



CHECKLIST FOR RENEWAL OF AME LICENCE

Date								
Name								
License Number								
RENEWAL REQUIREMENTS: PART 66.02.8								
			LO1			LO2		
			Y	N	N/A	Y	N	N/A
1.	Application form CA 66.02.8 must be completed and signed by the applicant.							
2.	Copy of valid AME license							
3.	Strictly no Tippex allowed							
4.	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)							
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.	To renew a AME license the holder thereof shall within the 24 months preceding the date of expiry of the license, have served for not less than 6 months as a licensed AME.							
8.	An application for the renewal of the license shall, within 90 days preceding the date of expiry be made to the commissioner.							
9.	AMO certificate to confirm that the AMO is valid. If applicable							
10.	A certified true copy of an approved Human Factors course as per Part 141.02.1							
11.	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					