



Advisory Circular

CAA-O-PEL016
September 2022

APPLICATION FOR ISSUE, RENEWAL AND RE-ISSUE OF AN AIRCRAFT MAINTENANCE ENGINEER'S LICENCE

1.0 PURPOSE

This Advisory Circular is issued to provide guidance and information on the issue, re-issue and renewal of an aircraft maintenance engineer licence, under the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's Licence) Regulations 2022

2.0 REFERENCES

- 2.1 Regulations 4 to 8 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's Licence) Regulations 2022;
- 2.2 The prescribed Application Form

3.0 GUIDANCE AND PROCEDURES

- 3.1.1 The prescribed application may be obtained from the Authority's Personnel Licensing (PEL) Office.
- 3.1.2 The Authority may issue a licence without type rating (LWTR) and a type rated licence (TR) in the categories, ratings and limitations as provided for in Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's Licence) Regulations 2022.
- 3.1.3 The minimum age to be granted an AMEL is eighteen (18) years.
- 3.1.4 The AMEL with or without type rating confirms that the holder is a fit person and has sufficient aeronautical knowledge, experience, competence and skills required for the basic category and aircraft type rating specified in the licence as the case may be.
- 3.1.5 The LWTR is broadly divided into categories and sub categories as indicated below:
 - a) Category A – Aeroplane;
 - b) Category C - Piston engines;

- c) Category C - Gas Turbine engines;
- d) Category 'A' and 'C' - Piston Engined Rotorcraft;
- e) Category 'A' and 'C' - Turbine Engined Rotorcraft;
- f) Category 'A' and 'C' - Piston Engined Airship;
- g) Category 'A' and 'C' - Turbine Engined Airship
- h) Category X - Electrical;
- i) Category X - Instruments;
- j) Category X - Automatic Pilots -Aeroplanes;
- k) Category X - Automatic Pilots - rotorcraft;
- l) Category X - Compass Compensation and Adjustments;
- m) Category R -Radio-Communication &Navigation; and
- n) Category R-Radio-Radar.

3.1.6 AMEL are granted generally in two parts:

- a) LWTR -Licence Without Type Rating;
- b) TR-Type Rated Licence

3.1.7 The LWTR does not confer any certification privileges to the holder; it is however, a pre-requisite for grant of the relevant Type Ratings and company approval, which confer the certification privileges to the endorsed Types.

3.1.8 In order to extend a licence to include:

- a) *Category 'R' – Radio and Radar:* The applicant is required to hold LWTR Radio Communication and Navigation.
- b) *Category 'X'- Compass Compensation and Adjustments:* The applicant is required to hold a LWTR in both Categories 'A' and 'C' or 'X' or 'R'.

3.1.9 Category 'X'- LWTR – Instruments; include general aircraft instruments, flight and air data computation systems, inertial navigation systems, direct reading and remote reading compasses (excluding their compensation and adjustments) and ground proximity warning systems(GPWS).

3.1.10 Combined Category 'X'-LWTR-Instruments/Automatic Pilots is a prerequisite for the grant of any of combined category 'X' Type Ratings.

3.1.11 Before sitting for any licence examination candidates shall be required to show proof of identity, such as a passport or a National identity card.

3.1.12 Aircraft Maintenance Engineer Licence is valid for a period of twenty four (24) months from the date of issue or renewal.

3.2 Licence without Type Rating (LWTR)

3.2.1 The LWTR is granted for different specialisation as shown below:

- a) LWTR Aeroplanes;
- b) LWTR Gas Turbines Engines;
- c) LWTR Piston Engines;
- d) LWTR Rotorcraft Turbine Engines;
- e) LWTR Rotorcraft Piston Engines;
- f) LWTR Electrical (with limitations);
- g) LWTR Instruments;
- h) LWTR Automatic Pilots-Aeroplane;
- i) LWTR Automatic Pilots-Rotorcraft;
- j) LWTR Radio;
- k) LWTR Compass’.

3.2.2 Basic Theoretical Knowledge Requirements–LWTR:

- a) The basic knowledge level requirements for the licence are dependent on the complexity of the category and makes reference to Regulation 5 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer’s) Regulations 2022 and its Schedule.
- b) The applicant for a LWTR shall demonstrate the required knowledge in each of the modular subjects relevant to the LWTR category applied for as illustrated below:

Category of Licence	Knowledge & Skill Modules					
A - Aeroplanes	1	2	3	4(A)&(B)	13	
C - Piston Engines	1	2	6	7	13	
C - Turbine Engines	1	2	7	8	13	
A&C – Piston Rotor Crafts	1	2	3	6	9	13
A&C – Turbine Engine Rotor Crafts	1	2	3	8	9	13
X - Electrical	1	2	13	21		

X - Instruments	1	2	13	22		
X - Auto-pilot	1	2	13	23	24	25
X - Communication	1	2	13	31		
X - Compasses	30					
X - Radar	32					

3.2.3 Experience Requirements-LWTR:

- a) Regulation 6 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022, prescribes the experience requirements.
- b) In general, however –
 - (i) The applicant for LWTR must have completed the prescribed period of aircraft maintenance experience. This experience must be relevant to the licence category applied for and maintenance experience on civil operating aircraft.
 - (ii) The experience should include (as relevantly applicable to the category required) maintenance on aircraft structures, power plant, mechanical, electrical and avionics systems, replacement of Line Replaceable Units (LRU's) including engines and propellers, defects trouble shooting and rectification, system function and operation checks, and power plant performance runs.
 - (iii) Applicants for grant or extension of a Licence in Categories 'A','C','X' and 'R' (except Category 'X' – Compass Compensation and Adjustment,) must show confirmed minimum specific periods of aviation maintenance engineering experience totalling 3 years.
 - (iv) Applicants must also show the following minimum experience, which must have been gained whilst maintaining operating aircraft and not in component workshops or on static or non-flying aircraft:
 - (a) For a Category 'A' and/or 'C' LWTR, 24 months relating to Airframe and/or Engine maintenance, 12 months of which must be in the 2 years immediately preceding the date of application;
 - (b) For any Category 'R' and/or 'X' LWTR (excluding Category 'X' – Compass Compensation and Adjustment), 24 months related to avionic systems, 12 months of which must be in the 2 years immediately preceding the date of application;
 - (c) 6 months, within the 12 months referred to above relevant to the specific LWTR for which application is being made;
 - (v) Where an applicant for Category 'X' Electrical holds a valid Licence which includes both Category 'A' and Category 'C' LWTR sub divisions, the experience in subparagraph (iv)(a) above need not be complied with and the applicant need show only the 6 months experience relevant to the LWTR required in paragraph (iv)(b) above.

- (vi) An applicant for a LWTR in one category holding a valid licence in another category the experience requirement of paragraph (iv)(a) and (iv)(b) above may be reduced dependent on the total practical experience accumulated while holding that licence and training attended but in any case shall demonstrate the experience requirements of paragraph (iv)(c). Any of the periods specified above may be concurrent.
- (vii) An approved full time *ab-initio* course of training can be undertaken under the auspices of Authority's approved/recognised Aviation Training Organization (ATO). The course will include practical maintenance experience to consolidate the training received for aeroplanes, rotorcrafts, engines, avionics equipment and systems. The course should have included practical skill assessment as part of the training qualification. Applicants who have successfully completed such a course may not be subjected to the full three years maintenance engineering experience requirement.

Note: However, whatever the case may be, the applicant is required to have acquired the basic underpinning theoretical knowledge required for the category, the basic skills, and maintenance practices experience that ensures basic practical competence.

3.2.4 Applying for a LWTR

- a) The appropriate application Form for initial issue of an AMEL is submitted to the Authority with the following attachments as applicable:
 - (i) Course certificates;
 - (ii) Schedule of work experience (or the Aircraft Maintenance Engineers Experience Log-Book)
- b) The application shall not be accepted if it is not appropriately filled, certified by an authorised person of the AMO where the applicant works and the required supporting documents have been attached
- c) In case the application is rejected, the applicant will be notified in writing the reasons for rejection.

3.2.5 LWTR Examination

- a) An applicant for a LWTR will be examined on those modules of the syllabus under the Second Schedule of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022 which are applicable to the Category/Sub-Division.
- b) The examinations for the issue of LWTR are based on the knowledge and skill level requirement specified in the Second Schedule of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022, comprising of an examination paper for each knowledge module relevant to the category of the LWTR applied for.
- c) The examination for the issue of an AMEL category includes written examination papers made up of multiple choice / essay questions and an Oral examination.

d) The oral examination is offered only after all the written examination papers have been passed, and it is required to sit for the oral exam within 12 months of the first written examination passed; passes that fall outside the 12 month time limit will lapse and shall be repeated. Reference may be made to Regulation 124 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022.

e) The oral exam shall include questions on:

(i) The LWTR category being sat for;

(ii) Aircraft maintenance engineering practices and procedures;

(iii) Air Legislation Regulations and Requirements relevant to LWTR.

f) Results:

i. The candidate shall be notified about the results in writing within ten (10) working days after sitting the examination.

ii. A licence will be issued only after successful pass level has been achieved in all papers relevant to the category including the regulations examination paper.

3.2.6 Extension of LWTR

The examination requirements for licence extension to include another LWTR are the same as described above, however candidate will be examined only in the knowledge and skills module in the extension category applied for that have not been already examined and passed.

3.2.7 Failure of LWTR Examinations

a) On failure of a LWTR knowledge test, the candidate may apply for a re-sit after a period of at least three (3) months or as advised in writing by the Authority. It is required to submit a new application and record of additional work experience.

b) A candidate is allowed three successive attempts at an oral examination for a LWTR provided that all the attempts take place within twelve months of the first attempt. A candidate that fails a third oral attempt shall have to repeat the full licence application process.

3.3 Applying for a Type Rating

3.3.1 Application for a Type Rated Licence

a) The application is submitted to the Authority through the Personnel Licensing Office using an appropriately completed application Form for a type rating.

b) The following attachments are required as applicable:

(i) Course certificates;

- (ii) Schedule of work experience (or the Aircraft Maintenance Engineers Experience Log-Book).
- c) It is important for the applicant to ensure the application has been properly filled and all required documents are attached before submitting it to the Authority.
- d) An application for a Type Rating shall be accepted by the Authority only if:
 - (i) the applicant already holds the appropriate LWTR;
 - (ii) the aircraft is of a type, or the engine or system installed in a type that is registered in Uganda and in respect of which a Certificate of Airworthiness is in force or has been applied for;
 - (iii) The application is not for an aircraft type, whose maximum take off mass (MTOM) is 13610kg. (30,000lb.) or greater (Regulation 5 of Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022
 - (iv) The applicant for a combined Category X type rating (e.g. Instruments/Automatic Pilots) holds the combined LWTRs;
 - (v) The applicant for Category X - Compass Compensation and Adjustment holds LWTR category X, R or A & C, and has certified evidence of six compass swings and at least recent six months work experience on civil operating aircraft.

Note: For all pressurised airframes, rotorcrafts, gas turbine engines and their associated systems, the Authority requires the applicant to have undergone an Authority's acceptable aircraft type, engine and/or systems maintenance course.

- e) Where the applicant is required to undergo an approved type aircraft and systems training, the applicant must give evidence of satisfactory completion of that training.

3.3.2 Experience Requirements –Type Ratings

- (a) Subject to subparagraph (b) below, general extension of a Licence to include a Type Rating does not normally require a period of general experience additional to that required for the relevant LWTR, which must be held before a Type Rating will be granted. However a satisfactory record of maintenance experience appropriate to the Type applied for must be submitted as part of the application. Reference may be made to Regulation 125 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022.
- (b) An application for a Type Rating from a holder of a LWTR which was gained following successful completion of an Approved *ab-initio* Course must show confirmed evidence that he or she has obtained at least 12 months relevant aircraft engineering experience with an AMO engaged in maintenance of an operational type aircraft in addition to that gained during the Course. Reference may be made to Regulation 125 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022.
- (c) The summarised experience record to be submitted should indicate that the applicant has gained type maintenance experience on all relevant type systems, components and structures in regards to their condition, assembly, function,

mandatory inspection and modification as applicable on an operating aircraft.

- d) The experience documented in the Record of Aircraft Maintenance Engineers Experience Log-Book (or schedule of work experience) must have been gained within the three years including the last six months before the application at an approved maintenance organisation. It should have been appropriately signed and stamped by an authorised person of the AMO as confirmation.
- e) When the application, training requirements and work experience submitted are found satisfactory for the type rating applied for, the applicant is invited to sit for the type oral examination.

3.3.3 Type Rating Examinations

- (a) The type rating examination normally is a maintenance knowledge sampling oral examination. The candidates should expect questions from the complete knowledge and skills requirements appropriate to the rating regardless of whether they have indicated to have gained experience on particular systems or not.
- (b) In particular the type rating oral exam shall include questions on:
 - (i) aviation legislations and requirements relevant to AMEL;
 - (ii) the type, construction, systems structure and operation; and
 - (iii) type maintenance requirements, practices and procedures.
- (c) This examination is meant to evaluate and confirm that the candidate:
 - (i) knows and understands the type applied for;
 - (ii) has practiced and has the experience on the type in regards to the **condition, function, , assembly** and maintenance practices; and
 - (iii) is knowledgeable and fully aware of the regulatory requirements in regards to the privileges, limitations and responsibilities of a holder of a type rated engineers licence.
- (d) *Results* – The candidate shall be notified in writing about the results within ten (10) working days after sitting the oral examination.

3.3.4 Failure of a Type Rating Examination

- (a) On failure of a type rating examination the candidate may apply for a re-sit after a period of at least one (1) month or as advised in writing by the Authority.
- (b) It is required to submit a new application as explained in paragraph (a) above and a further record of work experience relevant to the knowledge requirements of the type applied for.

3.4 Licence Renewal

3.4.1 Licence Renewal Information and Requirements

(a) It is the responsibility of the Licence holder to ensure that his or her Licence remains valid, it is also important to know that licence validity dates are not back-dated.

(b) A holder of an Aircraft Maintenance Engineers Licence may apply for renewal of licence at most sixty (60) days and at least fourteen (14) days before the expiry period. Application for AMEL renewal shall be made by completing and submitting to the Authority the prescribed application form for AMEL renewal which has been duly signed and certified by an authorised person and proof of the renewal fee payment.

(c) The requirements for AMEL renewal make reference to Regulation 8 of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022. In general however, the holder is required to provide evidence of having been engaged in the maintenance of operating aircraft for periods totalling at least 6 months during the 24 months before application for renewal.

(d) Licences are renewed for a period of two (2) years after the applicant has met the requirements for renewal.

3.4.2 Licence Renewal application after expiry date

(a) When the licence has lapsed, at the renewal application, the licence will not be renewed until an acceptable statement from the applicant and employer, have been made and submitted to the Authority confirming that, the holder did not exercise the licence privileges during the period the licence had expired.

(b) A Licence which has lapsed for less than 12 months will be considered for renewal without examination of the holder provided that the holder meets the requirements of Regulation 8 (3) of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022.

(c) A Licence which has lapsed for more than 12 months shall be renewed or reissued as per the requirements of Regulation 8 (4) of the Civil Aviation (Personnel Licensing) (Aircraft Maintenance Engineer's) Regulations 2022.



Civil Aviation Authority

