



**Advisory
Circular
CAA-AC- PEL013C
September 2017**

**ISSUE, CONVERSION, VALIDATION, EXTENSION AND RENEWAL OF AIRCRAFT
MAINTENANCE**

ENGINEER'S LICENSE

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and information on the Issue, Conversion, Validation, Extension and/or renewal of an aircraft maintenance engineer license, under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCE AND FORMS

- 2.1 Regulations 4, 5 and 123 to 129 of the Civil Aviation (Personnel Licensing) Regulations.
- 2.2 Form Air 029 (L85) Application Form
- 2.3 Aircraft maintenance Engineers Logbook
- 2.4 Skill Test Standards (STS)

3.0 INFORMATION AND GUIDANCE

3.1 General Information

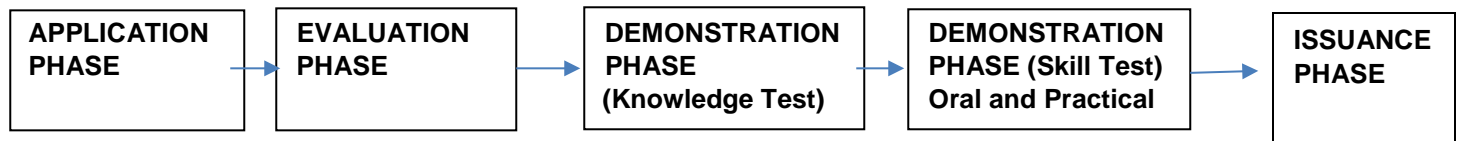
3.1.1 The prescribed application may be obtained from the Authority's Personnel Licensing (PEL) Office and/or KCAA website.

3.1.2 The Authority may issue a license without type rating (LWTR) and a type rated license (TRL) in the categories, rating and limitations as provided for in Regulation 5(9) of the Civil Aviation (Personnel Licensing) Regulations.

3.1.3 The AMEL with or without type rating confirms that the holder is a fit person and has sufficient aeronautical knowledge, experience, competence and skills required for the basic category and aircraft type rating specified in the license as the case may be.

3.1.4 In order to be granted authorisation to issue certificates of release to service (CRS) after maintenance on a Kenya registered aircraft, a person must hold a valid license issued by the Authority in accordance with the Civil Aviation (Personnel Licensing) Regulations.

3.1.5 The Licensing Process involves five basic phases



4.1 Eligibility Requirements

- a) The minimum age to be granted an AMEL is Eighteen (18) Years.
- b) Shall demonstrate ability to read, write and communicate in English Language.
- c) Demonstrate the minimum level of Aircraft knowledge i.e. Diploma or Degree in Aeronautical engineering, Degree in electrical/Electronic engineering and an AMEL training course from an approved ATO, or degree in Mechanical Engineering and an AMEL training course from an approved ATO.
- d) Shall provide acceptable evidence of experience. The experience provided should be arranged in ATA chapter format and should represent cross section of the maintenance tasks relevant to the category/rating applied for. The experience should be verified by a KCAA practical examiner.
- e) The applicant shall have demonstrated the skill to perform those functions applicable to the privilege to be granted. The skill should be verified by a KCAA practical examiner.
- f) Shall pay the appropriate fee.

4.1.1 Applying for a LWTR

1. The appropriate application FORM AIR 029 (L85) for initial issue of an AMEL is submitted to the Authority with the following attachments as applicable:
2. Curriculum Vitae
3. Relevant certificates;
4. Proof of work experience (AMEL Logbook).

The application shall not be accepted if it is not appropriately filled and certified by the Quality Manager of the AMO where the applicant works and the required supporting documents have been attached. In case the application is rejected, the applicant will be notified in writing.

4.1.2 An applicant for LWTR may follow either of the following three licensing options all of which include basic knowledge, experience and skill requirements that must be met before an applicant is invited for an exam.

4.1.2.1 The Recognized Approved Course

- A. Should have been trained by an ATO or its equivalent recognized by the authority. An approved training can be undertaken with a KCAA approved basic training school. The course will consist of a minimum of 2400 hours instruction. The course must have included theoretical exams and practical skills assessments as part of the training. The applicant is required to submit a copy of the Certificate of Recognition issued after successful completion of the course by the approved training school.
- B. Shall provide the required training hours for the development of practical skills on representative aircraft and systems, this includes On-the-Job-Training (OJT), at an approved maintenance organization.
- C. The approved course must be followed by a minimum of 2 year's practical maintenance experience duly verified by an appropriately qualified licensed aircraft maintenance engineer employed by an approved maintenance organization and authorized to conduct OJT.

Note; *The benefit of undertaking an approved course is that the students are given a thorough knowledge of aircraft structures, systems and operating phenomena, and the experience requirement following graduation is reduced by at least 2 years.*

4.1.2.2 Recognition of military experience

This route to licensing is for those people with appropriate experience in the industry, possibly through service with the Armed Forces. The application shall be accompanied by:-

- i. A diploma or such other document showing proof of training in aircraft maintenance,
- ii. Evidence of experience of six years in aircraft maintenance of which six months of recency experience must have been acquired within the twelve months preceding the application and,
- iii. Certificate of discharge from military service.

4.2 The LWTR is broadly divided into categories as indicated below:

- a) Category A – Aeroplane;
- b) Category C - Piston engines;
- c) Category C - Gas Turbine engines;
- d) Category ‘A’ and ‘C’ - Piston Engined Rotorcraft;
- e) Category ‘A’ and ‘C’ - Turbine Engined Rotorcraft;

- f) Category 'A' and 'C' - Piston Engined Airship;
- g) Category 'A' and 'C' - Turbine Engined Airship
- h) Category X - Electrical;
- i) Category X - Instruments;
- j) Category X - Automatic Pilots -Aeroplanes;
- k) Category X - Automatic Pilots - rotorcraft;
- l) Category X - Compass Compensation and Adjustments;
- m) Category R -Radio

4.2.1 AMEL are granted generally in two parts:

- a) LWTR -License Without Type Rating;
- b) TR-Type Rated License

4.2.2 The LWTR does not confer any certification privileges to the holder; it is however, a pre-requisite for grant of the relevant Type Ratings and company approvals.

4.2.3 Before sitting for any licence examination candidates shall be required to show proof of identity, such as a passport or a government issued identification Card.

4.2.4 Aircraft Maintenance Engineer Licence is valid for a period of twenty four (24) months from the date of issue or renewal as per the current Civil Aviation (Personnel Licensing) Regulations.

4.3 Basic Theoretical Knowledge Requirements and Examination–LWTR:

The basic knowledge level requirements for the license are dependent on the complexity of the category and makes reference to Regulation 124 of the Civil Aviation (Personnel Licensing) Regulations and its Fourth Schedule. (As Amended)

The applicant for a LWTR shall demonstrate the required knowledge in each of the modular subjects relevant to the LWTR category applied for as illustrated below by successfully passing the KCAA examinations. The examination for the issue of an AMEL category includes written examination papers made up of multiple choice, essay questions and skill test (oral and practical).

Category of Licence	Knowledge Modules					
A - Aeroplanes	1	2	3	4(A)&(B)	13	
C - Piston Engines	1	2	6	7	13	
C - Turbine Engines	1	2	7	8	13	

A&C – Piston Rotor Crafts	1	2	3	6	9	13
A&C – Turbine Engine Rotor Crafts	1	2	3	8	9	13
X - Electrical	1	2	13	21		
X - Instruments	1	2	13	22	23	
X - Auto-pilot-Aeroplanes	1	2	13	23	24	25
X-Automatic Pilots -Rotorcraft	1	2	13	23	25	26
X - Compass compensation and adjustment	30					
R- Radio	1	2	13	31	32	

4.3.1 Essay Examination

In addition to the multiple-choice question papers relevant to the appropriate level and modules, essay examination must be taken. The essay examination will comprise of questions drawn from the syllabus subjects covering Maintenance Practices, Human Factors and Aviation Legislation.

Note; The purpose of the essay is to allow the KCAA to determine if candidates can express themselves in a clear and concise manner in the form of a written response, in a technical report format using the technical language of the aviation industry. The essay examinations also allow, in part, to assess the technical knowledge obtained by the individual and with a practical application relevant to a maintenance scenario.

4.3.2 Experience Requirements-LWTR:

4.3.2.1 An applicant for a LWTR must have completed a minimum of Four (4) years aircraft maintenance experience. This experience should include minor scheduled line maintenance and simple defect rectification on an operating aircraft appropriate to the category of licence for which application is made. A reduction in the Four (4) years' experience requirement may be considered for applicants who can provide verifiable evidence of comparable experience gained on military aircraft.

This reduction applies only to the four (4) years' experience requirements and does not entitle the applicant to exemptions from any examinations applicable to the licence category. The experience should be arranged and presented to KCAA in an ATA chapter format as per Appendix A and Logbook Section 3.1. The experience tasks must be verified and signed by the task assessor to indicate that the work was performed correctly under his/her direct assessor.

4.3.2.2 Approved Maintenance Organizations will nominate persons holding appropriate qualifications and experience for approval as Assessor and apply to KCAA for their evaluation and subsequent approval.

4.3.2.3 Majority of the items/tasks in the KCAA recommended schedule of inspections/OJT Tasks, given as appendices to this Advisory Circular, are "discuss/review" which means that the verifier (who is an approved assessor) has to satisfy him/herself by means of discussion that the candidate is knowledgeable in the task before signing/stamping the task.

Note 1; *A nominated practical assessor will be a senior licensed aircraft maintenance engineer with appropriate licence coverage commensurate with the applied scope with at least five (5) Years as a certifying staff.*

Note 2; *KCAA expects high level of professionalism from approved assessors and expects that the applicant has a satisfactory level of knowledge in the tasks verified by the assessor. KCAA may conduct random interviews/assessment on applicants for type rating endorsements for verification of their practical skills. Unsatisfactory outcome of such an interview may result in rejection of the application for type rating endorsement and/or withdrawal of the KCAA assessor's approval, among other possible actions in accordance with KCAA regulations.*

4.3.3 Practical Skill Assessment

4.3.3.1 The Practical skill assessment is offered only after all the written examination papers have been passed. This is verified by a

KCAA approved practical examiner within Twenty four (24) months of the first written examination passed;

Note; Results are held in credit for Twenty Four (24) months'

4.3.3.2 A practical examiner shall meet the following basic requirements;

- a) Evidence of a high level of knowledge in the Subject Areas required for Aircraft Maintenance Engineers Licensing.
- b) Holds a valid Aircraft Maintenance Engineer's Licence for 5 years with the rating(s)/approvals for which a designation is to be issued.
- c) Actively exercises certification privileges of a valid Aircraft Maintenance Engineer's Licence for 3 years on Kenyan-registered civil aircraft immediately before designation or other aircraft maintenance organization acceptable to the Authority.
- d) High level of Integrity and good conduct.

4.3.3.3 An approved practical examiner evaluates the practical aspects of a candidate's suitability for issue/endorsement of a licence.

4.3.3.4 After their approval, the examiners shall be included in an Aeronautical Information Circular.

Note; KCAA expects high level of professionalism from approved examiner and expects that applicant has a satisfactory level of skill in the tasks verified by the examiner. KCAA may conduct random interviews/assessment on applicants for rating endorsements and verification of their practical skills. Unsatisfactory outcome of such an interview may result in rejection of the application for rating endorsement and/or withdrawal of the KCAA examiner's approval, among other possible actions in accordance with KCAA regulations.

4.3.4 Extension of LWTR

4.3.4.1 The examination requirements for licence extension to include another LWTR are the same as described in 4.1 through 4.3 above, however a candidate will be exempted from legislation exam.

4.3.4.2 Applicants who hold a Kenyan Licence and wish to extend the licence on the strength of a Licence issued by another contracting state shall meet the requirement described in 4.8 below.

4.4 Applying for a Type Rating

4.4.1 Pre-Requisites for Type Rating Endorsements;

LWTR holders can apply for type rating endorsement on an Aircraft Maintenance Engineers License provided the applicant has completed an approved type training and meets the experience requirements given below:

4.4.1.1 **Approved type course:**

Pursuant to the requirements of the Kenya Civil Aviation Regulations (Personnel Licensing), the Kenya Civil Aviation Authority (KCAA) accepts only approved/recognized type trainings for the purpose of type rating endorsements. Operators should ensure that their maintenance staff undergo type trainings only at KCAA approved type training organizations.

4.4.1.2 Only type courses completed within three years prior to the date of application will be accepted for type rating endorsements. Courses older than three years will only be accepted if the type knowledge is refreshed with an approved class room based and instructor led Type Refresher Course. The refresher trainings should cover all areas of the training and should be covered over a period of not less than 10% of the time duration of the original training. The course should be followed by an examination that should comprehensively cover all relevant knowledge areas of the type training

4.4.1.3 In situations where the training is to be performed at facilities that are not approved by the KCAA, the operator/AMO must ensure that the particular training is approved by the KCAA prior to the commencement of the training by applying on appropriate KCAA form and paying the applicable course evaluation fee. The following documents have to be submitted along with the application for individual course approval. Applications should reach KCAA at least thirty (30) days before the commencement of the proposed training.

- a. Application
- b. Applicable Course evaluation fee
- c. Copy of Certificate of Approval of the organization imparting the training
- d. Copy of remote site approval if the training is being conducted at locations other than approved in ATO
- e. Training needs analysis and a copy of training course material
- f. Course plan, syllabus and timetable with dates of aircraft visits and phase examinations
- g. Details of facilities with location map of proposed training site
- h. List of the candidates nominated to attend the training
- i. Bio Data of the course facilitator along with copy of his company authorization and evidence of his acceptability to the original authority of the training provider.
- j. Statement from the quality manager that the participants will be relieved from their routine maintenance duties and that the total training/work combination of every participant will not exceed eight (08) hours in any given day throughout the duration of the training.
- k. A sample copy of course certificate to be awarded to successful candidates on completion of the course.

4.4.1.4 KCAA may require undertaking audits during the course of the training to assess conformance to KCAA requirements. All costs incurred on such visits will be separately borne by the applicant and are not included in the initial application fee. A separate application will be required for every course. However, if the same type training is being conducted by the same training provider for the same organization within twelve months, the applicant does not need to provide all of the above documents again. Only details of the circumstances different from the previous application need to be provided. Appropriate fee will be applicable every time separately.

4.5 **Practical experience for type ratings:**

The following paragraphs detail the experience requirements for the issue of KCAA Type License. Has completed six months of practical experience on the type or group of aircraft or components for which the rating is sought;
The experience should be arranged, verified and presented to KCAA in an ATA chapters and aircraft Maintenance Engineers' Logbook. This experience is verified by a KCAA approved practical assessor.

4.5.1 If the applicant can show experience and hold maintenance licences of comparable construction and systems on aircraft from same manufacturer, the schedule of work experience to be achieved by the applicant shall be as follows:

4.5.2

- A. Airframe and Engine Thirty (30) Working days.
- B. Engine Fourteen (14) Workings days
- C. Avionics: Twenty (20) working days.
- D. Differences Training: As required to complete all necessary tasks as directed by a Schedule of Type Experience, this would be in addition to any required engine experience.

4.5.3 The KCAA strongly recommends that all operators develop schedules of Type Experience for each type of aircraft in their fleet and submit it to the KCAA for approval. The KCAA expects that schedule of practical experience will comprise the majority of the maintenance tasks listed in the Aircraft Maintenance Manual that are relevant to the scope of the applied rating. The experience should be in ATA (or equivalent) format.

As an example, the formats given as Appendix A (for Aeroplanes and Engines) and Appendix (B) (for Avionics) are typical tasks for large and medium sized commercial aircraft. These appendices are not exhaustive and may not apply in totality to every type of aircraft. They are typical of a medium sized aircraft type and are given for illustrative and guidance purposes only. They may not be applicable to every aircraft type on Kenyan Aircraft register. Operators are advised to develop Schedules of inspections applicable to their aircraft type on the format and get it approved from KCAA. A typical format for helicopters (based on one particular helicopter type) is also given as Appendix (C) which, again, is for guidance purposes and not applicable to all types of helicopter on Kenyan aircraft registry.

4.5.4 The KCAA may consider reduced practical experience durations on case-by-case basis, provided the experience was gained dedicatedly (full time) in accordance with an approved structured On the Job Training (OJT) schedule under supervision of a KCAA approved OJT assessor. Prior approval from KCAA is necessary for reduced duration of OJT and the trainees and assessor need to be relieved from their routine duties. This reduced duration should be reasonable and should allow the assessor sufficient time to adequately assess the applicants' Knowledge/skills in each task in the schedule.

4.5.5 The KCAA will not accept experience gained concurrently/ overlapping for more than one type of aircraft. Applicants applying for endorsement of more than one type of aircraft are expected to start their second aircraft schedule of work after the completion of the first type. This condition does not apply to different variants of the same type (regardless of the type of engine). For example: it is permissible to complete the approved schedule of practical experience within the four months stipulated above for all different variants of DHC 8 aircraft if it is the first type rating for the applicant.

Note; LWTR cannot be used to issue a CRS on a Kenyan registered aircraft unless it is appropriately endorsed for the type of aircraft and the holder is duly authorized as competent to issue such CRS .

4.6 Licence Renewal

4.6.1 Licence Renewal Information and Requirements

4.6.1.1 AME licences are valid for Two (2) years from the date of issue or last renewal. Applicants need to apply for licence renewal to KCAA at least Sixty (60) days before expiry.

4.6.1.2 The holder must have performed work comparable with that required for the grant of the licence for periods totaling at least six months during the twenty four months preceding the date of the expiry of the licence.

4.6.1.3 A holder of an aircraft maintenance engineer's licence shall not exercise the privileges of the licence unless the licence is kept valid as prescribed by the Authority.

4.6.2 Licence Renewal application after expiry date

4.6.2.1 A person who fails to renew his licence after the expiry period may do so within the next twelve months provided that he proves that he has been continuously engaged in practical work for the entire extended period. An acceptable statement from the applicant and employer, must be submitted to the Authority confirming that, the holder did not exercise the licence privileges during the period the licence had expired.

4.6.2.2 When the applicant has exercised the privileges of an expired licence the licence renewal will not be considered until the applicant and the employer have presented acceptable statements explaining the circumstances under which certification was made on an expired licence. All such certifications made when the licence had expired have been reported to the Authority and that they have been recertified by a holder of a valid License.

4.6.2.3 A person who does not apply for a renewal within the extended period as provided for above or fails to prove that he has continuously been engaged in practical work during that period will be required to sit for an exam before his licence is renewed.

4.6.2.4 The relevant provisions in Part XIII (Offences and Penalties) of the Civil Aviation (Personnel Licensing) Regulations may be applied to the licence holder, aircraft operator and or the AMO who contravenes the requirements.

4.7 Validation of Foreign Aircraft Maintenance Engineer Licences

The Authority shall verify the authenticity of the foreign licence, ratings and authorisations presented for validation with the state of issuance.

4.7.1 A holder of a Maintenance Engineer's Licence (AMEL) issued by another Contracting State may apply for and may be issued a certificate of validation with the appropriate rating, if the applicant:

- a. Holds a licence which is not under an order of revocation or suspension by the country that issued the licence;
- b. holds a licence that does not contain an endorsement stating that the applicant has not met all of the standards of ICAO for that licence; and
- c. Does not currently hold a licence issued by the Authority.

4.7.2 The Authority may place upon a certificate of validation privileges not beyond those granted by a foreign licence.

4.7.3 A person who receives a certificate of validation under this Regulation shall:

- a. be limited to the privileges placed on the certificate;
- b. be subject to the limitations and restrictions on the certificate and the foreign AMEL when exercising the privileges of that certificate on an aircraft registered in Kenya; and
- c. Not exercise the privileges of the certificate when the person's foreign licence has been revoked or suspended.

4.7.4 An applicant for a certificate of validation shall present to the Authority the foreign licence and evidence of the experience required by presenting a valid record.

4.7.5 The certificate of validation shall be valid for a maximum of six months, provided the foreign licence or in the case of a continuing licence, the rating remains valid.

4.7.6 An applicant for a certificate of validation shall pass a knowledge test in air law relevant to the licence to be validated.

4.8 Conversion of Foreign Aircraft Maintenance Engineer Licences and Ratings

4.8.1 A person who holds a current Aircraft Maintenance Engineer Licence (AMEL) issued by another Contracting State may apply and be issued an equivalent licence with the appropriate ratings, if the applicant-

- a. has a licence which is not under an order of revocation or suspension by the country that issued the licence;
- b. Holds a licence which meets all the ICAO standards for that licence.

4.8.2 An applicant for an AMEL under this regulation shall submit the licence in the English language or accompanied by an English language translation that has been signed by an official or Representative of the foreign authority that issued the licence.

4.8.3 The applicant shall meet the following requirements;

- A. Four (4) years' aircraft maintenance experience.
- B. The applicant shall pass a knowledge test in-
 - a. air law;

- b. Applicable airworthiness requirements governing certification and continuing airworthiness
- c. Approved maintenance organization and procedures
- d. Composite Exam
- e. Human factor
- f. Skill test.

4.8.4 The Authority may transfer a type rating from a foreign licence for the purpose of conversion of AMEL if-

- (a) The aircraft type is endorsed on a foreign licence;
- (b) That applicant is current on the aircraft type; and
- (c) The type of aircraft is registered in Kenya.

4.8.5 An applicant for conversion who fails the knowledge test shall be disqualified for further testing until after a proven practical experience of one month is gained.

4.8.6 The applicant shall be required to have passed the air law and composite paper for conversion of a foreign licence within a period of six months.

4.8.7 Common scenarios of Licence conversion are shown below.

Contracting State License Category/Limitation	Category to Apply	Kenyan License held	Exams to be done
Held B2	X-Electrical, R-radio, X-Instrument or X-Autopilot	NONE	Knowledge test -Air Law -Applicable airworthiness requirements governing certification and continuing airworthiness -Approved maintenance organization and procedures -Skill Assessment for each category applied for.
B1	Category Cat 'C' engines or CAT 'A' Aeroplanes.	NONE	-Air law -Air Law -Applicable airworthiness requirements governing certification and continuing airworthiness -Approved maintenance organization and procedures -Skill Assessment for each Category applied for.

4.8.8 All Licences issued by ICAO contracting states will be converted as stipulated in the Civil Aviation (PEL) Regulation 24.

4.9 **Results:**

The candidate shall be notified about the results in writing.



Kenya Civil Aviation Authority

AIRCRAFT MAINTENANCE ENGINEER LICENCE, EXTENSION, CONVERSION OR VALIDATION CERTIFICATE APPLICATION

I. Application for:

<input type="checkbox"/> Original Issuance	<input type="checkbox"/> Renewal	<input type="checkbox"/> Reissue	<input type="checkbox"/> Added Rating	<input type="checkbox"/> Validation	<input type="checkbox"/> Conversion
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B. Ratings

<input type="checkbox"/> Aeroplane
<input type="checkbox"/> Engines
<input type="checkbox"/> Avionics
<input type="checkbox"/> Other _____

II. Applicant Information

1. Legal name (last, first, middle)		2. Identification number (e.g. driver's licence, passport)		3. Date of birth (dd/mm/yyyy)	
4a. Permanent mailing address (number and street)		4b. City and state or province		4c. Country and postal code	
5. Place of birth (city, state and country)	6. Telephone number	7. E-mail address		8. Nationality	
9. Height (cm)	10. Weight (kg)	11. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		12. Hair	13. Eyes
14a. Do you now hold, or have you ever held a Kenyan licence? If yes, complete blocks 14b through 14e. <input type="checkbox"/> Yes <input type="checkbox"/> No	14b. If yes, has your licence ever been suspended or revoked? <input type="checkbox"/> Yes Date _____ <input type="checkbox"/> No	14c. Type of licence	14d. Licence number	14e. Date issued (dd/mm/yyyy)	
15a. Do you speak and understand the Language of English? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>			

III. Licence, Rating, Conversion or Validation Certificate Applied for on the Basis of:

A. Knowledge Test	1. Knowledge test applied for		2a. Knowledge test successfully completed for
<input type="checkbox"/>			2b. Knowledge test date of completion (dd/mm/yyyy)
B. Skill Test	1. Skill test applied for		2a. Skill test successfully completed for
<input type="checkbox"/>			2b. Skill test date of completion (dd/mm/yyyy)
C. Graduate of an Approved Training Organisation (ATO)	1. ATO name and location (city, state/province, country)		2. ATO certificate number
<input type="checkbox"/>	3. Course from which graduated		4. Graduation date (dd/mm/yyyy)
D. Holder of a Foreign Licence	1. Country	2. Type of licence	3. Licence number
<input type="checkbox"/>	4. Ratings		
E. Military Competence	1. Service	2. Date rated (dd/mm/yyyy)	3. Rank or grade and service number
<input type="checkbox"/>			
F. Civilian Experience			

IV. Experience

1. Dates (month and year)		2. Employer and Location	3. Type of Work Performed
From	To		

V. Applicant's Certification

I certify that the statements made by me on this application are true.

VI. Endorsement for the Knowledge Test**A. Authorised Instructor**

I have personally instructed the applicant in the subject areas required by the Civil Aviation (PEL) Regulations for the licence, rating or certificate and consider this person ready to take the knowledge test.

1. Date (dd/mm/yyyy)	2. Instructor's name and signature (print name and sign)	3. Instructor's licence number	4. Instructor's licence expiration date (dd/mm/yyyy)
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B. Approved Training Organisation

The applicant has successfully completed our _____ approved course, and is endorsed for the _____ test.

1. Date (dd/mm/yyyy)	2. ATO name	3. ATO certificate number	4. Name, title and signature of ATO official (print name, title and sign)
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C. KCAA Authorisation

☐ I have reviewed this person's application, identification and other required documentation and find this applicant meets the requirements of the Civil Aviation (PEL) Regulations for the licence, rating or certificate sought and authorise the applicant to take the knowledge test.

Initial knowledge test

Re-take of passing test

Re-test after failure

☐ I have reviewed this person's application, identification and other required documentation and find this applicant **does not** meet the requirements of the Civil Aviation (PEL) Regulations for the licence, rating or certificate sought and is **not** authorised to take the knowledge test.

Remarks (if any)

Name, title and signature of Inspector who conducted the review

(Printed Name and Title)

(Signature)

Date _____ (dd/mm/yyyy) _____

1. Signature (print name and sign)

2. Date (dd/mm/yyyy)

VII. Endorsement for the Skill Test

A. Authorised Instructor

I have personally instructed the applicant in the subject areas required by the Civil Aviation (PEL) Regulations for the licence, rating or certificate and consider this person ready to take the skill test.

1. Date (dd/mm/yyyy)

2. Instructor's name and signature
(print name and sign)

3. Instructor's
licence number

4. Instructor's licence expiration date
(dd/mm/yyyy)

B. Approved Training Organisation

The applicant has successfully completed our _____ approved course, and is endorsed for the _____ test.

1. Date (dd/mm/yyyy)

2. ATO name

3. ATO certificate number

4. Name, title and signature of ATO official
(print name, title and sign)

C. CAA Authorisation

1. ☐ I have reviewed this person's application, identification and other required documentation and find this applicant meets the requirements of the Civil Aviation (PEL) Regulations for the licence, rating or certificate sought and authorise the applicant to take the skill test.

☐

Initial skill test

☐

Re-test after failure

☐

Renewal

☐

Re-issue

2. ☐ I have reviewed this person's application, identification and other required documentation and find this applicant **does not** meet the requirements of the Civil Aviation (PEL) Regulations for the licence, rating or certificate sought and is **not** authorised to take the skill test.

3. Remarks (if any)

4. Name, title and signature of KCAA Inspector who conducted the review

(printed name and title)

(signature)

Date _____ (dd/mm/yyyy)