


<p style="text-align: center;">SOUTH AFRICAN</p>  <p style="text-align: center;">CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF SOUTH AFRICA</b></p> <p>CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>CAA Private Bag x73 Halfway House 1685</p>
<p>Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: <a href="mailto:mail@caa.co.za">mail@caa.co.za</a></p>		<p><b>AIC</b> 65.5 18 OCT 2012</p>

**AIRWORTHINESS**

**AIRCRAFT MAINTENANCE ENGINEERING MATTERS**

**PROCEDURES FOR AME LICENSING AND EXAMINATIONS**

☞ Indicates changes.

☞ This AIC replaces AIC 65-5 dated 18 November 2010 in total.

**1. GENERAL**

This AIC is meant for the procedures concerning the Issue, Re-issue, Renewal, Amendment and Examinations of AME Licences and the procedure for the writing of examinations in respect of AME licences. The South African Civil Aviation Regulations (CAR's) and the South African Civil Aviation Technical Standards-Aircraft Maintenance Engineers Licences (SA-CATS-AMEL) must be read together to obtain a clear picture of the applicable provisions of the South African Civil Aviation Regulations.

2. Enquiries and applications should be addressed to:-

Licensing Officer (AME)  
South African Civil Aviation Authority  
Private Bag X 73  
HALFWAY HOUSE  
1685

Telephone: Licences: - +27 11 545 1248/1472/1493  
Fax number: +27 11 545 1357  
E-Mail: [mail@caa.co.za](mailto:mail@caa.co.za)

3. Licence fees as stipulated in Part 187 of the South African Civil Aviation Regulations (CAR's), 1997, must accompany the completed application form available from the SACAA website.

4. If payment is made by cheque and a bank refuses to accept or honour such cheque, the client's application will not be considered.

5. All fees can be paid into the following account:

CAA  
Standard Bank – Brooklyn  
Account Number: 013-007-971  
Branch code: 011245  
Current Account

6. The following details must be reflected on the proof of payment before it can be accepted as such:

- Full names;
- Description of what is paid for (e.g. AME licence renewal or addition to AME licence);
- License number (If applicable).

7. Payment can be made at the SACAA, Midrand, between 08h00 and 16h00, Mondays to Fridays. Electronic payments or cheque payment made out to SACAA.

8. Application forms are available on the SACAA website at [www.caa.co.za](http://www.caa.co.za)

## AME LICENSING

1. To be issued with an A/B & C/D AME license, the applicant will have to comply with the following requirements:
  - a. He/She must have completed an appropriated apprenticeship, and must pass a trade at a trade test centre.
  - b. He/she must have 2 years post apprenticeship experience which will include 6 months experience on type.
  - c. He/she must have passed an approved aircraft type course or such examinations provided by the South African Civil Aviation Authority as required by the Director of Civil Aviation.
2. To be issued with an W/X AME license the applicant will have to comply with the following requirements:
  - a. He/She must have completed an appropriated apprenticeship;
  - b. He/she must have a total of 12 months **RECENT** experience in the last 3 years after apprenticeship, and 6 months for alternate rating/s;
  - c. He/she must have passed an approved aircraft type course or such examinations provided by the South African Civil Aviation Authority as required by the Director of Civil Aviation.
3. To be issued with a X-Compass swing rating, the applicant will have to comply with the following requirements:
  - a. 3 Compass swings in the last 6 Months;
  - b. Complete compass swing form CA66-02.5 and CA66-07.4 (available on the CAA website);
  - c. Approved course as per Part 141;
  - d. Certified copies of logbook entries where compass swings is indicated.
4. To be issued with an Aircraft Structures license (Category B), the applicant shall comply with the following requirements:
  - a. He/She must have completed an apprenticeship and must have passed a trade test at a trade test centre.
  - b. He/She must have 2 years post apprenticeship experience.
  - c. He/She must have passed the following courses:
    - Airframe General
    - Aircraft Corrosion Control
    - Introduction to Composites
    - Sealants Course
    - Civil Aviation Regulations
    - Human Factors
  - d. He/She must submit certified copies of logbook entries, where Aircraft Structures work is indicated.
  - e. For Aircraft Composite Structures Workers, it is not necessary to submit a certificate for the Introduction to Composites course.
  - f. The applicant shall have met the knowledge and practical requirements for the issuing of an Aircraft Maintenance Engineers license.

## REQUIREMENTS FOR THE ISSUE, RE-ISSUE, RENEWAL, AMENDMENT AND EXAMINATION FOR AN AIRCRAFT MAINTENANCE ENGINEERS LICENCE

- PLEASE NOTE:**
- (a) Licence renewals must be submitted within 90 days prior to expiry date of the license.
  - (b) A certified true copy of the AMO approval must be submitted with all applications.
  - (c) Current MOP list of Management Personnel that show evidence of current Quality person and Accountable Manager.
  - (d) Human factors will be enforced the 1 January 2011, by approved ATO.

## ISSUE AND AMENDMENT

**If after calculation of the total experience, it is found that the applicant does not qualify as a result of not having enough experience, he/she will forfeit his/her application fee.**

5. For the Issue of an AME licences the following form must be completed: CA66-02.1
  - a) Part I Must be duly completed by the applicant (personal and work related information).
  - b) Part II Must be duly completed by the applicant for aircraft or engine to be added to his/her license.
  - c) Part III Must be duly completed by the applicant.
  - d) Part IV To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.
6. Renewal/Re-Issue of an AME licences the following form must be completed: CA66-02.9/ CA66-02.10

- (a) Part I Must be duly completed by the applicant (personal and work related information).
- (b) Part II Must be duly completed by the applicant.
- (c) Part III To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.

7. For the Amendment of an AME licences the following form must be completed: CA66-02-5.

- (a) Part I Must be duly completed by the applicant (personal and work related information).
- (b) Part II Must be duly completed by the applicant for aircraft or engine to be added to his/her license.
- (c) Part III Must be duly completed by the applicant.
- (d) Part IV To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.

8. For the Examination of an AME licences the following form must be completed: CA66-02-3.

- (a) Part I Must be duly completed by the applicant (personal and work related information).
- (b) Part II Must be completed by the applicant to indicate which examinations will be applied for.
- (c) Part III Must be completed by the applicant.
- (d) Part IV To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.

9. **AFFIDAVIT**

a Licence holder must apply for a renewal of his/her licence within 90 days prior to the expiry date. Should the licence expire before an application for a renewal was received by the SACAA, an affidavit (by Police or Commissioner of Oaths) declaring that the holder of such an expired licence did not utilize his/her South African Aircraft Maintenance licence during the expired period must be submitted with the application for the reissue of the licence.

10. **RE-ISSUE**

If the applicant wrote the ANR's before 1997 they have to write the CAR's, at an approved South African ATO.

- (a) If a period of not more than two years has passed since lapse of such a license, the applicant should comply with the requirements for renewal as set out in Part 66.02.9 of the CAR's and in addition provide proof of experience of at least six months prior to application.
- (b) If a period of more than two years but not more than five years has passed (whether the applicant were working within or outside the Aviation Industry), the applicant should comply with the requirements for the renewal thereof as set out in Part 66.02.9 of the CAR's, and in addition, pass a written examination on the CAR's as prescribed for an AME License.
- (c) If a period of more than five years has passed since the lapse of such a license (and the applicant was working within the Aviation Industry for that period of time), the applicant must comply with the requirements for the initial issue of an AME license, and in addition pass a written examination on the CAR's as prescribed for an AME License.
- (d) If a period of more than five years has passed since the lapse of such a license (and the applicant was not working within the Aviation Industry), the applicant must comply with the requirements for the initial issue of an AME license. It will be required from the applicant to rewrite the exam or subjects of CAR's and all the applicable General subjects.

#### **LOGBOOK (RECORD OF EXPERIENCE) TV2/308 MAINTENANCE ENGINEERS LICENCE**

- 1. It is required that each apprentice keep a logbook of all the experience gained during the period of his/her training, thereby providing a valuable record of the period of apprenticeship.
- 2. All concerned are reminded that experience reflected in the logbook must be correct in every respect. The certifying inspector, certifying the logbook shall ascertain that the experience claimed is correct in detail.
  - (a) The total experience claimed in the logbook must not exceed the total period covered since the last application for renewal or amendment to the licence.
  - (b) The information given in the record of experience logbook will be used when dealing with all future applications for issue, renewal or addition to the licence. Great care should be taken to ensure that the information given is correct and certified by the responsible Accountable Manager/Quality Manager.

(c) When completing the record of experience logbook record, the dates covering the full period to which it relates, should be entered. All logbooks should be completed on a monthly basis, not exceeding a 3 month period. The number of days, weeks or months (a bland statement X or √ experience is not acceptable) spent on Categories A, B, C, D, W or X, relating to the various types of airframe engines or other equipment should be inserted in the relevant space provided.

3. The South African Civil Aviation Regulations 1997, Part 66 and 43 clearly defines other records that can be consulted to verify the experience claimed.

The records referred to in sub-regulation 66.01.14 and 43.02.13 shall:

- (a) indicate the name of each person who performed the work;
- (b) indicate the name of each person who inspected the work; and
- (c) be retained for at least five years from the date on which the aircraft component to which the work relates, was released to service.

4. In the interest of Aviation Safety the SACAA is duty bound to take punitive measures against any defaulters in accordance with Part 185.00.1(1) of the Civil Aviation Regulation 1997.

5. Logbooks TV2/308 are available from the Government Printing Works, @ 012 334 5400, Private Bag X85, Pretoria, 0001.

6. It is requested that logbooks be submitted as follows:-

- (a) for the initial issue of an AME licence: the entire record of experience.
- (b) for a renewal: the last two (2) years of experience on type(s) as recorded in logbook.
- (c) for a re-issue: all experience since license expired.
- (d) for amendment: current experience not submitted to the SACAA.

7. It is requested that logbooks be summarised as follows:-

- (a) for the initial issue of an AME licence: the entire record of experience.
- (b) for a renewal: a summary of the last two (2) years of experience on type(s) as recorded in logbook.
- (c) for re-issue: a summary of all experience recorded in logbook.
- (d) for amendment: a summary of the specific aircraft/engine type as recorded in logbook.

8. Attached please find an example of the prescribed summary of a logbook.

**NOTE:** ALSO SEE SA-CATS-AMEL

### **INSTRUCTORS RATINGS**

**Instructors rating will be enforced from the 1 January 2011**

### **REQUIREMENTS FOR THE ISSUE AND RENEWAL OF AN INSTRUCTORS RATING FOR AIRCRAFT MAINTENANCE ENGINEERS LICENCE**

1. To be issued with a Grade I Instructors rating (AME) license the applicant will have to comply with the following requirements:

- (a) He/she must have a valid AME license; and
- (b) He/she must have 3 years experience as a grade II Instructor.

2. To be issued with a Grade II Instructors rating (AME) license the applicant will have to comply with the following requirements:

- (a) He/she must have a valid AME license; and
- (b) He/she must have 2 years working experience on type.

3. For the Issue of Grade I or II Instructors rating (AME) the following form/s must be completed: CA66-08.1/CA66-09.1

- (a) Part I Must be duly completed by the applicant (personal and work related information).
- (b) Part II Must be completed by the applicant for aircraft or engine to be added to his/her license.
- (c) Part III Must be duly completed by the applicant.
- (d) Part IV To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.

4. For the Renewal of Grade I or II Instructors rating (AME) licences the following form/s must be completed: CA66-08.9/CA66-09.9
  - (a) Part I Must be duly completed by the applicant (personal and work related information).
  - (b) Part II Must be duly completed by the applicant.
  - (c) Part III To be completed by all applicants. An Accountable Manager or Quality Manager must sign and stamp the form before any transaction can be considered.

### **EXAMINATION INFORMATION**

#### **TO ALL CANDIDATES**

**DATES OF EXAMINATIONS** - Can be found on the CAA website at [www.caa.co.za](http://www.caa.co.za)

#### **INSTRUCTIONS TO CANDIDATES**

1. **CANDIDATES MUST COMPLY WITH THE INSTRUCTIONS ON THE COVER PAGE OF THE EXAMINATION QUESTIONNAIRES.**
2. Examination instructions to candidates will be included with the letter of acceptance from the Licensing Section.

#### **EXAMINATION INSTRUCTIONS:**

#### 3. **CANDIDATES MUST:-**

- (a) report at the examination room at least 20 minutes before the scheduled time of commencement;
- (b) produce their valid I.D. document/AME licence;
- (c) sign the attendance register;
- (d) provide his/her own writing and ancillary equipment;
- (e) remain silent during the course of the examination;
- (f) stop writing at the instruction of the invigilator;
- (g) hand in examination script when so instructed by the invigilator;
- (h) where applicable, hand in all questionnaires, answer papers, scrap paper and related documents;
- (i) check that their examination numbers and necessary information are correct on the answer sheet or on the computer and all the documents, if applicable;
- (j) if there is any lack of clarity regarding a question, write his/her complaints (to the examiner) on the scrap paper and hand it in with his/her answer paper; or
- (k) comply with all instructions during the course of the examination.

#### 4. **CANDIDATES MAY NOT:-**

- (a) retain notes of whatever nature during the examination;
- (b) communicate with another candidate;
- (c) pass any object to another candidate;
- (d) look at the work of another candidate;
- (e) enter the examination room if more than 30 minutes late;
- (f) leave the examination room within the first hour of the examination;
- (g) leave the examination room without the permission of the invigilator;
- (h) write on the answer sheet of multiple choice examinations apart from the dot to indicate the answer selected;
- (i) make any notes or marks on the manuals;
- (j) direct any question regarding the questionnaire to the invigilator;
- (k) use or retain in his/her possession while in the examination room a programmable computer/calculator;
- (l) retain in his/her possession any electronic device other than computer/calculator;
- (m) smoke, eat and drink;
- (n) tamper with or damage any equipment; or
- (o) Disobey the instructions of the invigilator.

5. Answers of multiple choice examinations **MUST** be given in the prescribed manner as indicated on the inside front page.
6. The pass mark for technical examinations is 75%.
7. The applicant must forward the applicable form with relevant documentation and fees as prescribed in Part 187 to the Examination Department.

#### **PROGRAMMABLE COMPUTERS**

8. The following types have been identified as such and may not be taken into the examination room:

- (a) Any calculator with an alphanumerical keyboard;
- (b) Psion Organiser/Navmaster; or
- (c) any Hewlett Packard.

9. If doubt exists whether a computer may be used or not, candidates may request clarity from the SACAA (examinations) at least 30 days before the examination.

**WRITTEN EXAMINATION (CAA AREA)**

10. The examinations are presented in English only.

Venue: CAA  
Ikhaya Lokundiza  
Building 16  
Treur Close, Bekker Street  
Waterfall Park  
MIDRAND

11. Bookings and enquiries regarding these examinations can be made at telephone number (011) 545-1248/1472/1493 between 08h00 to 16h00, Mondays to Fridays. Examinations are held from Mondays to Fridays excluding public holidays and the period from mid December to the end of the first week in January.
12. Each day will consist of two periods:-  
Period One – commencing at 0900  
Period Two – commencing at 1300
13. The length of the period on the examination paper is fixed and will not be extended. Candidates must check in at least 20 minutes before commencement of the examination for which they have been entered. Candidates not present for their assigned period, will forfeit the fees paid for the subject.
14. Cancellations of examinations must take place more than 5 working days prior to exam/s or the fees will be forfeited.
15. After the 3<sup>rd</sup> postponement the fees will be refunded and the applicant will only qualify to apply for the same examination after 30 days.
16. Cancellation of a confirmed booking will not be accepted after five (5) working days before an examination. Candidates not attending a confirmed session will forfeit the fees paid for that session.
17. In exceptional cases where proof of a particular circumstance is substantiated, a lesser period will be accepted in which case a candidate will forfeit 50% of the examination fees. Candidates not attending a confirmed session will forfeit the fees paid for that session.
18. When accepted for an examination, candidates will receive a written confirmation of entry. This document must be presented at the examination office on each day an exam is undertaken.
19. Candidates are required to produce their AME license or identity documents before they can be allowed to attempt an examination.

**WRITTEN EXAMINATIONS ENTRIES AND CANCELLATIONS (OUT STATION VENUES)**

20. Payment can be made at the SACAA cashier, Midrand, between 08h00 and 16h00, Mondays to Fridays, by electronic payment or by cheque made out to SACAA.
21. Cancellations of examinations must take place more than 5 working days prior to exam/s or the fees will be forfeited.

**Postponement:**

**Any request for a postponement should be made 5 working days before the closing date of entry of such examination, or present a letter from a physician stating that applicant is unable to attend the exams. After the prescribed date, postponement will be dealt with in terms of the cancellation policy.**

**Cancellation:**

- (a) Candidates who notify the SACAA of cancellations within the first week after the closing date will be refunded 75% of the examination fee.
- (b) Candidates who notify the SACAA of cancellations within the second week after the closing date will be refunded 50% of the examination fee.

- (c) Candidates who notify the SACAA of cancellations within the third week after the closing date will be refunded 25% of the examination fee.
- (d) No refunds will be paid for cancellations after the third week of the closing date.

#### **EXAMINATION ENTRIES**

- 22. Candidates who intend to sit for these examinations must complete form CA 66-02.3 (available from AME licensing or the SACAA website) timeously to be considered for the examination concerned. Particular attention should be paid to Parts III to IV of the application form.
- 23. No late entries will be accepted. Entries must be received prior to or on the closing date. No telephonic entries will be accepted.
- 24. Candidates having entered for an examination sitting at a particular venue will not be allowed to change to another venue after the closing date. Candidates who want to change the venue must apply in writing before the closing date, with the exception of Gauteng candidates.
- 25. Candidates are required to produce their AME license or ID document as well as their letters of acceptance from the SACAA before they will be allowed to enter the examination room.
- 26. All Aircraft Maintenance Engineers examinations are held at the following centres:
  - (a) Durban
  - (c) Cape Town
  - (d) Port Elizabeth
  - (e) Namibia (candidate to carry courier cost)
- 27. Confirmation of a sitting being cancelled will be made known to the individuals after the closing date of the examination.

#### **MARKING AND REMARKING OF EXAMINATIONS**

##### **28. PLEASE NOTE:**

The pass mark for technical examinations is 75%. A candidate who fails with a mark of between 71% and 74% may apply for a remark. A request for remark shall be made within one month from the date of notification of the results. Any request not received within the specified period will not be considered. It should also be noted that remarks will only be done after the specified period. No booking can be accepted for subjects which are in the process of being re-marked. Candidates must apply in writing and enclose the necessary fees for remark, however, if the remark is successful, the fee will be refunded.

- 29. If the candidate obtains 69% or more he/she may apply to be entered for the next available examination sitting. **(Except for Gauteng which has a fixed schedule for exams)**
- 30. Should a candidate obtain between 61% and 68%, he/she will have to obtain a further 6 months' experience before applying to enter for the same subject.
- 31. Should a candidate obtain 60% or less, he/she will have to obtain a further 12 months' experience before applying to enter for the same subject.
- 32. Should a candidate not be successful with his 2<sup>nd</sup> (second) attempt, or if there is no improvement on previous attempts, he/she will then have to obtain a further 18 months experience before he/she will be allowed to re-enter for the same subject.
- 33. **After passing an examination, the results will be valid for twelve months from the date of examination. A candidate who applies to use that credit after that period is to be re-examined.**
- 34. **Examination results will not be communicated telephonically, but will be made available in writing within fourteen days from receipt of the answer sheet.**
- 35. **Any enquiries/requests with regard to examination(s)/licensing have to be made in writing when submitted to the SACAA.**



**DIRECTOR OF CIVIL AVIATION**

**COMPLETION OF AME LOGBOOK**

**Category A/B & C/D**

In the past, the AME Licensing Department has spent unnecessary time doing calculations of experience indicated incorrectly in AME logbooks.

It is the responsibility of the applicant and his Accountable Manager to ensure that all experience is written in such a manner that the reader has a reasonable understanding of where, when and what maintenance constitutes the experience. A task-by-task account is not necessary, but at the same time a bland statement "X" to maintenance experience completed is not acceptable.

In future, all logbooks/certified copies of logbooks presented to the SACAA not clearly indicating the extent of experience in Hrs, days, weeks or months (Please fill in logbook on a monthly base) will not be accepted and will be sent back for correction before any applications will be considered. Should the time booked exceed the amount of days in the period, the experience will not be accepted.

Once every two years, alternatively every time the logbook is submitted to the SACAA, a summary should be done, signed by the Accountable Manager whereby he/she confirms that the experience indicated is true and correct. Summary should be written in logbook on separate page or end of page.

Below is an example of how the experience should be indicated in the logbook:

Period		Employer	Type of aircraft, - engine or equipment	Inspection or any other work carried out	Aircraft category		Engine category		Supervision inspector signature and stamp
From	To				A	B	C	D	
01/01/01	20/01/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	5		5	5	Signature & Stamp
01/02/01	28/02/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	14		14		
01/03/01	30/03/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	20		10		
01/04/01	30/04/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	15		15		
01/05/01	30/05/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	5	10	5	10	
01/06/01	30/06/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	10	10	10		
01/07/01	30/07/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	10	5	10	5	
01/08/01	30/08/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	20		10		
01/09/01	30/09/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	5		25		
01/10/01	30/10/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	15		15		
01/11/01	30/11/01	Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI	20		10		
01/12/01	30/12/01	Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI	25		5		
SUMMARY OF EXPERIENCE FROM 1 JAN 2001 TO 31 DEC 2001									
			BOEING 737-800	65 DAYS					
			CFM 56-7	65 DAYS					
			CESSNA 208	99 DAYS					
			PTA-114	69 DAYS					
ACCOUNTABLE MANAGER SIGN & STAMP									
LICENCE NR									

**Example only**



**COMPLETION OF AME LOGBOOK: MANAGERS**

In the past, the AME Licensing Department has spent unnecessary time doing calculations of experience indicated incorrectly in AME logbooks. If the logbook is completed with no aircraft/engine or experience, it can only be used for the renewal of your license and not to be used for any amendments.

Once every two years, alternatively every time the logbook is submitted to the SACAA, a summary should be done, signed by the Accountable Manager whereby he/she confirms that the experience indicated is true and correct. Summary should be written in logbook on separate page or end of page.

Below is an example of how the experience should be indicated in the logbook:

Period		Employer	Type of aircraft, - engine or equipment	Inspection or any other work carried out	Aircraft category		Engine category		Supervision inspector signature and stamp
From	To				IN DAYS		IN DAYS		
					A	B	C	D	
01/01/09			Manager	Managing/ Oversee operations					Signature & Stamp
	20/01/09	Com Air							
01/02/09			Manager	Managing/ Oversee operations					
	28/02/09	Com Air							
01/03/09			Manager	Managing/ Oversee operations					
	31/03/09	Com Air							
01/04/09			Manager	Managing/ Oversee operations					
	30/04/09	Com Air							
01/05/09			Manager	Managing/ Oversee operations					
	31/05/09	Com Air							
01/06/09			Manager	Managing/ Oversee operations					
	30/06/09	Com Air							
01/07/09			Manager	Managing/ Oversee operations					
	31/07/09	Com Air							
01/08/09			Manager	Managing/ Oversee operations					
	31/08/09	Com Air							
01/09/09			Manager	Managing/ Oversee operations					
	30/09/09	Com Air							
01/10/09			Manager	Managing/ Oversee operations					
	31/10/09	Com Air							
01/11/09			Manager	Managing/ Oversee operations					
	30/11/09	Com Air							
01/12/09			Manager	Managing/ Oversee operations					
	31/12/09	Com Air							
SUMMARY OF EXPERIENCE FROM 1 JAN 2009 TO 31 DEC 2009									
Manager				Managing/ Oversee operations					
ACCOUNTABLE MANAGER SIGN & STAMP									
LICENCE NR									

**Example only**

**COMPLETION OF AME LOGBOOK**

**Category W and X**

In the past, the AME Licensing Department has spent unnecessary time doing calculations of experience indicated incorrectly in AME logbooks.

It is the responsibility of the applicant and his Accountable Manager to ensure that all experience is written in such a manner that the reader has a reasonable understanding of where, when and what maintenance constitutes the experience. A task-by-task account is not necessary, but at the same time a bland statement "X" to maintenance experience completed is not acceptable.

In future, all logbooks/certified copies of logbooks presented to the SACAA not clearly indicating the extent of experience in **Hrs, days, weeks or months (Please fill in logbook on a monthly base)** will not be accepted and will be sent back for correction before any applications will be considered. Should the time booked exceed the amount of days in the period, the experience will not be accepted.

Once every two years, alternatively every time the logbook is submitted to the SACAA, a summary should be done, signed by the Accountable Manager whereby he/she confirms that the experience indicated is true and correct.

**Summary should be written in logbook on separate page or end of page.**

- Applicants applied for W or X ratings should indicate in their logbooks as shown blow:

**Type of Aircraft: W: To indicate type of aircraft: Boeing 737-800  
X: To indicate type of equipment: RT76**

**Work done: W: To indicate: MPI, Defects  
X: To indicate: Overhaul**

Period	From	To	Employer	Type of aircraft,- engine or equipment	Inspection or any other work carried out	Propeller category	Ignition equipment category	Electrical category			Avionics equipment category			Automatic pilot category	Compasses category	Instruments category		Supervision inspectors signature and stamp	
								IN DAYS	W	X	IN DAYS	W	X			W	X		IN DAYS
	01/01/01			Boeing 737-800	MPI and Snags ext		20												
	01/02/01		Com Air	CMF 56-5	MPI			10											
	01/03/01		Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI												20		
	01/04/01		Com Air	Boeing 737-800 CMF 56-5	MPI and Snags ext MPI		5										15		
	01/04/01		Com Air	Cessna 208 PT6A-114	MPI and Snags ext MPI			10											
SUMMARY OF EXPERIENCE FROM 1 JAN 2001 TO 30 APR 2001																			
Ignition 35 DAYS																			
Electrical 20 DAYS																			
Instruments 35 DAYS																			
ACCOUNTABLE MANAGER SIGN & STAMP LICENCE NR																			

**Example Only**

Signature & Stamp