



CHECKLIST FOR ISSUE; RENEWAL OR AMENDMENT OF A RMT

Date							
Name							
Licence Number							
ISSUE REQUIREMENTS: PART 101-06.3							
		LO1			LO2		
		Y	N	N/A	Y	N	N/A
1.	Application form CA 101-06.3 must be completed and signed by the applicant. The Accountable Manager or Quality Representative which is approved in the Operations Manual as stipulated in Part 101 must also sign the form.						
2.	Strictly no Tippex allowed						
3.	All corrections or alterations made on the form need to be initialled (Line through the incorrect information, make the change and Date & Initial the change)						
4.	The AM or QR designated stamp will be stamped on the application form next to his/her signature.						
5.	Copies of the correct completed logbook (Hrs, days or weeks as per AIC 65.5 and on CAA Website) (logbook to be completed on a Monthly bases) from the last page previously submitted to the CAA. A bland statement X or √ experience is not acceptable.						
6.	Work done must be signed out by the supervising inspector in the appropriate column (use designated stamp as proof) and the AM/QR must sign next to the summary (use designated stamp as proof). Summary should be written in logbook on a separate page or end of page.						
7.	2 x Color ID photo's.						
8.	Copy of ID or Passport.						
9.	Proof of age – no less than 18 years.						
10.	Be a South African citizen or in possession of a valid permanent residence permit or valid temporary work permit with a letter of employment.						
11.	Current operational Specifications certificate to confirm that they are rated on this rating that the RMT is requested to add onto his license. If applicable						
12.	Copy of the approved course certificate applicable to the rating sought.						
13.	The prescribed fee as in Part 187.						
Note							
SIGNATURE OF LICENSING OFFICER (LO1) (ISSUER)		NAME IN BLOCK LETTERS			DATE		
SIGNATURE OF LICENSING OFFICER (LO2) (APPROVER)		NAME IN BLOCK LETTERS			DATE		
		R					
		Receipt number					