



Conversion, or Validation Certificate Application

I. Application for: 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.

A. Original issuance Renewal Reissue Added rating Validation Conversion

B. Ratings

Airframe Powerplant Avionics Rotorcraft Electrical Instrument Radio LTA Aircraft Components

II. Applicant Information: Address for service – Civil Aviation Act, S8, requires applicants to provide an address for service in Vanuatu (i.e. physical address) and to promptly notify the Director of any changes.

1. Legal name (last, first, middle)		2. Identification number (e.g. driver's licence, passport)		3. Date of birth (dd/mm/yyyy)	
4a. Permanent Address for service (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. Email address	
8. Nationality		9. Height (cm)		10. Weight (kg)	
11. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		12. Hair colour		13. Eye colour	
14a. Do you now hold, or have you ever held, a Vanuatu CAA licence? If yes, complete Items 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 <input type="checkbox"/> No Date _____					
14c. Type of licence		14d. Licence number		14e. Date issued (dd/mm/yyyy)	
15a. Do you speak and understand the language of Vanuatu (Bislama)? <input type="checkbox"/> Yes <input type="checkbox"/> No			15b. Do you speak and understand the English language? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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

- Requirements for AME Licence are contained in Rule Part 66 and associated Part 66 Advisory Circulars (ACs).
- For details on Licence issue requirements refer to AC66-1 Subpart B Aircraft Maintenance Engineer Licence – page 8
- For details on Rating requirements refer to AC66-1 Subpart C Aircraft Maintenance Engineer Ratings – page 13
- All applications must be accompanied by a suitable PTR detailing your experience as required by AC66-1
- You must enclose your current licence with this application when applying for an additional rating.

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

A. When applying for Licence (refer below)

Experience must be submitted in a suitable PTR or similar document as required by AC66-1

1. **Licence Issue**
 - a. 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**
 - a. Demonstrate 2 years experience relevant to the particular category sought in a suitable PTR
3. **Training Certificates**
 - a. 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. CAANZ has produced an acceptable PTR in conjunction with the NZ 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.atto.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:

1. provide an overview of experience /employment in the aviation industry, detailing relevant qualifications, training and courses
2. list specific tasks completed, being countersigned by a supervising LAME,
3. 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 CAANZ web site under the heading - Maintenance Engineers / PTR

Experience Overview

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 (employer & location)	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.

	Total experience	Category	Experience (months)
Licence issue			

B. When applying for Rating (refer to below)

Experience and course requirements

<p><i>AC66-1 Experience requirements are summarised here.</i></p> <p><i>Experience must be submitted in a suitable PTR as required by AC66-1</i></p> <p><i>Example PTRs are available on CAA web site under the heading - Maintenance Engineers / PTR</i></p>	<p>1. Experience A minimum of 6 months practical experience on the type or group of aircraft is required to be completed within the immediate three years before application to demonstrate familiarity and currency.</p> <p>Documenting experience - Practical Training Record (PTR) 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.atto.org.nz/workplace_resources/resource/personal_training_record/</p> <p>It is not required to use this PTR, but the format of any acceptable PTR should list the specific tasks completed, being countersigned by a supervising LAME, along with details of the dates and the specific aircraft or component. As a guide, a typical group rating PTR page has been included in AC66-1 Appendix 5. This is electronically available on CAA web site under the heading - Maintenance Engineers / PTR</p> <p>Only experience specific to the rating(s) sought should be included, or highlighted in some way in the PTR. The range and depth of the relevant experience should be readily evident from an assessment of the PTR.</p> <p>Rating experience requirements Practical experience should comprise a broad cross section of maintenance tasks at both Line and Base (Hangar) Maintenance Levels and should be across all relevant systems (appropriate ATA Chapters) for the category(s) applying for.</p> <p>Typically this should include:</p> <ul style="list-style-type: none"> • Completing all aspects of a number of line and base level routine inspections: <ul style="list-style-type: none"> ○ For transport category aircraft this should include a minimum of 3 different C level type checks: • A broad cross section of the following representative tasks on the various aircraft systems; <ul style="list-style-type: none"> ○ trouble shooting; ○ repair; ○ adjustments and rigging; ○ component and module changes; ○ functional/operational checks; ○ use of special tooling and test equipment. <p>Reference should be made to AC66-1 Appendix 4 that lists typical tasks by aircraft systems.</p>
<p><i>Include completed PTR with application</i></p>	<p>Transport Category Aircraft Type Rating PTR <input type="checkbox"/></p> <p>Normally developed by the Part 145 Organisation as part of their company authorisation procedures, should clearly detail or set out an acceptable cross section of specific tasks across the relevant systems (ATA Chapters) that must be completed prior to the issue of a company authorisation. May also be developed by a Part 141 aviation training organisation for their type rating courses.</p>
<p><i>AC66-1 Course requirements summarised here</i></p> <p><i>Include copies of relevant Course Certificates</i></p>	<p>2. Course Certificates - Type ratings applications <input type="checkbox"/></p> <p>A course must be:</p> <ul style="list-style-type: none"> • conducted by a Part 141 or a Part 145 organisation certificated with the appropriate E1 rating; or • conducted by the manufacturer of the applicable aircraft or component; or • approved by the competent authority of a foreign ICAO Contracting State. <p>Additionally, courses should:</p> <ul style="list-style-type: none"> • be developed/packaged to an industry recognised standard such as ATA Spec. 104 - Level III (Line and Base Level Maintenance), or an equivalent standard; • cover all the relevant systems (ATA chapters) for the privilege of the category of licence; • cover the series of aircraft or powerplants that the rating provides privilege for; • cover a competency assessment element such as a technical oral. <p>Continuous or Significant Recent Experience <input type="checkbox"/></p> <p>If more than 2 years has expired since course completion, the currency of type course may be satisfactory if can show continuous or significant recent practical experience on the type since completion of the course.</p>
<p><i>AC66-1 Tech Oral requirements summarised here</i></p> <p><i>Include copies of Technical Oral certificates</i></p>	<p>3. Technical Orals - Type Rating applications. <input type="checkbox"/></p> <p>May be conducted by the applicant's Part 145 Maintenance Organisation as part of their company authorisation procedures, or alternatively by a Part 141 Training School.</p> <p><u>Note:</u> As part of the requirements for a Part 145 company authorisation to be issued, the technical competence for the scope of the authorisation should be examined by an appropriate senior person within the company. [Refer Rule 145.60(e)(1)]</p> <p>Where the course is conducted by a foreign course provider, that is approved by a another ICAO contracting state, the technical oral may be conducted by the training provider using CAA guidelines.</p>

V. Applicant Declaration

The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Sec 59 of the Civil Aviation Act 1999 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding VT400,000.

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 true, complete and correct.

Consent to Disclosure & Collection

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.

I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 1999, or other such purpose permitted by law.

1. Signature (print name and sign)

2. Date (dd/mm/yyyy)

Applicant's Check List

Please ensure all documents are enclosed.

Applications which are incomplete or lacking any required documents will be returned.

Please allow 10 working days, from date of receipt for processing your application.

	Yes	N/A
1. Copy of licence enclosed	<input type="checkbox"/>	<input type="checkbox"/>
2. Fee completed	<input type="checkbox"/>	
3. Course and Technical Oral Certificates (copies) supplied	<input type="checkbox"/>	<input type="checkbox"/>
4. Practical Training Record supplied	<input type="checkbox"/>	
5. Name and ID	<input type="checkbox"/>	<input type="checkbox"/>

CAA USE ONLY

For application of Licence

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

CAA USE ONLY

For application of Rating

		Examinations													Yes	No	N/A	
Required															PTR Review - Satisfactory			
Passed															Course Certificates reviewed			
Assessment														Technical Oral Completed				
Assessing Person														Date				