

ADVISORY CIRCULAR

CAA-AC-PEL013E
May 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, Conversion, Validation, Extension and/or renewal of an aircraft maintenance engineer license or certification authorizations, under the Civil Aviation (Personnel Licensing) Regulations.
- 1.2 This Advisory Circular supersedes CAA-AC-PEL013D dated May 2022.

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 May 2025.

4.0 REFERENCES

- 4.1 Civil Aviation (Personnel Licensing) Regulations, as amended
- 4.2 Aircraft Maintenance Engineers Logbook
- 4.3 FORM: AC-PEL013-1A
- 4.4 Advisory Circular (AC) CAA-AC-PEL022C
- 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:
 - 6.1.1 Category A
 - 6.1.2 Category B1
 - 6.1.3 Category B2
 - 6.1.4 Category B3
 - 6.1.5 Category C
- 6.2 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

- 6.2.1 Category B2: no further sub divisions
- 6.2.2 Category B3: Piston-engine non-pressurized aeroplanes of 2000kg MTOM and below
- 6.2.3 Compass Compensation and adjustment privileges shall be endorsed to a holder of a license WTR in category B2 or B3
- 6.2.4 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

- 8.1 The process of issuance Licence Without Type Rating (LWTR) involves six basic phases as follows:
 - 8.1.1 Application Phase
 - 8.1.2 Application document evaluation

- 8.1.3 Demonstration Phase (Theory + Examination)
- 8.1.4 Skill Demonstration Phase (Training + Assessment)
- 8.1.5 Demonstration Aircraft Maintenance experience
- 8.1.6 Issuance Phase

8.2 The Application Phase

- 8.2.1 An applicant shall submit a completed form AC-PEL013 to the Authority. The application shall be accompanied by:
 - 8.2.1.1 National personal identification;
 - 8.2.1.2 Relevant certificates;

8.3 Application document evaluation

- 8.3.1 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.
- 8.3.2 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.

8.4 Demonstration Phase-Knowledge Test

- 8.4.1 Knowledge Test Examination (Multiple Choice Examination and Essay Examination) shall be administered in accordance with AMEL examination procedures manual DOC NO: CAA-M-PEL0051).

8.5 Demonstration Skill Assessment

- 8.5.1 The Applicant shall demonstrate Skill to the satisfaction of the Authority.
- 8.5.2 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.
- 8.5.3 Skill assessments will begin only after each relevant module has been completed.

8.6 Demonstration Aircraft maintenance experience

- 8.6.1 The Applicant shall demonstrate Experience to the satisfaction of the Authority.
- 8.6.2 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.

8.7 Issuance Phase

- 8.7.1 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 The certificate of validation may be issued once with validity of 12 months, provided the foreign licence remains valid.
- 10.5 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 except for the purposes of maintenance release for a ferry flight or test flight outside the country.

11.0 CONVERSION OF FOREIGN AIRCRAFT MAINTENANCE ENGINEERS LICENCE

- 11.1 The Authority will convert the foreign license through direct issuing. Before issuing a license, the Authority will confirm that all requirements have been met (age, knowledge, experience, training and skill) in accordance with the Civil Aviation (Personnel Licensing) Regulations.
- 11.2 An applicant for an AMEL conversion shall submit an application Form:AC-PEL013-1A 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.
- 11.6 The Authority may transfer a type rating from a foreign licence for AMEL conversion if:
- 11.6.1 the aircraft specific type is endorsed on a foreign licence;
 - 11.6.2 that applicant is current on the aircraft type.

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



Appendix 1

FORM

FORM: AC-PEL013A

May, 2025

APPLICATION FOR AIRCRAFT MAINTENANCE ENGINEERS LICENCE

Particulars required for Issue/Re-issue, Extension, Renewal, Validation or Conversion of a licence.

Notes

- i. Knowledge Test/Issue/Re-Issue of licence, Parts 1, 2, 3 and 4 should be completed.
- ii. For Extension, Renewal, Validation or Conversion of licence Parts, 1, 3 and 4, should only be completed.

This form when completed should be forwarded to the Director General, P O Box 30163-00100, Aviation House, Nairobi.

I hereby apply for: KNOWLEDGE TEST (MODULE(s))

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> ISSUE | <input type="checkbox"/> RE-ISSUE |
| <input type="checkbox"/> RENEWAL | <input type="checkbox"/> EXTENSION |
| <input type="checkbox"/> VALIDATION | <input type="checkbox"/> CONVERSION of AMEL. |

Attach Colored
Passport photo.
35mm X45mm

(Tick (☐) the relevant box (es))

PART 1

1. Surname.....Other Names.....
(BLOCK CAPITAL) (BLOCK CAPITAL)
2. Nationality.....Birth Date.....Birth Place.....
3. Contacts (BLOCK CAPITAL)
.....Tel. No.....
Email address.....
4. Number and Date of issue of work permit (if applicable)
5. ID /Passport Number: attach copy of ID card or passport (Initial application only)
6. Name of employer and date of commencement.....
7. Stationed at.....
8. Employed as.....

PART 2

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

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

(a) Specify type of exam:

Knowledge Test ☐

Practical Skill Test ☐

(Tick (☐) the relevant box(es) in the table below)

Module number	Subject modules	Tick applicable box	Module Number	Subject modules	Tick applicable box
1.	Mathematics		10.	Aviation legislation	
2.	Physics		11.	Aeroplane aerodynamics, structures and systems	
3.	Electrical fundamentals		12.	Helicopter aerodynamics, structures and systems	
4.	Electronic fundamentals		13.	Aircraft structures and systems	
5.	Digital techniques electronic instrument systems		14.	Propulsion — avionic systems	
6.	Materials and hardware		15.	Gas turbine engine	
7.	Maintenance practices		16.	Piston engine	
8.	Basic aerodynamics		17.	Propeller	
9.	Human factors				

b) Type(s) of Airframe or Engine “Type Rating”:

PART 3

10. Licence No..... (if applicable)

11. Attach record of maintenance experience (Logbook L-85)

12. Are you a holder of any other Aircraft Maintenance Engineers License?.....

If so, state: -

- (i) Issuing Authority.....
- (ii) Number of Licence.....
- (iii) Date of Expiry.....
- (iv) Scope of Licence.....
(Attach copy of the licence)

14. If extension is required: -

- (i) In which category (Tick (☐) the relevant box(es))

RATING	A	B1	B3	B2	C
Aeroplanes Turbine					
Aeroplanes Piston					
Helicopters Turbine					
Helicopters Piston					
Avionics System					

- (ii) What Type (s) of Airframe and/or Engine (TR Only).....

Others:.....

PART 4

I hereby declare that the above particulars are true to the best of my knowledge and enclose the proof of payment of Kshs.....

Name of the applicant.....

Signature of applicant.....

Date.....

FOR OFFICIAL USE

Amount paid.....

Receipt number.....

Date Paid.....

Name/Signature:.....