

ADVISORY CIRCULAR

CAA-AC-PEL013F

October 2025

ISSUE, VALIDATION, CONVERSION, EXTENSION AND RENEWAL OF AIRCRAFT MAINTENANCE ENGINEER'S LICENSE OR CERTIFICATION AUTHORIZATIONS.

1.0 PURPOSE

1.1 This Advisory Circular (AC) is issued to provide guidance and information on the Issue, Renewal, Validation or Conversion of a licence of an aircraft maintenance engineer license or certification authorizations, under the Civil Aviation (Personnel Licensing) Regulations.

1.2 This Advisory Circular supersedes CAA-AC-PEL013E dated May 2025.

2.0 APPLICABILITY

2.1 This AC is applicable to all Applicants of aircraft maintenance engineers' license and certification authorization.

3.0 EFFECTIVE DATE

3.1 Effective date of this advisory circular shall be on 15th October 2025.

4.0 REFERENCES

- 4.1 Civil Aviation (Personnel Licensing) Regulations, as amended.
- 4.2 Aircraft Maintenance Engineers Logbook (L-85A)
- 4.3 FORM: AC-PEL013.
- 4.4 Advisory Circular (AC) CAA-AC-PEL022
- 4.5 AMEL Examinations Procedures Manual (DOC NO: CAA-M-PEL0051)
- 4.6 Kenya Aircraft Maintenance Engineer's Licence (KAMEL) Manual (DOC NO: CAA-M-PEL0050)

5.0 INFORMATION AND GUIDANCE

5.1 General Information

- 5.1.1 The Civil Aviation (Personnel Licensing) Regulations requires an applicant for an aircraft maintenance engineers' licence to demonstrate the level of training (Knowledge, skill and Experience) for the license applied for acquired through formal training (traditional OJT, Competency Based Training Assessment (CBTA), etc.), practical experience, self-study or a combination of these methods.
- 5.1.2 In accordance with the Civil Aviation (Approved Maintenance Organization) Regulations, any person signing a Certificate of Release to Service must be qualified in accordance with the Civil Aviation (Personnel Licensing) Regulations, as appropriate to the work performed and as acceptable to the Authority.
- 5.1.3 The Civil Aviation (Airworthiness) Regulations requires certificate of release to service to be completed and signed by an appropriately rated/ Authorised licensed aircraft maintenance engineer to certify that all maintenance work has been completed satisfactorily and in accordance with the approved procedures.

6.0 AIRCRAFT MAINTENANCE ENGINEER LICENCE CATEGORIES WITHOUT TYPE RATINGS.

6.1 The Authority may issue the following categories without type ratings for Aircraft Maintenance Engineer Licence:

- a) Category A
- b) Category B1
- c) Category B2
- d) Category B3
- e) Category C

6.1.1 Category A and B1 for Maintenance Engineer is subdivided into the following sub-categories:

Table 1: AMEL License Sub-Categories A

Sub – Category A1	Aeroplane Turbine
Sub – Category A2	Aeroplane Piston
Sub – Category A3	Helicopters Turbine
Sub – Category A4	Helicopters Piston

AMEL License Sub-Categories B1

Sub – Category B1.1	Aeroplane Turbine
Sub – Category B1.2	Aeroplane Piston
Sub – Category B1.3	Helicopters Turbine
Sub – Category B1.4	Helicopters Piston

- 6.1.2 Category B2: no further sub divisions
- 6.1.3 Category B3: Piston-engine non-pressurized aeroplanes of 2000kg MTOM and below
- 6.1.4 An applicant for specific or group type rating endorsement shall be a holder of B1, B2 or B3 licence of the appropriate category.

7.0 GENERAL ELIGIBILITY

7.1 Issue of license without Type rating.

- 7.1.1 An applicant for a grant of an AMEL, in accordance with the Civil Aviation (Personnel Licensing) Regulations shall meet the requirements as specified in the Kenya Aircraft Maintenance Engineers' Licence (KAMEL) Manual DOC NO: CAA-M-PEL0050) for specific AMEL categories.

7.2 Issue of license with Privileges (Type rating).

- 7.2.1 For the grant of an aircraft maintenance engineer group or specific type rating, a person shall meet the requirements as specified in the Kenya Aircraft Maintenance Engineers' Licence (KAMEL) Manual DOC NO: CAA-M-PEL0050) for the endorsement with rating.

8.0 THE PROCESS OF LICENSE ISSUE

The process of issuance Licence Without Type Rating (LWTR) involves six basic phases as follows:

- a) Application Phase
- b) Application document evaluation
- c) Demonstration Phase (Theory + Examination)
- d) Skill Demonstration Phase (Training + Assessment)
- e) Demonstration Aircraft Maintenance experience
- f) Issuance Phase

8.1 The Application Phase

- 8.1.1 An applicant shall submit a completed Form AC-PEL013 to the Authority. The application shall be accompanied by:
 - a) National personal identification;
 - b) Relevant certificates;
- 8.1.2 Application document evaluation

The application is evaluated by the Authority and when found to be compliant with the requirements; the applicant is invited to take the appropriate examination. When the application fails to meet the requirements, the Authority will notify the applicant in writing of the deficiencies identified.
- 8.1.3 The application is unacceptable if it is not; accompanied by the required supporting documents, correctly filled and certified by an appropriate management post holder of the Organization where the applicant works. The applicant will be notified in writing if the application is not acceptable.

8.2 Demonstration Phase-Knowledge Test

- a) Knowledge Test Examination (Multiple Choice Examination and Essay Examination) shall be administered by the Authority in accordance with AMEL examination Procedures Manual DOC NO: CAA-M-PEL0051.

8.3 Demonstration Skill Assessment

The Applicant shall demonstrate Skill to the satisfaction of the Authority.

The skill will consist of general maintenance practices, practical skills and attitude training in order to master essential skills before proceeding to work on airworthy aircraft or components.

Skill assessments will begin only after each relevant module has been completed.

8.4 Demonstration Aircraft maintenance experience

The Applicant shall demonstrate Experience to the satisfaction of the Authority.

It consists of applied practical on-the-job training (simulated or actual tasks under supervision) and job oriented maintenance experience. This phase may be conducted on the job or in the training centre.

***Note 1** In practice it will be advantageous to combine Phase One and Phase Two so that the practical aspects can be linked directly to the theory and performed as such, perhaps on the same day or the same week so that the trainees can have a better understanding of the topic.*

***Note 2** Conversely, there are disadvantages in combining Phase Two and Phase Three. For example, it can be costly to rectify errors of skill on a real airworthy aircraft or its components as compared to the relatively low raw material cost associated with an error made on a bench exercise. The logbook must be signed by an assessor, supervisor authorized by the authority*

8.5 Issuance Phase

- 8.5.1 Upon successful demonstration of knowledge, skill and experience, the Applicant may be issued with a license category applied for, in accordance with the Civil Aviation (Personnel Licensing) Regulations.

9.0 LICENSE RENEWAL

- 9.1 A holder of an AMEL may apply for renewal by submitting a completed FORM AC-PEL013 to the Authority At least Sixty (60) days before expiry date by attaching all documents required by the Civil Aviation (Personnel Licensing) Regulations.

10.0 VALIDATION OF FOREIGN AIRCRAFT MAINTENANCE LICENCE AND RATINGS

- 10.1 A person who holds a current and valid AMEL issued by another Contracting State in compliance with ICAO Annex 1 may apply for validation of the license by submitting a completed Form AC-PEL013.
- 10.2 The licence must be 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.
- 10.3 The Authority will verify the authenticity of the foreign licence, ratings and authorizations presented for validation with the state of issuance.
- 10.4 An applicant for a certificate of validation shall pass a knowledge test in Aviation Legislation (Module 10) as required by the Civil Aviation (Personnel Licensing) Regulations.

- 10.5 The Foreign License Validation Certificate (FLVC) may be issued with validity of 6 months, provided the foreign licence remains valid.

11.0 CONVERSION OF FOREIGN AIRCRAFT MAINTENANCE ENGINEERS LICENCE

- 11.1 The Authority may issue a national license based on a foreign license issued by another Contracting State. A holder of an AMEL issued by a Contracting State may submit his/her licence to the Authority for conversion to a Kenyan AMEL.
- 11.2 An applicant for an AMEL conversion shall submit an application Form: AC-PEL013 to the Authority and the licence must be 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
- 11.3 A holder of a License issued by a Contracting State issued in accordance with ICAO annex 1 shall submit his/her licence to the Authority. The Authority shall verify the validity and authenticity of such License and ratings with the issuing State.
- 11.4 Upon satisfactory verification, the applicant will be invited in writing for the applicable module(s) examination as specified in Kenya Aircraft Maintenance Engineers' Licence (KAMEL) Manual DOC NO: CAA-M-PEL0050).
- 11.5 After passing the conversion examination, the applicant will be issued with a license and endorsements on the foreign license transferred to the Kenyan issued license as appropriate.

12.0 SUSPENSIONS AND REVOCATIONS

- 12.1 The Authority may, where it considers in public interest, suspend provisionally pending further investigation, any license, certificate, approval, permission, exemption, authorization or such other document issued, granted or having effect under the Civil Aviation (Personnel Licensing) Regulations.

13.0 APPEALS

- 13.1 In the event a candidate is not satisfied with or has reason to dispute an examination result or any other issue relating to licensing process he or she may appeal to the Authority for review in accordance with AMEL examination procedures manual.



Civil Aviation Authority

APPLICATION FORM FOR AN AIRCRAFT MAINTENANCE ENGINEERS LICENCE

Particulars required for Issue, Renewal, Validation or Conversion of a licence.

Instructions.

1. Knowledge Test/Issue of licence, Parts 1, 2, 3 and 6 should be completed.
2. For Renewal, Validation or Conversion of licence, Parts, 1, 3 and 6, should only be completed.
3. Aircraft Type Rating Part 1, 5 and 6 should be completed
4. Knowledge test or Practical skill test for applicants under the Civil Aviation (Personnel Licensing) Regulations, 2013. Parts 1, 4 and 6 should be completed

This form when completed should be submitted to the Director General – Kenya Civil Aviation Authority.

I hereby apply for: {Tick (☐) the relevant box (es)}

☐ Knowledge Test (Modules)	☐ Practical Skill Test
☐ Issue	☐ Renewal
☐ Validation	☐ Conversion of AMEL

PART 1: PERSONAL DETAILS

No.:	Personal Details:	
1.	Name:	
	(Surname)	(Other names)
2.	Nationality:	
	Date of Birth:	
	Place of Birth:	
3.	Telephone Number:	
	Email address:	
4.	Work Permit Number: <i>(If applicable)</i> .	
	Date of Issue of the Work Permit <i>(If applicable)</i> :	
5.	ID / Passport Number:	
6.	Name of Employer: <i>(If Applicable)</i>	
	Date of commencement of Employment:	
7.	Have you submitted a Colored Passport photo (white background jpg/png 35mm X45mm)?	☐ Yes ☐ No
8.	Kenyan Aircraft Maintenance Engineers Licence Number <i>(If applicable)</i> :	YK-C
9.	Have you submitted a record of maintenance experience (Logbook L-85A)(If Applicable)?	☐ Yes ☐ No

PART 2: AIRCRAFT CATEGORY AND MODULE SELECTION

1. Category required. (Tick (☐) the relevant box(es))

RATING	A	B1	B2	B3	C
Aeroplanes Turbine:	☐	☐	☐	☐	☐
Aeroplanes Piston:	☐	☐	☐	☐	☐
Helicopters Turbine:	☐	☐	☐	☐	☐
Helicopters Piston:	☐	☐	☐	☐	☐
Avionic systems:	☐	☐	☐	☐	☐

2. Module Required {Tick (☐) the relevant box(es) in the table below}

Module number	Subject modules	Select	Module number	Subject modules	Select
M1	Mathematics	☐	M10	Aviation legislation	☐
M2	Physics	☐	M11	Aeroplane aerodynamics, structures and systems	☐
M3	Electrical fundamentals	☐	M12	Helicopter aerodynamics, structures and systems	☐
M4	Electronic fundamentals	☐	M13	Aircraft structures and systems	☐
M5	Digital techniques electronic instrument systems	☐	M14	Propulsion — avionic systems	☐
M6	Materials and hardware	☐	M15	Gas turbine engine	☐
M7	Maintenance practices	☐	M16	Piston engine	☐
M7	Maintenance practices (Essay)	☐	M17	Propeller	☐
M8	Basic aerodynamics	☐		Validation/Conversion Airlaw examination	☐
M9	Human factors	☐		Sub module	☐

2.1 Indicate Sub-Module

2.2 For AMEL issue attach all applicable module(s) results/recognition certificate

PART 3: EXPERIENCE

No.:	Particulars	Answers:
1.	Licence No. (if applicable)	
2.	Have you attached the record of Practical Maintenance Skill (Logbook).	☐ Yes ☐ No
3.	Have you attached the record of Aircraft Maintenance Experience (Logbook).	☐ Yes ☐ No
4.	Are you a holder of any other Aircraft Maintenance Engineers License?	☐ Yes ☐ No
	If YES; Specify:	
5.	The Issuing Authority:	
6.	The Number of Licence:	
7.	Date of Expiry:	
8.	Scope of Licence:	
9.	Have you attached the attached a copy of the foreign licence ?	

PART 4: EXAMINATION

1. Select as applicable (for continuing applicants under the **Civil Aviation (Personnel Licensing) Regulations, 2013**)
☐ Knowledge ☐ Practical Skill Test
2. Select category required:

Category	Title	Select	Category	Title	Select
A	Aeroplane	☐			
C	Gas Turbine Engines	☐	C	Piston Engines	☐
A & C	Turbine Engined Rotorcraft	☐	A & C	Piston Engined Rotorcraft	☐
X	Electrical	☐	X	Instruments	☐
X	Automatic Pilots (Aeroplanes)	☐	X	Automatic Pilots (Rotorcraft)	☐
R	Radio	☐	X	Compass Compensation & Adjustments	☐

PART 5: AIRCRAFT TYPE RATING

Specify Aircraft and Engine(s) Model(s)/Type(s) as per KAMEL.	
Have you attached an Approved/recognized Type course Certificate (Theory & Examination).	☐ Yes ☐ No
Attach copy of Practical Assessor Authorization letter.	☐ Yes ☐ No
Have you attached Proof of Practical training and Assessment Verified by a KCAA Designated Assessor?	☐ Yes ☐ No
Have you attached Proof Maintenance Experience relevant to the specific aircraft rating applied for as per KAMEL.	☐ Yes ☐ No
Have you attached a recommendation letter from Head of Quality confirming the Maintenance Experience.	☐ Yes ☐ No

PART 6: APPLICANT'S DECLARATION

Declaration:	
I hereby declare that the above particulars are true to the best of my knowledge and enclose the proof of payment of Kshs.....	
Receipt Number:	
Name of the applicant:	
Signature of applicant:	
Date:	

