issue the converted licence, at the time of application for conversion. Form 27 submitted after conversion may not be accepted by the issuing competent Authority.

Note: Some Full Member States may not accept this document at this time.

SRG/1018 will be assessed against the applicant's licence records and supporting documentation, before Form 27 is issued. The purpose of the assessment is to identify the applicant's entitlement to 'protected rights' and subsequently what category or categories of licence the applicant is entitled to. The CAA will also propose any relevant limitations to be applied to the licence(s) and or type rating(s) and, the recommended examination(s) to remove the limitation(s).

A16 AIRCRAFT MAINTENANCE LOGBOOK

Under Part-66 there is a requirement to record satisfactory basic training and skills attainment as a pre-requisite for basic licence issue, both for applicants who have completed a Part-147 training course and applicants who have not had formal technical training.

To assist both basic and type rating applicants to demonstrate that they meet the licensing requirements, the CAA has introduced an Aircraft Maintenance Engineer's Logbook which is now available for use and can be ordered from the TSO at www.tso.co.uk. The Logbook is not available directly from the CAA.

The use of a logbook is still voluntary, however, if submitted in support of an application it will enable the CAA to process the application more efficiently and reduce the handling time for the application.

Note: It is only necessary to submit the relevant logbook pages in support of an application and not the entire document.

A17 THE LOGBOOK ASSESSOR

It is an Assessors responsibility to evaluate and determine the extent of practical skills and maintenance experience necessary for the holder to submit an application for an engineers licence. There are two types of Assessor as detailed below.

A17.1 Part-145 and Part-147 Logbook Assessor

The Assessor will be nominated by the Part-145 or Part-147 organisation by virtue of holding a supervisory or management position within the approved organisation. In this case the CAA would expect the nominated person or persons to be included in that organisation's exposition. This will allow the person or persons of that organisation to act as an Assessor for that organisation for the duration of that organisation's Part-145 or Part-147 approval or whilst they remain in the employ of that organisation.

Note: It is not necessary to submit application form SRG/1016 as the CAA Assessor Authorisation is not required for a Part-145 or Part-147 organisation.

A17.2 The CAA Authorised Assessor (for applicants working outside of Part-145 and Part-147 organisations)

The Assessor will be a senior licensed aircraft maintenance engineer whose licence coverage encompasses that for which the application is being made or the Assessor will be a person with acceptable experience who holds or who has held a senior position in an approved aircraft maintenance organisation. In this case an application will need to be made to the CAA on form SRG/1016, which can be downloaded from our web site www.srg.caa.co.uk.

A letter of approval will be issued to the CAA Authorised Assessor and will be valid for two years.

A18 THE PART-66 APPLICATION FORMS & GUIDANCE DOCUMENTS

Part-66 application forms and accompanying guidance documents are available to download from our web site. The forms cross-refer to the guidance document and vice-versa, giving step-by-step guidance on how to complete each section of the form, the requirements for the particular application and any additional supporting documents required, if necessary.

The forms with accompanying guidance can be downloaded from our web site www.caa.co.uk/srg/licensing.

A19 ADMINISTRATIVE PROCEDURES

This section details the administration procedures when applying to the CAA for a particular service. Applications should be sent to: Personnel Licensing Department (PLD), Civil Aviation Authority, Safety Regulation Group, Aviation House (GE), Gatwick Airport South, West Sussex, RH6 0YR.

A19.1 Applying for a Service

PLD have revised the application process in line with the introduction of Part-66. This process includes a revised application form SRG/1014 which must be used for all Part-66 applications. Comprehensive and easy-to-follow application guidance is provided.

To replace the Company Support letter, previously required with all JAR-66 conversion applications, a new licence application SRG/1020 support document has been produced reducing the overall handling time. This document should be downloaded with Form SRG/1014, which should be handed to the applicant's Quality Department to be completed and signed. Both Forms SRG/1020 and SRG/1014, should be submitted as a complete application along with supporting documentation.

When an application is submitted to PLD, the Customer Service Unit will check the application to ensure that all necessary paperwork, logbook, fees etc. have been submitted. The application will then be assessed to ascertain whether all technical requirements have been met. An applicant will be notified if the application has been rejected in writing or by e-mail.

PLD are aware how important it is for customers to know how long their application may take to be processed, and whilst we do endeavour to keep within our published CAA Code of Practice timescales, there may be variations in actual delivery times.

A19.2 Scheme of Charges

Details of our scheme of charges can be found on our web site: www.caa.co.uk/srg/licensing.

A19.3 Change of Address

Changes of address should be made in writing by letter, fax or by change of address notification card and must include the current licence. Quote your CAA reference number together with details of the new permanent address. Once actioned, the new licence will be sent. When received the licence must be signed in ink.

A19.4 Change of Name

The holder of a licence who has changed their name is required to notify the CAA by completing Form 19 (SRG/1014) enclosing the appropriate fee. If the change of name is through marriage, the original marriage certificate must be submitted. There is no charge for a change of name through marriage.

If the change of name is other than by marriage you are required to submit either actual passport, original change of name deed or original decree absolute. There is a charge for this service.

A19.5 Change of Nationality

An application for change of nationality must be made by completing Form 19 (SRG/1014). There is a charge for this service.

A19.6 Lost Licence

Individuals who have lost their licence are required to submit Form 19 (SRG/1014) for a duplicate licence. There is a charge for this service.

Note: The current licence should be returned to the CAA prior to change of details.

A20 COMPLAINTS AND APPEALS

Whilst PLD endeavour to provide a high level of service to our Customers, inevitably there will be times when due to circumstances beyond our control, we exceed our published licence processing times. We are also regrettably unable to respond to enquiries of this nature, as this could further add to the delays in processing licence applications. All licence applications are dealt with in date order of receipt.

If you have a complaint or are appealing against a decision not to issue your licence, a letter should be addressed to: Head of Customer Service Unit, Personnel Licensing Department, CAA, Aviation House, Gatwick Airport South, West Sussex RH6 0YR.

The letter of complaint or appeal should include

- Your full name, date of birth and reference number.
- Full details of the complaint/appeal.
- Names of CAA staff handling your application/ enquiry.
- Any relevant contact/application dates.