

**Personnel Licensing Department
Safety Regulation Group**



Engineer Licensing

**Engineer Licensing Application Forms and Fast-Track Application,
Document 73, Version 3**

The Personnel Licensing Department have launched the new application forms with guidance documents and a new fast-track application procedure.

The new forms SRG\1014 (Form 19) and SRG\1020 (Company Support Document) and accompanying guidance documents replace the old JAA Form 19, Form 19IE and Form 19T. 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.

Note: The old forms will no longer be accepted.

With the introduction of Part-66, PLD have also introduced an additional method of converting BCAR Section L licences to Part-66. Therefore two methods of licence conversion are available to licensed engineers dependant upon the requirements of the licence holder and organisation that they are working for. These two methods, available now, are described below.

Normal Method

This method is largely the same as before, except that the new forms as above must be submitted in place of the old ones, as explained in the introduction. The 'normal method' will be used by applicants claiming full protected rights, including old approvals; which in general have taken a significant amount of time to assess in order to identify the scope of approval thus taking longer to process.

Fast-Track Method

This method is designed to reduce the handling time of the applications, and enables PLD to issue licences to applicants far quicker than by using the 'normal method'. PLD are able to do this by introducing a separate licence assessment and issue process.

This new system is a temporary measure, designed to enable engineers to convert their basic licence, and current and active type ratings only. Other older types previously held remain as protected rights and can be added in the future.

This system should only be used for engineers applying to convert their basic licence and current approvals/type ratings only. This will be called a 'FAST-TRACK APPLICATION.' PLD will be able to identify fast-track applications from a declaration made by the Quality Manager refereeing the new application form SRG\1014 (Form 19) and new support document SRG\1020 (Company Support Document).

Note 1: *Applications submitted as fast track which do not represent the current approvals/type ratings only concept, can only be handled in accordance with our 'normal method' procedures.*

Note 2: *Applications for licence conversion submitted and handled in accordance with the fast track method will receive a one off discount of £45 at the time of application.*

Note 3: *The CAA recognises that an individual's protected rights for aircraft type authorisations not added to the licence will remain, (where applicable) and can be applied for at any subsequent future time when required by the individual.*