



**Engineer Licensing**

NOTE: In the completion of this application reference should be made, as appropriate, to SD – Licensing of Aircraft Engineers

LICENCE CATEGORY:	AIRCRAFT TYPE:
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**DETAILS OF APPLICANT (TO BE THE AIRCRAFT OPERATOR OR MAINTENANCE COMPANY)**

COMPANY NAME:

Address:

Telephone No.

Telex No.

Fax No.

Ref No. Of any CAAF Approval held

**NAME OF FIJI OPERATOR IF DIFFERENT FROM THE APPLICANT**

**PERSON(S) RESPONSIBLE FOR CO-ORDINATION OF TRAINING FUNCTIONS:**

**CERTIFIED THAT:**

- (a) The information contained in this application is accurate and that any alterations of staff, facilities, syllabuses and procedures detailed herein will be notified to the CAAF. It is agreed that employees of the CAAF will have, at reasonable times, access to the facilities for the purpose of establishing that satisfactory standards are being maintained.
- (b) The training provided will meet the technical capability required for maintenance personnel using the appropriate type rated licence.

Name .....

Signature .....

for and on behalf of .....

Date .....

## GUIDANCE NOTES

Refer to item number:

- 1 An external course is considered to be one that is provided by an agency, even if the course is conducted on the applicant's premises.
- 2 Self explanatory.
- 3 The syllabus must include all appropriate subjects within the SD – Licensing of Aircraft Engineers modules which cover the category subdivisions for that type, particularly engines, where the training must cover airframe related systems such as airframe fuel, controls, propellers and APU where applicable.
- 3a The level to which the training course was conducted should be stated. This evaluation will not be considered against the requirements of JAR-66 (AMC 66.45 (c)). The evaluation must be confirmed by the quality manager.
- 4 Where subjects within the modules are not completely covered by the course syllabus, they must be provided by supplementary training. This may be by another course, 'in house' training, 'on the job' training or structured self study. This additional training must be stated and will form part of the recognition. Candidates applying for a type rating will be required to have completed all training before the rating is granted.
- 5 The information contained within the course should be regularly reviewed and kept up to date by allowing access to current modifications and in service problems.
- 6 Self explanatory.
- 7 Self explanatory.
- 7a Self explanatory.
- 8 Self explanatory.
- 9 Self explanatory.
- 10 Self explanatory.
- 11 The applicant is responsible for ensuring the continuing acceptability of the course in all respects, particular attention being given to syllabus coverage, accuracy of training material and effectiveness of the examination. The means by which this responsibility is reconciled should be stated.
- 12 Hands on experience reinforces classroom-based training and consideration should be given to including it as part of the overall training process, especially if it is not already part of an agency's course.
- 13 Practical training shall be type specific and includes hands on training in the maintenance of aircraft, rigging, adjustments, replacement of LRU's, trouble shooting, rectification of minor defects and functional tests of systems.
- 14 All courses to be recognised need to have an assessment of the standards attained during the phases and on completion of the course. This should include any additional training that takes place in respect of item 4. The action taken should a student fail a phase or final examination should be stated.
- 15 There should be a process of ensuring that the exams are current and relevant and are continuing to assess the students' ability with respect to the defined standard. This process should ensure that outdated or misleading questions are identified and replaced.
- 15a Self explanatory.
- 16 A lockable container with controlled access should be use for hard copies or computer disks. Should the information be stored on a hard drive the computer should have password access, the machine being stand alone, not networked.
- 16a Self explanatory.
- 17 Self explanatory.

18 Previous experiences as an instructor and currency on the type being taught must be taken into account. An example of evidence of satisfactory course completion, including supplementary training where appropriate, must be included with the application

**COURSE DESCRIPTION**

**TRAINING AGENT**

1 **In House / External** *Delete as appropriate*

(a) COURSE LOCATION (b) COMPANY NAME  
ADDRESS ADDRESS

2 COURSE DURATION (IN DAYS) INSTRUCTIONAL HOURS

3 Has the syllabus been reviewed by the applicant and found to be appropriate to SD – Licensing of Aircraft Engineers and to the aircraft variants being maintained?

3a Does the training course comply with: (please tick appropriate box)  
 ATA Spec 104 level 1  ATA Spec 104 level 3  Company requirements/standards

I have reviewed the course syllabus and examination and consider that they meet the above standard

Quality Manager Signature  
Name.....

4 What additional training is provided, to supplement the above training?

5 How does the training course provider keep up to date notes for the variant maintained by the applicant?

6 Does the course include all relevant Airworthiness Directives and Service Bulletins?

7 Are the training notes of an acceptable standard, reflecting the aircraft variant being taught and regularly reviewed?

7a How are these reviews recorded?

8 Do students have access to current manuals and bulletins during the course?

9 How much access do the students have to a complete aircraft during the course?

- 10 Are the classroom training aids to an acceptable standard?
- 11 How are course standards monitored and maintained by the (training) agency and/or applicant?
- 12 What 'on the job' training is given during or after the course?
- 13 How does the course give practical training?
- 14 What is the format of the examinations, including pass mark and retake procedures? Is it a close book exam?
- 15 What monitoring/analysis of the examination papers and questions take place?
- 15a How and where is the monitoring/analysis recorded?
- 16 How is the security of the examination papers and student records maintained?
- 16a Who is the person responsible for maintaining these documents?
- 17 Are the training facilities/environment and examination security to an acceptable standard?
- 18 Have the instructional staff been determined as suitable to conduct the course?

**A copy of the notification (Certificate) of satisfactory completion of the training must be enclosed with this application (the certificate should state the Training Agent responsible for providing the course). It will be necessary to show supplementary training where this has been required.**

**All successful candidates are to be issued with a certificate on completion of any recognised training course.**

**When complete this form should be returned to:  
Civil Aviation Authority of Fiji, Private Mail Bag NAP 0354, Nadi Airport**