



Civil Aviation Authority
Solomon Islands

Aircraft Maintenance Engineer Licence and / or Category

Notes to applicants:

1. A completed Fit and Proper Person Questionnaire, form [CAA 24FPP](#) or [CAA 24FPPDEC](#), is required with this application when applying for Initial Issue of Licence. Refer to the 24FPP form for guidance on the appropriate form to be used.

1. Personal Details

CAASI Client / Licence Number						Date of Birth (dd/mm/yy)			
Title (Mr/Mrs/Ms/Miss)		Last Name							
Given Name(s)									
Country of Birth				Nationality					
Address for Service - Civil Aviation Act, 2008, requires applicants to provide an address for service in Solomon Islands (i.e. a physical address) and to promptly notify the Director of any changes.									
Tel				Mob					
Fax				Email					
Postal Address (if different from Address for Service)									
Tel				Mob					
Fax				Email					

2. Application Requirements

<ol style="list-style-type: none">1. Requirements for AME Licence Issue are contained in Rule Part 66 and associated Part 66 Advisory Circulars (ACs)2. For details on Licence issue requirements refer to AC 66-1 Subpart B Aircraft Maintenance Engineer Licence - page 83. Link to AC66-1.4. For further information, please refer the CAASI in person5. All applications must be accompanied by a suitable PTR detailing your experience as required by AC66-16. You must enclose your current licence with this application when applying of an additional category
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3. Licence and/or Category(s) applying for

<i>Tick box to indicate Licence and/or Category required.</i> <i>If you are applying for an additional category, you must enclose your current licence.</i>	Initial AMEL Issue <input type="checkbox"/>	Aeroplane <input type="checkbox"/>	Rotorcraft <input type="checkbox"/>
	Powerplant <input type="checkbox"/>	Electrical <input type="checkbox"/>	Instrument <input type="checkbox"/>
	Radio <input type="checkbox"/>	LTA Aircraft <input type="checkbox"/>	

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Invoice Code(s)	Receipt No.	Receipt Date	W/R No.
AMEL11 / AMELADDC			

Name _____ CAA ID _____

3. Experience

Experience must be submitted in a suitable PTR or similar document as required by [AC66-1](#)

1. Licence Issue

Demonstrate the required 3, 4 or 5 years maintenance experience, as required by Part 66, in a suitable PTR. Additionally – for the Initial issue or your AME Licence include a CV type document that outlines your aviation maintenance career to date, or complete the Experience Overview section below.

2. Category Issue

Demonstrate 2 years experience relevant to the particular category sought in a suitable PTR

3. Training Certificates

Include copies of relevant Training Certificates.

[AC66-1](#) 66.53(a)(4) - Practical experience, training (page 10)

Practical experience for the issue of an AME Licence and Categories should be documented in a suitable **Practical Training Record (PTR)**. This should be set out or highlighted so the experience is readily identifiable to the applicable licence and/or category that is being applied for. CAA has produced an acceptable PTR in conjunction with the Aviation, Tourism and Travel Training Organisation (**ATTTO**).

To purchase a hard copy of this PTR refer to the ATTTO web site to purchase a hard copy of this PTR

www.attto.org.nz/workplace_resources/resource/personal_training_record/

Engineers are not required to use the ATTTO / CAA PTR, but the format of any acceptable PTR should have the following features:

- provide an overview of experience /employment in the aviation industry, detailing relevant qualifications, training and courses
- list specific tasks completed, being countersigned by a supervising LAME,
- details of the dates and the specific aircraft or components worked on.

As a guide, typical PTR format are included in (AC66-1) Appendix 5 and are electronically available on CAA web site under the heading -

[Maintenance Engineers / PTR](#)

Experience Overview (or CV supplied)

This is an overview only and still requires a detailed PTR to support your application.

It should be used to list any training, the types of aircraft, and levels and types of maintenance you have performed at the various companies or sections/ areas within a company you have been employed at.

Date		Employed at	Experience Overview (Concise accurate statements – print clearly)
From	To		

From the experience outlined above, show the **full time** experience for licence and/or category sought.

Licence issue	Total Experience	Category	Experience (months)

Name _____ CAA ID _____

4. Fees (incl GST)

Please mark the fee for the required licence and/or category. **Note**, the licence fee includes one category. For each additional category an additional fee is required. If applying for multiple categories, please indicate the number and complete the fee total box. Unless the full fees are paid, applications will not be processed. **DO NOT SEND CASH.** Please fill in credit card details.

Licence Fee \$1,000.00 <input type="checkbox"/> (includes one category)	Category Fee \$750.00 per category <input type="checkbox"/>	Total Fee \$			
		Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Expiry Date (mm/yy) /	
		Name on Card			
		Card Number			

5. Declaration

<p><i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under the Civil Aviation Act 2008 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</i></p>	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct. Consent to Disclosure & Collection</p> <p>I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge & compliance with transport safety regulatory requirements.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 2008, or other such purpose permitted by law.</p>
Applicant's Signature	Date

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Examinations													Yes	No	N/A		
Required	1A	1B	2	3	4	6	7	8	11	16	17	20	21	Training Certificates reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passed														PTR Review - Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment																	
Assessing Person														Date			

6. Applicant's Check List

<p>Please ensure all documents are enclosed.</p> <p>Applications which are incomplete or lacking any required documents or PTR will be returned.</p> <p>Please allow 10 working days, from date of receipt for processing your application.</p>		Yes	N/A
	1. Licence enclosed - (if held)	<input type="checkbox"/>	<input type="checkbox"/>
	2. Fee completed	<input type="checkbox"/>	
	3. Training Certificates copies supplied	<input type="checkbox"/>	<input type="checkbox"/>
	4. PTR (Practical Training Record) supplied	<input type="checkbox"/>	
	5. CV supplied, or Section 3 Experience Overview completed	<input type="checkbox"/>	<input type="checkbox"/>
6. Fit and Proper Person Questionnaire completed – either 24FPP or 24FPPDEC	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Note: Not required for category only application</p>			

Post this form to: Civil Aviation Authority, Solomon Islands –P O BOxR25 Honiara SI