

**CHECKLIST FOR ISSUE OF GRADE I OR II  
 INSTRUCTOR RATING (AME)**

Date						
Name						
Licence Number						
<b>ISSUE REQUIREMENTS: PART 66.03.1</b>						
			<b>LO1</b>			<b>LO2</b>
			<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Y</b>
			<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Y</b>
1.	Application form CA 66.03.1 must be completed and signed by the applicant.					
2.	Strictly no Tippex allowed					
3.	All corrections or alterations made on the form need to be initialled ( <b>Line through the incorrect information, make the change and Date &amp; Initial the change</b> )					
4.	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.					
5.	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). <b>Summary should be written in logbook on a separate page or end of page.</b>					
6.	Copy of ID or Passport.					
7.	Proof of age-21 years and older.					
8.	Copy of valid AME license					
9.	Copy of the theoretical examination applicable to the rating sought.					
10.	Train the Trainer course (TETA Approved)					
11.	Assessor course (TETA Approved) for Grade I Instructor					
12.	Moderator course (TETA Approved) for Grade I Instructor					
13.	ATO certificate to confirm that they are rated on this rating that the AME is requested to add onto his license. If applicable					
14.	A certified true copy of an approved Human Factors course as per Part 141.02.1. <b>Foreign courses to be Part 141 or Part 147 approved.</b>					
14	<b>Minimum experience on type applied for:</b>					
14.1a	Category A – <b>Grade I</b> - 3 years experience as a grade II Instructor					
14.2a	Category B – <b>Grade I</b> - 3 years experience as a grade II Instructor					
14.3a	Category C – <b>Grade I</b> - 3 years experience as a grade II Instructor					
14.4a	Category D – <b>Grade I</b> - 3 years experience as a grade II Instructor					
14.5a	Category W – <b>Grade I</b> - 3 years experience as a grade II Instructor					
14.6a	Category X – <b>Grade I</b> - 3 years experience as a grade II Instructor					

14.a.	<b>Minimum experience on type applied for:</b>							
	14.1b	Category A – <b>Grade II</b> - 2 years working experience on type						
	14.2b	Category B – <b>Grade II</b> - 2 years working experience on type						
	14.3b	Category C – <b>Grade II</b> - 2 years working experience on type						
	14.4b	Category D – <b>Grade II</b> - 2 years working experience on type						
	14.5b	Category W – <b>Grade II</b> - 2 years working experience on type						
14.6b	Category X – <b>Grade II</b> - 2 years working experience on type							
15.	The prescribed fee as in Part 187.							
<b>Note</b>								
<b>SIGNATURE OF LICENSING OFFICER(LO1) (ISSUER)</b>			<b>NAME IN BLOCK LETTERS</b>			<b>DATE</b>		
<b>SIGNATURE OF LICENSING OFFICER (LO2) (APPROVER)</b>			<b>NAME IN BLOCK LETTERS</b>			<b>DATE</b>		
				<b>R</b>				
				<b>Receipt number</b>				