



APPLICATION FOR INITIAL/AMENDMENT/RENEWAL OF AIRCRAFT MAINTENANCE LICENCE (AML) OR VALIDATION CERTIFICATE

1. APPLICANT DETAILS:				
Surname:		Forename(s):		Title:
Address:				
.....				
Nationality:		Date and Place of Birth:		
Email Address:		Telephone Number:		
2. OTHER LICENCE DETAILS (Attach a Copy)				
Licence No.:		State of Issue:		
Date of Issue:				
3. EMPLOYER'S DETAILS				
Name:				
Address:				
.....				
AMO Approval Reference:				
Tel		E-mail Address:		
4. APPLICATION FOR: (Tick <input type="checkbox"/>) relevant box(es))				
AML Initial <input type="checkbox"/> Amendment <input type="checkbox"/> Renewal <input type="checkbox"/>				
Validation Certificate <input type="checkbox"/>				
Rating	A	B1	B2	C
Airplane Turbine	<input type="checkbox"/>	<input type="checkbox"/>		
Airplane Piston	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter Turbine	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter Piston	<input type="checkbox"/>	<input type="checkbox"/>		
Avionics			<input type="checkbox"/>	
Aircraft				<input type="checkbox"/>
Type endorsements (if applicable):				
.....				
.....				
.....				
5. WORK EXPERIENCE				
Attach details of certified experience as per Personal Experience Logbook shown in Appendix I.				
6. CREDIT				
I wish to claim the following credits (if applicable):				
Experience credit due Part-147 training	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Examination credit due equivalent exam certificates	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Relevant certificates are enclosed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. DECLARATION

I wish to apply for initial / amendment / renewal of an Aircraft Maintenance Licence or a Validation Certificate as indicated and confirm that the information contained in this form was correct at the time of application.

I also understand that any incorrect information could disqualify me from holding an Aircraft Maintenance Licence or a Validation Certificate.

Name:

Signed:..... Date:

8. SUBMISSION INSTRUCTIONS

Send your completed application form to:

Seychelles Civil Aviation Authority, Personnel Licensing Inspectorate, Safety & Security Regulation, P.O Box 181, Mahe Seychelles

Together with

- A copy of your non-Seychelles Licence (if applicable)
- Proof of identity (for initial issue)
- Licence Verification Letter
- Certified work experience

9. PAYMENT

Payment shall be made to SCAA Accounts Department by cash or cheque.

10. SCAA USE ONLY

		Yes	No	Result
	Air Law Examination			
				Date
	Licence Authenticity			
	Work Experience Review			
Licence Issue	Issue			
	Expiry			
	Remarks/Limitation			
Remark				
Signature:		Date:		

INSTRUCTIONS

- To expedite the licence process, it is important that you complete the application form correctly and submit all the required supporting documentation.
- Application for renewal should be made within the preceding month of the expiry date of the licence.
- A minimum of 10 working days after the receipt of application shall be allowed before you may query about your application.
- Reference Document: Airworthiness Notice 2

How to complete each section of the application form Section 1 – Applicant Details
Complete all personal details.

Section 2 – Particulars of Non-Seychelles Licence

Give details of Non-Seychelles Licence held. Your Seychelles Licence or Validation Certificate will be issued based on your foreign licence.

Section 3 – Employer Details

Give details of your employer being an SCAA Approved Maintenance Organisation.

Section 4 – Application

Tick in the correct box corresponding to the applicable rating for which you want to apply.

Section 5 – Work Experience

Complete the SCAA AMO Personal Experience Logbook in Appendix I of this application form, giving brief details of the recent works carried out on aircraft. Use as many pages as needed

Section 6 – Credit

Tick in the appropriate box for which you wish to claim credits (if any).

Section 7 – Declaration of Applicant

This section must be completed after reviewing all information entered on the application form.

Section 8 – Submission Instructions

- A copy of your non-Seychelles licence shall be provided, endorsed as true copy of the original.
- Proof of identity – A copy of your passport page shall be provided, endorsed as true copy of original.
- Letter of Verification from the issuing Authority to confirm licence issued in full compliance with ICAO Annex 1, applicants name, date of birth, licence held, ratings held on licence, currency, and validity of licence.

Section 9 – Payment

You may refer to our Scheme of Charges which can be found on our web site www.scaa.sc under Legislation and Publication then Legislation and regulation then subsidiary legislation.

Section 10 - Submission Instructions

SCAA use only

How to contact us if you have a query

Before contacting the Personnel Licensing Inspectorate with your query, you should visit the SCAA web site at www.scaa.sc for detailed licensing information. If you are unable to find the information you require please contact Head of Airworthiness & Engineer Licensing on +248 4384272 or by e-mail to gilessicobo@scaa.sc.



SCAA AMO – Personal Experience Logbook

Title: *Mr. / Mrs. / Miss*

AMO Logo

AMO Name:

Full Name:

SCAA AMO Approval No:

Surname:

APPENDIX I

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SCAA AMO – Personal Experience Logbook

AMO Logo

Title: *Mr. / Mrs. / Miss*

AMO Name:

Full Name:

SCAA AMO Approval No:

Surname:

2. Scope and Applicability.

SCAA is the Authority for approved maintenance organisations (AMO) having their principal place of business located in the Seychelles, as established by Civil Aviation (Safety) Regulation 2017 and is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how SCAA Part-145 AMO applications and approvals are managed.

This Logbook is applicable to SCAA Part-145 AMO applicant and SCAA Part-145 AMOs' (hereafter referred as maintenance organisations) having their principal place of business located in the Seychelles and which are certified under the provisions Civil Aviation (Safety) Regulation 2017 and the Civil Aviation Directives AIRW/11 and SCAA Airworthiness Notice No.2.

The provisions of this Logbook are complementary to the requirements of Implementing Rule - Commission Regulation (EU) 1321/2014 Annex II, Part-145 "as amended" and does not supersede or replace the associated regulatory requirements.

3. Purpose.

The maintenance organisation intending to issue or to renew an SCAA Part-145 C/S - S/S individual authorisation is responsible to ensure that such staff is involved in at least 6 months of actual relevant aircraft or component maintenance experience in any consecutive 2-year period. Criteria are outlined in the EASA UG.CAO.00128 as amended - Demonstration of 6/24 Months Maintenance Experience.

This logbook is intended to:

- a) be used by a person to demonstrate maintenance experience requirement as per Part 66.A.30(a), for initial application of an AMEL with SCAA and as per requirement Part 66.A.45(d)(e)(iii)(f)(ii) for type endorsed by the SCAA;
- b) may be used by maintenance organisations to fulfil the 6/24 months maintenance experience requirement as per Part 145.A.35(c), before the issue/re-issue of an individual certification authorisation;
- c) be applicable to aircraft and/or component and/or engine and/or specialised services certifying staff and to aircraft base maintenance support staff;
- d) be completed by the candidate C/S and/or S/S.



SCAA AMO – Personal Experience Logbook

AMO Logo

Title: *Mr. / Mrs. / Miss*

AMO Name:

Full Name:

SCAA AMO Approval No:

Surname:

4. Personnel Data.

Personnel (Certifying Staff / Non-Certifying Staff)	
Full Name
Surname
Date of Birth
Place of Birth
Certification Authorisation Nr (If already hold)
Certifying Staff Privileges hold (Or intended to be granted)
Signature



SCAA AMO – Personal Experience Logbook

AMO Logo

Title: *Mr. / Mrs. / Miss*

Full Name:

Surname:

AMO Name:

SCAA AMO Approval No:

5. Logbook Data.

5.1 Logbook filling instructions.

ID	Option	Description/ Remarks
1.	Date	- <i>Date when the maintenance activity was carried out.</i>
2.	Location	- <i>Location where the maintenance activity was carried out.</i>
3.	A/C or Comp. type	- <i>A/C or component type.</i>
4.	A/C Reg. or Comp. s/n	- <i>A/C registration marks or component serial number</i>
5.	Type of maintenance (rating)	- <i>Identify the class rating under which the maintenance is carried out. The various options correspond to the different ratings possible for an SCAA Part-145 AMO</i>
6.	Privilege used	- <i>when the person holds different privileges, this block is intended to identify the certifying staff or support staff privilege used depending on the rating identified in the previous column (i.e., aircraft certifying staff Category A or B1 or B2 or C, components or engines or NDT certifying staff)</i>
7.	Task type	<i>Identify the task type using the following term as being the more applicable to the task carried out. More than one term may be selected (i.e., TS and R/I,)</i>
		FOT <i>Functional / Operational Test.</i>
		SGH <i>Service and Ground Handling.</i>
		R/I <i>Removal / Installation.</i>
		MEL <i>Minimum Equipment List</i>
		TS <i>Trouble Shooting.</i>
		MOD <i>Modification</i>
		REP <i>Repair</i>
INSP <i>Inspection</i>		
8.	Type of activity	<i>Identify the type of activity using the following term as being the more applicable to the activity carried out. More than one term may be selected.</i>
		Training <i>the person recording the task in this logbook is under training</i>
		Perform <i>The maintenance activity recorded in the row was performed by the logbook owner</i>
		Supervise <i>The maintenance activity recorded in the row was supervised by the logbook owner</i>
	CRS <i>The maintenance activity recorded in the row was released to service by the logbook owner</i>	
9.	ATA	- <i>Enter the ATA chapter which better describes most of the activity carried out. More than one ATA chapters may be entered when necessary/applicable to the activity carried out.</i>
10.	Operation performed	- <i>This field is used to provide detailed reference to the task carried out</i>
11.	Time (hrs)	- <i>Enter the total time (in hours) spent to accomplish the activity recorded in the row</i>
12.	Maintenance record ref.	- <i>Enter the precise reference of the maintenance records where the activity mentioned in this logbook was recorded (i.e. ATL page 34 dated 1/1/2022, or Work/Job Card Nr. 12345, or Work Pack J012345 etc.).</i>
13.	Remarks	- <i>This field is for the authorised person within the AMO (i.e., Maintenance Manager or Supervisor or Certifier) to attest the task carried out. The Quality Manager of the AMO shall then endorse (sign, stamp, date) on each page of the logbook after satisfactory reviewed the content.</i>



SCAA AMO – Personal Experience Logbook

Title: *Mr. / Mrs. / Miss*



AMO Name:

Full Name:

SCAA AMO Approval No:

Surname:

5.2 Logbook records.

This experience logbook is intended to be handwritten by the certifying staff. Add rows/pages as necessary.
(Example)

1. Date	2. Location	3. A/C or Comp. Type	4. A/C Reg. or Comp. S/N	5. Type of maintenance (rating)	6. Privilege used	7. Task type										9. ATA	10. Operation performed	11. Time Duration	12. Maintenance record ref.	13. Authorised Signature, Stamp (**)			
						FOT	SGH	R/I	MEL	TS	MOD	REP	INSP	Training	Perform						Supervise	CRS	
2/1/13	XX Workshop	FDR	4076	C5	Component Cert. Staff						X		X				X		31	Shop visit for Capacity Check	16	SCAA Air Form 1 Nr. XXXXXX	
1/1/13	Seychelles SEZ	A320 (CFM LEAP-1A)	S7-CAA	A1 line	B1			X					X		X		X		32	RH MLG WHEEL change	1	ATL page 12	

Date:		Logbook Owner's Signature (*):	
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(*) I hereby declare that the entries in this logbook are complete and true.
 (**) Stamp of the authorised person in the AMO. (i.e., Maintenance Manager or Certifier) as applicable.

