

# KENYA CIVIL AVIATION AUTHORITY



## AMEL EXAMINATION PROCEDURES MANUAL

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## Civil Aviation Authority

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## Manual Distribution List

Manual Control Number	Allocated Holder
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01	Director Aviation Safety Security and Regulation ( Hard Copy)
02	Manager Airworthiness ( Hard Copy)
03	Manager personnel Licensing ( Hard Copy)
04	Online Access

**Abbreviations**

A/C		Aircraft
AIC		Aeronautical Information Circular
AMEL (WTR)		Aircraft Maintenance Engineer Licence (Without type rating)
AMC		Acceptable Means of Compliance
AMO		Approved Maintenance Organization
AW		Airworthiness
DASSR		Director Aviation Safety Security and Regulation
DG		Director General of Civil Aviation
GM		Guidance material/ information
ICAO		International Civil Aviation Organization
KCAA		Kenya Civil Aviation Authority
MCQ		Multiple-Choice Question
MQA		Manager Quality Assurance
NIC		National Identity Card
PEL		Personnel Licensing
TPM		Training Procedures Manual

**Definitions of Terms**

<b>Act:</b> .....	The Civil Aviation Act, 2013 (As Amended)
<b>Authority</b> .....	Kenya Civil Aviation Authority
<b>Director General</b> .....	The Director General of Kenya Civil Aviation Authority
<b>Industry</b> .....	Civil Aviation Industry (local & foreign)
<b>Regulations</b> .....	The Kenya Civil Aviation Regulations, (as amended)
<b>Periodic</b> .....	Planned
<b>Unannounced</b> .....	Ad-hoc

## **Foreword**

Kenya Civil Aviation Authority being the regulatory body empowered to conduct Certifications & surveillance on civil Aviation activities. The Authority is mandated, under the Civil Aviation Act (CAP394), to certify and/or license personnel involved in the maintenance of aircraft.

The Authority has developed the Civil Aviation (Personnel Licensing) regulations for Aircraft Maintenance Engineers License (AMEL)

This Manual contains Aircraft Maintenance Engineers Licence examination Procedures for the Authority and Acceptable Means of Compliance to Section B of KAMEL manual (DOC NO: CAA-M-PEL0050)

The Manual has been divided into three parts.

- PART I - AMEL Procedures
- PART II - Licensing Procedures
- PART III - Appendices

The purpose of this Manual is to provide necessary administrative guidelines based on the legal provisions in the Civil Aviation Act, the Civil Aviation Personnel Licensing Regulations and other guidance material on the licensing of Aircraft Maintenance personnel.

This Manual provides guidelines to personnel involved in the issuance, renewal, validation, extension, conversion and authorization of licenses/certificates issued to personnel engaged in aircraft maintenance.

This Manual and associated Checklists and Forms, are derived from, and considered to be the official documents of approved procedures which shall be used by the personnel to evaluate ,recommend , process and issue an AMEL .

Nothing in this manual is intended to contradict provisions of the Civil Aviation Act, associated regulations and other publications issued by the Authority from time to time.

All comments and recommendations for revision/amendment action to this publication should be forwarded to:

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**PART I**

**AMEL PROCEDURES**

## PART I

### AMEL PROCEDURES

#### SUBPART A

##### GENERAL

### 1.0. Scope

This section establishes the procedures including administrative requirements to be followed by personnel in charge of the implementation and the enforcement of KAMEL Manual (DOC NO: CAA-M-PEL0050)

### 2.0 Authority

(a) General

KCAA has an organizational structure for issuance, renewal, validation, conversion, suspension or revocation of AMELs and ensure compliance with the Civil Aviation (Personnel Licensing) Regulations.

(b) Resources

The Authority has appropriate staff to ensure the implementation of the requirements of Civil Aviation (Personnel Licensing) Regulations.

(c) Procedures

The Authority has established and documented procedures detailing how compliance with Civil Aviation (Personnel Licensing) Regulations is accomplished. The procedure are reviewed and amended to ensure continued compliance.

### 3.0 Acceptable Means of Compliance

The Civil Aviation (Personnel Licensing) Regulations provide for the issuance, extension, renewal, validation, or conversion of an aircraft maintenance engineers licence, certificate and authorization.

### 4.0 Record-keeping

(a) The Authority has established a system of record-keeping that allows for adequate traceability of the process for issuance, renewal, validation, conversion, suspension or revocation for each aircraft maintenance engineer license.

(b) The records shall include for each licence the following:

1. The application form for an aircraft maintenance engineer license or change to that license, including all supporting documentation;
  2. A copy of the aircraft maintenance engineer license including any changes;
  3. Copies of all relevant correspondence;
  4. Details of any exemption and enforcement actions;
  5. Any report from other competent authorities relating to the aircraft maintenance engineer license holder;
  6. The records of examinations conducted by the Authority;
  7. The conversion report used for conversion, if applicable;
  8. The credit report used for crediting, if applicable;
- (c) Records referred to in (b) above shall be retained as per the Authority's policy on retention of records.

### **5.0 AMC for Record-keeping**

1. The record-keeping system ensures that all records are accessible whenever needed within a reasonable time. The records are kept in a safe, secure, fireproof environment and organized in a consistent way in line with the Authority's policy on retention of records.
2. All records containing sensitive data regarding applicants or organizations are stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. The Authority has put in place an off-site data back-up system for all information retained in its computer systems, and all data will continue to be accessible.

### **6.0 Mutual exchange of information**

1. Authority shall participate in mutual exchange of information with other contracting states in order to ensure necessary oversight actions to eliminate potential safety threat.

### **7.0 Exemptions**

All exemptions granted in accordance with the applicable Civil Aviation (Personnel Licensing) Regulations will be recorded and retained by the Authority

**SUBPART B****ISSUE OF AN AIRCRAFT MAINTENANCE ENGINEER'S LICENSE (AMEL)**

This Subpart provides the procedures to be followed by the Authority to issue, extend or renew an aircraft maintenance engineer's license.

**1.0 Procedure for the issuance of AMEL**

- (a) On receipt of Form: AC-PEL013 together with supporting documentation, the Authority shall verify the form for completeness and ensure that the experience documented meets the requirement of KAMEL manual.
- (b) The Authority shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules of Appendix I to KAMEL Manual (CAA-M-PEL0050) have been met.
- (c) After verifying the identity and age of the applicant and being satisfied that the applicant meets the standards of knowledge, maintenance skills and applied experience required by KAMEL manual, the Authority will issue the relevant aircraft maintenance engineer's license to the applicant. The same information shall be kept in the Authority's records.

The Authority staff shall follow the licensing procedures documented in this Manual.

**2.0 AMC for Procedure for the issue of an AMEL**

- 1. Applicants claiming the maximum reduction indicated in KAMEL.A.125 (a) total experience based upon successful completion of an approved basic training course should include the ATO certificate of recognition for the approved basic training.
- 2. Applicants claiming reduction indicated in KAMEL.A.125(a) total experience based upon successful completion of training considered relevant by the Authority as a skilled worker in a technical trade, should include the relevant certificate of successful completion of training.
- 3. Applicants claiming credit against the KAMEL.A.125(a) total experience requirement gained on military aircraft maintenance may only be granted such credit where the Authority has recognized such military aircraft maintenance experience. The Authority in recognizing such experience have specified in the Civil Aviation (Personnel Licensing) Regulations who within the military environment may make a statement that the applicant has met relevant maintenance experience. The applicant should include a detailed statement of such maintenance experience signed by the military maintenance authority in accordance with the conditions specified by the Authority.
- 4. The Authority shall verify that the experience record satisfies the requirements and has been correctly certified.

**3.0 Procedure For the issue of an aircraft maintenance licence Via a maintenance organization approved by the Authority**

- a) Approved maintenance Organization when approved by Authority to carry out this activity, may:
  - i. Prepare the aircraft maintenance licence on behalf of the Authority or
  - ii. Make recommendation to the Authority regarding the application from an individual for a aircraft maintenance licence. The Authority may prepare and issue such licence.
- b) Approved maintenance organizations referred to in point (a) above shall ensure compliance with paragraph 1.0 (a) and (b)
- c) In all cases, the aircraft maintenance licence can only be issued to the applicant by the Authority.

**4.0 AMC for Procedure For the issue of an aircraft maintenance licence Via a maintenance organization approved by the Authority**

- a) The approved maintenance organization should include the procedure in the maintenance procedures manual MPM or equivalent (Chapter 3.16) and this procedure should be audited by the Authority at least once in 12 – month period. This procedure should include a limitation stating that it's only applicable to Kenya.
- b) The Approved maintenance organization should check that the experience records have been properly countersigned.
- c) The Approved Maintenance organization may keep the experience of the applicant in a different form from that of the Authority but such different form or manner should be acceptable to the Authority.

**5.0 Procedure for the extension of an aircraft maintenance engineer's license to include an additional basic category or subcategory**

- (a) At the completion of the procedures specified in paragraph 1.0, the Authority shall endorse the additional basic category or subcategory on the aircraft maintenance Engineers license by stamp and signature or reissue the licence.
- (b) The Authority's record system shall be updated accordingly.

**6.0 AMC for Procedure for the extension of an aircraft maintenance engineer licence to include an additional basic category or subcategory**

In the case of computer-generated licences, the licence should be re-issued.

**7.0 Procedure for the extension of an aircraft maintenance engineer license to include an aircraft rating or to remove limitations**

- (a) On receipt of a satisfactory Form: AC-PEL013 and supporting documentation demonstrating compliance with the requirements of the applicable rating together with the accompanying AMEL, the Authority shall either:
  - 1. Endorse the applicant's aircraft maintenance engineer licence with the applicable aircraft rating; or



2. Reissue the said licence to include the applicable aircraft rating; or
3. Remove the applicable limitations in accordance with point KAMEL.A.127.

The Authority record system will be updated accordingly.

- (c) In the case where the On-the-Job Training is not required, the aircraft type rating shall be endorsed based on a Certificate of Recognition/ successful completion issued by a maintenance training organization approved by the Authority or approved by a contracting state and accepted by the Authority or Manufacturer of the Aircraft, engine or components.
- (d) In the case where the aircraft type training is not covered by a single course, the Authority shall be satisfied prior to the type rating endorsement that the content and length of the courses fully satisfy the scope of the licence category and that the interface areas have been appropriately addressed
- (e) In the case of differences training, the Authority shall be satisfied that:
  - (i) The applicant's previous qualification, supplemented by
  - (ii) Either a course:
    - a) conducted by an approved training organization that is authorized to conduct such a course; or
    - b) conducted by the manufacturer or their accredited organization of the applicable aircraft or component; or
    - c) Approved by the competent authority of a foreign Contracting State and acceptable to the Authority
- (f) Compliance with the practical elements shall be demonstrated:
  - (i) By the provision of detailed practical training records or a logbook provided by a maintenance organisation appropriately approved by authority or, where available.
  - (ii) By a training certificate covering the practical training element issued by a maintenance training organisation appropriately approved by the Authority and record of experience following the training.
- (g) Aircraft type endorsement shall use the aircraft type ratings specified by the Authority.

**8.0 Procedure for the extension of an aircraft maintenance engineer licence to include an aircraft rating or to remove limitations**

- (a) Where the type training has not been conducted by an approved training organisation, there should be supporting documents confirming to the Authority that:
1. The type training has been approved or accepted by the Authority.
  2. The applicant has completed the elements of the approved type training; and
  3. The trainee has been successfully examined and assessed.
- (b) Aircraft type training may be subdivided in airframe and/or powerplant and/or avionics/electrical systems type training courses.
1. Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
  2. Powerplant type training course means a type-training course on the bare engine, including the build-up to a quick engine change unit.
  3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training course. In some cases, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
  4. Avionics/electrical systems type training course means type training on avionics and electrical systems covered by, but not necessarily limited to ATA Chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.
- (c) The requirements of the OJT programme are described in Section 6 of Appendix III to KAMEL Manual.

**NOTE**

Aircraft type endorsement will be in accordance with the type certificate holder classification or model.

## 9.0 Procedure for the renewal of an aircraft maintenance engineer license

- (a) On receipt of an application, the Authority will compare the holder's aircraft maintenance engineer license with the records held and verify any pending revocation, suspension or change action. If the documents are acceptable and has no pending action, the holder's licence shall be renewed for the duration defined in the Civil Aviation (Personnel Licensing) Regulations, and the file records updated accordingly.
- (b) If the applicant's documents are not acceptable, the application shall be rejected with reasons.

## 10.0 AMC for Procedure for the renewal of Aircraft Maintenance License validity

The Authority may not carry out any investigation to ensure that the licence holder is in current maintenance practice as this is not a condition for the renewal of a licence. Ensuring continued validity of the certification privilege's is the responsibility of the approved maintenance organization or certifying staff. For the purpose of ensuring the continued validity of the certification privileges the competent the competent authority may, when periodically reviewing the organization during surveillance/ audits, spot checks, request the licence holder to provide the documentary evidence of compliance with AMEL. A.123 (b) when exercising certification privileges.

## 11.0 Procedure for the conversion of licences including group ratings

- a) Individual aircraft type ratings already endorsed on the AMEL shall remain on the licence and shall not be converted to new ratings unless the licence holder fully meets the requirements for endorsement defined in point KAMEL.A.126 of KAMEL manual for the corresponding group/sub-group ratings.
- (b) The conversion shall be performed in accordance with the following conversion table:

### 1. For category B1 or C:

- Helicopter piston engine, full group: converted to "full sub-group 2c" plus the aircraft type ratings for those single piston engine helicopters which are in group 1;
- Helicopter piston engine, manufacturer group: converted to the corresponding "manufacturer sub-group 2c" plus the aircraft type ratings for those single piston engine helicopters of that manufacturer which are in group 1;
- Helicopter turbine engine, full group: converted to "full sub-group 2b" plus the aircraft type ratings for those single turbine engine helicopters which are in group 1;
- Helicopter turbine engine, manufacturer group: converted to the corresponding "manufacturer sub-group 2b" plus the aircraft type ratings for those single turbine engine helicopters of that manufacturer which are in group 1;
- Aeroplane single piston engine — metal structure, either full group or manufacturer group: converted to "full group 3". For the B1 licence the following limitations shall be included: composite structure aeroplanes, wooden structure aeroplanes and metal tubing and fabric aeroplanes;

- Aeroplane multiple piston engines — metal structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: composite structure aeroplanes, wooden structure aeroplanes and metal tubing and fabric aeroplanes;
  - Aeroplane multiple piston engines — metal structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: composite structure aeroplanes, wooden structure aeroplanes and metal tubing and fabric aeroplanes;
  - Aeroplane single piston engine — wooden structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: metal structure aeroplanes, composite structure aeroplanes and metal tubing and fabric aeroplanes;
  - Aeroplane multiple piston engine — wooden structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: metal structure aeroplanes, composite structure aeroplanes and metal tubing and fabric aeroplanes;
  - Aeroplane single piston engine — composite structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: metal structure aeroplanes, wooden structure aeroplanes and metal tubing and fabric aeroplanes;
  - aeroplane multiple piston engine — composite structure, either full group or manufacturer group: converted to “full group 3”. For the B1 licence the following limitations shall be included: metal structure aeroplanes, wooden structure aeroplanes and metal tubing and fabric aeroplanes;
  - Aeroplane turbine — single engine, full group: converted to “full sub-group 2a” plus the aircraft type ratings for those single turboprop aeroplanes which did not require an aircraft type rating in the previous system and are in group 1;
  - Aeroplane turbine — single engine, manufacturer group: converted to the corresponding “manufacturer sub-group 2a” plus the aircraft type ratings for those single turboprop aeroplanes of that manufacturer which did not require an aircraft type rating in the previous system and are in group 1;
  - Aeroplane turbine — multiple engine, full group: converted to the aircraft type ratings for those multiple turboprop aeroplanes which did not require an aircraft type rating in the previous system.
2. For category B2:
- Aeroplane: converted to “full sub-group 2a” and “full group 3”, plus the aircraft type ratings for those aeroplanes which did not require an aircraft type rating in the previous system and are in group 1;
  - Helicopter : converted to “full sub-groups 2b and 2c”, plus the aircraft type ratings for those helicopters which did not require an aircraft type rating in the previous system and are in group 1.

3. For category C:
    - Aeroplane: converted to “full sub-group 2a” and “full group 3”, plus the aircraft type ratings for those aeroplanes which did not require an aircraft type rating in the previous system and are in group 1;
    - Helicopter: converted to “full sub-groups 2b and 2c”, plus the aircraft type ratings for those helicopters which did not require an aircraft type rating in the previous system and are in group 1.
- If the licence was subject to limitations following the conversion **process** referred to in point KAMEL.A.211 of KAMEL manual, these limitations shall remain on the licence, unless they are removed under the conditions defined in the relevant conversion report referred to in point Part 1 paragraph 7.0 & 8.0.

## 12.0 Procedure for the direct approval of aircraft type training

The Authority may approve aircraft type training not conducted by a maintenance training organization approved in accordance with the Civil Aviation (Approved Training Organization) Regulations, pursuant to point 1 of Appendix III to KAMEL manual. In such a case the approval will be in accordance with advisory circular CAA-AC-AWS018 as amended or approved by the competent authority of a foreign Contracting State and acceptable to the Authority.

## 13.0 AMC for Procedure for the direct approval of aircraft type training

1. The procedure for the direct approval of type training courses by Authority require that the following aspects are described by the organisation providing the training and as guided by advisory circular CAA-AC-AWS018 as amended:
  - a. The content and the duration of the theoretical and/or practical elements, as applicable, in accordance with Appendix III to KAMEL manual including the Training Need Analysis (TNA);
  - b. The teaching methods and instructional equipment;
  - c. The material and documentation provided to the student;
  - d. The qualification of instructors, examiners and/or assessors, as applicable;
  - e. The examination and/or assessment procedure, as applicable. Further guidance about the assessment and the designated assessors is given in Appendix III to AMC to KAMEL manual
  - f. The documentation and records to be provided to the student to justify the satisfactory completion of the training course and related examination/assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the examination/assessment has been successfully passed.
2. The above criteria apply to a full course as well as to a partial course such as the practical element of a type training course and its assessment.
3. The procedure also indicate how the Authority is going to audit the proper performance of the approved course.
4. The direct approval of aircraft type training should be done on a case by case basis and should not be granted for long term periods, since it is not a privilege of the organisation providing the training.

## SUBPART C

### EXAMINATIONS

This Subpart provides the procedures to be followed for the examinations conducted by the Authority.

#### 1.0 Examination by the Authority

- (a) All examination questions shall be kept in a secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination.
- (b) Authority shall nominate:
  - 1. Persons who control the questions to be used for each examination.
  - 2. Examiners who shall be present during all examinations to ensure the integrity of the examination.
- (c) Basic examinations shall follow the standard specified in Appendix I and II to KAMEL manual.
- (d) Type training examinations and type evaluations shall follow the standard specified in Appendix III to KAMEL manual.
- (e) The Authority will raise new essay questions regularly. A record of the questions used shall be retained in the records for reference.
- (f) Examiners will hand over examination papers at the start of the examination to the candidate and handed back to the examiner at the end of the allotted examination time period. No examination paper may be removed from the examination room during the allotted examination time period.
- (g) Apart from specific documentation needed for type evaluations, only the examination paper may be available to the candidate during the examination.
- (h) Examination candidates shall be separated from each other so that they cannot read each other's examination papers. They may not speak to any person other than the examiner.
- (i) Candidates who are proven to be cheating shall be banned from taking any further examination within 12 months of the date of the examination in which they were found cheating or in accordance with the applicable guidelines.

## 2.0 GM for Examination by the Authority

1. Questions shall be prepared in the national language using aviation English
2. The primary purpose of Essay questions is to determine that the candidates can express themselves in a clear and concise manner and can prepare a concise technical report, which is why only a few essay questions are required.
3. Oral types questions may not be used as the primary means of examination because of the difficulty in establishing consistency of standards between examiners or day to day. However, nothing prevents the Authority from meeting potential certifying staff for the purposes of ensuring they understand their obligations and responsibilities in the application of maintenance parts.
4. For Pass mark purposes, Essay questions should be considered as separate from the multiple choice questions.
5. Multiple Choice Questions (MCQ) generation.

The following principles should be observed when developing Multiple choice questions:

- a) The examination should measure clearly formulated goals. Therefore the field and depth of knowledge to be measured by each question should be fully identified.
  - b) All the questions should be of multiple choice type with three alternative answers.
  - c) Questions that require specialized knowledge of specific aircraft types should not be asked in a basic licence examination.
  - d) The use of abbreviations and acronyms should generally be avoided. However, where needed, only internationally recognized abbreviations and acronyms should be used. In case of doubt use the full form, e.g. angle of attack = 12 degrees instead of  $\alpha = 12^\circ$ .
  - e) Questions and answers should be formulated as simply as possible: the examination is not a test of language. Complex sentences, unusual grammar and double negatives should be avoided.
  - f) A question should compromise one complete positive proposition. No more than 3 different statement should appear among the suggested responses otherwise the candidate may be able to deduce the correct answer by eliminating the unlikely combination of statements.
  - g) Questions should have only one true answer.
  - h) The correct answer should be absolutely correct and complete or, without a doubt the most preferable. Responses that are so essentially similar that the choice is a matter of opinion rather than a matter of facts should be avoided. The main interest in MCQs is that they can be quickly performed: this is not achieved if doubt exists about the correct answer.
  - i) The incorrect alternatives should seem equally plausible to anyone ignorant of the subject. Alternatives should be clearly related to the question and be of familiar vocabulary, grammatical structure and length. In numerical questions, incorrect answers should correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they should not be mere random numbers.
  - j) Calculators are not allowed during examination. Therefore all calculations should be feasible without a calculator. Where a question involves calculations not feasible without a calculator.
  - k) Questions should be referred to KAMEL appendix I examination syllabus.
6. Essay questions generation:
    - a) The purpose of the essay is to allow the Authority to determine if the candidate 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 examination also allows to assess, in part, the technical knowledge retained by the individual and with a practical application relevant to a maintenance scenario.

- b) Questions should be written so as to be broad enough to be answered by candidates for all categories or sub-categories (Cat A, B1, B2 and B3) and comply with the following general guidelines:
- The Question topic selected should be generic, applicable to mechanical as well as avionic licence categories and have a common technical difficulty level as indicated in KAMEL, Appendix I.
  - Cover technology applicable to most areas of aircraft maintenance;
  - Reflects common working Practices;
  - It is not type or manufacturer specific and avoids subjects which are rarely found in practice;
  - When drafting a question there is a need to ensure that consideration is given to the limited practical experience that most candidates will have
- c) To make the questions and the marking procedures as consistent as possible, each question and model answer, with the required key area as required (below), should be reviewed independently by at least 2 technical staff members
- d) When raising questions the following should be considered:
- i. Each Essay question will have a time allowance of 20 minutes.
  - ii. A complete A4 side is provided for each question and answer, If required the answer can be extended onto the reverse side of the page
  - iii. The Question should be such that the answer expected will be at the level shown for that subject in the module syllabus.
  - iv. The question should not be ambiguous but seek a broad reply rather than be limited in scope for answer
  - v. The question should lend itself to be written in a technical report style, in a logical sequence (beginning, middle and end), containing the applicable and relevant technical words needed in the answer
  - vi. Do not ask for drawings/ sketches to support the essay.
  - vii. The questions should be relevant to the category and level of difficulty listed in the syllabus, e.g a description of a typical general aviation system may not be acceptable for a typical commercial aeroplane.
  - viii. Subject to obvious constraints in relation to the topic being addressed the question should have a strong bias towards the practical maintenance of a system/ component and the answer should show an understanding of normal and deteriorated conditions of an aircraft and its systems.
  - ix. Variations on alternative possible answers which have not been thought of may have to be taken into account to aid the examiner when marking. If considered relevant, the model answer should be amended to include these new points.
- e) Because of the difficulty in marking an essay answer using key points only, there is a need for the way in which the report was written to be assessed and taken into consideration.
- f) The total points for each question will add up to 100 and will need to reflect both the combination of the technical (key point) element and the report style element.
- g) Each key point will be graded upon its importance and have point weighting allocated to it. The total weight will represent 60% of the mark.
- h) Key points are the 'important element' that may be knowledge or experience- based and will include other maintenance oriented factors such as relevant safety precautions or



legislative practices if applicable. Excessive reference to the need for MM referral or safety checks may be considered wasteful.

- i) The question answer will be analyzed for the clarity and manner in which the essay report is presented and have a weighting allocated to it which will represent 40% of the mark.
- j) The answer should show the candidates ability to express himself in technical language. This include readability of the language, basic grammer and use of terminology.
- k) The report starts in the beginning and has logical process to reach the conclusion.
- l) Supporting diagrams should not be encouraged but, if used, should supplement the answer and not replace the need for a broad text answer.
- m) The report should not be indexed, itemized or listed.
- n) Within reason the candidate should not be penalized for incorrect spelling
- o) A zero mark should only be given in exceptional circumstances. Even if the student misunderstands the question and gives an answer to a different question, a sympathetic mark even if only for the report style should be given, this could up to the maximum percentage allowed.
- p) The two allocated marks should be added together and written into the answer paper.
- q) If a question answer resulting in a borderline failure is principally due to “ written report errors” the paper should be discussed and mark agreed, if possible with another examiner

## **SUBPART D**

### **TRANSITION PROVISIONS**

This Subpart provides the procedures for the transition of aircraft maintenance personnel, as published by the Authority in an Aeronautical Information Circular.

**SUB PART E**

**EXAMINATION CREDITS**

The Authority does not currently grant examination credits for examinations modules conducted by other contracting states

## **SUBPART F**

### **CONTINUING OVERSIGHT**

This Subpart describes the procedures for the continuing oversight of the aircraft maintenance engineers license and in accordance with the Surveillance Manual.

#### **1. Resolution of Safety Issues and Enforcement**

Pursuant to the provisions of the Civil Aviation Act, the Civil Aviation (Personnel Licensing) Regulations and applicable technical guidance material, the Authority shall take necessary steps to preserve the integrity of Kenyan issued AMEL and aviation safety in general.

In the event of non-compliance, it is the policy of the Authority to take necessary steps to resolve any safety issues that may arise as a result of non-compliance. This may include requiring corrective action or remedial activity in case of individuals. Resolution of safety issues shall be undertaken as provided for in CAA-O-GEN016.

Where resolution of safety issues is not feasible or the non-compliance is a blatant violation of the regulations, enforcement action shall be applied.

The Authority is empowered under the Civil Aviation Act to take a variety of actions aimed at enforcing the applicable laws. Such acts may include suspension, variation or revocation of AMEL in accordance with the Enforcement Policy.

**PART II**

**LICENSING PROCEDURES**

## PART II - LICENSING PROCEDURES

### CHAPTER 1- GENERAL

**1. GM for definitions:**

- 1) OJT: On the Job Training within Approved Maintenance organisation.
- 2) Practical Training: Practical Instruction delivered in ATO approved course.
- 3) Simulators: Devices that mimic real aircraft operations.
- 4) Certificate of Recognition: ATO document used to demonstrate successful completion of approved Theory and Practical training only.
- 5) Type training: Combination of Theoretical and Practical training.
- 6) Practical experience: Logbook evidence of type interactions such as
- 7) Type training examination: Written examinations consisting of multi choice questions.

*Examination (theory and/or Practical assessment) for types that are not supported by dedicated ATO Type training are carried out by the Authority.*

## **CHAPTER 2- ISSUE OF “AIRCRAFT MAINTENANCE ENGINEER LICENSE” (AMEL)**

### **2.0 Aircraft Maintenance Engineer License (AMEL)**

Aircraft Maintenance Engineer License (AMEL) is a licence issued by Authority to personnel involved in the maintenance of aircraft.

This manual provides guidance and standards for the Aircraft Maintenance engineer Licence initial issue, renewal, issue of additional type ratings, validation and conversion.

This manual is based on the following references;

1. Civil Aviation Act as amended.
2. KAMEL Manual
3. Civil Aviation (Personnel Licensing) Regulations as amended.

Aircraft maintenance Engineer licences includes:

1. Category A
2. Category B1
3. Category B2
4. Category B3
5. Category C

### **2.1. Basic knowledge Examinations**

An applicant for an aircraft maintenance engineer licence, or the addition of a category or subcategory to such a licence, shall demonstrate by examination a level of knowledge in the appropriate subject modules in accordance with Appendix I of KAMEL manual. The examination shall be conducted by the Authority in accordance with Appendix II of KAMEL Manual.

#### **2.1.1. Application**

Application for Examination is made on Form AC-PEL013, which is available on the website at [www.kcaa.or.ke](http://www.kcaa.or.ke)

#### **2.1.2. Documents required with the Application for Basic knowledge examination:**

- a) Dully completed Application Form AC-PEL013.
- b) Copy of the Birth Certificate.
- c) Copy of the National Identity Card or Passport.
- d) Proof of payment

**2.1.3. Acceptance and Review of Application**

Application for Basic knowledge examination is reviewed by the Authority in accordance with the procedure in contained in order CAA-O-PEL013.

The applicant shall pay fees specified under the Civil Aviation (Regulatory Fees and Charges for Air Navigation) Regulations.

**2.1.4. Conduct of an Examination**

The Basic knowledge examinations shall be conducted at the Personnel Licensing Section. The examination dates and venues are published in KCAA website and through an Aeronautical Information Circular issued at the beginning of each calendar year. Records of all examinations are retained in each applicant's individual file.

After Successful completion of all exam modules pertinent to the category requested, candidates will be issued with a full result sheet signed by the invigilating inspector.

**2.2. Issuance of Aircraft Maintenance engineer Licence (AMEL)****2.2.1 Application**

Applicants for AMEL shall submit the fully completed application Form:AC-PEL013 which is available on the website at [www.kcaa.or.ke](http://www.kcaa.or.ke)



## The Summary of supporting documents required with the application

Application	Dully completed Application Form AC-PEL013-1	Passport for foreigners and National ID For Kenyans	Existing AMEL License( s) Foreign license	Copy of Basic knowledge examinations Module Results	ATO Basic Training Course Certificate( Certified Copies of certificate of recognitions	Type Training Certificate issued by ATO(Theoretical Element &Practical element Certified Copies of certificate	On the Job Training report (only for endorsement of Type Rating)	Change of Name /Nationality deed	Certified copies of worksheets or logbook	Evidence of work experience	Air Law (Module 10 Air LAW)	Police Report/ Abstract
Initial Issue	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
AMEL Conversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Inclusion of another Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
Type Rating Endorsement	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Removal of Limitation (Type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>			

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Removal of Limitation (Basic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
Change of Name/Nationality /Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>				
Duplicate Licence Request	<input type="checkbox"/>	<input type="checkbox"/>									<input type="checkbox"/>
Renewal of Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			
Validation of Foreign Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	

## 2.2.2.Evaluation of an Application - Actions required

- a) Upon receipt of the application form, fee and the respective supporting documents as detailed in the paragraph 2.2.1 of this procedure, the allocated inspector should evaluate the application form for completeness.
- b) If the application was found to be incomplete, notify and return the application in writing.
- c) When all requirements are fulfilled, the inspector shall request for the file to be opened in accordance with licensing procedures and complete the checklist pertinent to requested category found in Appendix 2 of this manual and check the following requirements before forwarding recommendation to the manager:
  - i. Knowledge requirement: The Inspector shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules as indicated in Appendix I of KAMEL manual have been met. A candidate must complete all required written examinations within 10 years of their first pass. Credit/results falling outside that time limit will lapse. Applicants who fail to complete the examination within the given period of 10 year should re-apply for modules that have expired. The papers can be attempted in any order.
  - ii. Demonstration of Practical Maintenance skills: The file should be forwarded to the relevant office/sections together with Logbook copies to review and write his/her comments and recommendations on the form “Aircraft Maintenance Personnel Log Book/Worksheet Evaluation Record Sheet” which is found in Appendix I of this manual and to complete the relevant parts of the check list.

The assigned officer/Inspector should check that the experience are in compliance with the Procedure for evaluation of work experience to issue Aircraft Maintenance engineer Licence and completing instructions given in the Appendix 3 to this Manual.
  - iii. Recent Experience: For a basic licence applicants, at least one year of the required experience must be recent maintenance experience on aircraft of the category/subcategory for which the initial aircraft maintenance engineer licence is sought. For subsequent category/subcategory additions to an existing aircraft maintenance engineer licence, the additional recent maintenance experience required may be less than one year, but must be at least three months. The required experience must be dependent upon the difference between the licence category/subcategory held and applied

for. Such additional experience must be typical of the new licence category/subcategory sought.

## 2.2.3. Issue of Licence

- a) Once the application is reviewed and evaluated by the Licensing Inspector in consultation with Manager personnel licensing in accordance 2.2.2 and found satisfactory, should be forwarded with his/her recommendation for approval of the licence to the designated personnel.
- b) On meeting all requirement according to the checklist and once it approved, the authority shall print the licence. The License format is available in Licence System and the Licence template folder.  
*Refer Appendix VI of KAMEL manual to find the licence template.*
- c) Successful applicant will be issued with Aircraft Maintenance engineer Licence for a further period according to the evaluation check list. The validity period will be 5 years from the date of issue.
- d) Before issuing Aircraft Maintenance engineer Licence, the documents explained under the paragraph 2.2.1 should be attached to the applicant's file, Update the license Register Book and the Data Base.
- e) The Aircraft Maintenance engineer Licence number, for initial issuance is dependent on the register order and the database order (i.e. as given in AMEL register book).
- f) Prior to issuing Aircraft Maintenance engineer Licence, the Manager airworthiness/licensing should make sure that the applicant signs the licence. The license holder should sign the license in ink. A copy of this signed licence shall be filed in the applicant's folder.
- g) Prior to issuing Aircraft Maintenance engineer Licence, the Manager airworthiness/licensing should make sure that the applicant or the respective person who collects the licence has signed the acknowledgement register.
- h) Any documents received pertaining to the applicant's Aircraft Maintenance engineer Licence should be filed in the applicant's personal file.

## 2.3. Change of an aircraft maintenance engineers' license to include an additional basic category or subcategory

### 2.3.1. Initiation Process

- a) Application - Applicants for Change of an aircraft maintenance license to include an additional basic category or subcategory shall submit the fully completed application form AC-PEL013-1 which is available on the website at [www.kcaa.or.ke](http://www.kcaa.or.ke) as prescribed in KAMEL.10
- b) Payment shall be levied in accordance with the procedure in 2.2.1
- c) Examination Requirement -The examination requirement is explained in KAMEL Appendix I. Repeat steps in above para 2.2.2 for examination procedure
- d) **Experience Requirement** -To extend the licence with another category or sub-category, Applicant will be required to provide the minimum civil aircraft maintenance experience requirement appropriate to the additional Category/Sub-Category of licence applied for as explained in Appendix IV of KAMEL Manual. This experience can be documented in the form of a logbook and/or worksheets ensuring the tasks have been signed off by the appropriate signatory. Repeat steps in para 2.2.1, 2.2.2.
- e) Indicate AMEL number and date for second/Third

### 2.3.2. Evaluation process

Aircraft Maintenance engineer Licenses often requires different knowledge levels for different category and sub-category licenses to qualify for the issue of aircraft maintenance release on different aircraft types. In order to extend a license to include another category or sub-category, additional training and/or examinations applicable to the Category/Sub-Category applying for may be required.

In addition to the documents required under 2.2.1 of this section, as appropriate, the applicant for additional basic categories or subcategories to an Aircraft Maintenance engineer Licence will submit his/her current original AMEL to Authority.

Repeat of steps in paragraph 2.2.3 of this procedure and at the completion of the procedure the Authority will endorse the additional basic category or subcategory on the AMEL by reissuing the licence. The Authority file will be amended accordingly.

## **2.4. Change of an aircraft maintenance engineer license to include an aircraft rating or to remove limitations.**

On receipt of a fully completed application form AC-PEL013-1 and all relevant supporting documentation demonstrating compliance with the requirements of the applicable rating together with the accompanying AMEL, the Authority shall verify application form and any supporting documentation demonstrating compliance with the requirements of the applicable rating as per procedure laid down in Chapter 3. Upon satisfactory verification, the Authority shall:

- a) Endorse the applicant's aircraft maintenance engineer licence with the applicable aircraft rating according to the procedure in Part I para 7.0 and below Chapter 3 of this manual; or
- b) Reissue the said licence to include the applicable aircraft rating; or
- c) Remove the applicable limitations in accordance with point .A.127 of KAMEL Manual.

The Authority record system shall be changed accordingly.

## CHAPTER 3 - ENDORSEMENT WITH AIRCRAFT TYPE RATINGS

### 3.1. Introduction

In order to be entitled to exercise certification privileges on a specific aircraft type, the holder of an aircraft maintenance engineer licence needs to have his/her licence endorsed with the relevant aircraft ratings as explained in Part 1.

Holders of Aircraft Maintenance engineer Licences in Category B1, B2, B3 and C may apply for inclusion of an Aircraft Type Rating subject to meeting the relevant requirements in KAMEL.A126 . A Category A licence does not contain type ratings

In order for an Approved maintenance organisation to issue a certification authorisation to a licence holder in categories B1, B2 and B3 the relevant type rating must be held. Without the relevant type rating and authorisation, the licence holder cannot sign the Certificate of Release to Service for work carried out on the aircraft.

### 3.2. Aircraft Type Ratings & Group Ratings

The endorsement of aircraft type ratings requires the satisfactory Completion of the relevant category B1, B2, B3 or C aircraft type training. Aircraft type training shall be conducted by a maintenance training organisation appropriately approved in accordance with the civil aviation (Approved Training Organization) regulations or, when conducted by other organisations, as directly approved or accepted by the Authority. Authority may issue type ratings and group ratings in accordance with A.126 (a) of KAMEL Manual.

- a) Type Ratings-  
Type Ratings are issued in accordance with KAMEL Manual, Appendix III. Aircraft Type Ratings are listed in Aircraft Type List in Appendix 1 of KAMEL Manual- AMC. Individual type ratings will be granted following completion of appropriate type training, examination and experience requirements.
- b) Manufacturer Group Ratings-  
Manufacturer group ratings may be granted after complying with the type rating requirements of two aircraft types' representative of the group from the same manufacturer.
- c) Full Group Ratings-  
Full group ratings may be granted after complying with the type rating requirements of three aircraft types representative of the group from different manufacturers.

### 3.3. Approved Type Training

- a) Category B1, B2 and B3  
Approved maintenance training should include theoretical and practical elements in appropriate to the licence privileges. Theoretical and practical training must comply with KAMEL Manual, Appendix III. This training coupled with relevant type experience is a prerequisite for licence type endorsement and forms the basis for an AMO Authorisation to be issued.
- b) Category C

Type training for Category C must comply with KAMEL Manual, Appendix III.

Table below summarises the type training requirement for each category A, B1, B2 B3 and Category C approved training which includes both practical and theoretical training. Only ATO approved theoretical training

Category A, B1, B2 & B3	Category C
Approved training which includes both practical and theoretical training.	Only approved Theoretical training.

Where the Approved maintenance organisation conducts the practical training, it must confirm to the Authority that the trainee has been assessed and has successfully completed the practical elements of type training course to satisfy the requirements of KAMEL Manual A. 126(c).

### 3.4. Procedure of endorsement of type rating

#### 3.4.1.Pre-requisites

Applicant must hold an existing AMEL and have met the full requirements as per KAMEL Manual, A.126.

Ensure that the relevant theoretical type rating training has been conducted within an approved training organisation (ATO) or a training organization acceptable to the Authority and ensure that the relevant practical type rating training has been conducted within either an approved ATO training organisation or an approved maintenance organisation.

If however an applicant applying for his/her first type rating to be endorsed onto his/her Aircraft Maintenance engineer Licence, then applicant must ensure that the structured approved OJT has been completed within an approved maintenance organisation in support of theoretical and practical Certificates of Recognition(s).



## **3.4.2.Application**

Applicants for endorsement of type rating/s on Aircraft Maintenance engineer Licence (AMEL) shall submit the fully completed application form AC-PEL013-1 which is available on the website at [www.kcaa.or.ke](http://www.kcaa.or.ke).

## **3.4.3.Acceptance and Review Application**

Along with the fully completed application the applicant should pay the applicable fee and attach the respective supporting documents as explained in 2.2.1.

## **3.4.4.Evaluation of an Application - Actions required**

- a) Upon receipt of the application form, fee and the respective supporting documents the assigned Licensing/Airworthiness inspector will evaluate the application form for completeness.
- b) If the application was found to be incomplete, notify the applicant in writing and return the application.
- c) If all requirements are fulfilled, the assigned Licensing inspector will file and complete the checklist which is found in Appendix 2 of this manual and should forward to Manager Licensing with his/her recommendations.
- d) In the case where the On-the-Job Training is not required, the aircraft type rating shall be endorsed based on a Certificate of Recognition issued by a maintenance training organisation approved. Ensure that the relevant theoretical type rating training has been conducted within an approved training organisation and ensure that the relevant practical type rating training has been conducted within either an approved training organisation or an approved Maintenance organisation.

The endorsement of the first aircraft type rating within a given category/sub-category requires satisfactory completion of the corresponding On-the-Job Training, as described in Appendix III to KAMEL Manual must ensure that the structured approved OJT has been completed within an approved maintenance organisation in support of applicant's theoretical and practical Certificates of Recognition(s). The final assessment of the completed OJT is mandatory and should be performed by a designated assessor appropriately qualified. The OJT and the OJT report should be in accordance with the procedure in Appendix 3 of this manual.

- f) The file should be forwarded to Licensing/Manager Airworthiness to ensure that the OJT are in compliance with the KAMEL Manual and the above procedure

### 3.4.5 Issue of Type Rating(s)

- a) Once the application is reviewed by the Manager Licensing /Airworthiness shall be forwarded with recommendation to Director General or designated personnel for approval of the licence.
- b) On meeting all requirement, the applicant will be issued with a Type Rating/s on his AMEL.
- c) Before issuing Type Rating/s, the documents explained under the paragraph 2.2.1 should be filed in the applicant's file. Update the license Register Book and the Data Base.
- d) Any documents received pertaining to the applicant's Aircraft Maintenance engineer Licence should be filed in the applicant's personal file.
- e) The Authority present policy does not intend to authorise any approved maintenance organization to issue AMEL on behalf.

### 3.5. Direct Course Approval

Direct Course approval is an approval of aircraft type training courses conducted by Non-approved maintenance training organisation (e.g Manufacturer)

The Authority may approve aircraft type training not conducted by a maintenance training organisation or approved training organization, pursuant to point 1 of Appendix III to KAMEL Manual. In such case the Authority shall ensure the aircraft type training complies with Appendix III of KAMEL Manual. Hence Training Organizations other than Approved training organisation (including approved maintenance organisations and manufacturers) can be approved by Authority to provide theoretical element (theoretical training and examination) and/or practical element (practical training and assessment) of aircraft type training. This so called "direct" approval may be given by the Authority.

This is a one-time approval on a case-by-case basis for a single course or a predefined group of courses i.e. approved maintenance organization cannot receive a permanent approval for aircraft type training.

All aircraft type training courses, other than those carried out by an approved training organisation approved to conduct type training, must be pre-approved by the Authority and the application will be processed in accordance with this procedure.

### 3.5.1.Approval Procedure

a) The Director General or designated person may approve aircraft type training not conducted by an approved maintenance training organization, pursuant to point 1 of Appendix III to KAMEL Manual and Part 1 subpart B paragraph 12.0 of this manual.

b) In such cases, the Authority shall be satisfied that type-training requirements are complied with as per the civil aviation (ATO) regulations requirements before the type rating is issued.

The approved type-training course shall include theoretical course elements/examinations acceptable to the Authority. However the type rating endorsement on the licence also requires the performance of practical training/assessment elements acceptable to the Authority. The practical training/assessment element may either be part of the approved type training course or be performed directly by the approved maintenance organisation. Type training courses will be approved in accordance with KAMEL Manual Appendix III.

c) Conditions for Direct Course approval are as follows

1. The Training Organization who conducts the type training to be approved must hold a valid certificate of approval as a maintenance training organisation issued by another contracting state Authority. The Authority may require authentication/ verification of the certificate of such approval from the Foreign Authority to confirm the validity of the approval certificate.
2. The Training Organization should have an effective independent quality monitoring (audit) system to ensure that it remains in compliance with the standard to which its approval was issued and acceptable to Authority.
3. The Training Organization accepts that Authority may access the Maintenance Training Organisation's facilities during its normal working hours to verify compliance.
4. The Authority may require authentication/ verification of the certificate of recognition from the Training Organization to confirm the authenticity of the certificate.
5. Approval is a one-time approval on a case-by-case basis for a single course or a predefined group of courses and should not be granted for long term periods.
6. The course and the assessment complies with the same standard valid for approved training organisations; this standard is described in paragraph 1 to 4 of Appendix III to KAMEL Manual.

7. No ATO Certificate of Recognition can be issued. However, an appropriate training certificates can be issued after successful completion of both elements.
8. The direct approval of the course will be granted only to Manufacturer Type course, Factory Type course or foreign approved training organizations.
9. In consultation with Licensing/Manager Airworthiness, DG shall nominate a qualified Inspector to conduct an audit to ensure that the training/examination is to the required standard. The audit may be a physical audit or desktop audit as determined by the Authority.

## 3.5.2.Application

Application for Direct Course approval, should be made on Application Form found in Appendix 1 of this manual, to the Personnel Licensing Section. Please visit [www.kcaa.or.ke](http://www.kcaa.or.ke) to find the application.

The processing of an application, including auditing of the course takes some time to complete and consequently organisations requiring approval of type training courses should make the application well in advance of the anticipated start-up date.

**Note:** *Applicant may be an aircraft owner / operator or approved organisation or AMEL holders who is seeking type rating endorsement.*

## 3.5.3.Acceptance and Review Application

Along with the fully completed application, the applicant shall pay the applicable fee specified AIC 07/21 as amended and submit the respective supporting documents as explained below and as guided by advisory circular CAA-AC-AWS018 as amended.

- a) Details of the Training Organization and approvals held
- b) Location of the Training Organization
- c) Details of Training Course including
  1. Personnel
  2. Facilities
  3. Course syllabus
  4. Knowledge examinations
  5. Practical training
  6. Practical Assessment
  7. Conduct of course
  8. Quality control
  9. Course records
  10. Course certificates

## 3.5.4.Evaluation of an Application

The procedure for the direct approval requires that the following aspects are described by the organisation providing the training:

- a) The content and the duration of the theoretical and/or practical elements, as applicable, in accordance with Appendix III to KAMEL Manual , including the Training Need Analysis (TNA);
- b) The teaching methods and instructional equipment;
- c) The material and documentation provided to the student;
- d) The qualification of instructors, examiners and/or assessors, as applicable;
- e) The examination and/or assessment procedure, as applicable. Further guidance about the assessment and the designated assessors is given in Appendix III to AMC to KAMEL Manual.
- f) The documentation and records to be provided to the student to justify the satisfactory completion of the training course and related examination/ assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the examination/assessment has been successfully passed.

The above criteria apply to a full course as well as to a partial course such as the practical element of a type training course and its assessment.

Applicants applying under a direct course approval must ensure that the Director General Kenya Civil Aviation Authority has granted approval to the relevant Operator, Training or Maintenance Organisation, prior to embarking on the course, as courses will not be retrospectively approved.

The Authority will conduct an audit to assess the proper performance of the training course and to ensure that the course criteria is the same standards as an approved ATO.

## 3.5.5.Conduct of an Audit

- a) The Authority shall nominate a qualified Inspector to conduct an audit to ensure that the training/examination is to the required standard. Inspector may be from AW section or Licensing Section or combination. The audit may be a physical audit or desktop audit as determined by the Authority after reviewing the application. Audit shall be conducted in all aspects and items to be assessed are:
  - 1. Personnel-Instructor, Examiners, Assessors qualifications
  - 2. Facilities
  - 3. Course Syllabus- Course length and Training material contents and quality

4. Knowledge Examinations-Length, number and conduct of examinations, Sample of examination questions
5. Practical Training
6. Practical Assessment
7. Conduct of course- Quality audit control, course records.
8. Course certificates - Certificate to be issued.

All above must meet the requirements of the civil aviation (Approved Training Organization) Regulations.

- b) If the audit is physical audit, the cost of the audit/ surveillance shall be borne by the applicant who request to be approved for training. Completion of such audit/ surveillance may result in approval, continuation, suspension or renewal etc. of the certificate of acceptance, depending upon the recommendation of the Authority Auditor(s).  
Any findings that affect the standards of the training course must be rectified before any certificates/approval are issued.
- c) Inspector will submit a comprehensive report to Director General indicating his/her recommendation of acceptance of the training course and complete the check list found in Appendix 2 of this manual.
- d) The DG may approve the course as guided by CAA-O-AWS018. The approval will contain specific conditions necessary if the training course is found satisfactory to the ATO standards.

### **3.5.6.Audit aspects**

- a) Personnel

The experience and qualifications of the person in charge of the training course shall be such as to ensure that the training will be conducted in a satisfactory manner. The number, qualifications and experience of the course instructors, examiners and practical assessors, shall be appropriate to the intended course.

- b) Facilities

Facilities should be provided that are adequate to ensure protection from the prevailing weather and of overall size to cope with all planned training and examinations on any particular day. They should be fully enclosed and separate from other facilities for theory and examinations.

They should be maintained at a light, noise and temperature/humidity level such that students are able to concentrate on their studies or examinations without undue distraction or discomfort.

Access should be provided to appropriate facilities containing examples of the aircraft and/or engine type.

Adequate office accommodation should be provided for the instructor(s), examiner(s), practical assessor(s) etc.

Adequate, safe and secure storage facilities should be available for examination papers and training records.

The students should have access to a library containing all current technical material appropriate to the training course.

## c) Course syllabus

The type training will include training corresponding satisfactory to the standards in KAMEL Manual Appendix III. The training should give adequate detailed theoretical knowledge of the aircraft, its main parts, systems (all existing systems in accordance KAMEL Manual Appendix III paragraph 3.1 where applicable) equipment, interior and applicable components. Relevant in-service problems, service bulletins and instructions should also be covered, including training in the systems in use for technical manuals and maintenance procedures. Knowledge is also required of relevant inspections and limitations as applicable to the effects of environmental factors such as cold and hot climates, wind moisture etc.

A Training Needs Analysis (TNA) will be submitted to justify the hour duration of the training course KAMEL Manual Appendix III para 3.1 (d)

If some items of the syllabus are not included in such a course, then an additional training course must be arranged and approved under the Direct Course Approval process to fill the gaps in order that the full requirements for licence issue of KAMEL Manual are met.

## d) Knowledge examinations

Knowledge examinations must be conducted at the end of each distinct phase of training or at the end of the course. The examinations must be conducted satisfactory to the standards in outlined in KAMEL Manual Appendix III paragraph 4.1.

## c) Practical training

Practical training should be performed satisfactory to the standards in KAMEL Manual Appendix III paragraph 3.2 and to include hands on training in maintenance of the aircraft, rigging, adjustments, replacement of line replaceable units, trouble-shooting, rectification of minor defects, functional tests of systems etc.

Practical training may be carried out at an approved maintenance organisation or at the manufacturers or a combination of both but such training will form part of the particular aircraft type training either approved directly by Authority or approved via the ATO requirement.

The training shall include practical hands-on training and theoretical training as appropriate for each task nominated. Satisfactory completion may be demonstrated by a workplace assessment.

An authorised instructor must conduct the training and an authorised practical assessor must conduct the practical assessment. Qualifications and experience standards for the instructors and practical assessors must be established.

d) Practical Assessment

Practical assessments should be conducted satisfactory to the standards in KAMEL Manual Appendix III para 4.2. An assessed pass for each student should be granted when the practical assessor is satisfied that the student has demonstrated the practical assessment satisfactory.

e) Conduct of course

Lecture notes, diagrams and other instructional material shall be substantially accurate at the time they are handed out. Where an amendment service is not provided a written warning must be given to this effect.

f) Quality audit and control

An audit will be carried out by the Qualified Inspector Designated by DG to ensure that the training/examination is to the required standard. Any findings that affect the standards of the training course must be rectified before any certificates/approvals are issued.

g) Course records

Records of course attendance, examinations and student ID, shall be submitted to the Authority as and when required.

h) Course certificates

Certificates should be awarded to the successful students on completion of the course. The certificate details must be agreed by the Authority and should include the following;

1. a unique certificate number;
2. name plus the location and date of birth of the student;
3. name of the course provider;
4. the airframe/engine combination, whether the engine is included in the course or not (this is important for AMEL type rating purposes as the type rating refers to an airframe/engine combination);
5. License Category, i.e. A, B1 B2,B3 or C as applicable;
6. subjects i.e. airframe/engine/electrical /avionics;
7. a clear indication of the standard of the course i.e. in accordance with KAMEL Manual.Appendix III;



8. the duration of the course including the start and end dates;
  9. specific elements of the course to which the certificate relates i.e. knowledge only, practical training only or knowledge and practical training,
  10. Any other relevant details particular to the course such as APU type(s).
- A sample template can be provided by the Authority

### **3.5.7 Issue of Approval**

Upon receipt of the application form, fee and the respective supporting documents as detailed in the paragraph 3.5.4 of this procedure, the Manager Airworthiness/Personnel Licensing that is in Charge of the AMEL will assign an inspector to start the evaluation and approval Process.

### **3.5.8 Direct Course approval with Desktop Audit**

This procedure is applicable to a Foreign Approved Training Organizations holding ATO approval from contracting states (i.e EASA, FAA etc) seeking acceptance to conduct aircraft type training to maintenance personnel for the purpose of type rating endorsement on AMEL. Holders of AMEL issued by Authority who work in Foreign AMO also can apply under this criteria for endorsement of type rating/s.

#### **a) Conditions for acceptance of Foreign Approved Organization**

1. The Foreign Approved Training Organizations must hold a valid certificate of approval as an approved maintenance training organisation from a competent Authority of a contracting state and acceptable to the Authority.
2. The Authority may require authentication/ verification of the certificate of recognition from the EASA or civil aviation authority of contracting state to confirm the authenticity of the certificate.
3. All aircraft type training courses, other than those carried out by an approved training organisation approved to conduct type training, must be pre-approved by Authority and type training shall not be conducted before granting the approval.

#### **b) Procedure for Acceptance**

The procedure for such approval of type training courses by the Authority should require that the following aspects are described by the organisation providing the training:

1. The content and the duration of the theoretical and/or practical elements, as applicable, in accordance with Appendix III to KAMEL manual , including the Training Need Analysis (TNA);
2. The teaching methods and instructional equipment;
3. The material and documentation provided to the student.

4. The qualification of instructors, examiners and/or assessors, as applicable;
5. The examination and/or assessment procedure, as applicable.  
Further guidance about the assessment and the designated assessors is given in Appendix III to AMC to KAMEL Manual.
6. The documentation and records to be provided to the student to justify the satisfactory completion of the training course and related examination/ assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the examination/assessment has been successfully passed.

The approval of aircraft type training will be done in writing on a case by case basis and shall not be granted for long term periods, since it is not a privilege of the organisation providing the training.

Type training courses will be approved in accordance with the requirement in Appendix III of this manual and to satisfactory to the standards in KAMEL Manual.

The approval of the course will be granted only to Manufacturer Type course, Factory Type course or foreign approved training organizations acceptable to the Authority.

Assigned Qualified Airworthiness/personnel Licensing Inspector will conduct a desktop audit to audit the proper performance of the approved course and shall require authentication/ verification of the following details.

1. Authentication/ verification of the certificate of recognition from the Foreign contracting state to confirm the authenticity of the certificate
2. authentication/ verification of the Approval from Foreign contracting state for the ATO
3. Authentication/ verification of the training course details as detailed in above 1-5

## c) **Application**

Application for Direct Course approval, should be made on Application Form which is found in Appendix 1 of this manual, to the Director General.

The processing of an application, including auditing of the course takes some time to complete and consequently organisations requiring approval of type training courses should make the application well in advance of the anticipated start-up date. All aircraft type training courses approved to conduct type training, must be pre-approved by Authority and the application will be processed in accordance with this procedure.

**Note:** *Applicant may be an aircraft owner/ operator or approved maintenance organisation or Holders of AMEL issued by Authority who works in Foreign AMO.*

## **d) Acceptance and Review Application**

Along with the fully completed application, the applicant shall pay the applicable fee specified AIC 07/21 as amended and submit the respective supporting documents as explained below and as guided by advisory circular CAA-AC-AWS018 as amended

The applicant shall submit following documents together with the application.

1. Requisite fees
2. Letter of Intent.
3. Copy of Foreign contracting state Maintenance Training Organisation Approval Certificate
4. Course details (Theoretical and practical training)
5. Details of Examination and/or Assessment procedure
6. Course completion certificate “Certificate of recognition”
7. Any other details request by Authority.

## **e) Issue of Approval**

Upon receipt of the application form, fee and the respective supporting documents as detailed in the paragraph 3.4.5 of this procedure, the Manager Airworthiness/Personnel Licensing that is in Charge of the AMEL will assign an inspector to start the evaluation and approval Process.

The qualified Inspector shall conduct a Desktop Audit as applicable to ensure that the training/examination complies with required standard. Audit shall be conducted in all aspects as detailed below;

1. Foreign contracting state approval and its validity and authenticity
2. Training material contents and quality
3. Instructor, Examiners, Assessors qualifications
4. Facilities
5. Course length and Syllabus
6. Certificate to be issued.
7. examination system
8. Length, number and conduct of examinations

Auditor shall verify from the authenticity of the all certificates/documents via email/fax/letter through a proper system established by Authority.

Completion of such desktop audit or other may result in approval, continuation, suspension or renewal of the certificate of acceptance, depending upon the recommendation of the Qualified Inspector (s).

Any findings that affect the standards of the training course must be rectified before any certificates are issued.

Inspector will submit a comprehensive report to the Authority indicating his/her recommendation of acceptance of the training course and complete the # 11,12 of the check list which is found in Appendix 2 of this manual.

The Director General may approve the course by letter that will contain any specific conditions necessary if the Training course found satisfactory to the standards in KAMEL Manual.

In addition to the above requirement in a) to e) the endorsement of the first aircraft type rating within a given category/sub-category requires satisfactory completion of the corresponding On-the-Job Training, satisfactory to the standards in Appendix III to KAMEL Manual OJT report shall be submitted according to the procedure in 3.6 of this manual.

## **3.6. On the Job Training (OJT) for first type ratings**

### **3.6.1.Introduction**

OJT is a supervised event rather than an instructed one and shall include one to one supervision and involve actual work task performance on aircraft/components, covering line and/or base maintenance tasks. The completion of the pre-agreed tasks should be in a log book format, issued by the approved organisation to the student and carried out under the direct supervision of an engineer approved to complete the tasks. These tasks constitute further 'type contact' to consolidate the Theory and Practical training and to gain experience in performing safe maintenance on their first type in each subcategory.

The organisation providing the on-the-job training should provide trainees a schedule or plan indicating the list of tasks to be performed under supervision. A record of the tasks completed should be entered into a logbook which should be designed such that each task or group of tasks is countersigned by the corresponding supervisor. The logbook format and its use should be clearly defined.

### **3.6.2.Regulatory Requirement:**

According to the Civil Aviation (Personnel Licensing) Regulations, The endorsement of aircraft type ratings requires the satisfactory completion of the relevant category B1, B2 or B3 aircraft type training. Aircraft type training shall consist of theoretical training, examination, practical training, and assessment and shall have been started and completed within the three years preceding the application for a type rating endorsement.

The endorsement of the first aircraft type rating within a given category/sub-category requires satisfactory completion of the corresponding On-the-Job Training, as described in Appendix III to KAMEL Manual.

OJT shall be performed on the aircraft type for which the applicant is seeking type endorsement. The objective of the OJT is to gain the required competence and experience in performing safe maintenance on that particular aircraft type.

This is mandatory for group1 aircraft. For groups 2 and 3 aircraft, OJT is not required if an oral examination is conducted in place of type training (Theory and Practical). If type training is conducted, OJT will again be required. See below for clarification.

OJT should not be confused with Practical Training which is conducted by Approved training organizations or training organizations.

The Engineer/applicant must supply evidence of completing the following for each first type in each licence sub-category:

Approved Training organisation

- Theory training and examination
- Practical training and assessment

Approved Training organisation

- On the Job training (OJT) and assessment \*

\* OJT is only required for the initial type in each licence category or sub-category:

For example; if a basic B1/B2 licence is endorsed with the Airbus A320 type in the B1 category and the engineer wishes to add the A320 in the B2 category, he/she will have to complete B2 related OJT representative of that aircraft and its systems.

If the same engineer adds the B1.3 category to the basic licence and wishes to add the first helicopter type, he/she must complete OJT representative of that first helicopter type. Endorsement of any subsequent types in each of the categories will not require OJT.

OJT should be as follows:

1. On-the-Job Training (OJT) shall be approved by the Authority.
2. OJT shall have been started and completed within the three years preceding the application for a type rating endorsement.

### 3.6.3. Training privileges

OJT is usually delivered face-to-face and shall take place on the aircraft, or aeronautical product, or at the workplace involving actual work task performance. OJT may include both line and base maintenance tasks and must comply with the requirements of Appendix III of the KAMEL Manual.

OJT may only be carried out under the control of a maintenance organisation appropriately approved to maintain the particular type concerned – this means an approved maintenance organisation. It is not mandatory for a maintenance organisation to deliver OJT but in either case, the MOPM/MPM must indicate applicability.

Up to 50% of the required OJT can be undertaken before the aircraft theoretical type training starts.

Type specific tasks may be substituted as applicable to the aircraft type concerned and licence category. OJT should demonstrate a variety and cross section of tasks both in terms of aircraft systems experience and in the complexity of the tasks performed. The design of the OJT program should consider which tasks for an aircraft will be mandatory irrespective of the experience reductions available by virtue of completing type training. There will be aircraft specific tasks that every applicant will need to carry out, irrespective of their experience.

Type experience should be demonstrated by the submission (to the AMO assessor) of OJT records or a logbook showing tasks performed by the applicant. The maintenance organisation should provide applicants a schedule or plan indicating a list of tasks for a type rating to be performed under supervision. A record of the tasks completed should be entered into a logbook, which should be designed such that each or a group of tasks may be countersigned by a workplace supervisor, or assessor.

### 3.6.4. Content

At least 50% of the tasks contained in Appendix II to AMC to KAMEL Manual shall be completed where relevant to the particular aircraft type and licence subcategory applied for. Tasks other than those in appendix II can be considered as replacements when they are relevant. Tasks should be chosen for their variety, complexity, diversity, frequency, safety and novelty etc. (AMC to section 6 of Appendix III to KAMEL Manual item 4).

Each task shall be signed off by the student and countersigned by a designated supervisor.

The logbook should contain a statement that a record of the completed tasks or group of tasks have been selected and completed based upon their variety and complexity. It is recognised that some organisations have less exposure to more technically difficult tasks, line stations for example. Consideration should be taken for the repetition of the tasks that are available, to allow for the requisite experience to be gained in conducting safe maintenance. Substantial repetition must be considered by the Inspector or and be proportionate and within reason. Where possible the organisation should detail tasks that it expects to perform on a regular basis.

NOTE: It should be remembered that potential OJT participants may not have had any previous experience on the type concerned and that the only contact they have had was during Theory and Practical type training.

Task completion and feedback should be observed and stated in the approved log book by the direct supervisor; who should oversee the entire task process and confirm completion in the logbook. The experience should be carried out on the specific aircraft type that is later applied for endorsement.

## 3.6.5.Simulation

The use of simulators in OJT shall not be allowed, as the overall objective is to gain experience of conducting safe maintenance on live aircraft (AMC to section 6 of Appendix III to KAMEL Manual item 3)

## 3.6.6.OJT Assessment

A final assessment of the completed OJT documentation is carried out to confirm the trainee has completed the required diversity and quantity of tasks (AMC to section 6 of Appendix III to KAMEL Manual item 8). A designated Assessor is to conduct the final assessment of the completed OJT.

The final assessment should detail a statement/confirmation that the completion of the required diversity and quantity of the OJT has been completed and that the supervisor reports and feedback (whether included in the log book or retained separately) have been completed. (See Attachment 1 of this procedure). No attachment 1

Note: Refer Chapter 6 of this manual for OJT Assessors appointment, qualification of Assessors, Responsibilities & Job Description, & grant authorization.

## 3.6.7.Approving the conduct of OJT

1. In order to facilitate the approval of the OJT process by the Authority, the organisation shall produce the relevant worksheets or logbook, scheduling the list of tasks to be performed, for each type and a compliance report demonstrating how the OJT meets the requirements of KAMEL Manual. This could be as simple as a short narrative referencing the MOPM/MPM procedures, Supervisors, Assessors, the 50% requirements and the regulation complied with.
2. OJT shall cover a cross section of tasks acceptable to the Authority. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.
3. Each task shall be signed off by the student and countersigned by a designated supervisor. The tasks listed shall refer to an actual job card/work sheet, etc.
4. The final assessment of the completed OJT is mandatory and shall be performed by a designated assessor appropriately qualified.
5. Approval will be indicated through the inclusion and acceptance of procedures in the organisation's approved MOPM/MPM Section 3.15 as indicated in the civil aviation (AMO) regulations or referenced in a Procedures manual (AMC to section 6 of Appendix III to KAMEL Manual item 9).  
It shall include the following:
  - the assessment of the completed OJT
  - the certification technique for the completed OJT, e.g. issuing a Certificate of completion

- the qualification/training of the Supervisors and Assessors.
- 6. These processes and the records produced, will be audited during the organisation's oversight period by the AMO Inspector assigned.
- 7. The OJT shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

### 3.6.8. Qualifications

1. Supervisors play the biggest role in OJT and they should therefore:
  - Have the relevant certifying privileges for the task.
  - Be competent for the selected tasks
  - Be safety-orientated.
  - Be capable to coach, mentor and when necessary, determine the need for extra training
  - Be designated by the approved maintenance organisation to carry out supervision
2. Assessors should have training and experience on the assessment process being undertaken and be authorised to do so by the organisation (AMC to section 6 of Appendix III to KAMEL Manual item 8).
3. The assessment could conceivably be carried out by an administrator trained in the documentation's usage and completion parameters, e.g. the required number of tasks in the logbook being completed, the correct signatures in the correct boxes etc. This would obviously vary from one organisation to another.
4. The organisation should demonstrate a processes that explains the qualification and authorisation of these personnel and how they are managed.

### 3.6.9. OJT Log and OJT Report

The supervisor should aim to oversee the complete process of the task, including task completion, use of manuals and procedures, observance of safety measures, warning and recommendations and adequate and appropriate behaviour in the maintenance environment. The supervisor should personally observe the work being performed to ensure the safe completeness and should be readily available for consultation, if needed during the OJT performance. The supervisor should provide a brief report/comments regarding the above.

Each completed OJT Log should include a variety of fault finding, diagnosis, troubleshooting, inspection, check and repair, servicing, deactivation, activation, reactivation, removal/installation and testing. The trainee must be involved in the decision –making process. The trainee must show sufficient hand skills with regard to mechanical, avionic and electrical techniques.

The maintenance organisation should present the student with evidence of OJT completion that can be submitted to the Authority, with the certificates of recognition for Theory and Practical training, for their licence to be endorsed with the type rating.

In order to facilitate the verification by the Authority, demonstration of the OJT shall consist of

- i. Detailed worksheets/logbook and
- ii. A compliance report (OJT Report) demonstrating how the OJT meets the requirement of this Procedure and KAMEL Manual.



The following data shall be addressed on the OJT worksheets/ logbook:

1. Name of Trainee;
2. Date of Birth;
3. Approved Maintenance Organisation;
4. Location;
5. Name of supervisor(s) and assessor, (including licence number if applicable);
6. Date of task completion;
7. Description of task and job card/work order/ tech log, etc;
8. Aircraft type and aircraft registration;
9. Aircraft rating applied for.

The OJT report shall be issued by the Quality Manager in a letter head of the Maintenance Organization according to the format in the Attachment 1 of the OJT procedure which is available in Appendix 3 of this manual.

Nature of the compliance report shall consist of

- a) Certificate of Completion
- b) A letter/statement of confirmation of completion
- c) The completed approved OJT logbook Refer samples in Appendix 3

Records of the completed OJT logbooks should be retained by the AMO to facilitate subsequent audits by the Authority.

The logbook format and its use are clearly defined in Attachment 2 of this procedure which is available in Appendix 3 of this manual. KCAA Standard Aircraft Maintenance Technician's logbook or a workplace 'Recent work experience record' worksheet can be utilized for the logging of OJT. This worksheet may be printed off and used by an individual applicant to record evidence of their OJT experience or maintenance tasks performed.

Refer Appendix 3 of KAMEL Manual for "On the Job Training (OJT) Procedure".

## 3.7. Conversion of Licence including Group Ratings

Individual aircraft type ratings already endorsed on the AMEL shall remain on the licence and shall not be converted to new ratings unless the licence holder fully meets the requirements for endorsement defined in Civil Aviation (Personnel Licensing) Regulations, as amended for the corresponding group/sub-group ratings.

The conversion shall be performed in accordance with the Part I, subpart B paragraph 11.0 of this manual.

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Table 1: Aircraft rating requirements

Aircraft groups	B1/B3 licence	B2 licence	C licence
<b>Group 1</b> <ul style="list-style-type: none"> <li>▪ Complex motor-powered aircraft</li> <li>▪ Multiple engine helicopters</li> <li>▪ Aeroplanes certified above FL290</li> <li>▪ Aircraft equipped with fly-by-wire</li> <li>▪ Other aircraft when defined by the Authority</li> </ul>	(For B1) <b>Individual TYPE RATING</b>  Type training: <ul style="list-style-type: none"> <li>▪ Theory + examination</li> <li>▪ Practical + assessment</li> </ul> <b>PLUS</b> <ul style="list-style-type: none"> <li>▪ OJT (for first aircraft in licence subcategory)</li> </ul>	<b>Individual TYPE RATING</b>  Type training: <ul style="list-style-type: none"> <li>▪ Theory + examination</li> <li>▪ Practical + assessment</li> </ul> <b>PLUS</b> OJT (for first aircraft in licence category)	<b>Individual TYPE RATING</b>  Type training: <ul style="list-style-type: none"> <li>▪ Theory + examination</li> </ul>
<b>Aircraft groups</b>	<b>B1 licence</b>	<b>B2 licence</b>	<b>C licence</b>
<b>Group 2 Subgroups:</b> <ul style="list-style-type: none"> <li>▪ 2a: single turboprop aeroplanes</li> <li>▪ 2b: single turbine engine helicopters</li> <li>▪ 2c: single piston-engine helicopters (except those classified in Group 1)</li> </ul>	(For B1.1, B1.3, B1.4) <b>Individual TYPE RATING</b> (type training + OJT) or (type evaluation + practical experience) <b>Full SUBGROUP RATING</b> (type training + OJT) or (type evaluation + practical experience) on at least 3 aircraft representative of that subgroup  <b>Manufacturer SUBGROUP RATING</b> (type rating + OJT) or (type evaluation + practical experience) on at least 2 aircraft representative of that manufacturer subgroup	<b>Individual TYPE RATING</b> (type training + OJT) or (type evaluation + practical experience) <b>Full SUBGROUP RATING</b> Based on demonstration of practical experience  <b>Manufacturer SUBGROUP RATING</b> Based on demonstration of practical experience	<b>Individual TYPE RATING</b> Type training or type evaluation <b>Full SUBGROUP RATING</b> Type training or type evaluation on at least 3 aircraft representative of that subgroup  <b>Manufacturer SUBGROUP RATING</b> Type training or type evaluation on at least 2 aircraft representative of that manufacturer subgroup

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<b>Group 3</b> ▪ Piston-engine  aeroplanes  (except those classified in Group 1)	(For B1.2)  <b>Individual TYPE RATING</b>  (type training + OJT) or (type evaluation +  practical experience)  <b>Full GROUP 3 RATING</b> Based on demonstration of practical experience <b>Limitations:</b> ▪ Pressurised aeroplanes ▪ Metal aeroplanes ▪ Composite aeroplanes ▪ Metal tubing & fabric aeroplanes	<b>Individual TYPE RATING</b>  (type training + OJT or (type evaluation + practical experience)  <b>Full GROUP 3 RATING</b> Based on demonstration of practical experience	<b>Individual TYPE RATING</b> Type training or type evaluation  <b>Full GROUP 3 RATING</b> Based on demonstration of practical experience
<b>Piston-engine non- pressurised aeroplanes of 2,000 kg MTOM and below</b>	(For B3) <b>FULL RATING</b> Based on demonstration of practical experience Limitations: ▪ Metal aeroplanes ▪ Composite aeroplanes ▪ Wooden aeroplanes ▪ Metal tubing & fabric aeroplanes	Not applicable	Not applicable

## CHAPTER 4

### **RE-ISSUE OF AIRCRAFT MAINTENANCE ENGINEERS LICENCE ISSUED UNDER THE CIVIL AVIATION (PERSONNEL LICENSING) REGULATIONS, 2013 TO B1/B2/B3 LICENCE CATEGORIES.**

1. For guidance on transition for Aircraft Maintenance Engineers licence (AMEL) issued under the Civil Aviation (Personnel Licensing) Regulations, 2013 to B1 or B2 Licence Categories refer to the published Aeronautical Information Services (AIC) on transition.

## CHAPTER 5

### RENEWAL AND RE-ISSUE OF AN AIRCRAFT MAINTENANCE ENGINEER LICENCE

#### 5.1. Renewal of AMEL

##### 5.1.1.Regulatory Requirement

According to the Civil Aviation (Personnel Licensing) Regulations, as amended the aircraft maintenance engineer licence becomes invalid after the duration defined in the licence after its initial issue or last renewal, unless the holder submits his/her aircraft maintenance engineer licence to the Authority for renewal and to verify that the information contained in he/her licence is the same as that contained in the Authority records pursuant to paragraph 9.0 of the part I of this manual.

Any certification privilege based upon an aircraft maintenance engineer licence becomes invalid as soon as the aircraft maintenance engineer licence is invalid.

The validity of the AMEL is not affected by recency of maintenance experience whereas the validity of the KAMEL manual A.123 privileges is affected by maintenance experience as specified in KAMEL manual .A.123(a).

##### 5.1.2.Application

The holder of an Aircraft Maintenance engineer Licence shall complete the relevant parts of KCAA Form AC-PEL013-1 (see Appendix 1 of this manual) and submit it with the original license to the Authority.

Application can be found in KCAA Website [www.kcaa.or.ke](http://www.kcaa.or.ke).

*Note : Refer Chapter 5 & 6 of AMEL Examination Procedure Manual to follow the procedure for submission of application to the Licensing System.*

The period of validity will be 5 years.

##### 5.1.3.Acceptance and Review Application

Along with the fully completed application form the applicant shall pay the applicable fee specified in AIC 07/21 as amended and supporting

documents as explained 2.2.1 & 5.1.2 for the renewal option select by the applicant. The assigned inspector shall complete the checklist in Appendix 2 of this manual. If the application is incomplete return the application to the applicant before the payment of the fees.

Repeat steps 2.2.1 to 2.2.2

After submitting the evaluated application for recommendation to the Authority or other designated officer, the assigned inspector shall have compared the holder's aircraft maintenance engineer license with the Authority records and verify any pending revocation, suspension or any change action. If the documents are identical and no resolution of safety concern action is pending, the holder's copy shall be renewed for the further duration defined in the Licence issued by Authority and the file endorsed accordingly.

- (b) If Authority records are different from the aircraft maintenance engineer license held by the license holder:
1. The assigned inspector shall submit the file to Manager Airworthiness/personnel license further investigation. Authority shall investigate the reasons for such differences and may choose not to renew the aircraft maintenance engineer license;
  2. Authority shall inform the license holder and any known approved maintenance organisation that may be directly affected of such fact.
  3. Authority, if necessary, take action in accordance with point resolution of safety concern to revoke, suspend or change the license in question.

## 5.2.Renewal of lapsed license

A person who fails to renew his licence after the expiry period may do so as required and in compliance with by the Civil Aviation (Personnel Licensing) Regulations, as amended

***Note:** It is the responsibility of the Approved maintenance organisation to check if the applicant has recent relevant experience before issuing certification privileges.*

## 5.3.Issue of duplicate license for lost/stolen/damaged licenses

The application Form: AC-PEL013-1 should be accompanied with a letter stating the requirement of duplicate license whether it is due to a lost, stolen or damaged license. In case of lost or stolen licenses, a police report (Abstract) shall be submitted. For damaged licence, the original license shall be submitted for replacement.

The Authority should review the application and the history of the applicant to check for similar incidents (lost, stolen or damaged) and the expiry of the said license.

If the application was made before the expiry date of the previous license issued then it may be renewed with same expiry date.

Payment should be made as per AIC 07/21 as amended.

Repeat steps in paragraph para 5.1.2 to 5.1.3 of this procedure before issue of a duplicate license.

## CHAPTER 6

### EXAMINATIONS

#### 6.1. Regulatory Requirement

This section provides the procedure followed by the Authority for the examinations conducted for issuance of Aircraft Maintenance Engineer Licence according to the Examination Standards KAMEL Manual and subpart C, paragraph 1.0 of Part 1 of this Manual.

- a) Basic examinations shall follow the standard specified in Appendix I and II to KAMEL Manual.
- b) Type training examinations and type evaluations shall follow the standard specified in Appendix III to KAMEL Manual.

#### 6.2. Aircraft Maintenance Engineer Licence Basic Examination

An applicant for an AMEL, or the addition of a category or subcategory to such a licence, shall demonstrate by examination a level of knowledge in the appropriate subject modules in accordance with Appendix I this KAMEL Manual. The examination shall be conducted by the Authority in accordance with Appendix II to KAMEL Manual at a frequency published by the Authority.

##### 6.2.1. Application

Application for AMEL examination shall be made on Form: AC-PEL013-1 and refer Chapter 2, para 2.3 for the submission procedure.

##### 6.2.2. Examination Schedule and conduct

The Basic knowledge examinations shall be conducted by personnel licensing department of the Authority and confirmed exam dates and venues are published in AIC 02/21 as amended and accessed [www.eaip.kcaa.or.ke](http://www.eaip.kcaa.or.ke).

Records of all examinations are retained on examination database and Records of Individual applicants are retained in both soft and/or hard copy.

At Successfully completion of all exam modules pertinent to the category requested, candidates will be issued with a full result sheet signed by the Authority.

## 6.2.3.Preparation of Question Papers

- a) All examination questions shall be kept in a safe and secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination.
- b) The Authority has appointed:
  - 1. Persons who control the questions to be used for each examination.
  - 2. Examiners/invigilator who shall be present during all examinations to ensure the integrity of the examination.
- c) All examination papers shall be distributed at the start of the examination to the candidate and handed back to the examiner at the end of the allotted examination time period. The examination papers are not allowed to be removed from the examination room during the allotted examination time period
- d) Apart from specific documentation needed for type evaluations, only the examination paper may be available to the candidate during the examination
- e) The questions must be prepared in English language. Refer GM. subpart C, paragraph 2.0, Part 1 of this manual for the guidance to prepare question papers.
- f) Allocation of the questions and format of the Question Papers  
The 'Basic Knowledge Requirements' in Appendix I and 'Basic Examination Standard' in Appendix II to KAMEL Manual comprehensively describes the format of question paper, total number of questions to be included and the time to be allocated for Basic Examination. Allocation of questions to cover Sub-modules for the preparation of final question paper within the frame work specified in Appendix I and II to KAMEL Manual.



### 6.3. Aircraft Type evaluation and Assessment

#### 6.3.1.Examination Standard & procedure

Type Rating examinations and assessments are conducted in accordance with the standards explained in KAMEL Manual, Appendix III ,

There are two different examination standards as “ Examination “ and “Assessment”, respectively in KAMEL Manual Appendix III, points 4 and 5.

- 1) Theoretical element examination is called as Examination-

**Examination** is a written form of demonstration of a certain level of theoretical knowledge by the student based on achievement of the learning objectives, usually performed on completion of a theoretical training course or a portion of a course. The student shall demonstrate, to the levels identified in the table in KAMEL Manual, Appendix III, the detailed theoretical knowledge of the aircraft’s applicable systems, structure, operations, maintenance, repair, and troubleshooting according to approved maintenance data, as well as the use of manuals and approved procedures, including the knowledge of relevant inspections and limitations. The standard, format, pass mark, etc. are defined in KAMEL Manual, Appendix III, 4.1. The examination shall be performed by the appropriately trained and approved examiner. Examination shall be conducted by the appropriately approved or accepted Training Organization.

- 2) Practical element examination is referred as Assessment-

**Assessment** is a practical form of measuring the competence of the student by evaluating three major factors associated with learning objectives: knowledge, skills and attitude, usually performed on completion of a practical element of the aircraft type training. The assessment should focus on the competencies relevant to the aircraft type and its maintenance. The principles on how to perform the competence assessments are given in the AMCs to KAMEL Manual, Appendix III. an assessment must be performed which must comply with the following,

- a. The assessment shall be performed by designated assessors appropriately qualified.
- b. The assessment shall evaluate the knowledge and skills of the trainee.
- c. Type evaluation shall be conducted by approved/accepted training organisations

Regarding KAMEL Manual Appendix III, point 5., “Type evaluation Standard” does not apply to the examination performed as part of type training. This point only applies to those cases where type evaluation is performed as a substitute for type training, which means it is intended for the examinations conducted by (or on

behalf of) the Authority on those aircraft that do not require a type training (typically Group 2 and Group 3 aircraft according to Appendix I to the AMCs to KAMEL Manual). So, it is true that the examiners authorised by the Authority shall not have been involved in the applicant's training. In all other cases AMC to KAMEL Manual Appendix III applies, which means that the roles of the assessor and the instructor may be combined for the practical elements, depending on the size of the organisation.

Regarding the roles of examiners and assessors, these are different functions (which does not prevent one person from being authorised as both an examiner and an assessor). Normally, these functions should not be confused. The expression “The examination shall be oral, written or practical assessment based, or a combination thereof.” applies only for Section 5, i.e. “Type evaluation Standard”.

## 6.3.2. Differences between practical assessment and OJT assessment

The practical assessment addresses the practical portion of any type training whereas the OJT assessment addresses the additional practical experience necessary to gain in a true maintenance environment as part of the first type rating in a (sub)category, as illustrated by the table below:

	<b>PRACTICAL ASSESSMENT</b>	<b>OJT ASSESSMENT</b> <i>For the purpose of KAMEL.A.126(c)</i>
What/who is assessed:	Candidates following practical element of type training.  <i>Reference: KAMEL.A.126 (a)(b); Appendix III, 4.2.; AMC Appendix III, KAMEL</i>	Completeness of the OJT.  <i>Reference: KAMEL.A.126 (c); Appendix III, section 6; AMC to Section 6 of Appendix III, KAMEL MANUAL</i>
Function of assessor:	To perform the final evaluation of the knowledge, skills and attitude of the trainee following the practical element of the type training  <i>Reference: Appendix III 4.2.; AMC Appendix III, KAMEL</i>	To conduct the final assessment of the completed OJT, whereas the candidate's competence is indirectly justified.  <i>Reference: Appendix III, 6.; AMC to Section 6 of Appendix III 8, KAMEL</i>

# KCAA-AMEL EXAMINATION PROCEDURES MANUAL

Organisation:	<input type="checkbox"/> ATO <input type="checkbox"/> Approved maintenance environment  Manufacturer	Always in an Approved maintenance organization
	<i>Reference: Appendix III 1(b), KAMEL</i>	<i>Reference: Appendix III 6 ; AMC to Section 6 of Appendix III 1, KAMEL</i>
Objectives:	To evaluate if the candidate has gained the required competence in performing safe maintenance, inspections and routine work according to the aircraft documentation and other relevant instructions and tasks as appropriate for the type of aircraft.	To confirm the completion of the required diversity and quantity of OJT, based on the supervisor(s) reports and feedback. It is sufficient that the completion of individual OJT tasks is confirmed by the direct supervisor(s), without being necessary the direct evaluation of the assessor.
	<i>Reference: Appendix III, 3.2, KAMEL</i>	<i>Reference: AMC to Section 6 of Appendix III 7. &amp; 8., KAMEL</i>
Type of assessment:	The assessment may be: <ul style="list-style-type: none"> <li><input type="checkbox"/> diagnostic (prior to a course),</li> <li><input type="checkbox"/> formative</li> <li><input type="checkbox"/> summative (partial or final evaluation)</li> <li><input type="checkbox"/> performed task-by-task</li> <li><input type="checkbox"/> performed as a group of tasks</li> <li><input type="checkbox"/> partly executed on simulation devices</li> <li><input type="checkbox"/> performed as a final assessment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continuous during OJT (confirmed by the direct supervisor)</li> <li><input type="checkbox"/> Summative, as a final evaluation of the completeness of the OJT (based on the supervisor(s) reports and feedback)</li> </ul>
	<i>Reference: AMC to KAMEL Appendix III 2)</i>	<i>Reference: AMC to Section 6 of Appendix III to KAMEL</i>

Qualification of the assessor:	The assessment shall be performed by designated assessors appropriately qualified. It means that the assessors should demonstrate training and experience on the assessment process being undertaken and be authorised to do so by the organisation. Guidance about the qualification is given in AMC to KAMEL Appendix III 3.)	The OJT shall be assessed by designated assessors appropriately qualified. It means that the assessors should demonstrate training and experience on the assessment process being undertaken and be authorised to do so by the organisation. Guidance about the qualification is given in AMC to KAMEL Appendix III 3.)
	<i>Reference: Appendix III 4.2.; AMC to KAMEL Appendix III 3.)</i>	<i>Reference: Appendix III 6.; AMC to KAMEL Appendix III 3.)</i>
Procedure included in:	Approved training Organization procedures	MOPM/MPM (chapter 3) or “one-off” direct approval

## 6.4. Examiners

### 6.4.1.General

This part provides:

1. the Implementation procedure for the Method of Appointment or Delegation including requirements, prerequisite Qualifications & training requirement for the certification of a knowledge Examiners/Practical Assessors for conduct of AMEL knowledge Examinations/Practical Assessments.
2. ‘Delegate Instructions’ those are to be complied by all Examiners/Assessors who conduct the examinations/Assessments, to ensure a standardized and consistent approach to the assessment of candidates. Conducting such examinations/assessments shall be carried out by the designated Examiners when so assigned for each test by the Authority directly or in a manner approved by Authority only during the validity period of his authorization, strictly following the procedure & the Instructions stipulated in this manual and other associated requirements and procedures & shall determine the success or failure of a particular examinations/Assessments only through the criteria established in this manual.

Deviation from the procedures is not acceptable without explicit approval of the Authority.

The scope of authorization applicable to a Knowledge Examiner / Practical Assessor is limited to the conduct of Knowledge Examinations / Practical Assessment identified within the Authorization which they hold and Every Examination/practical Assessment shall be performed and furnish a report upon the applicant’s performance of the test on the form provided for the purpose by the Authority.

# KCAA-AMEL EXAMINATION PROCEDURES MANUAL

## 6.4.2. Basic Knowledge - Examiners

### 6.4.2.1. Appointment / Designation of Basic Knowledge Examiners

The Basic Knowledge examination shall be conducted by Authority for issuance of AMEL

Authority appoint knowledge examiners for conduct & preparation of knowledge examinations for AMEL Basic Examination. The qualifications and requirement for knowledge examiners are mentioned in Appendix D of this manual.

#### a) Appointment

As all examinations for all applicable Modules are conducted by Authority, basic knowledge examiners are a designated PEL/AW inspector delegated with such responsibility through Job Description under the hand of the Authority or a qualified personnel selected from the Aviation industry having minimum qualifications and experience as stipulated in Appendix D of this manual.

#### b) Responsibilities

Prime responsibility of the Examiners is to develop & submit questions to the panel to certify each & every question recommending for the input for the question Bank and to confirm the standard of the each module Question Paper & certification of the same for each examination.

Knowledge examiners shall follow the standards published in the Civil Aviation (Personnel Licensing) Regulations, as amended

#### c) Pre requisite qualifications & Experience

In addition to the requirements published in Appendix D of this manual the examiners shall meet the following requirements:

1. Hold Credentials issued by Authority or Authorization issued by Authority
2. Before a person is designated as a 'Basic Knowledge Examiner', he / she shall have understanding of:
  - the examination data base
  - ICAO Annex 1,
  - Civil Aviation Regulations.

## 6.4.3 Examiners/Practical Assessors for Aircraft Type evaluation

A maintenance training organization approved in accordance with applicable regulations to conduct aircraft type training shall conduct the aircraft type evaluations or aircraft task assessments specified in KAMEL Manual subject to compliance with the aircraft type and/or task standard specified in KAMEL.A.126. or Type evaluation shall be conducted by the Authority in accordance with section 5 of Appendix III, KAMEL Manual.

And also Authority may approve aircraft type training conducted by a Non- Approved Maintenance Training Organizations under Direct Course Approval (AMEL.B.130, Part 1 of this manual) . In such case the Authority shall ensure the aircraft type evaluation complies with Appendix III of KAMEL Manual and Chapter 6 of this procedure manual and type examiners are complies with Civil Aviation (ATO) Regulations, as amended

### 6.4.3.1 Appointment and pre-requisites

The scope of authorization applicable to a practical assessor is limited to the conduct of practical assessments identified within the approved training procedures manual and for which they hold authorization.

The experience and qualifications of knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and standard agreed by Authority.

Knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

#### 1) **knowledge examiners/practical assessors for Type evaluations conducted under Approved training Organization-(Reference KAMEL.A.126)**

Knowledge examiners/practical assessors shall be appointed for each examination according to the requirements in the organization training manual approved by Authority.

The knowledge of examiners and practical assessors shall be specified in the organization MOPM/MPM for the acceptance of such staff by the Authority.

Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors in accordance with approved training manual.

2) **Type evaluation conducted under Direct Course Approval- (Reference AMEL.B.130)**

The qualification of instructors, examiners and/or assessors, & the examination and/or assessment procedure, shall be in accordance with “Direct Course Approval Procedure” in subpart B paragraph 12.0 of part 1 and section 3.4 of this procedure manual.

3) **Type evaluation conducted by Authority ( Section 5, Appendix III KAMEL Manual)**

4) Authority shall appoint qualified Examiners to conduct type evaluation for Group 2 and/or Group 3 Aircrafts when type training is not required as and when required.

For such examination Authority shall appoint a qualified examiner to conduct type evaluation. Before a person is designated as a ‘Type Examiner, shall have Valid AMEL or equivalent national licence endorsing the appropriate category / sub category (i.e. B1.1 for B1.1 assessor) and appropriate aircraft type endorsed in the licence or company approvals for the appropriate category / sub category for each aircraft type used for the purpose of the examination/assessment.

Terms of reference shall be drawn up for all knowledge examiners and practical assessors

## 6.4.3.2 Responsibilities & Job Description

Responsibilities of all above designated examiners are to assess the suitability of an applicant for the issuance of AMEL on performance of the practical job tasks associated with the respective privileges of the category of applicable AMEL to ensure compliance with the requirements of Authority.

Examiners should demonstrate a clear understanding of the examination standard required by AMEL Manual and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

Duties & Responsibilities of Management Personnel, Instructors, Knowledge Examiners and Practical Assessors are explained in ATO training manual and Maintenance Training manual defines the organization and procedures upon which the Authority training Organization approval is based. These procedures are approved by the Authority and must be complied with, as applicable, whenever knowledge or practical training is being progressed under the term of the Authority training organizations approval.

## 6.4.3.3 Recurrent Training

Knowledge Examiners / Practical Assessors are required to undergo the update training as fully described in procedure training manual. Recurrence training shall be conducted at least every 24 months relevant to:

- 1) current technology ,
- 2) practical skills
- 3) Assessment methodology
- 4) human factors Refresher Training
- 5) Aviation Legislation Refresher
- 6) Particular Type Refresher
- 7) the latest training techniques
- 8) Basic/Type practical log book & simulated practical Training
- 9) update training on instructional techniques (Practical skills)
- 10) etc..

Records should show for each examiner when the recurrence training was scheduled and when it took place.

Recurrent training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums

## 6.4.3.4 The scope of authorization

The scope of authorization applicable to a Knowledge Examiner / Practical Assessor is limited to the conduct of Knowledge Examinations / Practical Assessment identified within the Authorization which they hold. Every practical test shall be performed according to the authorization granted by Authority.

Authorization renewal is processed every 2 years by Approved Maintenance Training Organization which requires 35 hrs recurrent training in Approved Maintenance Training Organization or training organization for type training.

## 6.4.4 Delegation of Authority to Examiners/Assessors

### 6.4.4.1 Procedure for the designation of Examiners/Assessors (Knowledge& Practical Assessments for the Issuance of AMEL)

Following the approved procedure in the training manual, organization shall recommend applications and their credentials of individual applicant shall be submitted on



Form: AC-AWS006-2 to the Authority satisfying minimum qualifications as per the training manual.

On the receipt of such Forms, manager Airworthiness/personnel licensing shall evaluate & determine the suitability of the applicants to hold delegated responsibilities as per requirements published by Civil Aviation (Personnel Licensing) Regulations, as amended.

Organizations shall submit evidence for the necessity of issuance of such authorizations in terms of requirement of minimum numbers or expansion of activities in the area. After the acceptance by the Authority, Authorization shall be issued as per approved training manual.

Discretion of Authority shall be used in determining if it is really required or otherwise.

#### **6.4.4.2 Conditions of Issuance of Delegation of Authority.**

Delegated Authority shall be valid for a period of Three years & Individual applicant shall apply for the renewal before the expiry of the authorization with the recommendation of the approved organization.

Preparation of the Knowledge examination Papers shall be as per the applicable standard as per the approved procedure described in training manual.

Conducting assessments on the task applicable to each type rating practical assessments shall be the responsibility of the panel appointed for each assessment & the collective decision on the performance of an individual applicant shall be reached on the results of the applicant wherever possible.

In the event reaching consensus on such decision among the panel is not possible decision shall be deferred & shall be notified to Authority immediately.

Authority shall take appropriate action to resolve such matters including appointing another panel requiring the applicant to reappear for the assessment.

#### **6.4.4.3 System of Supervision by Authority**

Once the Authority has appointed a KCAA examiner or has designated a non-CAA person as examiner/Assessor, it is responsible for closely supervising the subsequent activities of the examiner/Assessor. The Authority has shall established a system for the supervision and control of practical test delivery which ensures consistency and reliability of testing by the designated practical examiners/ Assessors.

The supervision shall be done from time to time by visiting and witnessing the examination/assessment being conducted through the approved surveillance plan by KCAA Inspectors. Monitoring and supervision done for;

- Minimum annual numbers of examinations/assessments to be conducted by each examiner/assessor.
- Observation of examinations, especially practical checks, conducted by the examiner on a periodic basis,
- Recurrent training, etc.

Authority can monitor performance and apply remedial measures (e.g. training) as necessary. An examiner/Assessor is to demonstrate competency in evaluating the performance of applicants or licence holders during the conduct of checks.

To accomplish the above task, the Authority shall monitor the standards of all Practical examiners/assessors conducted by specifically authorized persons for the purpose of conducting or monitoring a Practical Assessment.(i.e a CAA AW Inspector or Accountable Manager or Examination Manager or Technical Training Manager).

Audit of Approved Training Organization is conducted by the designated Inspectors during supervision visits in accordance with requirement of Civil Aviation (Approved training Organization) Regulations, as amended.

The purpose of monitoring the activities of each Practical Examiners/Assessors is to ensure that:

- a) His/her reports are complete, accurate and meaningful;
- b) His/her Assessment cover the required sequences of the assessment ;
- c) His/her conduct of examination/assessment is fair and in conformance with the standards and
- d) He/she is acting within the limits of his/her authority;

#### **6.4.4.4 Conditions to be observed during the validity of delegation of Authority.**

- a) Validity of AMO approval

Continuous validity of AMO approval shall be observed throughout its operation and shall depends on continuous maintenance of same standards with respect to Accountable Staff, Technical & Training Staff, and Standards of equipment & facilities, financial status & without witnessing undue fast growth or downsizing.

- b) Validity of an ATO approval

Continuous validity of an ATO approval shall be observed throughout its operation and depends on continuous maintenance of the same standards with respect to Accountable Staff, Training & Examination Staff, and Standards of equipment & facilities, financial status & without witnessing undue fast growth or downsizing.

- c) Maintenance of confidentiality of Questions & Question Papers.

Organization shall have a proven track record of maintaining confidentiality & integrity of examinations branch with appropriate security infrastructure & staff committed for integrity. Presence of evidence of any information on misappropriation or such attempts, shall lead to cancellation or revocation of delegated responsibility.

d) Deviation from Standard approved procedures.

Any deviation from approved standards and established procedures in conducting examinations is not accepted

e) Maintenance of sufficient examination and assessment staff

Organization shall ensure to maintain minimum staff for examinations and assessments at all times when conducting examinations. If, during any period of examinations, it is envisaged that organization may run short of authorized staff, the organization shall take action to either cancel the examination or notify the Authority for alternative actions and /or approvals.

f) Records & reports

Organization shall maintain all its records pertaining to applicants of AME Licenses, their examinations answer scripts & old question papers according to approved procedures.

Deviation or dilation of any procedure in this area shall result in a cancellation of not only the granted Authorization but also the results and cancellation of the corresponding Licenses issued relating to the corrupted examinations.

g) Internal Quality & audits

Organization shall conduct all its planned and approved schedules of audits in order to maintain the expected quality standard of the examinations branch. Evidence on those audits & other pertinent evidence on the approved procedures on the method of conducting examinations shall be made available to Authority inspectors who oversight the organization.

h) Examiners

Organization shall ensure to maintain validity of approval granted to its examiners and examinations staff. No examiner shall conduct examinations for the grant of AME License with an expired authorization.

### **6.4.4.5 Examinations Procedure on Practical Assessments**

Approved Training Organization shall conduct knowledge examination/practical assessment for all the applicants who are qualified to sit for the Type Rating examination.

Approved Training Organization shall nominate a panel to conduct Practical Assessment as per the approved training manual.

Approved Training Organization shall forward practical test result in a format of certificate documented in the approved training manual to issue licence accordingly.

## **6.4.4.6 Granted Delegation of Authority to conduct Examinations /Assessments for AMEL Type Rating.**

Director General may delegate the responsibility of conducting Examinations/assessments for type ratings to the following organizations.

- a) Approved Maintenance organization to conduct appropriate OJT Assessment for first type rating. The organization shall appoint qualified Assessors to conduct assessment after OJT according to the standards prescribed by Authority.
- b) An approved training organization to conduct Theoretical element examination and Practical element examination (Assessment) for type rating through the approved maintenance training and procedures manual. The Practical Training may be conducted at Line and/or Base Maintenance. Practical training and assessment shall be conducted by the Designated practical instructors and practical assessors respectively authorized by the organization and approved by Authority. The Training Organization shall appoint qualified Examiners and practical assessors according to the requirements published in approved maintenance training and procedures manual approved by the Authority.

Examiners and practical assessors are authorized to conduct Practical Test/Assessment on person who have successfully completed the requirements as per standards provided in the civil aviation (personnel licensing) regulations, as amended and guided by Advisory circular CA-AC-PEL013 as amended. The practical Test /assessment should be conducted only on specific instructions issued by the Authority.

The Authority may revoke or cancel the authorization at any time as per para 6.5 below.

## **6.5. Withdrawal of Authorization**

The Examiners Authorization may be withdrawn by the Authority in part or in whole without assigning any reason thereof. In these cases, the Authority will issue a notice of suspension to the Examiner/Assessor concerned. Where there is an immediate threat to safety this authorization can be withdrawn immediately.

The Authority may withdraw an Examiner's/Assessors authority if evidence shows that the Examiner/Assessor has:

- a) Has acted in a manner in which is in contravention of the guidelines contained in approved procedure and breaches of the trust placed by the Authority on the examiner/Assessor.

- b) Failed to comply with any provision in this manual or failed to maintain any standard as required in this manual or failed to comply with any provision in approved training and procedures manual which is applicable to the respective examination/Assessment.
- c) Failed to maintain the required standards or to follow approved procedures and instructions.
- d) Fraudulently used examiner/assessor authority or has acted in any other way that would discredit the Authority;
- e) Breached Civil Aviation Regulations, instructions etc.

If a Civil Aviation Inspector determines during the course of an examination/ practical assessment test or any monitoring, that the Examiner/Assessor no longer meets Civil Aviation standards. The Inspector shall inform the Examiner/Assessor during the debrief of the findings and make a report to the Authority. On receipt of the report from the Inspector, the Authority shall conduct an inquiry and withdraw examiner authorization as appropriate.

When it has been alleged that any Examiner/Assessor has acted in a manner specified in above, the Authority prior to making a final decision in the matter, shall appoint a committee to investigate in to the matter.

The Examiner/Assessor in question should be given a formal opportunity to respond to the allegations, either verbally or in writing.

## **6.6. Authority's Values & Code of Ethics for Designated Examiners/Assessors:**

### **6.6.1. Authority's Values**

- a) Assign priority to safety;
- b) Excel in the services the Authority provides to our country;
- c) Have a 'can do' attitude in everything the Authority undertake;
- d) Aim to be reliable and realistic;
- e) Be willing and able to change in pursuit of continuous improvement;
- f) Work together to achieve success;
- g) Be open and honest;
- h) Promote efficiency and regularity in everything the Authority does;

- i) Trust and respect the colleagues;
- j) Value everyone's contribution;
- k) Recognize our social responsibilities;
- l) Enjoy what the Authority does
- m) Take pride in the Authority professional approach and
- n) Have a balanced home and work environment.

### **6.6.2. Authority's Code of Conduct is:**

A duty of care to observe standards of professionalism, equality and justice when dealing with other people in the course of their Authority employment. This means they will:

- a) at all times, behave in ways that uphold Authority's values
- b) treat everyone with respect and courtesy;
- c) not allow personal relationships to affect professional relationships;
- d) refrain from all forms of harassment;
- e) refrain from acting in any way that would unfairly harm the reputation of any Authority employee;
- f) where appropriate, intervene constructively where an employee's behavior is clearly in breach of this code, and report any suspected fraud, corrupt, criminal or unethical behavior to the appropriate person within Authority; and
- g) respect an individual's right to privacy and protect and maintain the confidentiality of personal information.
- h) An obligation to Authority in terms of protecting its integrity and reputation, and for the use, care and responsible management of its resources. This means they will, in the course of their Authority of employment:
  - I. behave honestly and with integrity
  - II. act with care and diligence;
  - III. comply with all applicable laws
  - IV. comply with any lawful and reasonable direction given by someone with the appropriate authority.

- V. not make improper use of inside information or their duties, status, power or authority in order to gain, or seek to gain, a benefit for themselves or another person;
- VI. protect and maintain the confidentiality of all information to which they have access during their course of their Authority employment;
- VII. not disclose any information that they obtain or generate in connection with their employment if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of government;
- VIII. not represent themselves as spokespersons for Authority unless properly authorized to do so;
- IX. not provide false or misleading information in response to a request for information that is made for official purposes;
- X. refrain from engaging in any outside work without permission and/or where such work would compromise their integrity and independence;
- XI. use Authority resources in a proper manner; and
- XII. comply with any other conduct requirement prescribed in applicable legislation, policy.
- XIII. obligation to act appropriately when a conflict arises between their self-interest and their duty to Authority. This means they will; disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their Authority employment

### **6.6.3. Code of Ethics for Designated Examiners/Assessors**

#### **Principle 1**

Designated examiners shall have respect for the humanity and dignity of each of their test takers. They shall provide them with the best possible professional consideration and shall respect all persons' needs, values and cultures while conducting examinations & tests.

- Designated examiners shall not discriminate against nor exploit their test takers on grounds of age, gender, race, ethnicity, sexual orientation, language background, creed, political affiliations or religion, nor knowingly impose their own values (for example social, spiritual, political and ideological), to the extent that they are aware of them.

- Designated examiners shall never exploit their clients nor try to influence them in ways that are not related to the aims of the service they are providing or the investigation they are mounting.
- Sexual relations between designated examiners and their test takers are always unethical.
- Teaching and researching testing involving the use of test takers (including students) requires their consent; it also requires respect for their dignity and privacy. Those involved should be informed that their refusal to participate will not affect the quality of the DE's service (in teaching, in research, in development, in administration). The use of all forms of media (paper, electronic, video, audio) involving test takers requires informed consent before being used for secondary purposes.
- Designated examiners shall endeavor to communicate the information they produce to all relevant stakeholders in as meaningful way as possible.
- Where possible, test takers should be consulted on all matters concerning their interests.

### Principle 2

Designated examiners shall hold all information obtained in their professional capacity about their test takers in confidence and they shall use professional judgment in sharing such information.

- In the face of the widespread use of photocopied materials and facsimile, computerized test records and data banks, the increased demand for accountability from various sources and the personal nature of the information obtained from test takers, designated examiners are obliged to respect test takers' right to confidentiality and to safeguard all information associated with the tester-test taker relationship.
- Confidentiality cannot be absolute, especially where the records concern students who may be competing for admissions and appointments. A careful balance must be maintained between preserving confidentiality as a fundamental aspect of the tester's professional duty and the wider responsibility the tester has to society.
- Similarly, in appropriate cases, the tester's professional colleagues also have a right to access data of test takers other than their own in order to improve the service the profession offers. In such cases, those given access to data should agree to maintain confidentiality.

### Principle 3

Designated examiners should adhere to all relevant ethical principles embodied in national and international guidelines when undertaking any trial, experiment, treatment or other research activity.



- Examine/testing progress depends on research, which necessarily involves the participation of human subjects. This research shall conform to generally accepted principles of academic inquiry, be based on a thorough knowledge of the professional literature; and be planned and executed according to the highest standards.
- All research must be justified; that is proposed studies shall be reasonably expected to provide answers to questions posed.
- The human rights of the research subject shall always take precedence over the interests of science or society.
- Where there are likely discomforts or risks to the research subject, the benefits of that research should be taken into account but must not be used in themselves to justify such discomforts or risks. If unforeseeable harmful effects occur, the research should always be stopped or modified.
- An independent Ethics Committee should evaluate all research proposals in order to ensure that studies conform to the highest scientific and ethical standards.
- Relevant information about the aims, methods, risks and discomforts of the research shall be given to the subject in advance. The information shall be conveyed in such a way that it is fully understood. Consent shall be free, without pressure, coercion or duress.
- The subject shall be free to refuse to participate in or to withdraw from, the research at any time prior to publication of research results. Such refusal shall not jeopardize the subject's treatment.
- Special care shall be taken with regard to obtaining prior consent in the case of subjects who are in dependent relationships (for example, students, the elderly, and proficiency challenged learners).
- In the case of a minor, consent shall be obtained from a parent or guardian but also from the child if he is of sufficient maturity and understanding.
- Confidential information obtained in research shall not be used for purposes other than those specified in the approved research protocol.
- Publication of research results shall be truthful and accurate.
- Publication of research reports shall not permit identification of the subjects who have been involved.

## Principle 4

Designated examiners shall not allow the misuse of their professional knowledge or skills, in so far as they are able.

- Designated examiners shall not knowingly use their professional knowledge or skills to advance purposes inimical to their test takers' interests. When the progress of the tester's intervention is not directly to the benefit of the test takers

(for example when they are asked to act as trial subjects for a proficiency test designed for some other situation), its nature shall be made absolutely clear.

- Non-conformity with a society's prevailing moral, religious etc values, or status as an unwelcome migrant, shall not be the determining factor in assessing ability.
- Whatever the legal circumstances, designated examiners shall not participate, either directly or indirectly in the practice of torture or other forms of cruel, inhuman or degrading punishment.

## **Principle 5**

Designated examiners shall continue to develop their professional knowledge, sharing this knowledge with colleagues and other Examiners.

- Continued learning and advancing one's knowledge are fundamental to the professional role; failure to do so constitutes a disservice to test takers.
- Designated examiners shall make use of the various methods of continuing education that are available to them. These may involve participation in continuing testing/examinations programmes and professional conferences, and the regular reading of relevant professional publications.
- Designated examiners shall take the opportunity to interact with colleagues and other relevant professionals as an important means of developing their professional knowledge.
- Designated examiners shall share new knowledge with colleagues by publication in recognized professional journals or at meetings.
- Designated examiners shall be expected to contribute to the education and professional development of designated examiners in training and to the drawing up of guidelines for the core requirements of that training.
- Designated examiners shall be prepared to contribute to the education of students in the aviation profession.

## **Principle 6**

Designated examiners shall share the responsibility of upholding the integrity of the testing profession.

- Designated examiners shall promote and enhance the integrity of their profession by fostering a sense of trust and mutual responsibility among colleagues. In the event of differences of opinion, viewpoints should be expressed with candor and respect rather than by mutual denigration.
- Designated examiners develop and exercise norms on behalf of society. As such theirs is a privileged position which brings with it an obligation to maintain appropriate personal and moral standards in their professional practice, and in those aspects of their personal life which may reflect upon the integrity of that practice.
- Designated examiners who become aware of unprofessional conduct by a colleague shall take appropriate action; this may include a report to the relevant authorities.
- Failure to uphold this Code of Ethics will be regarded with the utmost seriousness and could lead to severe penalties including withdrawal of designation.

## **Principle 7**

Designated examiners in their societal roles shall strive to improve the quality of testing, assessment and teaching services, promote the just allocation of those services and contribute to the education of society.

- Designated examiners shall be prepared by virtue of their knowledge and experience to advise those responsible for the provision of testing services.
- Designated examiners shall be prepared to act as advocates and join with others in ensuring that testing test takers have available to them the best possible testing service.
- Designated examiners shall be prepared to work with advisory, statutory, voluntary and commercial bodies that have a role in the provision of testing services.
- Designated examiners shall take appropriate action if services, by reason of fiscal restriction or otherwise, fall below minimal standards. Exceptionally, designated examiners may have to dissociate themselves from such services provided that this is not harmful to their test takers.
- Designated examiners shall be prepared to interpret and disseminate relevant scientific information and established Professional opinions to society. In so doing, designated examiners shall clarify their status as either spokespersons for a recognised professional body or not. If the views expressed are contrary to those generally held, they shall so indicate.
- It is reasonable for designated examiners to make scientifically substantiated contributions to public debate on sensitive socio-political issues, such as race, disadvantage and child rearing.

- Designated examiners shall differentiate between their role as educators based on professional knowledge and their role as citizens.
- In fulfilling their responsibilities under this principle, designated examiners shall take care to avoid self-promotion and the denigration of colleagues.
- Designated examiners shall make clear that they do not claim (and are not seen to claim) that they alone possess all the relevant knowledge.

### Principle 8

Designated examiners shall be mindful of their obligations to the society within which they work, while recognizing that those obligations may on occasion conflict with their responsibilities to their test takers and to other stakeholders.

- When test/examination results are obtained on behalf of institutions (government departments, professional bodies, universities, schools, companies) designated examiners have an obligation to report those results accurately, however unwelcome they may be to the test takers and other stakeholders (families, prospective employers etc).
- As members of the society in which they work, designated examiners should recognize their obligation to the testing requirements of that society, even when they may not themselves agree with them. Where their disagreement is of sufficient strength to qualify as a conscientious objection, they should have the right to withdraw their professional services.

### Principle 9

Designated examiners shall regularly consider the potential effects, both short and long term on all stakeholders of their projects, reserving the right to withhold their professional services on the grounds of conscience.

- As professionals, designated examiners have the responsibility to evaluate the ethical consequences of the projects submitted to them. While they cannot consider all possible eventualities, they should engage in a thorough evaluation of the likely consequences and, where those consequences are in their view professionally unacceptable, withdraw their services. In such cases, they should as a matter of course consult with fellow designated examiners to determine how far their view is shared, always reserving the right, where their colleagues take a different view, to make an individual stand on the grounds of conscience.

## **6.6.4. Authorizations granted by Authority**

The DG may grant authority to an approved ATO to conduct Basic and Type Courses hence, the courses conducted by such organization are considered to be approved Courses.

Approved training manual shall contain;

1. Details of all the persons approved to conduct knowledge examinations under delegated authority.
2. Details of persons approved to conduct practical assessment.
3. The procedure to conduct assessments adopted in granting such delegation by the Authority as per the following guide lines.

The Authority may grant authority to Quality Department of an approved Maintenance organizations to conduct OJT and OJT Assessment for first Type Rating. Such Maintenance organizations shall follow the approved OJT procedure in Appendix 3 and shall ensure that qualifications and experience are in accordance with the requirements published in KAMEL Manual. List of all OJT Assessors shall be forwarded to Authority prior to start OJT for approval.

The supervision of practical test delivery shall be done from time to time by visiting and witnessing the examination being conducted through the approved surveillance plan by KCAA Inspectors to ensure the consistency and reliability of testing by the designated OJT Assessors.

## CHAPTER 7

### APPROVED MAINTENANCE TRAINING ORGANIZATIONS

#### 7.1 Regulatory Requirement

The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of the civil aviation (ATO) regulations.

The civil aviation (ATO) regulations shall be applicable to every organization involved in the Aircraft maintenance training (Basic and/or aircraft Type).

The civil aviation (ATO) regulations establishes the requirements to be met by organizations seeking approval to conduct aircraft maintenance training and applicable examination as specified in KAMEL manual. .

Prior to issuing approval of Maintenance Training Organization, the Authority needs to be satisfied that the applicant complies with all the requirements of relevant regulation and associated requirements published by the Authority.

The Authority has established procedures to be followed when exercising its tasks and responsibilities regarding issuance, renewal/continuation, change, suspension or revocation of maintenance training organization approvals.

#### 7.2. Application

An applicant wishing to obtain Maintenance Training Organization Approval may express interest in writing via a letter addressed to Director General.

An application for an approval or change to an approval shall include the following information:

1. The registered name and address of the applicant;
2. The address of the organization requiring the approval or change to the approval;
3. The intended scope of approval or change to the scope of approval;
4. The name and signature of the accountable manager;
5. The date of application.

The application should include a copy of maintenance training manual /training control manual as specified in the civil aviation (ATO) regulation.

## 7.3. Issue of for Approval

Upon receipt of an application, the Authority shall:

1. Review the maintenance training manual using the approved Check list
2. Verify the organization's compliance with the requirement of civil aviation (ATO) regulation using approved checklist.
3. Approval Certificate shall be issued in accordance with the procedure established by the Authority.
4. The maintenance training organization approval certificate format shall be as detailed in Authority procedures.

Changes within the approved maintenance training organization shall be processed in accordance with the procedure published by the Authority.

## 7.4. Maintenance Training Organization and Procedures Manual

- (a) A statement signed by the accountable manager confirming that the maintenance training organization and procedures manual and any associated manuals define the maintenance training organization's compliance with the civil aviation (ATO) regulations and shall be complied with at all times.
  1. A statement signed by the accountable manager confirming that the maintenance training organization exposition and any associated manuals define the maintenance training organization's compliance with the civil aviation (ATO) regulations and shall be complied with at all times.
  2. The title(s) and name(s) of the person(s) nominated in accordance with the civil aviation (ATO) regulations
  3. The duties and responsibilities of the person(s) specified in sub paragraph 2, including matters on which they may deal directly with the Authority on behalf of the maintenance training organization.
  4. A maintenance training organization chart showing associated chains of responsibility of the person(s) specified in paragraph (a) (2).

5. A list of the training instructors, knowledge examiners and practical assessors.
  6. A general description of the training and examination facilities located at each address specified in the maintenance training organization's approval certificate, and if appropriate any other location, as required by the Civil aviation (ATO) regulations.
  7. A list of the maintenance training courses which form the extent of the approval.
  8. The maintenance training organization's and procedures manual amendment procedure.
  9. The maintenance training organization's procedures, as required by the civil aviation (ATO) regulations
  10. The maintenance training organization's control procedure, as required by the civil aviation (ATO) regulations. When authorized to conduct training, examination and assessments in locations different from those specified in approval certificate.
  11. A list of the approved locations.
  12. A list of subsidiary organizations where applicable.
- (b) The maintenance training organization shall ensure that the training manual is amended as necessary to keep the information contained therein up to date.
- (c) The maintenance training manual and any subsequent amendments shall be approved by Authority.
- (d) Notwithstanding paragraph (b) minor amendments to the manual may be carried out through an approved procedure (hereinafter called indirect approval).

A change in the maintenance training manual requires the Authority to establish that the procedures specified in the manual are in compliance with the civil aviation (ATO) regulations and that these are the same procedures intended for use within the training facility

## **7.5. Training programmes**

A maintenance training organization shall be approved to carry out basic training course and aircraft type and/or task training subject to compliance with the standard specified in civil aviation (ATO) regulations.

### **7.5.1. The approved basic training course**

The organization shall conduct Basic Training Course according to the requirements of civil aviation (ATO) regulations

The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment. Basic practical



## 7.5.2. The approved aircraft type/task training

A maintenance training organization shall be approved to carry out aircraft type and/or task training subject to compliance with the standard specified in KAMEL.A.126.

A maintenance training organization approved in accordance with civil aviation (ATO) regulations to conduct aircraft type training shall conduct the aircraft type evaluations or aircraft task assessments specified in KAMEL manual subject to compliance with the aircraft type and/or task standard specified in KAMEL.A.126. (Refer Chapter 3 of this manual for Type evaluation standards).

Any additional basic or aircraft type training courses requires the maintenance training organization to make a new application to the Authority together with the submission of an amended training manual.

## 7.6. Quality assurance system

The Approved training organization shall establish a quality assurance system, acceptable to the Authority. The Authority will ensure that training and instructional practices comply with all relevant requirements.

The organization shall establish a quality system in accordance with civil aviation (ATO) regulations of including:

1. An independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
2. A feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in civil aviation (ATO) regulations to ensure, as necessary, corrective action.

The primary objective of the quality system is to enable the Approved training organization to satisfy itself that it can deliver properly trained students and that the organization remains in compliance with civil aviation (ATO) regulations.

## 7.7. Facilities

The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the Authority in accordance with requirements of the civil aviation (ATO) regulations.

The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

The training organization shall have appropriate Instructional equipment as required by civil aviation (ATO) regulations.

The training organization shall provide Training Material to the student as stipulated requirements of the civil aviation (ATO) regulations.

Any change of location of the maintenance training organization requires the organization to make a new application to the Authority together with the submission of an amended exposition. The Authority will follow the procedure specified in civil aviation (ATO) regulations in so far as the change affects such procedure before issuing a new Maintenance Training Organization approval certificate.

## 7.8. Personnel

The organization shall appoint an accountable manager who has corporate Authority for ensuring that all training commitments can be financed and carried out to the standard required by the civil aviation (ATO) regulations.

The maintenance training organization shall appoint and or contract sufficient staff to plan/-perform knowledge and practical training, conduct knowledge examinations and practical assessments.

The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by Authority.

The training organization shall ensure that Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

The knowledge examiners and practical assessors shall be specified in the Organization training manual for the acceptance of such staff. Examiners should demonstrate a clear understanding of the examination standard required by civil aviation (Personnel Licensing) regulations and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

The organization shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken. Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

## 7.9. Records

The authority shall established a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval

The Training organization shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.

The organization shall keep all student training, examination and assessment records for at least five years following completion of the particular student's course.

The records for the oversight of maintenance training organizations shall include as a minimum:

- a) The application for an organization approval.
- b) The organization approval certificate including any changes.
- c) A copy of the audit program listing the dates when audits are due and when audits were carried out.
- d) Continued oversight records including all audit records.
- e) Copies of all relevant correspondence.
- f) Details of any exemption and enforcement actions.
- g) Any report from other Contracting states relating to the oversight of the organization.
- h) Maintenance Organization training manual and amendments.

## 7.10. Oversight

Authority shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

### 7.10.1. Audit

1. The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard established in civil aviation (ATO) regulations.
2. The audit report should be compiled.

### 7.10.2. A continued surveillance

A continued surveillance plan shall be developed by the manager Personnel Licensing taking into consideration follow up of corrective actions and approved by the Director General or delegated officer of the Authority. The continued surveillance plan shall be shared with the organization.

## 7.11. Evaluation and checking

When Authority has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the training manual, it should include:

- a) name of the personnel with testing authority and scope of the authority;
- b) role and duties of the authorized personnel; if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and d) applicable requirements established by the Licensing Authority such as:
- c) procedures to be followed in the conduct of checks and tests; and
- d) Methods for completion and retention of testing records as required by the Licensing Authority.

### 7.11.1. Basic Practical Assessment

- a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- b) The student shall achieve an assessed pass.

### 7.11.2. Aircraft Type evaluations and Task Assessments

A maintenance training organization approved in accordance with civil aviation (ATO) regulations and approved training manual to conduct aircraft type training shall conduct the aircraft type evaluations or aircraft task assessments specified in KAMEL manual subject to compliance with the aircraft type and/or task standard specified in KAMEL.A.126

## 7.12. Limitation, suspension and revocation

A Maintenance Training Organization Approval shall be limited, suspended or revoked by Authority if the:

- a) Certificate becomes invalid under the conditions specified in civil aviation (ATO) regulations
- b) Organization fails to comply with Civil Aviation Fees and Charges
- c) Approval is suspended on reasonable grounds in the case of potential safety threat; or
- d) Organization fails to comply with the civil aviation (ATO) regulations level 1 Findings, depending on the nature of finding.

## 7.13. Continued validity

- (a) An approval shall be issued for a maximum period as specified in civil aviation (ATO) regulations. It shall remain valid subject to:
  - 1. The organization remaining in compliance with civil aviation (ATO) regulations, in accordance with the provisions related to the handling of findings.
  - 2. The Authority being granted access to the organization to determine continued compliance with civil aviation (ATO) regulations.
  - 3. The certificate not being suspended, surrendered, revoked etc.
- (b) Upon suspension, surrender or revocation, the original approval certificate shall be returned to the Authority.

## CHAPTER 8 - SURVEILLANCE

### 8.1. Surveillance on Holders of AME Licenses & Privileges

Personnel Licensing Inspectors/Airworthiness Inspectors shall conduct regular Inspections in the Industry on the following matters satisfying Authority safety oversight obligations to ensure.

1. Conditions of Issue of Licenses shall be verified during inspections conducted according to schedules as approved by the Authority, by Licensing Inspectors,
2. Validity of License & validity of the specified Area of work as per approved AMO manual.
3. Responsibilities associated with ratings of individual license holders tally with records of certification to release to services.
4. Recent experience and currency requirements have been observed.
5. Competency associated with the License or Rating as per privileges of AMEL
6. No evidence of Use of problematic substances or Alcohol.
7. Privileges are exercised according to procedures & requirements of approved maintenance organization.
8. Any other requirements specified by the approved AMO are met.

### 8.2. Surveillance on Approved Training Organizations

Surveillance of the approved Training organization is carried out by the Airworthiness Inspectors/Personnel Licensing inspectors as per approved Surveillance Plan and procedures.

### 8.3. System of Supervision on practical test delivery

Refer 6.4.4.3 on this manual for details. .

## APPENDIX LIST

1. Appendix 1- Applications and Forms
2. Appendix 2- Check Lists
3. Appendix 3- Special Instructions, Guidance & procedures
4. Appendix 4- level of involvement & delegation of authority

## APPENDIX 1

1. Application for Initial/Amendment/Renewal of Aircraft Maintenance License (AMEL)

- New

Form number AUTHORITY/PL/I/08 (FORM 19) which is available on Authority website [www.kcaa.or.ke](http://www.kcaa.or.ke) will be used for all purposes of AMEL referred in Appendix V of this manual.

Following New Application is effective from 1<sup>st</sup> of May 2025 and this document supersedes the old applications used for AMEL issuance, AMEL type Ratings, AMEL renewal & AMEL additional category endorsement and those applications shall be treated as null and void after the LIMS will be fully ready.



AUTHORITY AMEL

Application for B1/B2 License system

2. Aircraft Maintenance Personnel Log Book/Worksheet Evaluation Record Sheet”

CAA/PL/M/22



AMEL experience  
evaluation sheet2.doc

3. Direct Course approval-AUTHORITY Form AUTHORITY/PL/I/29



CAA-PL-I-29 -  
Application for approv

## APPENDIX 2

### 1. Initial Issue check list – New

Following new checklists are effective from 1<sup>st</sup> of May 2025 and these checklists supersedes old other checklists and old checklists shall be treated as null and void.



Check list for  
Initial  
Issuance  
B1.1.docx



Check list for  
initial  
issuance  
B1.2.docx



Check list for  
Initial Issuance  
B1.3.docx



Check list for  
Initial  
Issuance  
B1.4.docx



Check list for initial  
for initial issuance B 2.docx



Check list  
issuance B 3.docx

### 2. Type rating issue check list



Check list for  
Endorsement of Type

### 3. Issue/Re-Issue/Renewal/Extension/Validation/Conversion check list



Check list for Issue/Re-Issue/Renewal/Extension/Validation/ Conversion of AMEL.docx

### 4. Licence surveillance checklist



Licence Surveillance  
Checklist.docx

### 5. Direct course approval CL check list CAA/PL/CL/81



CAA-PL-CL-81 -  
Type Training Approval

### 6. Issuance of FLVC for AMEL checklist



Check list for  
issuance of FLVC for A



## Appendix 3

### 1.0 Procedure for evaluation of work experience to issue AMEL



Procedure for evaluation  
of work experience

### 2.0 PURPOSE

This procedure establishes the general principles to be followed by the Authority for evaluation of work experience for processing the initial issuance of AMEL in accordance with relevant provisions of Authority KAMEL Manual.

### 3.0 RESOURCES

3.1. The number of staff must be *adequate and* appropriate to carry out the required functions as detailed in this procedure.

Airworthiness Inspector involved in the AMEL process must have;

- a) Required expertise knowledge in the application of appropriate aviation safety standards
  - i) Applicable Regulations of Aircraft Maintenance Licensing
  - ii) Relevant Parts of KAMEL manual applicable to issue AMEL.
  - iii) Dedication and role of the Airworthiness Inspector for this activity.
  - iv) Responsibilities to be performed by him/her for the completion of the task.
- b) Knowledge of the aircraft maintenance standards and practices.
- c) A relevant engineering degree or an aircraft maintenance engineering qualification with additional qualification. 'relevant engineering degree means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components

- d) In addition to technical competency, Airworthiness Inspector should have a high degree of integrity, be impartial in carrying out the task, be tactful, and have a good understanding of human nature.
- e) Airworthiness Inspector should undergo continuation training that ensures the AWIs remain competent to perform their allocated tasks.

## 4. APPLICATION FOR INITIAL ISSUE OF AMEL LICENSE

### 4.1 INITIATION PROCESS

- A. The applicant who applies the Aircraft Maintenance License shall submit his application along with following documents.
  - a. Copy of the Birth Certificate.
  - b. Copy of the National ID or Passport.
  - c. Basic Knowledge requirement (as per KAMEL.A.25).
  - d. Basic Experience requirement (as per KAMEL.A.30).
  - e. The Logbook showing details of practical experience. The Logbook entries should be made in compliance with detail description covering in the Appendix III.
  - f. Details of Type training and their certificates, on the type of aircraft requested to be endorsed.

Failure to provide the above documents will not entertain further processing of application.

### 4.2 ACTIONS REQUIRED

Upon receipt of the application form, fee and the respective supporting documents as explained in the paragraph 4.1 of this Procedure, the Personnel Licensing /Airworthiness Inspector shall complete the checklist of “Issuance of AMEL”.

The Logbook showing details of practical experience shall be forwarded to designated Airworthiness Inspector to evaluate the experience requirement.

The Airworthiness Inspector shall check that the experience records and evaluate the logbook records are in compliance with the format and completing instructions given in the Appendix III to this Procedure.

Appendix II of this procedure provides the required guidance for the CAA inspectors to review theoretical and practical training periods/hours of the technical training courses of training schools. The basis of allocating questions to Sub-modules on lecture hours and level of question also to be selected using guidance in the respective table.

After evaluation of the Experience requirement, Airworthiness Inspectors shall complete the approved evaluation form and write his comments and shall be certified by the designated Senior Airworthiness Inspector or Designated Officer

## 5. ASSESMENT OF WORKSHEET/LOGBOOK SUBMITTED FOR AMEL LICENCE

The experience requirement to apply for the AMEL is given under civil aviation (personnel Licensing) regulation as amended.

For all categories the practical experience must be on operating aircraft representing the cross section of respective maintenance task. The task shall be carried out at least once under the direct supervision of an appropriately rated Aircraft Maintenance Engineer, who has superior knowledge over the applicant on the task being performed. The means of document proving the practical experience is Worksheet/Logbook and all applicants must submit at least one year of the required recent maintenance experience on aircraft of the category/subcategory for which the initial AMEL is sought. For subsequent category/subcategory additions to an existing AMEL, the additional recent maintenance experience required may be less than one year, but must be at least six months. The required experience must be dependent upon the difference between the licence category/subcategory held and applied for. Such additional experience must be typical of the new licence category/subcategory sought.

Every applicant for the AMEL basic licence should submit his worksheets compiled as a Logbook in the order of detailed description given in the Appendix III to this manual. The Worksheets for the AMEL basic licence gained under approved training institute should comprised Basic Training records and Maintenance Training records. The Basic Training records should be completed during the approved course and the Maintenance Experience record needs to cover remaining experience training explained under the Experience Requirements.

The Type Training and Supplementary Training requirements explained in Appendix III to this manual are for the applicant who seeks type endorsements in their AMEL Basic License.

The applicant for the AMEL Basic licence should complete almost all the Basic Training activities listed under Basic skills of Appendix III. The maintenance experience on in-service aircraft should be recorded covering at least 75% of the activities listed under the 'Aircraft Type Practical Experience List of Tasks' in the Appendix III.

**Note;** At least two jobs to be recorded under each task for the acceptance of worksheets in the AMEL examination. Failure to meet this requirement may have the tendency of rejecting the AMEL application by the Inspector who has been authorized to review worksheets submitted together with the application.

## 6. AUTHORISATION TO ASSESS WORKSHEET/LOGBOOK

Airworthiness Inspectors of the Authority who has fulfilled the requirements as per 3.1 of this procedure are appointed as Assessors by Authority and they are assigned to assess the experience and skills listed in the Logbook.

Assessed Logbook/worksheets shall be submitted together with AMEL application form for the review and acceptance. The review to be done by personnel licencing/Airworthiness Inspector and he/she shall certify the status of the applicant in the Authority approved form.

## Appendix III

### AMEL Logbook KCAA L85 (A)

Available at Kenya Civil Aviation Authority Personnel licensing office.

## Appendix 3- Procedure 2- OJT Procedure

### KENYA CIVIL AVIATION AUTHORITY

#### On the Job Training (OJT) Log Procedure

##### 1. Regulatory Requirement:

According to KAMEL.A.126 (b) ,The endorsement of aircraft type ratings requires the satisfactory completion of the relevant category B1, B2, B3 or C aircraft type training. Aircraft type training shall consist of theoretical training and examination, and, except for the category C ratings, practical training and assessment and shall have been started and completed within the three years preceding the application for a type rating endorsement.

In addition to the requirement of point (b), the endorsement of the first aircraft type rating within a given category/sub-category requires satisfactory completion of the corresponding On-the-Job Training, as described in Appendix III to KAMEL Manual.

The objective of OJT is to gain the required competence and experience in performing safe maintenance.

##### 2. On-the-job-training

OJT is usually delivered peer-to-peer and shall take place on the aircraft, or aeronautical product, or at the workplace involving actual work task performance. OJT may include both line and base maintenance tasks and must comply with the requirements of Appendix III of the KAMEL Manual.

OJT should be as follows:

1. On-the-Job Training (OJT) shall be approved by the Authority.
2. OJT shall have been started and completed within the three years preceding the application for a type rating endorsement.

It shall be conducted at and under the control of a maintenance organisation appropriately approved for the maintenance of the particular aircraft type and shall be assessed by designated assessors appropriately qualified The Content of the OJT:

OJT shall cover a cross section of tasks acceptable to the Authority. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

Each task shall be signed off by the student and countersigned by a designated supervisor. The tasks listed shall refer to an actual job card/work sheet, etc. The final assessment of the completed OJT is mandatory and shall be performed by a designated assessor appropriately qualified.

The following data shall be addressed on the OJT worksheets/ logbook:

1. Name of Trainee;
2. Date of Birth;
3. Approved Maintenance Organisation;
4. Location;
5. Name of supervisor(s) and assessor, (including licence number if applicable);
6. Date of task completion;
7. Description of task and job card/work order/ tech log, etc;
8. Aircraft type and aircraft registration;
9. Aircraft rating applied for.

Type specific tasks may be substituted as applicable to the aircraft type concerned and licence category. OJT should demonstrate a variety and cross section of tasks both in terms of aircraft systems experience and in the complexity of the tasks performed. The design of the OJT program should consider which tasks for an aircraft will be mandatory irrespective of the experience reductions available by virtue of completing type training. There will be aircraft specific tasks that every applicant will need to carry out, irrespective of their experience.

This document provides a list of the tasks, which are required for the granting of a first B1 type Rating on KAMEL Manual AMEL . You must record OJT carried out on one type rating only. Work carried out must cover the full scope of the KAMEL Manual sub-category. This OJT Log can also be used as part of a B1 Basic Licence application.

### **3. OJT record keeping**

In order to facilitate the verification by the Authority, demonstration of the OJT shall consist of:

- i. detailed worksheets/logbook and
- ii. a compliance report demonstrating how the OJT meets the requirement of this Part.

The OJT report shall be issued by the Quality Manager in a letter head of the Maintenance Organization according to the format specified by Authority.

Type experience should be demonstrated by the submission (to the AMO assessor) of OJT records or a logbook showing tasks performed by the applicant. The maintenance organisation should provide applicants a schedule or plan indicating a list of tasks for a type rating to be performed under supervision. A record of the tasks completed should be entered into a logbook, which should be designed such that each or a group of tasks may be countersigned by a workplace supervisor, peer or assessor.

The logbook format and its use are clearly defined in Attachment 2 of this procedure.

A Authority Standard Aircraft Maintenance Technician's logbook or a workplace Recent work experience record' worksheet can be utilized for the logging of OJT (refer to Appendix C). This worksheet may be printed off and used by an individual applicant to record evidence of their OJT experience or maintenance tasks performed.

## **4. Instructions**

OJT should include one to one supervision with a Licenced Aircraft Engineer (LAE) that holds the appropriate aircraft type qualification to the scope of the tasks being assessed. The OJT should involve actual work tasks performed on the aircraft/ components covering line and or base maintenance tasks.

The use of simulators/simulated tasks for OJT is not permitted.

At least 50% of the itemized tasks for the scope of the type rating must be completed. Some tasks should be completed from each paragraph. Other tasks may be completed as an alternative to those identified when relevant.

Up to 50% of the required OJT may be carried out prior to the aircraft theoretical training starts.

OJT tasks may be completed during the practical element of the Type Training Course (PTR) if the work is supervised and then certified by the same LAE.

The supervisor should aim to oversee the complete process of the task, including task completion, use of manuals and procedures, observance of safety measures, warning and recommendations and adequate and appropriate behavior in the maintenance environment. The supervisor should personally observe the work being performed to ensure the safe completeness and should be readily available for consultation, if needed during the OJT performance. The supervisor should provide a brief report/comments regarding the above.



Each completed OJT Log should include a variety of fault finding, diagnosis, troubleshooting, inspection, check and repair, servicing, deactivation, activation, reactivation, removal/installation and testing. The trainee must be involved in the decision making process. The trainee must show sufficient hand skills with regard to mechanical, avionic and electrical techniques.

Supervisor should countersign the task and signoff/release the maintenance, as the trainee is not qualified to do so.

A designated Assessor is to conduct the final assessment of the completed OJT. This assessment should include the confirmation of the completion of the required diversity and quantity of the OJT and should be based on the supervisions reports, feedback and content of the OJT log.

The procedure for OJT is overviewed in the Maintenance Organization Exposition (MOE) of the relevant Maintenance Organization.

The Attachment 1 to this procedure will be submitted with the type rating application together with the Attachment 2. A copy of this log (Attachment 2) will be kept with the application for company approval and will be available for audit purposes on the individuals Quality file.

Note: it is a requirement of the ETOPS training programme that, ETOPS specific items carried out under supervision and must be recorded in a PER/Log Book. For the first ETOPS aircraft please use page 6 of this document.

## Attachment 1

**On the Job Training (OJT) Report**  
**Compliance Report**

Reference: AMO Regulation. \*\*\*\*

The Certificate is issued to:.....(name of the Applicant).....

Date of Birth: ..... Place of Birth:.....

.....\*NAME AND ADDRESS OF ORG\*.....

AMO Reference:..\*\*\*\*

A maintenance organisation approved to provide On the Job Training (OJT) in  
 Accordance with the Civil Aviation (Approved Maintenance Organization) Regulations  
 This certificate conforms that the above named person has completed the OJT course of  
 training stated below and complies with the following.  
 (TYPE RATING AS PER KAMEL APPENDIX 1 List)

<i>Requirement</i>	<i>Confirmed</i>
OJT completed at an approved The Civil Aviation (Approved Maintenance Organization) Regulations	YES / NO
Completed OJT covers a representative cross section of tasks From KAMEL Appendix 2,	YES / NO
Minimum 50% of applicable tasks to the category completed And are representative in nature	YES / NO
No more that 50% of the OJT completed before the completion of the ATO Type training	YES / NO
OJT Logbook assessed including Supervisors comments	YES / NO

Compliance Statement: The competence of the delegate has been assessed together with the contents of this logbook, which contains the sufficient diversity and quantity of tasks to meet the requirements of KAMEL for the first type rating as per AMC to Section 6 of Appendix III to KAMEL MANUAL, (item 8).

Signed:

Quality Manager

Date:

On the Job Training (OJT) Report  
 (Compliance Report)

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## Attachment 1

### On the Job Training (OJT) Report Compliance Report

<b>Name:</b>					<b>Licence Number:</b>	
<b>Staff number</b>		<b>Date of Birth:</b>		<b>Place of Birth:</b>		
<b>Start of the OJT</b>	<b>Date</b>		<b>End of the OJT</b>	<b>Date</b>		

Details of supervisor/s and Assessor

Signatory Position	Signatory Name	Stamp	Licence	Category/Limitation	Signature	Number

## Attachment 1

<b>Aircraft:</b>		<b>Engine:</b>		<b>Scope:</b>	
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**Type Rating Applied for :**

**Signatory Declaration:** I have personally overseen the task, including task completion, the use of manuals and procedures, observance of safety measures, warning and recommendations and have observed adequate and appropriate behavior in the maintenance environment. Each box signatory is requested to write a brief report concerning the above.

Signatory Position	Signatory Name	Reports/Comments-with regard to behavior /competency etc.	Stamp

**Assessor Declaration:** Based on the content of this OJT Log and the report/comments above I confirm completion of the required diversity and quality which is to the appropriate standard and that this process confirms to the OJT Procedure as stated in the MOE/MPM Section 3.15.of the Maintenance Organization and Approved training programme issued by Authority. To this end I assess the applicant as acceptable for First Type Rating.

<b>Assessor Name</b>		<b>Assessor Signature</b>	
<b>Date</b>		<b>Stamp</b>	

## Attachment 1

### On the Job Training (OJT) Log

#### 1. ETOPS Tasks

ETOPS Tasks	SCOPE B1/B2	DATE	A/C REG	LOG/CARD REF/DESCRIPTION OF TASK/FULL ATA REF	Engineer Stamp	Supervisor Stamp
ETOPS-carry out an ETOPS Specific task						
ETOPS-carry out an ETOPS Specific task						
ETOPS-carry out an ETOPS Specific task						
ETOPS-carry out an ETOPS Specific task						
ETOPS-carry out an ETOPS Specific task						
ETOPS-carry out an ETOPS Specific task						

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## Attachment 1

### 2. Check List – Tick off as each task completed.

This is a summary of the tasks completed. Please tick off each tasks completed according to the each Chapters as mentioned in # 3 below. “3. On the Job Training (OJT) Log Entries

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	91	93	94	95	96
97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256
257	258														

## Attachment 1

**3. On the Job Training (OJT) Log Entries**

<b>Chapter 05-time Limits/ Maintenance Checks</b>	<b>SCOPE B1/B2</b>	<b>DATE</b>	<b>A/C REG</b>	<b>LOG/CARD REF/DESCRIPTION OF TASK/FULL ATA REF</b>	<b>Engineer Stamp</b>	<b>Supervisor Stamp</b>
1.Assist carrying out a scheduled maintenance check i.a.w. AMM						
2. Review Aircraft maintenance log for correct completion.						
3. Review maintenance task cards for correct completion						
4. Review records for compliance with Airworthiness Directives.						
5. Review records for compliance with component life limits.						
6.Procedure for inspection following heavy landing.						
7.Procedure for inspection following lightning strike.						

<b>Chapter 07- Lifting and Shoring</b>	<b>SCOPE B1/B2</b>	<b>DATE</b>	<b>A/C REG</b>	<b>LOG/CARD REF/DESCRIPTION OF TASK/FULL ATA REF</b>	<b>Engineer Stamp</b>	<b>Supervisor Stamp</b>
Assist in						
8. Jack aircraft nose or tail wheel.						
9. Jack complete aircraft.						

## Attachment 1

10. Sling or trestle major component						
<b>Chapter 08- Levelling/Weighing</b>	<b>SCOPE B1/B2</b>	<b>DATE</b>	<b>A/C REG</b>	<b>LOG/CARD REF/DESCRIPTION OF TASK/FULL ATA REF</b>	<b>Engineer Stamp</b>	<b>Supervisor Stamp</b>
Level aircraft.						
Prepare weight and balance amendment.						
Check aircraft against equipment list.						
Weigh aircraft.						

•  
•  
•(all relevant ATA chapters to be included)  
•  
•  
•

<b>Relevant additional tasks</b>	<b>SCOPE B1/B2</b>	<b>DATE</b>	<b>A/C REG</b>	<b>LOG/CARD REF/DESCRIPTION OF TASK/FULL ATA REF</b>	<b>Engineer Stamp</b>	<b>Supervisor Stamp</b>



## APPENDIX 4

## EVALUATION OF APPLICATION FOR ISSUANCE OF AMEL-LEVEL OF INVOLMENT &amp; DELEGATION OF AUTHORITY

Action	Initial Evaluation/ Responsibility	Final Evaluation/ Responsibility	Expert Advice by
<b>1. Conduct of Knowledge Examination for Basic Licence</b>	PEL Inspector	Chief PEL Inspector	Manager PEL
1.1 Evaluation of an application			
1.1.1 Eligibility Requirement	PEL Inspector	Chief PEL Inspector	Manager PEL
1.2 Conduct of Examination			
1.2.1 Preparation of Questions	*EXAMINATION PANEL	CHAIRMAN OF THE EXAMINATION PANEL	Manager PEL
1.2.2 Updating of Question Bank	*EXAMINATION PANEL	CHAIRMAN OF THE EXAMINATION PANEL	Manager PEL
1.2.3 Preparation of Question Papers	EXAMINATION PANEL	CHAIRMAN OF THE EXAMINATION PANEL	Manager PEL
1.2.4 Conduct of Examination / Invigilation	PEL Inspector	Chief PEL Inspector	Manager PEL
1.2.5 Answer Paper marking	DESIGNATED EXAMINER/ EXAMINATION PANEL	Chief PEL Inspector / EXAMINATION PANEL	Manager PEL
1.2.6 Release of results	DESIGNATED EXAMINER/ EXAMINATION PANEL	Chief PEL Inspector	Manager PEL
1.2.7 Maintaining of records of question papers and answer sheets	PEL Inspector	Chief PEL Inspector	Manager PEL
1.2.8 Publish results in the website	PEL Inspector	Chief PEL Inspector	Manager PEL

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Action	Initial Evaluation / Responsibility	Final Evaluation / Responsibility	Expert Advice by
<b>2. Evaluation of Training &amp; Experience Requirement</b>	PEL Inspector	Chief PEL Inspector	Manager PEL
2.1 Issuance of AMEL Basic Licence	PEL Inspector	Chief PEL Inspector	Manager PEL
<b>3. Renewal of AMEL/ Reactivation of AMEL</b>			
3.1 Evaluation of an application	PEL Inspector	Chief PEL Inspector	Manager PEL /
<b>4. Issuance of Type Rating</b>			
4.1 Conduct of Type Training	PEL Inspector PEL Inspector	ATO/TECHNICAL TRAINING SCHOOL	
4.1.1 Grant Approval of Training Organization	PEL Inspector (responsible for ATO)	Chief PEL Inspector	Manager PEL
4.1.2 Preparation/development of Training programmes	PEL Inspector (responsible for ATO)	ATO/TECHNICAL TRAINING SCHOOL	Manager PEL
4.1.3 Grant Approval of Training Programmes	PEL Inspector (responsible for ATO)	Chief PEL Inspector	Manager PEL
4.1.4 Conduct of Training Programmes	PEL Inspector (responsible for ATO)	ATO/ TECHNICAL TRAINING SCHOOL	
4.2 Conduct of Knowledge	PEL Inspector (responsible for	AMO/ ATO- TECHNICAL	

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Examination for Type Rating	ATO)	TRAINING SCHOOL	Manager PEL
4.2.1 Preparation of Questions	PEL Inspector (responsible for ATO	AMTO/ ATO- TECHNICAL TRAINING SCHOOL	Manager PEL

## KCAA-AMEL EXAMINATION PROCEDURES MANUAL

Action	Initial Evaluation / Responsibility	Final	Expert Advice by
4.2.2 Updating of Question Bank		AMTO/ ATO- TECHNICAL TRAINING SCHOOL	Manager PEL
4.2.3 Preparation of Question Papers		AMTO/ ATO- TECHNICAL TRAINING SCHOOL	Manager PEL
4.2.4 Conduct of Examination/ Invigilation		AMTO/ATO- TECHNICAL TRAINING SCHOOL	Manager PEL
4.2.5 Answer Paper marking		Chief PEL Inspector	Manager PEL
4.2.6 Release of results		AMTO/ ATO- TECHNICAL TRAINING SCHOOL	Manager PEL
4.2.7 Maintaining of records of question papers and answer sheets		AMTO/ATO- TECHNICAL TRAINING SCHOOL	Manager PEL
4.3 Conduct of Skill Test for Type Rating		AMTO/ ATO- AMTO	Manager PEL
4.4 Issuance of Type Ratings for AME	PEL Inspector	Chief PEL Inspector	Manager PEL
<b>5. Extension of Licence Privileges to another category</b>	PEL Inspector	Chief PEL Inspector	Manager PEL)

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<b>6. Conduct of Surveillance</b>			
6.1 Conduct oversight of the AMEL issued	PEL Inspector	Chief PEL Inspector	Manager PEL
6.2 Conduct oversight of the Training Organizations	PEL Inspector	Chief PEL Inspector	Manager PEL
6.3 Conduct oversight of the Skill Tests	PEL Inspector	Chief PEL Inspector	Manager PEL
6.4 Conduct oversight of the knowledge examinations	PEL Inspector	Chief PEL Inspector	Manager PEL

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