

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>CAA Private Bag x73 Halfway House 1685</p>
<p>Tel: (011) 545 1000 Fax: (011) 545 1465 E-Mail: mail@caa.co.za</p>	<p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>AIC 65-4 05-08-05</p>

AIRWORTHINESS

AME EXAMINATIONS

ENTRY REQUIREMENTS AND PROCEDURES FOR TECHNICAL EXAMINATIONS

☞ Indicates changes.

☞ This AIC replaces AIC 65-4 dated 04-02-20.

☞ **GENERAL**

This AIC is only meant for the procedures concerning the Examinations of AME Licences and must be read together with the Civil Aviation Regulations (CARs). Civil Aviation Regulations (CARs) and South African Civil Aviation Technical Standards – Aircraft Maintenance Engineers Licences (SACATS-AMEL) must be read together for the full extent of the Civil Aviation Regulations. Also see AIC 65-1

1. Enquiries and applications should be addressed to:-

Senior Examination Officer
South African Civil Aviation Authority
Private Bag X 73
HALFWAY HOUSE
1685

Telephone: Licences:- +27 11 545 1472/1161
Examinations:- +27 11 545 1159/1160

Fax number: +27 11 545 1467

E-Mail: mail@caa.co.za

☞2. Examination fees as stipulated in Part 187 of the Civil Aviation Regulations (CAR), 1997, must accompany the completed application form CA66-01 (available from the examination section), when entry to examinations is applied for. Part 187 is available on the CAA website.

EXAMINATIONS PAYMENT

- Examination fees can be deposited directly into the **CAA** bank account. Bank details are as indicated on entry forms which can be obtained from the **CAA** website or from the examination section.

3. If payment is made by cheque and a bank refuses to accept or honour such cheque, the candidate's application will be considered to be cancelled and he/she will not be allowed to sit for the examination.

4. Examination fees can be paid into the following account:

CAA
Standard Bank – Brooklyn
Account Number: 013-007-971
Branch code: 011245
Current Account

- ☞5. Proof of payment can be faxed through to the abovementioned fax number.

The following details must be reflected on the proof of payment before it can be accepted as such:

- Full names
- CAA licence/certificate number (relevant to the type of payment)
- Description of what is paid for (e.g. AME examination or licence renewal)

WRITTEN EXAMINATIONS ENTRIES AND CANCELLATIONS (OUT STATION VENUES)

- ☞6. Payment can be made at the CAA cashier, Midrand, between 08h00 and 16h00, Mondays to Fridays.
7. Cancellations for examinations will only be considered for compassionate reasons or illness.
8. Candidates who notify the CAA of cancellations within the first week after the closing date will be refunded 75% of the examination fee.
9. Candidates who notify the CAA of cancellations within the second week after the closing date will be refunded 50% of the examination fee.
10. Candidates who notify the CAA of cancellations within the third week after the closing date will be refunded 25% of the examination fee.
11. No refunds will be paid for cancellations after the third week of the closing date.

EXAMINATION ENTRIES

- ☞12. Candidates who intend to sit for these examinations must complete CA 66-01 (available from Examination section) timeously to be considered for the examination concerned. It is of utmost importance that the experience claimed is verified by the Accountable Manager/Quality Manager or Area Inspector of the AMO where the candidate is/was employed. Particular attention should be paid to Parts III to V of the application. Applications must be accompanied by certified true copies of logbook and any other relevant documents.
- ☞13. Applications for examinations will be subjected to evaluation and approval by AME Review Board of the SA CAA and candidates will be advised of the subjects entered for.
14. No late entries will be accepted. Entries must be received prior to or on the closing date. No telephonic entries will be accepted.
15. Candidates having entered for an examination sitting at a particular venue, will not be allowed to change to another venue after the closing date. Candidates who want to change the venue must apply in writing before the closing date, with the exception of Gauteng candidates.
16. Candidates are required to produce their ID documents as well as their letters of acceptance from the CAA before they will be allowed to enter the examination room.
- ☞17. All Aircraft Maintenance Engineers examinations are held at the following centres:
- (a) Cape Town
 - (c) Durban
 - (d) Port Elizabeth
 - (e) Namibia (candidate to carry courier cost)
- ☞18. In cases where less than ten candidates entered to write examinations at a centre outside Gauteng, the examination sitting will be cancelled. In such instance, the candidates concerned will be afforded the opportunity to select an alternate venue, including at the CAA in Midrand.
19. Confirmation of a sitting being cancelled will be made known to the individuals after the closing date of the examination.

<u>20. DATE OF EXAMINATION</u>	<u>CLOSING DATE</u>
31/01-02 February 2005	03 January 2005
29-31 March 2005	25 February 2005
09-11 May 2005	08 April 2005
20 -22 June 2005	20 May 2005
01-03 August 2005	01 July 2005
12-14 September 2005	12 August 2005
24-26 October 2005	23 September 2005
05-07 December 2005	04 November 2005

WRITTEN EXAMINATION (GAUTENG AREA)

21. The examinations are presented in English only.

Venue: CAA
Ikhaya Lokundiza
Building 16
Treur Close, Bekker Street
Waterfall Park
MIDRAND

22. Bookings and enquiries regarding these examinations can be made at telephone number (011) 545-1159/1160 between 08h00 to 16h00, Mondays to Fridays. Examinations are held from Mondays to Fridays excluding public holidays and the period from mid December to the end of the first week in February.

23. Each day will consist of two periods:-

Period One – commencing at 0900
Period Two – commencing at 1300

24. The length of the period is fixed and will not be extended. Candidates must check in at least 20 minutes before commencement of the examination for which they have been entered. Candidates not present for their assigned period, will forfeit the fees paid for the subject.

25. Entries for an examination close 10 working days before the date of the examination.

26. A minimum period of 30 days must lapse between any same subject failed and the re-write thereof, subjected to para 40 - 42. The period is calculated from the day on which the subject was attempted.

27. Cancellation of a confirmed booking will not be accepted after five (5) working days before an examination.

28. In exceptional cases where proof of a particular circumstance is substantiated, a lesser period will be accepted in which case a candidate will forfeit 50% of the examination fees. Candidates not attending a confirmed session will forfeit the fees paid for that session.

29. When accepted for an examination, candidates will receive a written confirmation of entry. This document must be presented at the examination office on each day an exam is undertaken.

☛ Candidates are required to produce their identity documents before they can be allowed to attempt an examination.

TO ALL CANDIDATES

PROGRAMMABLE COMPUTERS

30. The following types have been identified as such and may not be taken into the examination room:

- (a) any calculator with an alphanumeric keyboard;
- (b) Psion Organiser/Navmaster; or
- (c) any Hewlett Packard.

31. If doubt exists whether a computer may be used or not, candidates may request clarity from the CAA at least 30 days before the examination.

INSTRUCTIONS TO CANDIDATES

32. **CANDIDATES MUST COMPLY WITH THE INSTRUCTIONS ON THE COVER PAGE OF THE EXAMINATION QUESTIONNAIRES.**

33. Written examination instructions to candidates will be included with the letter of acceptance from the Examination Section.

EXAMINATION INSTRUCTIONS:

☛34. **CANDIDATES MUST:-**

- (a) report at the examination room at least 20 minutes before the scheduled time of commencement;
- (b) produce their valid I.D. document/AME licence;
- (c) sign the attendance register;
- (d) provide his/her own writing and ancillary equipment;
- (e) remain silent during the course of the examination;
- (f) stop writing at the instruction of the invigilator;
- (g) hand in examination script when so instructed by the invigilator;
- (h) where applicable, hand in all questionnaires, answer papers, scrap paper and related documents;
- (i) check that their examination numbers and necessary information are correct on the answer sheet or on computer and all the documents, if applicable;
- (j) if there is any lack of clarity regarding a question, write his/her complaints (to the examiner) on the scrap paper and hand it with his/her answer paper; or
- (k) comply with all instructions during the course of the examination.

☛35. **CANDIDATES MAY NOT:-**

- (a) retain notes of whatever nature during the examination;
- (b) communicate with another candidate;
- (c) pass any object to another candidate;
- (d) look at the work of another candidate;
- (e) enter the examination room if more than 30 minutes late;
- (f) leave the examination room within the first hour of the examination;
- (g) leave the examination room without the permission of the invigilator;
- (h) write on the answer sheet of multiple choice examinations apart from the dot to indicate the answer selected;
- (i) make any notes or marks on the manuals;
- (j) direct any question regarding the questionnaire to the invigilator;
- (k) use or retain in his/her possession while in the examination room a programmable computer/calculator;
- (l) retain in his/her possession any electronic device other than computer/calculator;
- (m) smoke;
- (n) tamper with or damage any equipment; or
- (o) Disobey the instructions of the invigilator.

☛36. Answers of multiple choice examinations **MUST** be given in the prescribed manner as indicated on the inside front page.

☛37. The passmark for technical examinations is 75%. Before abovementioned type can be endorsed on licence, applicant must forward applicable application form together with relevant fee.

MARKING AND REMARKING OF EXAMINATIONS

38. **PLEASE NOTE:**

The pass mark for technical examinations is 75%. A candidate who fails with a mark of between 71% and 74% may apply for a remark. A request for remark shall be made within one month from the date of notification of the results. Any request not received within the specified period will not be considered. It should also be noted that remarks will only be done after the specified period. No booking can be accepted for subjects which are in the process of being re-marked. Candidates must apply in writing and enclose the necessary fees for remark, however, if the remark is successful, the fee will be refunded.

☛39. If the candidate obtains 69% or more he/she may apply to be entered for the following examination sitting. (**Except for Gauteng candidates see paragraphs 21 – 29**)

40. Should a candidate obtain between 60% and 69%, he/she will have to obtain a further 6 months' experience before applying to enter for the same subject.

41. *Should a candidate obtain 60% or less, he/she will have to obtain a further 12 months' experience before applying to enter for the same subject.*
42. *Should a candidate not be successful with his 2nd (second) attempt, or if there is no improvement on previous attempts, he/she will then have to obtain a further 18 months experience before he/she will be allowed to re-enter for the same subject.*
43. ***Examination results will not be furnished telephonically, but will be made available in writing within fourteen days from receipt of the answer sheet.***
44. ***Any enquiries/requests with regard to examination(s)/licencing have to be in writing when submitted to the CAA.***

The following AICs are also relevant to this AIC:

*AIC 65-10 dated 2004/09/03
AIC 65-5 dated 2004/02/02*

*AIRCRAFT, ENGINES AND PROPELLER GROUPING
LICENCING ISSUES*

COMMISSIONER FOR CIVIL AVIATION