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**QUALITY ASSURANCE DEPARTMENT
INSPECTION NOTICE**

APPLICATION FOR COMPANY LICENCE / APPROVAL

A. Introduction

The following information details the procedure related to the application of Company License / Approval. The procedures and processes detailed below further amplify the requirements laid down in the latest CAAM MOE, EASA MOE and FAA RSQCM (as applicable).

B. Applicability

1. Current holders of active (white) Company License / Approval.
2. Candidates applying for a Company License / Approval.

C. Procedures

1. General Information

- (a) All applications for Area 1 must be made using Form No. 307024a "Application for Company Licence (Area 1 and 1A)" while applications for Areas 2 to 6 must be made using Form No. 307024 "Application for Company Workshop Approval". Latest revision of these 2 forms can be obtained from EMDocs.
- (b) Application packages expected for Area 1 and 1A (depending to the type of application) shall refer to Table 1 of this IN/G/181 Appendix 4.
- (c) Application packages expected for Area 2-6 (depending to the type of application) shall refer to Table 2 of this IN/G/181 Appendix 4.

2. Applications for INITIAL grant of Company Licence/Approval

- (a) An INITIAL application is meant for the first-time application for the grant of Company License / Approval. The requirements, subject to the respective role and functions are laid down in MOE 3-4-00, 3-7-00, 3-8-00 and 5-5-00.
- (b) In addition to the items specified in **Table 1**, applications for grant of approval to **CONTRACT** Licensed Aircraft Engineers (LAE) / Certifying Staffs must also be attached with below items;
 - (i) A copy of a signed Employment Contract.
 - (ii) A copy of a Manpower Agency Agreement that clearly shows that the LAE is part of the manpower agreed to be supplied to MAB EMD (only applicable if said LAE is hired through a manpower supply agency).
 - (iii) A letter from Human Resource / **E&M Management** in acknowledging the needs of the contract License Aircraft Engineers / Certifying Staffs requirement and to show the contractual period.
- (d) Upon successful assessment by QA, the candidate shall be given access to web-based training system. Evidence of completion of all assigned syllabus in the system must be presented to QA prior to the issuance of Company Licence/Approval certificate and authorization stamp.

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3. Applications for EXTENSION of scope of Company Licence/Approval

- (a) EXTENSION of scope of Company Licence/Approval for Area 1 and 1A refers to;
 - (i) Existing Company Licence/Approval holder who is:
 - I. Applying for new scope (AF, EN, EL, IN, RA) or supplementary scope(s) (GR, BO, DB, N2, H2, ML) not already held. Candidate is subject to requirement almost similar to initial grant as defined in Table 1 and MOE 5-5-00.
 - II. Extending scope of authorization to include a new aircraft type within same category or supplementary scope(s) already held on other types.
 - (ii) For Areas 2 to 6, extending scope of authorization to include a different "systems or specialized and non-specialized rating (S1 & Z1) or a different NDT method.
- (b) In addition to the items specified in **Table 1**, applications for Third Party Customer Operator code endorsement must include the following;
 - (i). All supporting documents as required per relevant Appendix of IN/G/009.
 - (ii). Evidence of customer company procedures/documents and procedures training aircraft configuration differences training (if applicable) and ETOPS training (if applicable).
 - (iii). Applicable operator and/or national aviation authority (NAA) must be annotated in "NAA/Operator Code" field of Form No. 307024a Application for Company Licence (Area 1 and 1A).

4. Applications for RENEWAL of Company Licence / Approval

- (a) Company Licence/Approval has a maximum validity of two (2) years (except for non-practicing Company Licence/Approval; refer Appendix 8 of this IN).
- (b) Renewal of Company Licence/Approval must be made thirty (30) days before expiry. Late renewal may affect payment of approval incentives/allowances.
- (c) In addition to the items specified in **Table 1**, contract LAEs / CS are required to submit a copy of contract employment renewal letter and manpower agency agreement (if hired through manpower supply agency).
- (d) Renewal application received after the expiry of an Approval will be renewed from the date the application is processed. An Explanation Letter is required to declare whether any certification was made after the expiry date.
- (e) Any certification made after the expiry of an Approval must be countersigned by an appropriate Approval Holder. Proof of countersigned certification must be submitted to QAD prior to the processing of an expired approval.

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5. **Directory for Aircraft Type Variant / Configurations / Differences Training Requirements**

- (a) The table below lists the references on Aircraft Type Variant / Configurations extracted from individual aircraft type **Inspection Notices** for easy reference:

Aircraft Variant / Configurations / Differences	Cross Reference IN
A330 Enhanced (Full Pax) & A330-233F Enhanced (Freighter)	IN/A330/019
A330-223	IN/A330/021
ATR72-212A '600 Version'	IN/72/08
B737-800	IN/737/30
B747-400F	IN/400/25
Viking DHC-6 Twin Otter Series 400	IN/DHC/003

Note: Please refer to the respective **Inspection Notices** for details.

Please be guided accordingly.

AHMAD EZANEE OMAR
HEAD QUALITY ASSURANCE

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Table 1: Area 1 and 1A Application Package Checklist

List of Items Required		Initial	Extension	Renewal
1.	Application Form 307024a	√	√	√
2.	Passport sized photo (Quantity 1 required)	√		
3.	Copy of CAAM Part 66 Licence (as applicable) (N8) (N11)	√	√	√
4.	Evidence of Part 66 Mod 9 (Human Factor) (Area 1A only) (N1)	√		
5.	Evidence of Part 66 Mod 10 (Air Legislation) (Area 1A only) (N1) (N6)	√		
6.	Evidence of MAB Company Procedures course (N1)	√		
7.	Evidence of FAA Awareness Course (for FAA Roster inclusion) (N1)		√	
8.	Evidence of Radio Telephony training (N1)	√		
9.	Maintenance (Part 145) Human Factor course (N1) (N4)			
10.	Evidence of initial Fuel Tank Safety course (N1)	√		
11.	Evidence of initial SMS course (N1)	√		
12.	Evidence of initial EWIS course (N1)	√		
13.	Evidence of Continuation Training for HF, EWIS, FTS, SMS (if from external) (N1)	√		
14.	Learning Needs report of web-based training (N10)	√	√	√
15.	Evidence of type training (Theoretical & Practical) (N1) (N13)	√	√	
16.	Evidence of type variant / configuration / differences training (N1) (N14)	√	√	
17.	Evidence of type seat training (as applicable) (N1)	√	√	
18.	Evidence of type IFE training (as applicable) (N1) (N15)	√	√	
19.	Evidence of type EDTO/ETOPS training (as applicable) (N1) (N5)	√	√	
20.	6 months maintenance experience (OJT) (as relevant) (N3) (N12)	√	√	
21.	Evidence of Basic Borescope course (as applicable) (N1)		√	
22.	Evidence of Fan Trim Balancing course (as applicable) (N1)		√	
23.	Evidence of Propeller Balancing course (as applicable) (N1)		√	
24.	Evidence of Hot Section Inspection and OJT / experience (For PT6 Hot Section Inspection) (N1)		√	
25.	Personnel Competency Assessment (PCA) (N2)	√		√
26.	6 / 24 Maintenance experience record (applicable to Area 1) (N9)			√
27.	Copy of signed Employment Contract (applicable to Contract staff)	√		√
28.	Copy of Manpower Agency Agreement (as applicable)	√		√
29.	Letter from Human Resource for Contract Staff employed through Manpower Agency (as applicable)	√		√
30.	Evidence of customer company procedures/documents & procedures training, aircraft configuration difference training, EDTO/ETOPS training (as applicable)	√	√	
31.	Cover letter for Third Party Customer Operator code endorsement application	√	√	
32.	Explanation letter for renewal application made after approval expiry and non-certification declaration (as applicable)			√

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NOTES:

- N1 : a) Evidence can be in the form of course certificate issued by an approved organization or course completion notification slip / statement issued by an approved organization. Whenever course completion slip / statement is presented, efforts must be made to acquire the course certificate once available and submitted to Quality Assurance (QA) for filing.
- b) Effective 24 Jun 2019, submission on or after this date only copies of certificates issued as per details below are acceptable, instead of notification slip/ statement issuance / attendance sheet:
1. CAAM / Type Training - Certificates of Recognition will be issued.
 2. Non CAAM / Part145 Training with examinations – Certificates of Completion will be issued.
 3. Non CAAM training without exams - Certificates of Attendance will be issued.
- c) For any training conducted by external training provider, only copy of certificate is acceptable for submission.
- N2 : Refer CAAM and EASA MOE 3-14-00 and Appendix 7 of this IN.
- N3 : a) On job experience on Form 307111 Maintenance Experience Logbook and/or Form 3050048a Maintenance Experience Report Summary.
- b) 6 months duration for Category A, B1.1 and B2.
- N4 : Module 13 (Human performance in Aviation) is no longer taught in class after June 2012.
- N5 : Evidence of ETOPS/EDTO training acceptable are:
- a) ETOPS/EDTO training incorporated into Type Training
 - b) Stand-alone ETOPS/EDTO type specific training
- N6 : Candidate with a Part 66 Mod 10 - Air Legislation training attended prior to 15 April 2016 is required to submit his/her 1-day Mod 10 Regulation Update training evidence as well.
- Active LAEs from external organisation (new recruit) although applying as initial, are exempted from the requirement of attending Mod 10 Regulation Update.
- N7 : -Reserved-
- N8 : Valid CAAM AML duly endorsed with the relevant aircraft type applicable to the application.
- N9 : Refer to IN/G/181 Appendix 6 for details and acceptable format
- N10 : Refer Appendix 5 of this IN.
- N11 : Submit a copy of valid / renewed licence.
- N12 : The 6-month maintenance experience can also be superseded by having passed the aircraft type training (theoretical and practical) in an approved CAAM Part-147 organisation, within a year preceding to the issuance of the individual authorisation. However, this is not applicable to the following type of application:
- (a). Initial.
 - (b). Extension to include a new scope.
 - (c). DHC6 certifier submitting for larger aircraft type.
- N13 : CAAM Approved Aircraft Type courses conducted after 1st September 2015, contains both Theoretical & Practical element and the Certificate of Recognition shall reflect both elements.
- N14 : Refer to Paragraph C.5 of this IN for Type Variance / Configurations / Differences training
- N15 : Completed Form No. 3050057 Media Loading Experience Record Sheet for Supplementary Scope 'ML'

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Table 2: Area 2 – 6 Application Package Checklist

List of Items Required		Initial	Extension	Renewal
1.	Application Form 307024	√	√	√
2.	Passport sized photo (Quantity 1 required)	√		
3.	Workshop Approval Holder Experience Form 307067 (N8)	√	√	
4.	Secondary school or apprenticeship certificates. (N15)	√	√	
5.	Diploma / certificate in the appropriate field from CAAM approved MTO, aeronautical school, aeronautical military school or technical school. (N15)	√	√	
6.	Part 66 Module 9 Human Factor (N1) (N4)	√		
7.	Part 66 Module 10 Air Legislation course (N1) (N6)	√		
8.	MAB Company Procedures course (N1)	√		
9.	FAR Awareness (for FAA Roster Inclusion) (N1)	√	√	
10.	Maintenance (Part 145) Human Factor course (N1)	√		
11.	Initial Fuel Tank Safety course (N1)	√		
12.	Initial SMS course (N1)	√		
13.	Initial EWIS course (N1)	√		
14.	Component training (N1) (N7)	√	√	
15.	Personnel Competency Assessment (PCA) (N2)	√		√
16.	Continuation Training for HF, EWIS, FTS, SMS if from external (N1)	√	√	√
17.	Learning Needs report of web-based training (N10)	√	√	√
18.	6 / 24 Maintenance experience record (N3) (N9) (N13)	√	√	√
19.	Evidence of training / courses required as per MOE 5-5-00 'Minimum Requirement for Grant of License / Approval' table. (N1) (N5) (N11)	√	√	
20.	Relevant NDT Course (N1)	√	√	
21.	Relevant NDT Qualification Exam (N1) (N11) (N14)	√	√	√
22.	NDT Vision Check (N12)	√		√
23.	Technical proficiency assessment report for which method certification is sought (Form No. 3080001). (N14)			√
24.	Copy of signed Employment Contract (applicable to Contract staff)	√		√
25.	Copy of Manpower Agency Agreement (if applicable)	√		√
26.	Letter from Human Resource for Contract Staff employed through Manpower Agency (if applicable)	√		√
27.	Explanation letter for renewal application made after approval expiry and non-certification declaration (as applicable)			√

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NOTES:

- N1 : a) Evidence can be in the form of course certificate issued by an approved organization or course completion notification slip / statement issued by an approved organization. Whenever course completion slip / statement is presented, efforts must be made to acquire the course certificate once available and submitted to Quality Assurance (QA) for filing.
- b) Effective 24 Jun 2019, submission on or after this date only copies of certificates issued as per details below are acceptable, instead of notification slip/ statement issuance / attendance sheet:
1. CAAM / Type Training - Certificates of Recognition will be issued.
 2. Non CAAM / Part145 Training with examinations – Certificates of Completion will be issued.
 3. Non CAAM training without exams - Certificates of Attendance will be issued.
- c) For any training conducted by external training provider, only copy of certificate is acceptable for submission.
- d) For Component Certifying Staff / approval holder related training, submission copy of theoretical and practical component training certificate originated from either:
1. OEM;
 2. OEM recognized training organization;
 3. Part 145 organization as defined in MOE 3-4-00;
- is acceptable. For simple components, copy of certificate from previous training attended on a component from the same family is expected.
- N2 : Refer CAAM and EASA MOE 3-14-00 and Appendix 7 of this IN.
- N3 : 6 months maintenance experience for 'Initial' or 'Extension' application is not required provided the application is submitted within 1-year from completion of the component training.
- N4 : a) For a Certifier, Part 66 Module 9 Human Factor has to be category B level.
 b) Module 13 (Human performance in Aviation) is no longer taught in class after June 2012.
- N5 : Applicable for Area 2,3,4,5 and 6
- N6 : Candidate with a Part 66 Mod 10 - Air Legislation training attended prior to 15 April 2016 is required to submit his/her 1-day Mod 10 Regulation Update training evidence as well.
- N7 : Including Special Tool Training (if required)
- N8 : Workshop Approval Holder Experience Form 307067 is used as mean of establishing applicants experience as required by MOE 5-5-00 Area 2-6 'Minimum Months Permanent Attachment to Specific Area'
- N9 : Refer to IN/G/181 Appendix 6 for details and acceptable format
- N10 : Refer Appendix 5 of this IN.
- N11 : For renewal, evidence of external qualifications (welding, NDT methods, etc.) re-certification are not required if it is still valid.
- N12 : A copy of Latest Vision Check report to be submitted
- N13 : Not required for NDT method renewal
- N14 : As for renewal only applies to NDT method renewal
- N15 : As relevant, in accordance with MOE 3-4-00 and/or 5-5-00.

Note: The Table 1 and 2 above should be used in conjunction with and will not override the latest CAAM-MOE, EASA-MOE and FAA-RSQC/RTSPM requirements in force especially with regards to Certifying Staff / Approval Holder qualifying requirements.