

CHECKLIST FOR RENEWAL OF GRADE I OR II INSTRUCTORS RATING (AME)

Date								
Name								
Licence Number								
RENEWAL REQUIREMENTS: PART 66.03.9								
			LO1			LO2		
			Y	N	N/A	Y	N	N/A
1.	Application form CA 66.03.9 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 (Line through the incorrect information, make the change and Date & Initial the change)							
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 basis) 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). Summary should be written in logbook on a separate page or end of page.							
6.	To renew an AME Instructors license with a category A, B, C, D, X, W 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 an Instructor.							
7.	Give academic or practical instruction on any of the valid ratings held. For Grade I Instructor							
8.	Act as an examiner in any of the valid ratings held, if designated by the Director in terms of regulation 66.01.11. For Grade I Instructor.							
9.	An application for the renewal of the license shall, within 90 days preceding the date of expiry be made to the commissioner.							
10.	Copy of AME license							
11.	ATO certificate to confirm that they are valid. If applicable							
12.	A certified copy of an approved Human Factor course as per Part 141.02.1							
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					