LAMPIRAN PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
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Staff Instruction

SI 65 - 01

Aircraft Maintenance Engineer Licensing Procedures

Amendment : 2
Date : September 2017

REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA

SUMMARY OF AMENDMENTS

AMENDMENT No.	DATE	REFERENCE	REMARK
Original	March 2001	ICAO Annex 1	To include ICAO of Annex 1
1	April 2013	CASR 65 ICAO Annex 1 ICAO Doc 9841	To include new requirement of CASR 65, harmonized with ICAO Annex 1 and Doc. 9841.
2	September 2017	CASR 65 ICAO Annex 1 ICAO Doc 9841	To include new requirement of CASR 65, harmonized with ICAO Annex 1 and Doc. 9841.

FOREWORD

1. PURPOSE : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate General of Civil Aviation (DAAO) for evaluating an applicant for certification or renewal or amendment of aircraft maintenance engineer license, certificate, or rating.

2. REFERENCES : This Staff Instruction should be used in accordance with the applicable regulations.

3. CANCELATION : SI 65-01 (M), Revision 1, dated 4 April 2003 is canceled.

SI 65-45, Revision Original, dated 4 April 2011 is canceled.

4. AMENDMENT : The amendment of this Staff Instruction shall be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION

Ttd.

Dr. Ir. AGUS SANTOSO, M.Sc.

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CHAPTER I. INTRODUCTION

1. PURPOSE

The purpose of this staff instruction is to prescribe personnel licensing procedures. Compliance by DGCA staff will ensure that all activities are efficient and remain within the confines of the relevant legislation. It is expected that this will be achieved if all staff fully comply with the procedures as detailed in this staff instruction. Full compliance with the staff instruction procedures is therefore mandatory.

2. GENERAL

Civil Aviation Safety Regulation Part 65 prescribes the certification and operating rules for specific certificate, license, and added rating. This part includes the certificate and license for the following:

a. Basic Certificate
b. Aircraft Maintenance Engineer License
c. Certificate of Maintenance Approval
d. Certificate of Validation

The DGCA PEL-M functional organization structure is the the unit in Directorate of Airworthiness and Aircraft Operation, DGCA Indonesia responsible for administering the aircraft maintenance personnel license, including examination, licensing, training and administratio

3. DGCA PEL- M FUNCTIONAL ORGANIZATIONAL STRUCTURES

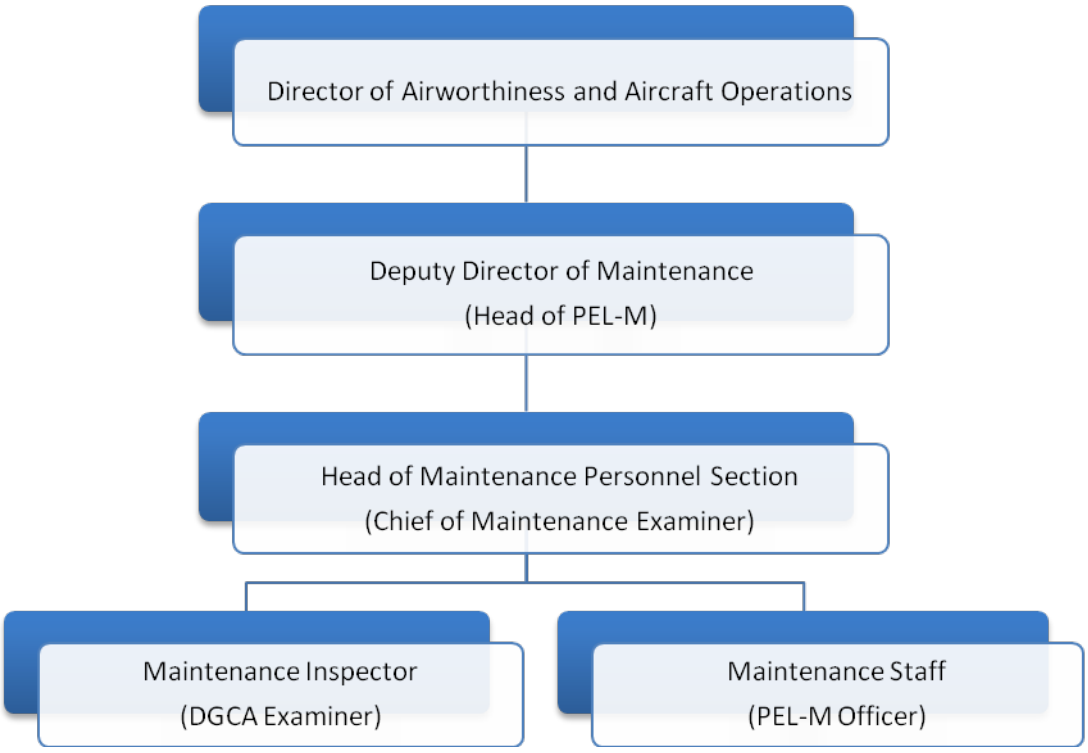

Figure 1-1. DGCA PEL-M Functional Organizational Structures

4. PEL DUTIES AND RESPONSIBILITIES

A. Director of Airworthiness and Aircraft Operation

1) Responsible to:
   Director General of Civil Aviation

2) Responsibilities:
   a. Have promulgated in Civil Aviation Safety Regulations, Advisory Circulars and Staff Instructions the approved licensing standards as amended from time to time.
   b. Ensure that approved standards are being complied with and sound practices and procedures are being applied by regular inspections by staff of approved training organizations.

c. Enforcement of Civil Aviation Safety Regulations relating to the licensing and maintenance of competency of aircraft maintenance engineers and the recommending of action to suspend, cancel or amend licenses when this appears appropriate.

d. Ensure that staffing, facilities and training are adequate and prepare forecasts to facilitate the continued proper functioning of the Personnel Licensing Office.

e. Ensure that DGCA officers and other persons approved to conduct practical testing on behalf of the Director General are properly appointed, briefed and supplied with adequate guidance and documentation to carry out their tasks and ensure that an efficient recording system of such designated persons is maintained.

f. Maintain liaison with overseas aviation authorities and the International Civil Aviation Organization on matters concerning standards applicable to aircraft maintenance engineer licenses and ratings and to examination and practical test standards and techniques.

g. Properly discharge all delegated powers.

B. Deputy Director of Maintenance (Head of PEL-M)

Deputy Director of Maintenance as Head of PEL-M should be a person who has the technical qualifications as an airworthiness /maintenance inspector and a technical background in the other areas of maintenance and also licensing concern. Through knowledge of the licensing regulations, licensing practices, and procedures together with administrative ability and leadership qualities would enable him to discharge the duties of the PEL of Airworthiness engineer office as delegated by the Director.

1) Responsible to:
   Director of Airworthiness and Aircraft Operation

2) Qualifications:
   Hold the basic certificate or license and ten years experience as DGCA maintenance inspector.

3) Duties:

a. Direct, maintain and develop as required an organization for the examination of applicants for the various categories of Aircraft maintenance engineer licenses and ratings provided for in the Civil Aviation Safety Regulations.
b. Direct the preparation and review of detailed prescriptions and conditions of examination for the various categories of aircraft maintenance engineer licenses and ratings provided for in the Civil Aviation Safety Regulations consistent with the privileges granted herein.
c. Direct the preparation and review and arrange for the publication of Advisory Circulars and Staff Instructions relating to the grant of aircraft maintenance engineer licenses and ratings; maintenance and instructor approvals and certificates of competency provided by in the Civil Aviation Safety Regulations.
d. Maintain close liaison with regional authority in the examinations test of candidates for licenses/ratings.
e. Initiate and maintain where appropriate liaison with overseas aviation authorities with a view to effecting an exchange of information concerning examining techniques and standards pertinent to the maintenance of effective licensing standards.
f. In respect of approved training organizations and approved courses:
    - establish and maintain requirements for approval as provided for in the Civil Aviation Safety Regulations;
    - direct the evaluation of applications for approval;
    - establish and maintain standards of knowledge and instructing skill for instructors approved to instruct thereat consistent with the standard and scope of the requirement of the rating in question;
    - direct the regular inspection of premises and records of approved training organizations for compliance with standard requirements and recommend such action as considered necessary in cases of non-compliance therewith;
g. Direct the evaluation of training courses and testing methods of applicants for certificates of maintenance approval for specific task.

h. Develop and maintain effective liaison with other organizations conducting training and/ or examination of aircraft maintenance engineers.

4) Responsibilities:

a. Management of all operational & regulatory activities in support of maintenance personnel licensing including the formulation of related policies, procedures guidelines and programs.
b. Issuance of all basic certificate.
c. Recommendation for issuance of Aircraft Maintenance Engineer License.
d. Renewal of Aircraft Maintenance Engineer License.
e. Training of all maintenance personnel licensing staff.
f. Development of office procedures and practices.
g. Issuance of maintenance personnel licensing staff authorizations.
h. Maintenance of Office discipline.

C. Head of Maintenance Personnel Section (Chief Examiner)

Chief examiner should have extensive experience as an authorized Examiner in his specially as well as through knowledge of the licensing regulations, licensing practices, and procedures together with administrative ability and leadership qualities.

1) Responsible to:
Deputy Sub Director of Maintenance (Head of PEL-M)

2) Qualification:
a. Hold the basic certificate or license and seven years experience as DGCA maintenance inspector.
b. Satisfactory completion of Inspector training in accordance with SI 8900-1.3.

3) Duties:

a. Prepare the publication of pamphlets and information circulars for guidance of applicants for licenses and ratings.
b. Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for validation of foreign maintenance licenses/approvals
c. Establish and maintain a system for ensuring that oral and written examining techniques are effective and compatible with the procedures.
d. Establish and maintain an efficient clerical system for the preparation and grant of licenses, approvals and certificates to successful candidates.
e. Establish and maintain the list of Maintenance Inspector Authorizations.
f. Maintain close liaison with examiners in the oral examination of candidates for aircraft maintenance engineer licenses, ratings, maintenance approvals, instructor approvals and certificates of competency.
g. Direct the evaluation of manufacturers' maintenance training course examinations and the examination of training courses approved or required by overseas airworthiness authorities with a view to granting exemption from type examination to applicants for ratings.
h. Direct the staff of examiners in the preparation of examination question papers in the marking of candidates' scripts to ensure that standards consistent with current maintenance practices and the privileges granted by the licenses or ratings in question are established and maintained.
i. Provide training for examiners to ensure their effectiveness in their allotted duties.

4) Responsibilities:
   a. Administration of operational activities in support of personnel licensing including the formulation of procedures and programs.
   b. Supervise of all maintenance personnel staff attached to the PEL section.
   c. Training of staff attached to PEL section for them carry out their job function.
   d. Supervise and timely delivery of issuance & renewal of licenses & certificates.
   e. Updating and maintenance of PEL-M and other manuals related to the PEL-M section.
   f. Maintenance of office discipline.

D. Maintenance Inspector (DGCA Examiner)

1) Responsible to:

   Head of Maintenance Personnel Section (Chief Examiner)

2) Qualifications:
   a. Hold an Aircraft Maintenance Engineer License or basic certificate.
   b. Have five years experience as maintenance inspector or 10 years as engineer.
   c. Satisfactory completion of Inspector training in accordance with SI 8900-1.3
3) Duties:
   a. Conducts the writing test and skill test is responsible for determining that the applicant meets acceptable standards of knowledge and skill in the assigned subject areas.
   b. Prepare and periodically review the syllabi for license and rating examinations for the personnel in his held of specialty, defining the qualifying conditions and standards.
   c. Prepare examination question papers for license and rating examinations.
   d. Maintain a statistical review to determine the effectiveness of the license and rating examinations
   e. Evaluate the technical knowledge content of foreign license and ratings qualifications.
   f. Conducts the evaluation of applications for exemption from basic/type examination from applicants who have completed an approved course of training.
   g. Conducts the examination to be undertaken by applicants for recognized of foreign maintenance licenses/approvals
   h. Assess the extent of the technical knowledge examinations to be taken by applicants for the recognitions of foreign licenses and ratings.
   i. Conducts the evaluation of applications for approval for in-house training.
   j. Conduct the evaluation of DAMEER application.
   k. Conduct the AMEL surveillance.
   l. Carry out such other duties as may from time to time be directed.

4) Responsibilities
   a. Maintain confidentiality of questions of questions bank, question papers, past question papers to the highest degree possible.

b. Conduct the verification for license or certificate issuance in accordance with staff instruction.
c. Maintain personnel currency and proficiency as an examiner.
d. Conduct the mandatory PEL-M training.
e. Maintain the office discipline.

E. Maintenance Staff (PEL-M Officer)

1) Responsible to:
Head of Maintenance Personnel Section (Chief Examiner)

2) Qualifications:
a. An administration certificate/diploma or equivalent.
b. Satisfactory completion of PEL Administration Training.

3) Duties:
a. handling routine correspondence in respect of requests for matters such as guidance material, dates of examinations, application forms and examination fees.
b. Prepare the administration for the written test, issue or renewal of licenses and ratings.
c. Observe the written test.
d. Maintain the Registers of Aircraft Maintenance Engineer License and Designee Examiner.
e. Maintain record of PEL-M file.

4) Responsibilities
a. Maintain confidentiality of questions of questions bank, question papers, past question papers to the highest degree possible.
b. Conduct the verification for license or certificate issuance in accordance with staff instruction.
c. Maintain personnel currency and proficiency as an examiner.
d. Conduct the mandatory PEL-M training.
e. Maintain the office discipline.

CHAPTER II. WRITTEN TEST

1. GENERAL

CASR 65 requires that all applicants for certificate, license or aircraft shall demonstrate an appropriate level of knowledge or satisfactory completion of Aircraft Maintenance Training Organization CASR 147 is a prerequisite.

The applicant may take the written test to demonstrate level of knowledge, for the following subject:

- A1 – Airplane, Airframe
- A2 – Helicopter, Airframe
- A3 – Piston Engines
- A4 – Turbine Engines
- C1 – Radio
- C2 – Instrument
- C4 – Electrical
- Aircraft Type Rating (Airframe & Engine)
- Aircraft Type Rating (Avionic)
- CASR

The written test must be conduct either by DGCA or AMTO 147 with examining authority.

A. The Written Test Standard

DGCA PEL-M shall maintain a reference material consisting of CASR, AC's, SI's and text books appropriate to the examinations in DGCA library. These references material assist Airworthiness Inspector to develop and review the written test question paper.

1) The question design and objective shall consider the syllabus coverage as stated in CASR 65 Appendix A and B.

The question composition for basic certificate written test shall include:

a. Aviation Regulation (10%)
b. Basic Science (10%)
c. Aircraft Maintenance Practices (25%)
d. Aircraft Engineering & Maintenance (50%)
e. Human Factor (5%)

The question composition for aircraft type rating written test shall include:

a. Aviation Regulation (10%)
b. Aircraft General (10%)
c. Airframe Structure (15%)
d. Aircraft System (40%)
e. Engine including propeller if applicable (25%)

2) Format of the written test is of the multiple-choice type. Each multiple-choice question shall have 3 or 4 alternative answers of which only one shall be the correct answer. The total time is based on the total number of questions and the time for answering is based upon a nominal average of 90 seconds per question.
3) The written test shall be of the closed book type and reference material is not permitted.
4) The minimum written test pass mark is 70 %. When the aircraft type training written test is split in several tests, each test shall be passed with at least a 70 % mark.
5) Penalty marking (negative points for failed questions) is not to be used.

B. The Question Development & Analysis

DGCA PEL-M shall maintain a question bank consist of all written test question prepared. Question banks are held in electronic format, classified as confidential and stored in the PEL-M restricted shared drive. Only authorized person has access to the written test question bank.

The question may be written by internal or external writer authorized by DGCA, and have the minimum qualification has follow:

a. Hold basic certificate or license under CASR 65 at least 5 years or as instructor in accordance with CASR 147 requirement.
b. Has satisfactory completion of instructional technic training
c. Has satisfactory completion of questionnaire development training
d. Has satisfactory completion of aircraft type rating training (for aircraft type rating question writer)
e. Has Certificate of English Proficiency with minimum TOEIC score 450.

The performance of all questions should be annually reviewed, both by statistical analysis and by considering examination applicant feedback. Examination questions that are correctly answered more frequently (over 90 per cent) or less frequently (below 50 per cent) are not necessarily compromised or deficient but warrant evaluation by a DGCA PEL-M.

Questions that are technically faultless but which are the subject of significant applicant criticism should be further reviewed and possibly withdrawn. If the question is not properly understood by a significant proportion of the target population then it is not fulfilling its design purpose.

C. Written Test Facility Requirements

1) Location. Testing centers must not be located in a private residence or in any type of transportable trailer or recreational vehicle.

2) Testing Center Environment. Testing centers must provide and maintain, on a continuous basis, all elements listed below to preserve a professional testing atmosphere.

- Restroom. Restroom facilities located in the same building where the knowledge testing is conducted.
- Atmosphere. Proper control of temperature and ventilation.
- Freedom from Noise, Visual Aids, and Other Distractions. Noise in or around the testing area should be avoided. Testing rooms must be free of any aviation-related posters or other media that may assist an applicant in answering test

questions. Testing rooms must be free from any activity other than test administration during DGCA testing sessions. Unit members should avoid registering applicants using a testing room computer if another knowledge test(s) is already in progress.

- Adequate Lighting. Avoid glare on computer monitor screens. Adequate Physical Spacing and Table Workspace. Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, 120 centimeters spacing is required between testing stations. All table workspaces must be at least 60 centimeters wide.

  Note: The testing room must be arranged so that applicants are not able to view test paper at other testing stations.

- Surveillance. Applicant surveillance during testing sessions.

- Emergency Plans. Adequate arrangements for safety and emergencies (e.g., exit signs and posted evacuation routes in case of fire or severe weather).

D. Use of Aids, Reference Materials, and Test Materials.

The applicant may use aids and test materials within the guidelines listed below, as long as actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories (which allow addition to, subtraction from, or retrieval of one number from the memory) are permissible. Also, simple functions, such as square root and percent keys, are permissible. The following guidelines apply :

- Test Materials. Applicants may use scales, straightedges, protractors, and electronic or mechanical calculators that are directly related to the test.

- Manufacturers' Aids. Manufacturers' permanently inscribed instructions on the front and back of such aids (e.g., formulas, conversions, regulations, Weight and Balance (W&B) formulas) are permissible.

- Dictionaries. Dictionaries are not allowed in the testing area.

- Final Decision. The unit member makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

E. Visual or Video Surveillance of Applicants During Tests.

The test officer must be able to clearly and fully view all applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct.

- Acceptable Forms of Surveillance.

  (a) Video surveillance;

  - A video surveillance system is acceptable as a means of monitoring airman applicants during testing, provided that the system covers the entire testing area and permits the test officer to have a clear and full view of each applicant and testing station on a video monitor.
  - If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video monitored.
  - Video surveillance of applicants does not preclude the performance of other tasks by the test officer; however, additional duties must not interfere with applicant surveillance.

  (b) Viewing window; and/or

  (c) Proctor stationed in testing room.

- Unacceptable Methods of Surveillance.

  (a) Any of the above forms of surveillance if they do not allow the test officer to clearly and fully view all airman knowledge test applicants at all times.

  (b) Convex mirrors, which are not to be considered a replacement for any of the above surveillance methods.

F. Applicant Misconduct During Testing.

- Reporting to the Chief Personnel Examination. Unit member personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their Chief Personnel Licensing.

  Note: Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges.

- Cheating. If an applicant appears to be cheating, the test officer must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests.

2. WRITTEN TEST PROCEDURE

A. Review Application.

The Airworthiness Inspector will check the applicant record to determine the status of any existing certificates and to determine if the applicant has made previous attempts to obtain authorization for testing.

B. Ensure that the Applicant Meets Eligibility and Experience Requirements for License or Certificate/ Category.

1) Ensure that the applicant for basic certificate written test has met the experience requirements in accordance with section 65.37, including documentary evidence or mechanic experience logbook (DAAO Form No. 65-07) on site verification as necessary.

2) Ensure that the applicant for type rating written test is satisfactory completion of DGCA approved training conducted by certificate holder under CASR Part 91, 121, 135, and 145 under their approved training program.

3) If the applicant is under 18 years of age, explain they will not receive a basic certificate until the applicant's 18th birthday.

C. Complete the DAAO Form No. 65-01

After verifying all information previously mentioned, complete the "evaluation task column on DAAO Form No. 65-01" Check the appropriate boxes, sign/stamp and date. Only mark the "approved" box if the applicant is eligible to conduct written test.

D. Registration

When the applicant is eligible for the written test, the PEL-M Officer will register the applicant to the List of Examinee (DAAO Form No. 65-15), with the following information:

1. Examination Timetable (Periode Ujian)
2. Examinee Number (Nomor Peserta Ujian)
3. Examination Code
4. Name of Examinee
5. Examinee Organization Name

Note:

The PEL-M Officer must ensure that the applicant has paid the examination fee (PNBP) before the registration.

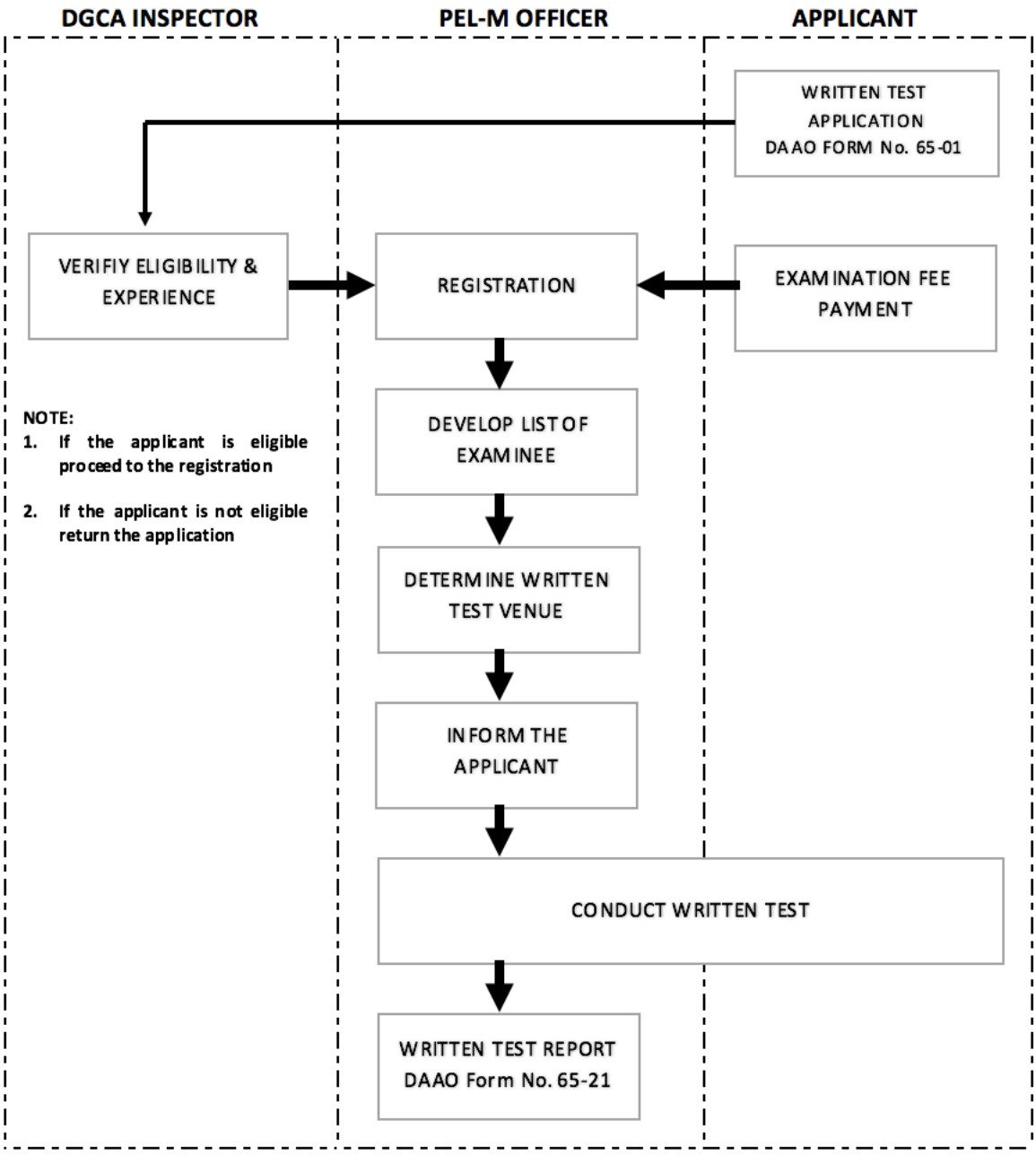

Figure II 1. Written Test Procedure

E. Written Test Observer Responsibility

1) Verification of Applicant Identity and Information.

a. Applicant Identity Verification. Prior to knowledge test administration, the test observer must ensure that each applicant provides valid and current proof of identification that includes:

- An official photograph of the applicant,

- The applicant's date of birth,
- The applicant's signature, and
- The applicant's physical residential address.

b. Acceptable Forms of Identification. The proof of applicant identification may be presented in more than one form.

(1) Acceptable forms of photo identification for Indonesia citizens and foreign resident include:

- Driver's license
- Passport
- National Identity Card

2) Before the Test.

- Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of writing instrument, portable phone, electronic planner, or any type of device with text or video recording capabilities. Applicants must secure their own personal possessions before entering the testing area (e.g., lock personal items in vehicle).
- Instruct the applicant that he or she may not communicate with any other student or test applicant once test administration has commenced.
- Instruct the applicant that he or she may not leave the testing area without test officer supervision or the test will be terminated.
- Ensure that the proper test is available.
- Furnish each applicant with:
  - An explanation of tutorial, which explains the method for navigating within the testing system.
  - The required answer sheet.
  - An accountable number of blank sheets of scratch paper.

- A writing instrument (if requested by the applicant).

- Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph.

3) During the Test.
   - Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break.
   - Answer applicant questions regarding the test.

4) After the Test.
   - Collect the answer sheet.
   - Collect the same number of sheets of scratch paper as was distributed before the test.
   - Provide the applicant an opportunity to review any missed questions, if requested by the applicant.

F. Written Test Report

PEL-M Officer will develop Written Test Report (DAAO Form No. 65-21) contain either the written test result conduct by the DGCA or endorsement of the AMTO with examining authority written test, with the following information:

1. Examination Timetable
2. Examinee Number
3. Examination Code
4. Name of Examinee
5. Examinee Organization Name
6. Test Result
7. Remark

The Written Test Report will be signed by Director, informed to the the applicant and published in DGCA website.

PEL-M Officer will prepare the written test record with the following data in the PEL-M office:

1. DAAO Form No. 65-01 Application for Written Test
2. DAAO Form No. 65-13 Written Test Answer Sheet
3. DAAO Form No. 65-14 Written Test Result Record
4. DAAO Form No. 65-21 Written Test Report

3. APPLICABLE FORMS

a. DAAO Form No. 65-01 Application for written examination.
b. DAAO Form No. 65-07 Mechanic Experience Logbook
c. DAAO Form No. 65-13 Written Test Answer Sheet
d. DAAO Form No. 65-14 Written Test Result Record
e. DAAO Form No. 65-15 List of Examinee
f. DAAO Form No. 65-21 Written Test Report

CHAPTER III. ORAL & PRACTICAL TEST

1. GENERAL

A. Applicant Eligibility.

1) Applicant for initial aircraft maintenance engineer license, category, sub category and/or aircraft rating endorsement must pass the oral and practical test on the category or rating he/she seeks in accordance with CASR 65.55.

2) The oral and practical test must be conducted either by DGCA examiner or Designated Aircraft Maintenance Engineer Examiner Representative (DAMEER).

3) Oral and Practical Skill Test Prerequisites. Applicants for license with initial aircraft rating endorsement must meet the applicable skill test requirements of CASR 65.55.

Basic Certificate. Applicants for the oral and practical tests must present a valid basic certificate. The basic certificate are A1, A2, A3, A4, C1, C2 and C4 depending on the license category and aircraft rating sought. CASR 65.51 requires the passage of the oral, and practical skill tests, within a 24-month period.

Practical experience and formal training. Applicants for the oral and practical tests must present:

a. Certificate of aircraft type training issued by aircraft maintenance training organization certificated under CASR 147 with examining authority, or manufacturer and the documentary evidence, satisfactory to the DGCA, of at least 6 (six) month of practical experience, or

b. Certificate of aircraft type training issued by the holder of certificate under CASR part 91, 121, 135 and 145 (in-house training), DGCA written test report and the documentary evidence, satisfactory to the DGCA, of at least 12 (twelve) month of practical experience.

2. ORAL & PRACTICAL TEST PROCEDURE

A. Preparation

1) The Examiner must discuss the applicant for testing procedures, date, location and availability of the aircraft, tools and equipment to be used and what the applicant should expect if they pass or fail.

2) Applicant shall furnished a valid appropriate Aircraft Maintenance Engineer License or basic certificate for aircraft rating sought.

3) The examiner must ensure the graduation certificate or certificate of completion includes:

   1. Name and certificate number of the AMTO or in house training approval number for certificate issued by certificate holder under CASR part 91, 121, 135 and 145;
   2. Training graduation or completion date;
   3. Name of the applicant; and
   4. Signature from authorized person.

4) The examiner will verify DAAO Form No. 65-16 Schedule of Type Experience to ensure the applicant is eligible for experience requirement as describe .

5) Applicants must furnish current, valid, government-issued identification with a photograph and signature. The examiner will verify the applicant's identification before testing.

B. Conducting the test

1) Conducting The Oral Test.

   a. Oral questions may be used at any time during the practical test.
   The Examiner must ask minimum of three but not more than five questions in each subject. The applicant must successfully answer at least 70 percent of the oral questions asked in each subject. Each subject must be passed in order to pass a section.

b. An applicant's answers to oral questions must show an understanding of the subject and ability to apply knowledge. Do not allow an applicant's skill of oral expression or ability to memorize details affect oral test evaluation. If necessary, additional exploratory questions may be used to verify the applicant's understanding of the subject, but will not be considered as part of the test.

c. To determine if the oral questions are answered correctly, the examiner must be able to reference information (e.g., manufacturer's data, and CASR), and be objective in making the determination.

d. Although the answers to the oral questions should be available in the CASR, manufacturer's maintenance data, or other aviation related data, the applicant must be able to successfully answer all oral questions without the use of any reference materials.

2) Conducting the Practical Test.

The examiner whose conduct the practical test must follow the following procedures:

a. Make an objective determination of the applicants performance in each subject tested.

Note: All required projects shall be successfully accomplished on the first attempt.

b. Personally observe all practical projects in their entirety performed by the applicant.

c. Determine if the applicant's completed project is acceptable. Be objective in making this determination. The applicant must be able to demonstrate satisfactory proficiency and competency using basic aircraft mechanic skills.

The applicant must demonstrate an approval for return to service standard, where applicable, and demonstrate the ability to locate and apply the required

reference materials, where applicable.

For instances where an approval for return to service standard cannot be achieved, the applicant must be able to explain why the return to service standard cannot be met (e.g., when tolerances are outside of a product's limitations).

d. Provide all tools, equipment, and reference materials. These materials must include, but are not limited to: CASR, Type Certificate Data Sheets (TCDS), Airworthiness Directives (AD), manufacturer's technical and parts manuals, service information, and any other instructions. All reference material must be unmarked and in good condition. The applicant's use of other reference material, not provided by the Examiner, is prohibited. Use of nonprogrammable calculators is permitted where appropriate. The use of electronic devices with camera capabilities (i.e., tablets, cell phones, etc.) is prohibited. Applicants may use personal tools and equipment at the discretion of the Examiner.

3) Evaluating Applicant Performance.

The examiner do not expect an applicant to be highly skillful in performing complex manipulative operations. However, expect the applicant to have developed basic skills and be able to demonstrate them during the practical test. Inform the applicant of the level of performance expected before beginning each project.

a. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed a subject area, the Examiner must discontinue testing in that section. The Examiner must discontinue the testing any time there is a failure of a subject in a section.

Note:

- Knowledge Questions (Oral). Once the applicant has failed a subject

area in the Knowledge Questions (Oral) test section, the entire oral section must be retested. This process will continue until the applicant passes this section.

- Skill Element Projects (Practical). Once the applicant has failed a subject area in the Skill Element practical test section, the entire practical test section must be retested. This process will continue until the applicant passes this section.

b. Standards. Include the following standards in examiner observations for evaluating applicant performance:

(1) Approach to the project; proper information and tools; preparation of the equipment; and observation of safety precautions.
(2) Cleaning, preparing, and protecting parts; skill in handling tools; thoroughness and cleanliness.
(3) The functions of the units or systems of the assigned project; use of current maintenance and/or overhaul procedures.
(4) Final inspection for safety and operation.
(5) Completion of required forms and records.
(6) Application of appropriate rules.
(7) Attitude toward safety, manufacturer's recommendations, and acceptable industry practices.

3. RECORDING THE RESULTS OF TESTS

DAAO Form No. 65-18 Oral and Practical Test Checklist will be use to conduct oral and practical test including to record the test result.

When the applicant has demonstrated and found satisfactory an acceptable level of competence, workmanship, and safety in each subject, check the "PASS" box for that portion of the section. If the applicant found unsatisfactory, check the "FAIL" box.

Note:

- The applicant's signature on the DAAO Form No. 65-18 verifies the test was given to the applicant and the test times and dates listed are accurate, and the examiner should explain the significance of the signature on the DAAO Form No. 65-18.

- DGCA inspector will retain the copy of DAAO Form No. 65-18 and give one original to the applicant.

4. APPLICABLE FORMS

- DAAO Form No. 65-18 Oral and Practical Test Checklist.

CHAPTER IV. ISSUANCE OF BASIC CERTIFICATE

1. GENERAL

A. Eligibility Requirement

Applicants for a basic certificate must meet the requirements of part 65 subpart B.

1) Age Restrictions. An applicant under 18 years of age may take the tests, but do not issue a basic certificate until the applicant's 18th birthday.
2) Language Requirements. Determine if the applicant can read, write, speak, and understand English.
3) Testing Periods. Once the tests have begun, applicants must pass written tests within a 24-month period.

B. Experience Requirement

1) Each applicant for a basic certificate must present:
   a. A basic aircraft training graduation certificate or certificate of completion from a certificated aircraft maintenance training organizations approved in accordance with CASR 147.
   b. the applicant have documented practical experience in maintaining airframes and/or powerplants. At least 48 months of practical experience appropriate to the airframe and engine category or avionics category. For a certificate with airframe, engine and avionics category, the requirement is at least 72 months of experience concurrently performing the duties appropriate to the categories. If the applicant has not met the required 72 months concurrently performing the duties appropriate to the airframe, engine and avionics category, calculate each category separately using the 48-month requirement for each.

      1. Practical Experience. The practical experience must provide the applicant with basic knowledge of and skills in the procedures, practices, materials, tools, machine tools, and equipment used in aircraft construction, alteration, maintenance, and inspection.

2. Expectations. There is no expectation that an applicant be highly proficient in overhauls, major repairs, or major alterations in the minimum 48 months of experience.
3. Engine written test. Engine written tests will include questions on propellers that the applicant must successfully complete regardless of his or her experience.
4. Part-Time Practical Experience. During the evaluation of part-time practical aviation maintenance experience, the applicant must document an equivalent of 48 months for each category individually, or 72 months of experience for the categories. This is based on a standard work-week that has 5 days per week, or a total of approximately 20 days per month. The time is cumulative, but the days, weeks, and months are not required to be consecutive. The practical experience must be documented.

C. ineligible applicants

1. Suspended Certificate Holders. A mechanic with a suspended or revoked basic certificate may not apply for another category during the period of suspension/revocation. The Airworthiness Inspector must review the suspension/revocation order, which will specify any unique terms regarding its duration. A mechanic with a revoked basic certificate may not reapply for that certificate for a period of up to 1 year after the date of revocation. The inspector must review the revocation order if that applicant attempts to apply before 1 year has expired.

2. Denial of Applications. CASR 65.9 are grounds for denial of application of a certificate to any person convicted of a drug-related offense within the previous 12 months.

2. PROCEDURE

A. Review Application.

The Airworthiness Inspector review DAAO Form No. 65-02B Application for Basic Certificate has been completed by the applicant, and ensure the application attached with the following:

1) A Copy of Transcript and Graduation Certificate for AMTO student certificated under part 147,
2) DAAO Form No. 65-06 Statement of Competency for applicant who have not graduated from DGCA approved AMTO under part 147,
3) A Copy of Certificate of English Proficiency,
4) A Copy of National ID for indonesia citizen or passport for foreign citizen,
5) Pas Photo (4 x 6 , red background).

If the applicant is ineligible for a certificate, return the application and issue the notification letter, if appropriate and if the applicant is eligible, proceed with the certification.

B. Ensure that the Applicant Meets Requirements for Certificate.

Verify that the applicant is at least 18 years old. If the applicant is under 18 years of age, explain they will not receive a certificate until the applicant's 18th birthday.

C. Review Written Test Report.

Verify the applicant has passed written test within a 24 months period and ensure the AMTO student certificated under 147 submit transcript and graduation certificate.

D. Completed inspector's report.

After verifying all informations previously mentioned, complete the inspector's report. Check the appropriate boxes, sign, stamp, and date.

3. ISSUE A BASIC CERTIFICATE

After the applicant has met all the requirements for the certificate/category, PEL-M officer :

a. Complete the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),
b. Assign the certificate number and entry in License Holder Register DAAO Form No. 65-08.
c. Issue DAAO Form 65-04 Basic Certificate,
d. Entry the Data to Internal Database (IMSIS),
e. Record the certification data in Aircraft Maintenenance Engineer Record consists of :
    1) DAAO Form No. 65-02B, Application for Basic Certificate
    2) DAAO Form No. 65-06, Statement of Competency for applicant who have not graduated from DGCA approved AMTO under part 147,
    3) A Copy of Transcript and Graduation Certificate for AMTO student certificated under part 147,
    4) A Copy of Certificate of English Proficiency,
    5) A Copy of National ID for indonesia citizen or passport for foreign citizen,
    6) DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),
    7) A Copy of DAAO Form 65-04 Basic Certificate.
f. Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room

4. APPLICABLE FORMS

- DAAO Form No. 65-01 Application for written examination.
- DAAO Form No. 65-02B Application for Basic Certificate
- DAAO Form No. 65-04 Basic Certificate
- DAAO Form No. 65-06, Statement of Competency
- DAAO Form No. 65-23 Aircraft Maintenance Engineer Data

CHAPTER V. ISSUANCE OF AIRCRAFT MAINTENANCE ENGINEER LICENSE &AIRCRAFT RATING ENDORSEMENT

1. GENERAL

A. Eligibility Requirements

Applicants for an aircraft maintenance engineer license and aircraft rating endorsement must meet the requirements of part 65 subparts C.

1) Age Restrictions. An applicant under 21 years of age may take the tests, but do not issue a license until the applicant's 21th birthday,
2) Language Requirements. All applicants must be able to read, write, speak, and understand English. The applicant needs to read a section of a technical manual, and then write and explain his/her interpretation of the reading. (An appropriate technical manual in this sense means maintenance manual, or other publication, as appropriate for the license, category or rating sought.
3) Oral and Practical Test.
   Applicants must pass the oral and practical tests within a 24-month period as specified in section 65.55.
4) Basic Certificate. The applicant must hold a current Basic Certificate with combinations of category :
   a. Airframe, airplane (A1) and piston engine (A3);
   b. Airframe, airplane (A1) and turbine engine (A4);
   c. Airframe, helicopter (A2) and piston engine (A3);
   d. Airframe, helicopter (A2) and turbine engine (A4);
   e. Radio (C1), instrument (C2), and electrical (C4).
5) Medical fitness. The applicant is declared "fit condition".

B. Experience Requirement

1. Personnel Requirements. According to CASR part 121 and part 135, the certificate holder may authorize aircraft maintenance engineer license holders with category A and appropriate aircraft rating to sign maintenance release or aircraft log entry within the certificate holder issued under CASR part 121, and 135.

   The holder of an aircraft maintenance engineer license Category A with appropriate aircraft rating may perform the annual and 100-hour inspection required by CASR part 91 on an aircraft, or any related part or appliance, and approve for return it to service.

2. Practical experience and formal training
   a. Applicant for a license with initial aircraft type training endorsement must satisfactory completion of the training conducted by aircraft maintenance training organization certificated under CASR 147 or manufacturer and present the documentary evidence, satisfactory to the DGCA, of at least 6 (six) months of practical experience, or 12 (twelve) months of practical experience if the training is conducted by the holder of certificate issued under CASR parts 91, 121, 135, and 145.

   b. Applicant for a license with additional aircraft type training endorsement must satisfactory completion of the training conducted by aircraft maintenance training organization certificated under CASR 147 or manufacturer and present the documentary evidence, satisfactory to the DGCA, of at least 3 (three) months of practical experience, or 6 (six) months of practical experience if the training is conducted by the holder of certificate issued under CASR parts 91, 121, 135, and 145.

      Note:
      In the case of additional aircraft type rating endorsement for Group 2 and Group 3 aircraft, for the subsequent aircraft types of each (sub)group the practical experience should be reduced to 50%.

c. The documentary evidence of practical experience as required shall include a representative cross section of maintenance acticvities relevant to the license category and rating.

d. The applicant for license with initial rating aircraft endorsement (the first aircraft type rating within a given category, sub-category and aircraft groups) in accordance with CASR section 65.5 must passed the oral and practical test as provided on figure 5.1. flowchart of aircraft rating endorsement.

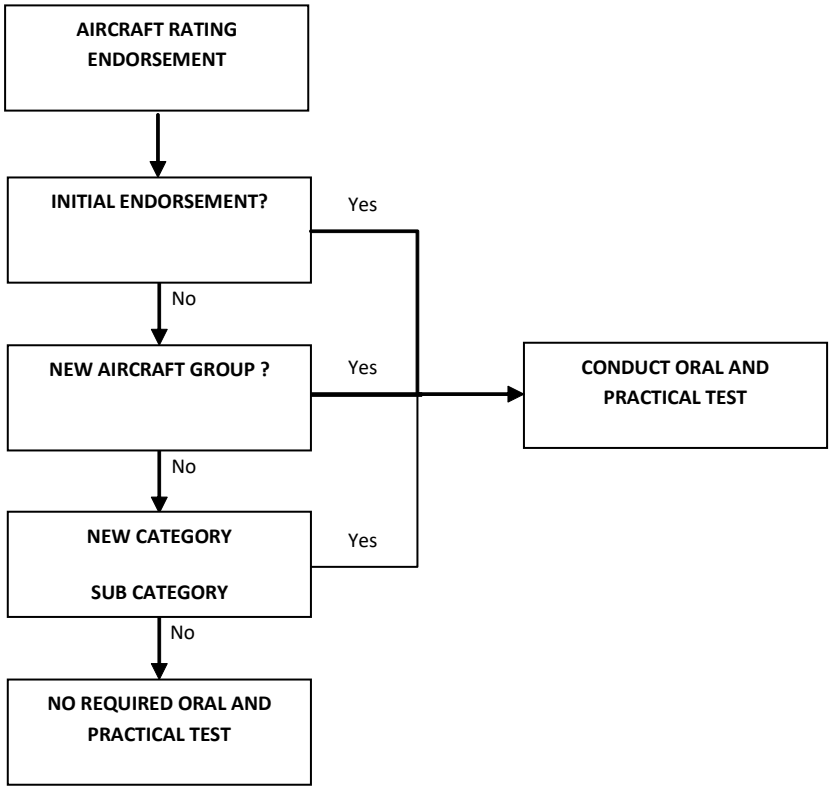

Figure 5-1. Flowchart of Aircraft Rating Endorsement

e. Aircraft Groups

For the purpose of ratings on aircraft maintenance engineer license, aircraft shall be classified in the following groups:

- Group 1: complex turbine-powered aircraft as well as multiple engine helicopters, pressurized airplanes, aircraft equipped with fly-by-wire systems and other aircraft requiring an aircraft type rating when defined so by the DGCA.
- Group 2: aircraft other than those in Group 1 belonging to the following subgroups:
  - sub-group 2a: single turbo-propeller engine airplanes;
  - sub-group 2b: single turbine engine helicopters;
  - sub-group 2c: single piston engine helicopters.
- Group 3: piston engine airplanes other than those in Group 1 and 2.

List of aircraft type rating as provided in Appendix A of this Staff Instruction.

f. Applying for reinstatement

Reinstatement is used in instances where the applicant of renewal license does not meet the experience requirement as specified in CASR 65.65 as following:

1) Within preceding 24 months, no perform at least one annual inspection or 100-hour inspection required by CASR part 91 on an aircraft and approve and return it to service, for which he/she is rated.
2) Within preceding 24 months, no perform at least 6 months or supervise the maintenance, preventive maintenance or alteration, and approved and return it to service, for which is rated, under CASR part 121, 135 and 145.
3) Perform maintenance, preventive maintenance or alteration and approved and return it to service for which is rated not under CASR part 91, 121, 135 and 145.

   Note : 6 (six) month experience means 120 working days.

2. PROCEDURE

A. Review Application.

The Airworthiness Inspector review DAAO Form No. 65-02A Application for Aircraft Maintenance Engineer License with initial aircraft rating endorsement has been completed by the applicant, and ensure the application attached with the following:

1) A Copy of Theoritical and Practical Training Certificate for AMTO student certificated under part 147 or Certificate of Aircraft Type Training issued by manufacturer or the holder of certificate under CASR part 91, 121, 135 and 145,
2) DAAO Form No. 65-18 Oral and Practical Test Checklist has been signed by DAMEER or DGCA Examiner,
3) A Copy of Current certificate of human factor training,
4) A Copy of Medical Fitness Status. The applicant is declared "fit condition",
5) A Copy of Certificate of English Proficiency,
6) A Copy of National ID for indonesia citizen or passport for foreign citizen,
7) Pas Photo (2 x 3 and 4 x 6, red background).

Note :

The applicant for additional aircraft rating endorsement must submit DAAO Form No. 65-02A Application for Aircraft Maintenance Engineer License with attachment Theoritical and Practical Training Certificate and Completed DAAO Form No. 65-16 Schedule of Type Experience.

If the applicant is ineligible for a license with aircraft rating endorsement, return the application and issue the notification letter and if the applicant is eligible, proceed with the license.

B. Ensure that the applicant meets requirements for License :

1) Verify that the applicant is at least 21 years old. If the applicant is under 21 years of age, explain they will not receive a license until the applicant's 21st birthday.
2) Has passed DGCA oral and practical test as described in Chapter III of This Staff Instruction.

C. Completed inspector's report.

After verifying all informations previously mentioned, complete the inspector's report. Check the appropriate boxes, sign, stamp, and date.

3. ISSUE AIRCRAFT MAINTENANCE ENGINEER LICENSE

After the applicant has met all the requirements for the certificate/category, PEL-M officer:

a. Complete the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),

b. Assign the License number and entry in License Holder Register DAAO Form No. 65-08.

c. Issue DAAO Form No. 65-03 Aircraft Maintenance Engineer License,

d. Entry the Data to Internal Database (IMSIS),

e. Record the certification data in Aircraft Maintenance Engineer Record consists of :

1) DAAO Form No. 65-02A, Application for Aircraft Maintenance Engineer License

2) A Copy of Theoretical and Practical Training Certificate,

3) DAAO Form No. 65-18 Oral & Practical Test Checklist

4) A Copy of Certificate of English Proficiency,

5) A Copy of Certificate of Human Factor Training,

6) A Copy of National ID for indonesia citizen or passport for foreign citizen,

7) A Copy of Medical fitness Status.

8) DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),

9) A Copy of DAAO Form 65-03 Aircraft Maintenance Engineer License,

10) Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room

4. APPLICABLE FORMS

- DAAO Form No. 65-01 Application for written examination.
- DAAO Form No. 65-02A Application for Aircraft Maintenance Engineer License
- DAAO Form No. 65-03 Aircraft Maintenance Engineer License
- DAAO Form No. 65-16, Schedule of Type Experience
- DAAO Form No. 65-23 Aircraft Maintenance Engineer Data

5. PROCEDURE FOR RENEWAL AIRCRAFT MAINTENANCE ENGINEER LICENSE

A. Review Application

1) The Airworthiness Inspector review DAAO Form No. 65-02A Application for Aircraft Maintenance Engineer License has been completed by the applicant, and ensure the application attached with the following :
   a. A Copy of Certificate of English Proficiency,
   b. A Copy of Medical Fitness Status. The applicant is declared “fit condition”.
   c. A Copy of Current certificate of human factor training
   d. DAAO Form No. 65-07 Mechanic Experience Logbook

   If the application package is not completed for an aircraft maintenance engineer license and aircraft rating endorsement, return the application and issue the notification letter, if appropriate and if the applicant is eligible, proceed with the license.

2) Ensure that the applicant has met the experience requirements including:
   a. Performed at least one annual inspection or 100-hour inspection required by CASR part 91 on an aircraft and approve and return it to service, for which he is rated within preceding 24 months in accordance with section 65.65, including documentary evidence or mechanic experience logbook (DAAO Form No. 65-07).
   b. perform or supervise the maintenance, preventive maintenance, or alteration of aircraft and approved and return it to service, for which is rated, under CASR part 121, 135 and 145 at least 6 months within preceding 24 months in accordance with section 65.65, including documentary evidence or mechanic experience logbook (DAAO Form No. 65-07).

B. If the applicant is eligible, proceed with the license.

After verifying all informations previously mentioned, complete the “evaluation task column on DAAO Form No. 65-02A” Check the appropriate boxes, sign/ stamp and date. Only mark the “approved” box if the applicant is eligible to renew license. If the application is “rejected”, return the application and issue the notification letter.

C. Renew License.

After the applicant has met all the requirements for the license, PEL-M officer :

1) Complete Renewal Column of the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),

2) Complete Renewal Column of the DAAO Form 65-03 Aircraft Maintenance Engineer License

3) Entry the Data to Internal Database (IMSIS).

D. Records.

After the license has been signed by Deputy Director for Maintenance and received by the applicant, the PEL-M officer shall :

1) Record the certification data in Aircraft Maintenance Engineer Record consists of :

   a. DAAO Form No. 65-02A, Application for Aircraft Maintenance Engineer License,

   b. A Copy of Certificate of English Proficiency,

   c. A Copy of Current certificate of human factor training

   d. A Copy of Medical Fitness Status

   e. Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room

6. Applicable Forms

a. DAAO Form No. 65-02A Application of Aircraft Maintenance Engineer License

b. DAAO Form No. 65-03 Aircraft Maintenance Engineer License

c. DAAO Form No. 65-07 Mechanic Experience Logbook

d. DAAO Form No. 65-08 License Holder Register

e. DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara).

CHAPTER VI. ISSUANCE OF CERTIFICATE OF MAINTENANCE APPROVAL

1. GENERAL

A. Eligibility Requirement

Applicants for certificate of maintenance approval are employed by approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121, and 135. Practical experience and formal training appropriate for the specific job, as well as the satisfaction of the DGCA, are the basis for issuance of a certificate of maintenance approval. Applicants must be at least 20 years of age and able to read, write, speak, and understand English.

B. Experience Requirement

1) Personnel Requirements. According to CASR part 121, part 135 and part 145, section 145.157, an applicant may choose to use a certificate of maintenance approval to approve for return to service within the approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121, and 135. This use is limited to the specific job for which approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121, and 135 has employed the person to perform or supervise.

   a. A certificate of maintenance approval are not required for approved maintenance organizations located outside the Indonesia.

   b. The approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121, and 135 may assign an applicant employee to a position requiring at least one of the following:

      - Responsibility for the work of a shop or department that performs maintenance;

- Authorization to sign approved for return to service, Maintenance Record Entry according to the air operator's manual, or for the approved maintenance organization in accordance with the approved maintenance organization manual; or
- Performance of inspections required by the air operator's manual, if applicable.

c. A certificate of maintenance approval employed by an air operator that also holds a approved maintenance organization certificate may apply for one certificate if the duties are the same in both operations. The DGCA will issue one certificate with the same privileges listing each operation in the limitations section. If a certificate of maintenance approval is employed at either the operator or the repair station and subsequently wishes to be added to the other, certification will be handled as an added privilege.

d. A certificate of maintenance approval employed by a approved maintenance organization using stations at different locations may serve in any station in that system in accordance with part 145, section 145.107(b).

C. Required Documentation

With each request for a certificate/rating, an applicant should submit the following:

1) DAAO Form No. 65-02C, Application for Certificate of Maintenance Approval, with items I through V completed. Applicants should check the box for "Certificate of Maintenance Approval" and indicate the privileges sought.
2) A positive form of picture identification, such as a national ID, current passport, presented in person at the time of application. The provided identification must include the applicant's signature and residential address. Airworthiness Inspectors should record the identification method in the remarks section on the back of DAAO Form No. 65-02C along with any noted expiration date.
3) A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of CASR part 65, section 65.73. The letter should describe the specialized jobs the applicant will perform or supervise as a certificate of maintenance approval.

D. Practical experience and formal training

1) Applicant for a certificate of maintenance approval must satisfactory completion of the training conducted by aircraft maintenance training organization certificated under CASR 147 or manufacturer and present the documentary evidence, satisfactory to the DGCA, of at least 6 (six) months of practical experience, or 12 (twelve) months of practical experience if the training is conducted by the holder of certificate issued under CASR parts 121, 135, and 145.
2) The training as mentioned in paragraph a above is designed to qualify the applicant for the job on which the applicant is to be employed.
3) The documentary evidence shall describe experience on the type of aircraft or component there of for which is specially designed to quality the applicant for the job on which the applicant is to be employed.

E. Ratings

Ratings for an applicant employed by an air operator or approved maintenance organization should coincide with ratings issued at the approved maintenance organization limited to the specific job for which the person is employed to perform or supervise.

1) Reserve certificate of maintenance approval for applicants that have special skills, such as:
   - Argon heliarc welding,
   - Cylinder plating,
   - Nondestructive testing,
   - Propeller overhaul,
   - Electrical system analysis and repair (reserve this type of certificate for specific systems only, such as flight guidance data bus and power distribution), or
   - Radio and/or instrument repair (for these certificates, you may enter the applicable privileges as “radio and instrument” or “radio” or “instrument”).

NOTE: This list is not all-inclusive. It provides examples of skills whose scope is in keeping with a certificate of maintenance approval rating.

F. Duration of Certificate of Maintenance Approval (COMA)

A certificate of maintenance approval shall remain valid not exceed for 3 (three) years from the date of issuance or previous renewal and ceases to be effective whenever any of the following occur:

- The certificate is revoked, suspended, or cancelled. When this occurs, the Airworthiness Inspector will request that the holder return the certificate, DAAO Form No. 65-02C, Certificate of Maintenance Approval.
- The holder fails to meet the renewal requirements of section 65.81(b)(1) through (2).

G. Privileges of Certificate of Maintenance Approval (COMA)

1) Exercising Privileges. When exercising the privileges of a Certificate of Maintenance Approval, the holder may:
   - Inspect and approve for return to service major repairs and major alterations of aircraft, or components appropriate to the specific job for which he was employed and certificated, within the limits of tasks specially authorized by approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121 and 135.
   - perform or supervise the maintenance, preventive maintenance, or alteration of aircraft or components appropriate to the specific job for which he was employed and certificated, but only in connection with duties for the certificate holder by whom he was employed and recommended.

2. PROCEDURE FOR ISSUANCE CERTIFICATE OF MAINTENANCE APPROVAL

A. Verify Eligibility.

1) Ensure that the applicant is at least 20 years of age;

2) Is able to read, write, speak and understand the technical English as used in manufacturers manuals.

B. Review Application and Letter of Recommendation.

1) The Airworthiness Inspector review DAAO Form No. 65-02C Application for Certificate of Maintenance Approval has been completed by the applicant, and ensure the application attached with the following :
   a. A Copy of Certificate of Training from AMTO 147 or inhouse training.
   b. A letter of recommendation from the applicant's employer
   c. A Copy of Certificate of English Proficiency,
   d. A Copy of National ID for indonesia citizen or passport for foreign citizen,
   e. Pas Photo (2 x 3, 4 x 6 , red background).
   f. A Copy of Medical Fitness Satatus. The applicant is declared "fit condition".
   g. A Copy of Current certificate of human factor training

   If the application package is not completed for a certificate, return the application and issue the notification letter, if appropriate and if the applicant is eligible, proceed with the certification

2) Verify that the letter of recommendation for certification by his employer, to the satisfaction of the DGCA, as able to satisfactorily maintain the aircraft or components, appropriate to the job for which he is employed.
   - A statement certifying that the applicant meets the requirements of the privilege(s)/limitation(s) sought (e.g., "Mr. Adi has met the requirements under CASR section 65.73."),
   - and A statement recommending the applicant for the privilege(s)/limitation(s) sought (e.g., "Mr. Adi is being recommended for radio and instrument ratings.").

3) Ensure that the applicant has met the experience requirements in accordance with section 65.73, including documentary evidence or mechanic experience logbook (DAAO Form No. 65-07) on site verification as necessary.

C. If the applicant is eligible, proceed with the certification.

After verifying all informations previously mentioned, complete the "evaluation task column on DAAO Form No. 65-02C" Check the appropriate boxes, sign/ stamp and date. Only mark the "approved" box if the applicant is eligible to issue certificate. If the application is "rejected", return the application and issue the notification letter.

3. ISSUE CERTIFICATE

After the applicant has met all the requirements for the certificate/category, PEL-M officer :

a. Complete the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),

b. Assign the certificate number and entry in License Holder Register DAAO Form No. 65-08.

c. Issue DAAO Form 65-05 Certificate of Maintenance Approval,

d. Entry the Data to Internal Database (IMSIS).

4. RECORDS.

After the certificate has been signed by Deputy Director for Maintenance and received by the applicant, the PEL-M officer shall :

A. Record the certification data in Aircraft Maintenance Engineer Record consists of :

- DAAO Form No. 65-02C, Application for Certification of Maintenance Approval;
- Letter of recommendation from the applicant's employer
- A Copy of Certificate of English Proficiency,
- A Copy of National ID for indonesia citizen or passport for foreign citizen,
- A Copy of Certificate of spesifically training,
- A Copy of Current certificate of human factor training,
- A Copy of Medical Fitness Status.

B. Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room.

5. PROCEDURE FOR RENEWAL CERTIFICATE OF MAINTENANCE APPROVAL

A. Review Application

1) The Airworthiness Inspector review DAAO Form No. 65-02C Application for Certificate of Maintenance Approval has been completed by the applicant, and ensure the application attached with the following :
   a. A Copy of Certificate of English Proficiency,
   b. A Copy of Medical Fitness Status. The applicant is declared "fit condition",
   c. A Copy of Current certificate of human factor training.

   If the application package is not completed for a certificate, return the application and issue the notification letter, if appropriate and if the applicant is eligible, proceed with the certification

2) Ensure that the applicant has met the experience requirements including perform or supervise the maintenance, preventive maintenance, or alteration of aircraft or components appropriate to the job for which the he was employed and certificated at least 6 months within preceding 24 months in accordance with section 65.81, including documentary evidence or mechanic experience logbook (DAAO Form No. 65-07) on site verification as necessary.

B. If the applicant is eligible, proceed with the certification.

After verifying all informations previously mentioned, complete the "evaluation task column on DAAO Form No. 65-02C" Check the appropriate boxes, sign/ stamp and date. Only mark the "approved" box if the applicant is eligible to renew certificate. If the application is "rejected", return the application and issue the notification letter.

6. RENEW CERTIFICATE.

After the applicant has met all the requirements for the certificate/category, PEL-M officer :

a. Complete Renewal Column of the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),

b. Complete Renewal Column of the DAAO Form 65-05 Certificate of Maintenance Approval,

c. Entry the Data to Internal Database (IMSIS).

7. RECORDS.

After the certificate has been signed by Deputy Director for Maintenance and received by the applicant, the PEL-M officer shall :

1) Record the certification data in Aircraft Maintenance Engineer Record consists of :
   - DAAO Form No. 65-02C, Application for Certification of Maintenance Approval
   - A Copy of Certificate of English Proficiency,
   - A Copy of Current certificate of human factor training

2) Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room

8. APPLICABLE FORMS

a. DAAO Form No. 65-02C Application for Certificate of Maintenance Approval

b. DAAO Form No. 65-05 Certificate of Maintenance Approval

c. DAAO Form No. 65-07 Mechanic Experience Logbook

d. DAAO Form No. 65-08 License Holder Register

e. DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara)

CHAPTER VII. RECOGNITION OF FOREIGN LICENSE

1. GENERAL

A. Eligibility Requirement

Applicants for licenses, certificates or ratings issued based on current foreign license or certificate issued by another Contracting State are employed by approved maintenance organizations issued under CASR part 145, or by certificate holder issued under CASR part 121, and 135 is required to meet the specific eligibility, knowledge, competency requirements for the based on the foreign license under Regulations CASR subpart E.

B. Knowledge, Oral and Practical Test Requirement

Applicants for licenses issued based on current foreign license or certificate issued by another Contracting State has been passed written test covering the regulations in this part and the applicable provisions of CASR parts 43, 91, 121, 135 and 145, and the oral and practical test on the category or rating he/she seeks.

Applicants for certificate of validation issued based on current foreign license or certificate issued by another Contracting State has been passed written test covering the regulations in this part and the applicable provisions of CASR parts 43, 91, 121, 135 and 145.

C. Required Documentation.

With each request for licenses, certificates or ratings issued based on current foreign license or certificate issued by another Contracting State, an applicant should submit the following:

1. DAAO Form No. 65-02D, Application for Foreign License Recognition.
2. A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of CASR part 65, subpart E and all working permit requirements has been complied.

D. Privileges and limitations

The holder of a licenses issued based on current foreign license or certificate issued by another Contracting State has privileges and limitations in accordance with section 65.57 and 65.59 of CASR 65.

The holder of a certificate of validation may perform the maintenance, preventive maintenance or alteration, and approved for return it to service to the specific job for which he was employed and certificated, within the limits of tasks specially endorsed on the certificate.

The holder of a certificate of validation, with particular aircraft rating may sign maintenance release or aircraft log entry in accordance with CASR 121.709 and CASR 135.704.

The holder of certificate of validation may not exercise the privileges of his license unless the foreign license is valid and current.

2. PROCEDURE

A. Review Application and Letter of Recommendation.

1) The Airworthiness Inspector review DAAO Form No. 65-02D Application for Foreign License Recognition has been completed by the applicant, and ensure the application attached with the following :
   a. A Copy of a current license or certificate issued by another contracting state
   b. A letter of recommendation from the applicant's employer
   c. A Copy of Certificate of English Proficiency, (if required)
   d. A Copy of National ID for indonesian citizen or passport for foreign citizen,
   e. Pas Photo (2 x 3, 4 x 6 , colour, red background).
   f. A Copy of Medical Fitness Status. The applicant is declared "fit condition".
   g. A Copy of Current certificate of human factor training.

If the application package is not completed for a certificate, return the application and issue the notification letter, if appropriate and if the applicant is eligible, proceed with the certification

2) Verify that the letter of recommendation for certification by his employer, to the satisfaction of the DGCA.
   - A statement certifying that the applicant meets the requirements of the CASR 65.91(b) or (c), and
   - A statement certifying that the applicant meets all Indonesian working permit requirements.

B. Verify Eligibility

1) Verify the another Contracting State licensing system in accordance with ICAO Annex 1.

2) Ensure that the applicant hold a current and valid aircraft engineer license issued by another Contracting State in accordance with ICAO Annex 1 for at least 60 months.

3) Ensure the authenticity of the foreign license or certificate by send verification letter to foreign licensing authority and receive statement that the license is current and valid. Sample of license verification letter is provided in Appendix B.

C. Written, Oral and Practical Test

1) Conduct written, oral and practical test to applicants for licenses issued based on current foreign license or certificate, in accordance with Chapter II and III of this Staff Instruction.

2) Conduct written test to applicants for certificate of validation issued based on current foreign license or certificate, in accordance with Chapter II of this Staff Instruction.

D. If the applicant is eligible, proceed with the certification.

After verifying all information and the applicant passed all required tests, complete the "evaluation task column on DAAO Form No. 65-02D" Check the appropriate boxes, sign/ stamp and date. Only mark the "approved" box if the applicant is eligible to issue license or certificate. If the application is "rejected", return the application and issue the notification letter.

3. ISSUE LICENSE BASED ON CURRENT FOREIGN LICENSE

After the applicant has met all the requirements for the certificate/category, PEL-M officer :

1) Complete the DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara),
2) Assign the certificate number and entry in License Holder Register DAAO Form No. 65-08.
3) Issue DAAO Form 65-03 Aircraft Maintenance Engineer License,
4) Entry data to Internal Database (IMSIS).

4. ISSUE CERTIFICATE OF VALIDATION BASED ON CURRENT FOREIGN LICENSE

After the applicant has met all the requirements for the certificate/category, PEL-M officer:

1) Assign the certificate number and entry in the Certificate of Validation Register DAAO Form No. 65-09,
2) Issue DAAO Form No. 65-10 Certificate of Validation.

5. RECORD.

After the license and certificate has been signed by Director and received by the applicant, the PEL-M officer shall :

1) Record the certification data in Aircraft Maintenance Engineer Record consists of :
   - DAAO Form No. 65-02D, Application for Foreign License Recognition,
   - A Copy of a current license or certificate issued by another contracting state,
   - A letter of recommendation from the applicant's employer,
   - Authenticity Statement from Foreign Licensing Authority,
   - A Copy of Certificate of English Proficiency,
   - A Copy of National ID for indonesian citizen or passport for foreign citizen,
   - Pas Photo (2 x 3, 4 x 6 , colour, red background).
   - A Copy of Medical fitness Status. The applicant is declared "fit condition".
   - A Copy of Current certificate of human factor training

   Keep the Aircraft Maintenance Engineer Record in License Holder Personal File Room

6. APPLICABLE FORMS

a. DAAO Form No. 65-02D, Application for Foreign License Recognition
b. DAAO Form No. 65-03 Aircraft Maintenance Engineer License
c. DAAO Form No. 65-08 License Holder Register
d. DAAO Form No. 65-09 Certificate of Validation Register
e. DAAO Form No. 65-10 Certificate of Validation
f. DAAO Form No. 65-23 Aircraft Maintenance Engineer Data (Data Personil Teknik Perawatan Pesawat Udara)

CHAPTER VIII. INHOUSE TRAINING

1. GENERAL

Aircraft type training conducted by The Certificate Holder Issued Under CASR Parts 91, 121. 135, And 145 (In-house training) for their employee shall consist of theoretical and practical training in accordance with their approved training program.

a. Aircraft type training shall be approved by DGCA.

b. Practical training shall include aircraft weight and balance, compass swing, engine run up, functional check as specified in the aircraft maintenance manual.

c. Aircraft type training shall started and completed within the 2 years preceding the application for a type rating endorsement.

d. Differences training

1) Differences training is the training required in order to cover the differences between two different aircraft type ratings of the same manufacturer as determined by DGCA.

2) Differences training has to be defined on a case-to-case basis taking into account the requirements contained in CASR Part 65 Appendix B in respect of both theoretical and practical elements of type rating training.

3) A type rating shall only be endorsed on a licence after differences training when the applicant also complies with one of the following conditions:

- having already endorsed on the licence the aircraft type rating from which the differences are being identified, or
- having completed the type training requirements for the aircraft from which the differences are being identified.

e. Aircraft type training plan. The applicant of in-house training shall provide training plan and submit to DGCA for approval before the training enrollment. The training plan shall contain general information, training objective, training facility, instructional equipment, prerequisite requirement, attendance, instructor, training duration and training syllabus.

1) General information shall include organization name, certificate number, contact person, training location, propose training enrollment date and training title.

i. Training objective shall be established to ensure the student able to demonstrate the detailed theoretical knowledge of the aircraft's applicable systems, structure, operations, maintenance, repair, and troubleshooting according to approved maintenance data. The student shall be able to demonstrate the use of manuals and approved procedures, including the knowledge of relevant inspections and limitations.

ii. The applicant must provide adequate training facility as are appropriate to the aircraft type rating, for the maximum number of students expected to be taught at any time:

- An enclosed classroom suitable for teaching theory classes.
- Suitable facilities, either central or located in training areas, arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles.
- Suitable space with adequate equipment for inspecting and servicing aircraft.

Note : When the applicant use classroom other than their owned facility, they must submit classroom contract agreement to DGCA for evaluation.

iii. The applicant shall have access to the appropriate aircraft type or synthetic training devices may be used when such synthetic training devices ensure the practical projects required by its approved curriculums completed.

Note : When the applicant use aircraft or synthetic training devices other than their own, they must submit contract agreement to DGCA for evaluation.

iv. The applicant shall establish prerequisites requirement to ensure the attendant hold appropriate license or basic certificate to aircraft type rating training category, such as airframe-engine aircraft type rating training attendant must hold a valid category A license (basic certificate category A1 or A2 and A3 or

A4). The applicant shall provide list of trainee candidate with content including name, license or certificate number, and rating.

The airframe-engine aircraft type rating training attendant, which not hold the appropriate license or basic certificate may attend the training but shall not adhere the DGCA written test and grant the training certificate.

v. The applicant shall establish the attendance requirement that the hours of absence allowed is 10% from total training hours.

The applicant shall not require the training with instruction classes more than 8 hours in any day or more than 6 days or 40 hours in any 7-day period.

vi. The applicant shall provide adequate and qualified instructor.

- Instructor assigned for aircraft type training rating must hold AMEL with appropriate aircraft rating and trained in instructional techniques necessary to provide adequate instruction and supervision of the training attendance.

- Practical instructor or assessor assigned for aircraft type training rating must holds a valid and current AMEL with appropriate aircraft rating under part 65 at least 3 (three) years.

The applicant may use their owned instructor or contract from :

- certificate holder issued under CASR 91, 121,135, and 145;
- Aircraft Maintenance Training Organization issued under CASR 147;
- Manufacturer;
- International Training Organizations accepted by DGCA;
- DGCA.

Note : The applicant must submit contract agreement for DGCA evaluation.

vii. The applicant shall conduct training need analysis to determine the training duration, it’s analysis based on:

- the design of the aircraft type, its maintenance needs and the types of operation,

- detailed analysis of applicable chapters
- detailed competency analysis showing that the objectives are fully met.

viii. The training syllabus for aircraft type training must cover the subject as specified in Appendix B of CASR Part 65, the applicants shall determine instruction hours for each subject and and provide the following :

- training material in softcopy for each subject
- written test questioner samples at least 100 question and cover all of training subject.
- Practical Training Log contain practical task, date of completion, aircraft registration, trainee and practical instructure / assesor signature.
- Training timeframe contain detail date and sequences of training subject

The guidance to develop the curriculum and syllabus for aircraft type training is provided in Advisory Circular (AC) 147-04.

2. PROCEDURE

A. Review Application and Aircraft Type Training Plan

The DGCA Inspector review the application using DAAO Form No. 65-11 In-house Training Inspection Checklist to ensure the aircraft type training plan content are met the provision of Section 1 of this chapter and ensure the training plan attached with the following :

a. Training Material
b. Written test questioner (soft copy minimum 100 multiple choice questioner on word format).
c. List of Instructor.
d. Sample of Practical Training Log
e. Sample of Attendance form.
f. Training timeframe.
g. Sample of Training Certificate.

h. List of student.

i. Training Syllabus.

j. Contract Agreement (if any)

Acceptance or Denial of the application is based on inclusion of the review as detailed in the paragraph above. Advise the applicant in writing of the result, and if the application is denied, return the application with a letter stating the reason for denial.

B. Conduct On Site Inspection

The DGCA inspector will conduct on site inspection to the facility when the application is completed using DAAO Form No. 65-11 In-house Training Inspection Checklist, to ensure that :

1) training facility is adequate;

2) training syllabus cover all required subject;

3) instructors are qualified;

4) training material is available and adequate;

5) synthetic training devices is appropriate (if any).

During on site inspection all discrepancies submit to the applicant and discuss the appropriate corrective action to be taken.

3. ISSUE IN-HOUSE TRAINING APPROVAL

When the applicant does not demonstrate compliance or discrepancies cannot be resolved, send letter for denial, or if the applicant has met all the requirements for the in-house training, sign the training plan and send the letter for approval.

Note : Sample of letter for denial and approval are provided in Appendix C of this Staff Instruction.

4. RECORDS

After the letter for approval has been signed by Director and received by the applicant, the PEL-M officer shall prepare the certification file contain at least the following:

a. Application letter

b. Training plan and attachment

c. Completed DAAO Form No. 65-11 In-house Training Inspection

d. Summary of all discrepancies encounter during on-site inspection (if any)

e. Letter for Approval

5. SURVEILLANCE

DGCA inspector will conduct surveillance or observations to ensure the training enrollment in accordance with the approved training plan and eligible for DGCA written test.

6. APPLICABLE FORMS

a. DAAO Form No. 65-11 In-house Training Inspection
b. DAAO Form No. 65-12 In-house Training Observation

CHAPTER IX. AIRCRAFT MAINTENANCE ENGINEER LICENSE AND CERTIFICATE SURVEILLANCE SYSTEM

OBJECTIVE. This chapter provides guidance for conducting surveillance of aircraft maintenance engineer license, certificate of validation, and certificate of maintenance approval.

1. GENERAL.

A. Surveillance of Maintenance Engineer.

Annual surveillance plan will be developed involving the surveillance of aircraft maintenance engineer license, certificate of validation, and certificate of maintenance approval holder.

The basic objective of this surveillance is to promote aviation safety by ensuring compliance with applicable CASR parts. Components of such surveillance include the following:

- Observation of maintenance engineer performing or supervising maintenance;
- Evaluation of maintenance engineer having completed maintenance; and
- Review of maintenance records to determine compliance with the regulations.

B. Violations of CASR.

Airworthiness Inspector should give prompt attention to any report of an alleged violation of CASR. Airworthiness Inspector should concentrate their efforts in those areas where there are reasons for suspicion or evidence of noncompliance with CASR.

Repeat surveillance of license or certificated holder who continuously demonstrate appropriate performance in exercising the privileges and limitations of their certificate in compliance with CASR does not provide for the most effective allocation of DGCA manpower.

Airworthiness Inspector may base the frequency of surveillance on the maintenance engineer volume of work accomplished. It is logical to increase the frequency of surveillance on maintenance engineer who perform a comparatively high volume of work.

C. Unairworthy Conditions.

An Airworthiness Inspector may encounter conditions or practices that, if allowed to continue, may result in the approval for return to service of an unairworthy item and resulting in a violation of CASR. The Airworthiness Inspector should bring these conditions or practices to the immediate attention of the maintenance engineer and provide guidance as appropriate. Written notification should be provided by the DGCA clearly explaining the causes(s) for concern. As part of this written notification, the Airworthiness Inspector should request an explanation of corrective actions in writing from the license or certificated holder along with a copy of any reference entries entered in the aircraft permanent records.

2. PROCEDURES

A. Develop License and Certificate Surveillance Plan

Surveilance plan will be develop based on volume and complexity of work, basis of evidence obtained through an incident, accident or enforcement investigation and the last analysis surveillance result.

B. Verify Proper Certification

Ensure that maintenance engineers are properly licensed or certificated for all work for which they are responsible.

1) Review Aircraft Maintenance Engineer License (AMEL) Holder

   NOTE : Surveillance of certificate of validation will be conducted in accordance with Review AMEL procedure, and ensure the foreign license based on certificate of validation valid and current.

   a. Determine if the categories or ratings are appropriate to the work performed as required by CASR 65.53 and 65.61. Ensure that the maintenance engineer

does not exceed the privileges and limitations of the certificate as required by CASR 65.57 & 65.59.

b. Review the AMEL to determine currency as required by CASR 65.63; has been renewed as applicable in accordance with CASR 65.65. Ensure the appropriate aircraft rating has been endorsed on its AMEL, and AMEL holder has signed the license.

c. Determine if the AMEL holder with company authorizations meets the requirements for recent experience, CASR 65.57(e), which is within preceding 24 months, he conducts recurrent aircraft type training, or for at least 6 months, technically or in executive capacity supervised, or serve as engineer under his privileges of the license or rating.

   NOTE : Recent experience determination in CASR 65.57(e) is through a thorough evaluation of the individual's training record, knowledge and skill to the extent that the inspector can determine sufficient qualification exists for exercising the privileges and limitations of an aircraft maintenance engineer license.

d. Question the maintenance engineer to ensure understanding of the manufacturer/maintenance manual(s) for the specific operation concerned.

   i. Determine the AMEL holder has the capability.

   ii. Evaluate demonstrated use of the regulatory library documents including Type Certificate Data Sheets (TCDS), Airworthiness Directive (AD) Searches, CASR regulatory requirements, manufacturer's instructions, and other data.

   iii. Evaluate inspection determination of installed equipment on approved equipment list, verifying current accurate Weight and Balance (W&B).

   iv. Evaluate Operational testing methods and documentation per CASR 43.15.

   v. Evaluate permanent maintenance record entries per CASR 43.9 and 43.11.

vi. Evaluate emergency locator transmitter (ELT) inspection method CASR 91.207.

vii. Evaluate Required Inspection checklist.

viii. Other data as needed.

e. Ensure the experience log are filled accurately and complete.

f. Determine if the AMEL is available for inspection within the immediate area where the engineer normally exercises the privileges of the license in addition to all other requirements of CASR 65.21.

2) Review Certificate of Maintenance Approval (COMA). Ensure that COMA ratings are specific and appropriate to the work being performed as required by CASR 65.71 and 65.73. Ensure that license or certificates are kept within the immediate area. If the ratings appear inappropriate, inform the COMA holder that recertification may be required.

NOTE: COMA and ratings should be reserved for maintenance engineer having special talents and skills. They should not be issued to circumvent obtaining a basic certificate with appropriate categories.

a. Review the COMA to determine currency as required by CASR 65.79; has been renewed as applicable in accordance with CASR 65.81.

b. Question the maintenance engineer to ensure understanding of the manufacturer/maintenance manual(s) for the specific operation concerned.

3) Basis of Re-test. When an inspector has sufficient reason to believe that a maintenance engineer may not be qualified to exercise the privileges of a particular license or rating, a re-test may be required. The inspector reaches this conclusion either through reliable reports, personal knowledge, or on the basis of evidence obtained through an accident, incident, or enforcement investigation.

4) Record. License or certificate surveillance result will be record at PEL office and retain for 2 years. The record consists of:

a. The completed DAAO Form No. 65-22 License and Certificate Surveillance Checklist.

b. Summary of all discrepancies encounter during surveillance and its corrective action

3. APPLICABLE FORM

a. DAAO Form No. 65-22 License and Certificate Surveillance Checklist

CHAPTER X. ADMINISTRATIVE TASK

1. FEES OF THE CERTIFICATE OR LICENSE PROCESS

The PEL-M officer shall ensure the applicant has paid administration fee (PNBP) in accordance with Government Degree No. 15 year 2016 and its amendment before processing:

(1) Written test
(2) Issuance of Certificate or license
(3) Endorsement of training

Administration fee receipt will be kept at PEL-M office.

2. REPLACEMENT OF CERTIFICATE OR LICENSE PROCEDURE

A. An application for a replacement certificate or license can be in the form of a letter and can be sent to the following address:

Gedung Perkantoran Bandara Soekarno-Hatta
Jl. C3, Cengkareng,Tangerang Indonesia
Telp.: (62-21) 2256 6288, 2560 8887
Fax.: (62-21) 35066632256 6399
Email: dgca_dac@dephub.go.id

1) The letter must be signed, dated, and contain the name in which the certificate or license was issued, date and place of birth of the certificate or license holder, and any available information regarding number, and date of issue of the certificate and the license on it.

2) The letter must be accompanied by:

- Administration fee receipt.

- Loss item report from Police Department (Surat Tanda Laporan Kehilangan Barang)

B. The PEL-M officer will verify DAAO Form No. 65-23 to ensure the applicant information before issuance of certificate or license replacement.

C. The PEL-M officer will make a note "Replacement" on remark coloumn of the DAAO Form No. 65-23.

3. CHANGE OF ADDRESS

The holder of a certificate or license issued under CASR 65 shall notify the DGCA in writing within 30 days after any change in permanent mailing address with the appropriate documents verifying the change, such as national identity card, family card (kartu keluarga).

The PEL-M officer will insert the new address on the certificate or license and DAAO Form No. 65-03 and 65-23.

4. RECORD RETENTION PROCEDURE

The purpose of this procedure is to ensure all necessary records and documents are adequately provided, maintained, and comply with record retention requirements of DGCA. In addition, this procedure will ensure that records no longer needed or of little or no value are discarded in a timely,and secure manner.

This procedure applies to all official records generated in any format in the ordinary course of PEL-M Section operation, including both original and reproduced documents. Examples of said formats include, but are not limited to records stored on computer hard drives or disks (soft copy), and records maintained on paper, including handwritten notes.

a. Security: PEL-M staff are to comply with the following document control procedures to protect sensitive documents:
   i. Paper documents: all individual client material and other sensitive documents

held physically are classified as confidential and are stored in lockable cabinets in the PEL-M Office. Document storage procedures are as follows:

1) all cabinets are to be locked by the PEL-M administration officer on duty at the end of each working day. PEL-M staff members requiring access to confidential records outside normal working hours may sign out the appropriate keys and are responsible for securing those keys before departure; and

2) PEL-M staff requiring access to confidential PEL-M files or documents during normal working hours may sign them out and are responsible for their safekeeping until the relevant action is complete and the files or documents are returned to the PEL-M Office.

ii. Electronic documents: all individual client material and other sensitive records held in electronic format are classified as confidential and are stored in the DAAO database (IMSIS) and restricted shared drive. Access is available by individual password as follows:

1) only examiners and examination staff have access to the examination question bank and other examination material except for examination results and non-identifying statistics, which are available to all PEL-M staff; and

2) time-limited access to individual PEL-M read-only client files or printouts of specific documents may be authorized by the Head of PEL-M for bona fide purposes.

b. Content and integrity of records: All client files represent a complete and accurate record of the client's entry to, involvement in, and exit from the aviation system, as appropriate. Therefore, every licensing action taken by DGCA for each applicant or licence holder is to be correctly recorded and filed.

This includes:

i. Completeness: PEL-M records should be sufficient to provide documentary evidence of each licensing action and allow for reconstruction of the history of each licence issued; and

ii. Integrity: in order to preserve record integrity, each record entered in paper or electronic files is to be properly recorded by number and date of entry, as well as details of personnel accessing the files.

c. Organization of records: Electronic files are regarded as the master files. Therefore, all documents placed on client paper files are to be scanned and included in the client's electronic file. Client files should contain a summary of all licensing actions taken (including surveillance or enforcement actions and adverse decisions) and all the personal records of the applicant, including practical and written test results and correspondence in chronological order.

d. PEL-M electronic records will be backed up monthly with copies also being made to a secure offsite server to ensure continuity in case of a major disaster. Any material that is corrupted, lost or inadvertently deleted can be retrieved by IT staff on request. Therefore staff members experiencing a data problem should report it promptly.

e. Electronic client records are to be held indefinitely. Paper files are to be retained for specified time in Table 9.1 below, then securely destroyed after confirming the adequacy of the electronic records. Paper client files of prominent aviators should be transferred to the National Archives.
NOTE: permanent means the lifetime of the holder

RECORD RETENTION TABLE

Document		Retention	Remark
DAAO Form No. 65-01	Application for Written Test	2 years	if the applicant passed the test
DAAO Form No. 65-02A	Application for Aircraft Maintenance Engineering License	Permanent	
DAAO Form No. 65-02B	Application for Basic Certificate	Permanent	
DAAO Form No. 65-02C	Application for Certificate of Maintenance	Permanent	
DAAO Form No. 65-02D	Application for Foreign License Recognition	2 years	Permanent for license conversion
DAAO Form No. 65-04	Basic Certificate	Permanent	
DAAO Form No. 65-06	Statement of Competency	Permanent	
DAAO Form No. 65-11	In-House Training Inspection Checklist	2 years	
DAAO Form No. 65-12	In-House Training Observation Report	2 years	
DAAO Form No. 65-13	Written Test Answer Sheet	2 years	
DAAO Form No. 65-14	Written Test Result Record	2 years	
DAAO Form No. 65-15	List of Examinee	2 years	
DAAO Form No. 65-18	Oral and Practical Test Checklist	Permanent	if the applicant passed the test
DAAO Form No. 65-21	Written Test Report	2 years	
DAAO Form No. 65-22	License and Certificate Surveillance Cheklist	3 years	
DAAO Form No. 65-23	Aircraft Maintenance Engineer Data AME (Data Personil Teknik Perawatan Pesawat Udara)	Permanent	
DAAO Form No. 183.04	Applications and Statement of Qualification	2 years	
A Copy of Trancript and graduation certificate for AMTO student		Permanent	
A copy of national ID or Passport		permanent	Until the change of permanent address
Copy of Certificate of English proficiency		3 years	
A copy of theoretical and practical type training certificate		Permanent	
A copy of human factor training		3 years	
Copy of spesifically training certificate		Permanent	
A copy of foreign license		1 years	Permanent for license conversion
Letter of recomendation from the applicant employer (Foreign License)		1 years	Permanent for license conversion
Authenticity statement from foreign license authority		1 years	Permanent for license conversion
Letter of recomendation from the applicant employer (COMA)		Permanent	
Photo ID		Permanent	
A Copy of Medical fitness status		3 years	
In house training approval record		3 years	

5. VERIFICATION LETTER PROCEDURE

The foreign license authority may request a verification for the certificate or license authenticity to the DGCA. The request may be made by email or formal letter.

The PEL-M officer will conduct the following procedures before issuance the license authentication letter:

1. Receive verification letter from foreign license authority
2. Verify DAAO Form No. 65-23 to ensure the applicant information
3. Issue and sent the license authentication letter to the foreign license authority as specified in Appendix D
4. Record of the following document at PEL-M office:
    a. Request letter or email from foreign license authority
    b. Copy of license authentication letter.

The certificate or license holder may request reference letter for the certificate or license authenticity to DGCA. The request may be made by formal letter.

The PEL-M officer will conduct the following procedures before issuance the reference letter:

1. Receive formal letter from the certificate or license holder
2. Verify DAAO Form No. 65-23 to ensure the applicant information
3. Issue the reference letter as specified in Appendix E
4. Record of the following document at PEL-M office:
    c. Request letter from certificate or license holder
    d. Copy of reference letter

APPENDIX A. LIST OF AIRCRAFT TYPE RATINGS

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A	328 Support Services	328-100 series		**Dornier 328-100 (PWC PW119)**
1	A		328-300 series		**Dornier 328-300 (PWC PW306)**
1	A	AIR TRACTOR	AT-802 Series		**Air Tractor AT-800 Series (PWC PT6)**
1	A	AIRBUS (Aircraft with SAS)	SN 601	Corvette	**Aerospatiale SN-601 (PWC JT15D)**
1	A	AIRBUS	A318-120 series		**A318 (PW 6000)**
1	A		A318-110 series		**A318/A319/A320/A321 (CFM56)**
1	A		A319-110 series		
1	A		A320-111		
1	A		A320-210 series		
1	A		A321-110 series		
1	A		A321-210 series		
1	A		A319-130 series		**A319/A320/A321 (IAE V2500)**
1	A		A320-230 series		
1	A		A321-130 series		
1	A		A321-230 series		
1	A		A319-170	A319 NEO	**A319/A320/A321 (IAE PW1100G)**
1	A		A320-270	A320 NEO	
1	A		A321-270	A321 NEO	
1	A		A319-150	A319 NEO	**A319/A320/A321 (CFM LEAP-1A)**
1	A		A320-250	A320 NEO	
1	A		A321-250	A321 NEO	
1	A		A330-200 series		**A330 (GE CF6)**
1	A		A330-300 series		
1	A		A330-220 series		**A330 (PW 4000)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		A330-320 series		
1	A		A330-240 series		**A330 (RR RB 211 Trent 700)**
1	A		A330-340 series		
1	A	ATR-GIE Avions de Transport Régional	ATR 42-200		**ATR 42-200/300 series (PWC PW120)**
1	A		ATR 42-300		
1	A		ATR 42-320		
1	A		ATR 42-400		**ATR 42-400/500/72-212A (PWC PW120)**
1	A		ATR 42-500	42-500	
1	A		ATR 42-500		
1	A		ATR 72-212 A	72-500	
1	A		ATR 72-212 A	72-600	
1	A		ATR 72-101		**ATR 72-100/200 series (PWC PW120)**
1	A		ATR 72-102		
1	A		ATR 72-201		
1	A		ATR 72-202		
1	A		ATR 72-211		
1	A		ATR 72-212		
1	A	BAE SYSTEMS (OPERATIONS) Ltd	BAe ATP		**ATP (PWC PW120)**
1	A		AVRO 146-RJ85		**BAe 146 (Honeywell ALF500 Series)**
1	A		BAe 146 Series 100		
Qwertt	A		BAe 146 Series 200		
1	A		BAe 146 Series 300		
1	A	BEECHCRAFT Corporation	1900	Airliner	**Beech 1900 (PWC PT6)**
1	A		1900C		
1	A		1900D		
1	A		200/A200		**Beech 200 Series (PWC PT6)**
1	A		200C/A200C		
1	A		200CT/A200CT		
1	A		200T		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		B200		
1	A		B200C		
1	A		B200CGT		
1	A		B200CT		
1	A		B200GT		
1	A		B200T		
1	A		B100		**Beech B100 (Honeywell TPE331)**
1	A		300	Super King Air	**Beech 300 Series (PWC PT6)**
1	A		300LW		
1	A		B300	Super King Air 350	
1	A		B300C	Super King Air 350 C	
1	A		390	Premier 1, 1A	**Beech 390 (Williams FJ44)**
1	A	BERIEV Aircraft Company	Be-200ES-E		**Beriev 200 (Ivchenko D-436TP)**
1	A	B-N GROUP Ltd. (Britten-Norman)	BN2T/-2/-2R/-4R/-4S	Turbine Islander	**Britten-Norman BN2T Series (RR Corp 250)**
1	A	BOEING COMPANY (THE)	B727 Series		**B727 (PW JT8D)**
1	A		B727-100 Series		
1	A		B727-100C Series		
1	A		B727-200 Series		
1	A		B727C Series		
1	A		B737-100		**B737-100/200 (PW JT8D)**
1	A		B737-200		
1	A		B737-200C		
1	A		B737-300		**B737-300/400/500 (CFM56)**
1	A		B737-400		
1	A		B737-500		
1	A		B737-600		**B737-600/700/800/900 (CFM56)**
1	A		B737-700		
1	A		B737-800		
1	A		B737-900		
1	A		B737-900ER		
1	A		B747-100		**B747-100 (PW JT9D)**
1	A		B747-200B		**B747-200/300 (GE CF6)**
1	A		B747-200C		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		B747-200F		
1	A		B747-300		
1	A		B747-200B		**B747-200/300 (PW JT9D)**
1	A		B747-200C		
1	A		B747-200F		
1	A		B747-300		
1	A		B747-200B		**B747-200/300 (RR RB211)**
1	A		B747-200C		
1	A		B747-200F		
1	A		B747-300		
1	A		B747-400		**B747-400 (GE CF6)**
1	A		B747-400F/SF(BCF)		
1	A		B747-400		**B747-400 (PW 4000)**
1	A		B747-400F/SF(BCF)		
1	A		B747-400		**B747-400 (RR RB211)**
1	A		B747-400F/SF(BCF)		
1	A		B747-8F	Freighter	**B747-8 (GE GEnx)**
1	A		B747-8I	Intercontinental	
1	A		B777-200		**B777-200/300 (GE 90)**
1	A		B777-200LR		
1	A		B777-300ER		
1	A		B777F	Freighter	
1	A		B777-200		**B777-200/300 (PW 4000)**
1	A		B777-300		
1	A		B777-200		**B777-200/300 (RR RB211 Trent 800)**
1	A		B777-300		
1	A	BOMBARDIER	CL600-1A11	Challenger 600	**Bombardier CL-600-1A11 (Honeywell ALF502)**
1	A		CL-600-2A12 (601 Variant)	Challenger 601	**Bombardier CL-600-2A12/-2B16 (variant CL 601/601-3A/3R) (GE CF34)**
1	A		CL-600-2B16 (601-3A Variant)	Challenger 601-3A	
1	A		CL-600-2B16 (601-3R Variant)	Challenger 601-3R	
1	A		CL-600-2B16 (CL 604 Variant)	Challenger-604 (MSN < 5701)	**Bombardier CL-600-2B16 (variant CL 604) (GE CF34)**
1	A		CL-600-2B16 (CL 604 Variant)	Challenger-605 (MSN > 5701)	

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		CL-600-2B19	Regional Jet Series 100	**Bombardier CL-600-2B19 (GE CF34)**
1	A		CL-600-2C10	Regional Jet Series 700/701/702	**Bombardier CL-600-2C10/-2D15/-2D24/-2E25 (GE CF34)**
1	A		CL-600-2D15	Regional Jet Series 705	
1	A		CL-600-2D24	Regional Jet Series 900	
1	A		CL-600-2E25	Regional Jet Series 1000	
1	A		DHC-8-102	DHC-8 Series 100	**DHC-8-100/200/300 (PWC PW 120)**
1	A		DHC-8-103	DHC-8 Series 100	
1	A		DHC-8-106	DHC-8 Series 100	
1	A		DHC-8-201	DHC-8 Series 200	
1	A		DHC-8-202		
1	A		DHC-8-301	DHC-8 Series 300	
1	A		DHC-8-311		
1	A		DHC-8-314		
1	A		DHC-8-315		
1	A		DHC-8-401	DHC-8 Series 400	**DHC-8-400 (PWC PW150)**
1	A		DHC-8-402	DHC-8 Series 400	
1	A		CL-215-1A10		**Canadair CL-215 (PW R2800)**
1	A		CL-215-6B11 (CL-215T Variant)		**Canadair CL-215 (PWC PW120)**
1	A		CL-215-6B11 (CL-415 Variant)		**Canadair CL-415 (PWC PW123)**
1	A	CESSNA AIRCRAFT Company	401/402		**Cessna 400 Series (Continental)**
1	A		404		
1	A		411		
1	A		414		
1	A		421		
1	A		425	Corsair / Conquest I	**Cessna 425 (PWC PT6)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		441		**Cessna 441 (Honeywell TPE331)**
1	A		500	Citation / Citation I	**Cessna 500/501 (PWC JT15D)**
1	A		501	Citation I	
1	A		510		**Cessna 510 (PWC PW615)**
1	A		525	Citation Jet CJ1	**Cessna 525/525A (Williams FJ44)**
1	A		526	Citation M2	
1	A		525A	Citation Jet CJ2	
1	A		525B	Citation Jet CJ3	**Cessna 525B (Williams FJ44)**
1	A		525C	Citation Jet CJ4	**Cessna 525C (Williams FJ44)**
1	A		550	Citation II	**Cessna 550/551/560 (PWC JT15D)**
1	A		560	Citation V	
1	A		560	Citation Ultra	
1	A		S550	Citation S/II	
1	A		551	Citation II	
1	A		550	Citation Bravo	**Cessna 550/560 (PWC PW530/535)**
1	A		560	Citation Encore	
1	A		560	Citation Encore +	
1	A		560 XL	Citation Excel	**Cessna 560XL/XLS (PWC PW545)**
1	A		560 XLS	Citation XLS	
1	A		560 XLS+	Citation XLS+	
1	A		650	Citation III, VI	**Cessna 650 (Honeywell TFE731)**
1	A		650	Citation VII	
1	A		680	Sovereign Sovereign+	**Cessna 680 (PWC PW306)**
1	A		750	Citation X	**Cessna 750 (RR Corp AE3007C)**
1	A	DASSAULT AVIATION	Falcon 10		**Falcon 10 (Honeywell TFE731)**
1	A		Fan Jet Falcon	(Basic) Fan Jet Falcon	**Falcon 20 (GE CF700)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		Fan Jet Falcon Series C		
1	A		Fan Jet Falcon Series D		
1	A		Fan Jet Falcon Series E		
1	A		Fan Jet Falcon Series F		
1	A		Mystère Falcon 20-C5		**Falcon 20-5 (Honeywell TFE731)**
1	A		Mystère Falcon 20-D5		
1	A		Mystère Falcon 20-E5		
1	A		Mystère Falcon 20-F5		
1	A	DORNIER Seastar	Seastar CD2		**Dornier Seastar CD2 (PWC PT6)**
1	A	EADS CASA	C-212-CB	Aviocar	**CASA C-212 (Honeywell TPE331)**
1	A		C-212-CC		
1	A		C-212-CD		
1	A		C-212-CE		
1	A		C-212-CF		
1	A		C-212-DD		
1	A		C-212-DF		
1	A		C-212-EE		
1	A		C-212-VA		
1	A		C-212-DE		**CASA C-212 (PWC PT6)**
1	A		C-295		**CASA C-295 (PWC PW127)**
1	A		CN-235		**CASA CN-235 (GE CT7)**
1	A		CN-235-100		
1	A		CN-235-200		
1	A		CN-235-300		
1	A	EMBRAER	EMB-110P1	Bandeirante	**Embraer EMB-110 (PWC PT6)**
1	A		EMB-110P2		
1	A		EMB-120	Brasilia	**Embraer EMB-120 (PWC PW110 Series)**
1	A		EMB-120ER		
1	A		EMB-120RT		
1	A		EMB-121A	Xingu I	**Embraer EMB-121 (PWC PT6)**
1	A		EMB-121A1	Xingu II	
1	A		EMB-135BJ	Legacy 600 Legacy 650	**Embraer EMB-135/145 (RR Corp AE3007A)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		EMB-135ER		
1	A		EMB-135LR		
1	A		EMB-145		
1	A		EMB-145EP		
1	A		EMB-145ER		
1	A		EMB-145EU		
1	A		EMB-145LR		
1	A		EMB-145LU		
1	A		EMB-145MK		
1	A		EMB-145MP		
1	A		EMB-500	Phenom 100	**Embraer EMB-500 (PWC PW617)**
1	A		EMB-505	Phenom 300	**Embraer EMB-505 (PWC PW535)**
1	A		EMB-545	Legacy 450	**Embraer EMB-545/550 (Honeywell AS907)**
1	A		EMB-550	Legacy 500	
1	A		ERJ 170-100 LR	ERJ-170	**Embraer ERJ-170 Series (GE CF34)**
1	A		ERJ 170-100 STD		
1	A		ERJ 170-200 LR		
1	A		ERJ 170-200 STD		
1	A		ERJ 190-100 ECJ	Lineage 1000	**Embraer ERJ-190 Series (GE CF34)**
1	A		ERJ 190-100 IGW	ERJ-190 AR	
1	A		ERJ 190-100 LR	ERJ-190	
1	A		ERJ 190-100 SR		
1	A		ERJ 190-100 STD		
1	A		ERJ 190-200 IGW	ERJ-195 AR	
1	A		ERJ 190-200 LR	ERJ-195	
1	A		ERJ 190-200 STD	ERJ-195	
1	A	FOKKER SERVICES	F27 Mark 050	Fokker 50	**F50/60 Series (PWC PW 125/127)**
1	A		F27 Mark 0502		
1	A		F27 Mark 0604	Fokker 60	
1	A		F28 Mark 0070	Fokker 70	**F70/100 (RRD Tay)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		F28 Mark 0100	Fokker 100	
1	A		F27 Mark 100	Friendship	**F27 / Fairchild F-27/FH-227 Series (RRD Dart)**
1	A		F27 Mark 200		
1	A		F27 Mark 300		
1	A		F27 Mark 400		
1	A		F27 Mark 500		
1	A		F27 Mark 600		
1	A		F27 Mark 700		
1	A		F28 Mark 1000		**F28 Series (RRD Spey)**
1	A		F28 Mark 1000C		
1	A		F28 Mark 2000		
1	A		F28 Mark 3000		
1	A		F28 Mark 3000C		
1	A		F28 Mark 3000R		
1	A		F28 Mark 3000RC		
1	A		F28 Mark 4000		
1	A	GOVERNMENT AIRCRAFT FACTORIES (ASTA)	N22/N22A to N22S N24/N24A		**Nomad N22/24 Series (RR Corp 250)**
1	A		G-1159	Gulfstream II	**G-1159 Series (RRD Spey)**
1	A		G-1159A	Gulfstream IIB	
1	A		G-1159B	Gulfstream III	
1	A		G-159	Gulfstream I	**G-159 (RRD Dart)**
1	A		GIV (G300)	Gulfstream G300	**G-IV Series (RRD Tay)**
1	A		GIV (G400)	Gulfstream G400	
1	A		G-IV/GIV-SP	Gulfstream G-IV/GIV-SP	
1	A		GIV-X (G350)	Gulfstream G350	**GIV-X Series (RRD Tay)**
1	A		GIV-X (G450)	Gulfstream G450	
1	A		GV	Gulfstream GV	**GV basic model (RRD BR710)**
1	A		GV-SP (G500)	Gulfstream G500	**GV-SP Series (RRD BR710)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		GV-SP (G550)	Gulfstream G550	
1	A		GVI	G650	**GVI (RRD BR725)**
1	A		1125 Westwind Astra		**Gulfstream (IAI) 100/1125/Astra SPX (Honeywell TFE731)**
1	A		Astra SPX		
1	A		G100	Gulfstream 100	
1	A		Gulfstream 200 / IAI Galaxy	Galaxy 200	**Gulfstream (IAI) 200/Galaxy (PWC PW306)**
1	A		Gulfstream G150	Gulfstream G150	**Gulfstream (IAI) G150 (Honeywell TFE731)**
1	A		Gulfstream G280	Gulfstream G280	**Gulfstream (IAI) G280 (Honeywell AS907)**
1	A	HAWKER BEECHCRAFT	BH.125 series 400	"Beechcraft Hawker"	**BAe 125 Series (RR Viper)**
1	A		BH.125 series 600		
1	A		DH.125 series 1		
1	A		DH.125 series 3		
1	A		DH.125 series 400		
1	A		HS.125 series 1		
1	A		HS.125 series 3		
1	A		HS.125 series 400		
1	A		HS.125 series 600		
1	A		HS.125 series F3		
1	A		HS.125 series F400		
1	A		HS.125 series F600		
1	A		BAe.125 series 800		**BAe 125 Series 700/800 (Honeywell TFE731)**
1	A		BH.125 series 400	"Beechcraft Hawker"	
1	A		BH.125 series 600		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		DH.125 series 1	"Hawker Siddeley"	
1	A		DH.125 series 3		
1	A		DH.125 series 400		
1	A		Hawker 800		
1	A		HS.125 series 3	"Hawker Siddeley"	
1	A		HS.125 series 600		
1	A		HS.125 series 700		
1	A		HS.125 series F3		
1	A		HS.125 series F400		
1	A		HS.125 series F600		
1	A		BAe.125 series 1000A/B		**BAe 125 Series 1000 (PWC PW305)**
1	A		Hawker 1000		
1	A		Hawker 750	Hawker 750	**BAe 125 Series 750/800XP/850XP/900XP (Honeywell TFE731)**
1	A		Hawker 800XP	Hawker 800XP	
1	A		Hawker 850XP	Hawker 850XP	
1	A		Hawker 900XP	Hawker 900XP	
1	A		400	Beechjet	**Beech 400/Mitsubishi MU-300 (PWC JT15)**
1	A		400A	Beechjet (Hawker 400XP)	
1	A		400T	Beechjet	
1	A		MU-300	Diamond I/IA	
1	A		MU-300-10	Diamond II	
1	A		4000	Hawker 4000	**Hawker 4000 (PWC PW308)**
1	A	LEARJET	LJ 23		**Learjet 23 (GE CJ610)**
1	A		25		**Learjet 24/25 (GE CJ610)**
1	A		24 /24A		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		24B / 24B-A		
1	A		24C		
1	A		24D / 24D-A		
1	A		24E		
1	A		24F / 24F-A		
1	A		25A		
1	A		25B		
1	A		25C		
1	A		25D		
1	A		25F		
1	A		31 / 31A		**Learjet 31 (Honeywell TFE731)**
1	A		35 / 35A		**Learjet 35/36 (Honeywell TFE731)**
1	A		36 / 36A		
1	A		55 / 55B / 55C		**Learjet 55 (Honeywell TFE731)**
1	A		Learjet 60	LJ60 LJ60XR	**Learjet 60 (PWC PW305)**
1	A		Learjet 40	LJ45 LJ40XR	**Learjet Model 45 (Honeywell TFE731)**
1	A		Learjet 45	LJ45 LJ 45XR	
1	A		Learjet 70	LJ70	
1	A		Learjet 75	LJ75	
1	A	MARYLAND AIR INDUSTRIES (FOKKER-FAIRCHILD)	F-27A to -M		**F27 / Fairchild F-27/FH-227 Series (RRD Dart)**
1	A		FH-227		
1	A		FH-227B		
1	A		FH-227C		
1	A		FH-227D		
1	A		FH-227E		
1	A	McDONNELL DOUGLAS Corporation BOEING COMPANY	DC-10-10		**DC-10/MD-10 (GE CF6)**
1	A		DC-10-30		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		DC-10-30F		
1	A		DC-8 Series 70		**DC-8 (CFM56)**
1	A		DC-8 Series 70F		
1	A		DC-8 Series 50		**DC-8 (PW JT3D)**
1	A		DC-8 Series 60		
1	A		DC-8 Series 60F		
1	A		DC-8F		
1	A		DC-8 Series 40		**DC-8 (RR Conway)**
1	A		DC-9-10 Series		**DC-9 (PW JT8D)**
1	A		DC-9-20 Series		
1	A		DC-9-30 Series		
1	A		DC-9-40 Series		
1	A		DC-9-50 Series		
1	A		717-200		**MD 717-200 (RRD BR700-715)**
1	A		MD-11		**MD-11 (GE CF6)**
1	A		MD-11F		
1	A		MD-11		**MD-11 (PW 4000)**
1	A		DC-9-81 (MD-81) Series	MD-81	**MD-80 Series (PW JT8D)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		DC-9-82 (MD-82) Series	MD-82	
1	A		DC-9-83 (MD-83) Series	MD-83	
1	A		DC-9-87 (MD-87) Series	MD-87	
1	A		MD-88		
1	A		MD-90 Series		**MD-90 (IAE V2500)**
1	A	PILATUS AIRCRAFT	PC-12		**Pilatus PC-12 (PWC PT6)**
1	A		PC-12/45		
1	A		PC-12/47		
1	A		PC-12/47E		
1	A	PIPER AIRCRAFT	PA31T to T3	Cheyenne	**Piper PA-31T Series (PWC PT6)**
1	A		PA-42-1000	Cheyenne 400LS	**Piper PA-42 (Honeywell TPE-331)**
1	A		PA-42	Cheyenne III	**Piper PA-42 (PWC PT6)**
1	A		PA-42-720	Cheyenne IIIA	
1	A		PA-42-720R		
1	A		PA-46-500TP	Malibu Meridian	**Piper PA-46-500TP (PWC PT6)**
1	A	RUAG Aerospace GmbH (DORNIER)	228-100 series		**Dornier 228 (Honeywell TPE331)**
1	A		228-200 series		
1	A	RUAG Aerospace Services GmbH	DO 28 D-6 Dornier 128-6		**Dornier Do 28 Series (PWC PT6)**
1	A	SAAB AB, SAAB Aerosystems	340A(SF340A)	Saab-Fairchild 340A	**Saab (SF) 340 (GE CT7)**
1	A	SOCATA	TBM 700 A		**Socata TBM 700 (PWC PT6)**
1	A		TBM 700 B		
1	A		TBM 700 C1		
1	A		TBM 700 C2		
1	A		TBM 700 N	TBM 850 TBM 900	
1	A	VIKING AIR	DHC-7-100		**DHC-7 (PWC PT6)**
1	A		DHC-7-101		
1	A		DHC-7-102		
1	A		DHC-7-103		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	A		DHC-7-110		
1	A		DHC-7-111		
1	A	VIKING AIR (Bombardier) (De Havilland)	DHC-6-1	Twin Otter	**DHC-6 (PWC PT6)**
1	A		DHC-6-100/110		
1	A		DHC-6-200/210		
1	A		DHC-6-300/310/320		
1	A		DHC-6-400		
1	A	VULCANAIR	AP68TP300	Spartacus	**Vulcanair AP68TP Series (RR Corp 250)**
1	A		AP68TP600	Viator	
1	A		SF600		**Vulcanair SF600 (RR Corp 250)**
1	A		SF600A		
1	H	AGUSTA WESTLAND	A109K2		**Agusta A109 (Arriel 1)**
1	H		A109E		**Agusta A109 Series (PWC PW206/207)**
1	H		A109N		
1	H		A109S		
1	H		AW109SP		
1	H		A109		**Agusta A109 Series (RR Corp 250)**
1	H		A109A		
1	H		A109AII		
1	H		A109C		
1	H		A109E		**Agusta A109 Series (Arrius 2)**
1	H		A109LUH		
1	H		AB139		**Agusta AB139 / AW139 (PWC PT6)**
1	H		AW139		
1	H		AW169		**AW169 (PWC 210)**
1	H		AW189		**AW189 (GE CT7)**
1	H		AB 204 B Series		**Agusta AB204, AB205 / Bell 204, 205 (Honeywell T53)**
1	H		AB 205 A1		
1	H		AS61N		**Agusta AS61N/Sikorsky S-61N (GE CT58)**
1	H		AS61NI		
1	H		EH101-300		**Agusta/Westland EH-101 (GE CT7)**
1	H		EH101-500 Series		

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	H		EH101-510 Series		
1	H		AB 212		**Bell 212 / Agusta AB212 (PWC PT6)**
1	H		AB 412		
1	H		AB 412 EP		
1	H	AIRBUS HELICOPTERS	AS 332 C		**Eurocopter AS 332 (Makila 1A/1A1)**
1	H		AS 332 C1		
1	H		AS 332 L		
1	H		AS 332 L1		
1	H		AS 332 L2		**Eurocopter AS 332 L2 (Makila 1A2)**
1	H		AS 355 E		**Eurocopter AS 355 (RR Corp 250)**
1	H		AS 355 F		
1	H		AS 355 F1		
1	H		AS 355 F2		
1	H		AS 355 N		**Eurocopter AS 355 (Arrius 1)**
1	H		AS 355 NP		
1	H		AS 365 N3	Dauphin	**Eurocopter AS 365 N3 (Arriel 2C)**
1	H		EC 155 B		**Eurocopter EC 155 (Arriel 2)**
1	H		EC 155 B1		
1	H		EC 175 B		**Eurocopter EC 175 (PWC PT6C)**
1	H		EC 225 LP		**Eurocopter EC 225 (Makila 2A)**
1	H		SA 330 J		**Eurocopter SA 330 (Turmo)**
1	H		SA 365 C	Dauphin	**Eurocopter SA 365 C Series (Arriel 1)**
1	H		SA 365 C1		
1	H		SA 365 C2		
1	H		SA 365 C3		
1	H		SA 365 N		**Eurocopter SA 365 N/N1, AS 365 N2 (Arriel 1)**
1	H		AS 365 N2	Dauphin	
1	H		SA 365 N1		
1	H		SA 366 G1		**Eurocopter SA 366 G1 Series (Lycoming LTS101)**
1	H	Philippine	P-BO 105 C		**BO 105 series (RR Corp 250)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	H	Aerospace Development Corp	P-BO 105 S		
1	H	AIRBUS HELICOPTERS DEUTSCHLAND GmbH	BO 105 A		**BO 105 series (RR Corp 250)**
1	H		BO 105 C		
1	H		BO 105 D Series		
1	H		BO 105 LS A-1		
1	H		BO 105 LS A-3		
1	H		BO 105 S		
1	H		EC 135 P1		**Eurocopter EC 135 (PWC PW206)**
1	H		EC 135 P2		
1	H		EC 135 P2+		
1	H		EC 135 P3		
1	H		EC 635 P2+		
1	H		EC 635 P3		
1	H		EC 135 T1		**Eurocopter EC 135 (Arrius 2B)**
1	H		EC 135 T2		
1	H		EC 135 T2+		
1	H		EC 135 T3		
1	H		EC 635 T1		
1	H		EC 635 T2+		
1	H		EC 635 T3		
1	H		MBB-BK 117 A Series		**Eurocopter MBB-BK 117 A/B (Honeywell LTS 101)**
1	H		MBB-BK 117 B Series		
1	H		MBB-BK 117 C1		**Eurocopter MBB-BK 117 C1 (Arriel 1)**
1	H		MBB-BK 117 C2	EC145	
1	H		MBB-BK 117 D2	EC145 T2	**Eurocopter MBB-BK 117 D2**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	H		MBB-BK 117 D2	H145	**(Arriel 2)**
1	H	BELL HELICOPTER CANADA	222		**Bell 222 (Honeywell LTS 101)**
1	H		222B		
1	H		222U		
1	H		230	230 Executive	**Bell 230 (RR Corp 250)**
1	H		230	230 Utility	
1	H		230	230 EMS	
1	H		427		**Bell 427 (PWC PW207D)**
1	H		429		
1	H		430		**Bell 430 (RR Corp 250)**
1	H	BELL HELICOPTER TEXTRON	212		**Bell 212 / Agusta AB212 (PWC PT6)**
1	H		214ST		**Bell 214ST(GE CT7)**
1	H		412		**Bell 412 / Agusta AB412 (PWC PT6)**
1	H		412CF		
1	H		412EP		
1	H		214B		**Bell 214 (Honeywell T5508)**
1	H		214B-1		
1	H	BELL HELICOPTER TEXTRON, INC.	204B		**Agusta AB204, AB205 / Bell 204, 205 (Honeywell T53)**
1	H		205A-1		
1	H	SIKORSKY AIRCRAFT	S-61N		**Agusta AS61N/Sikorsky S-61N (GE CT58)**
1	H		S-61NM		
1	H		S-58 BT to JT		**Sikorsky S-58 (PWC PT6T)**
1	H		S-76A	S-76A+	**Sikorsky S-76 (Arriel 1)**
1	H		S-76A	S-76A++	
1	H		S-76A		**Sikorsky S-76A (RR Corp 250)**
1	H		S-76B	S-76B	**Sikorsky S-76B (PWC PT6)**
1	H		S-76C		**Sikorsky S-76C (Arriel 1)**
1	H		S-76C	S-76C+	**Sikorsky S-76C (Arriel 2)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
1	H		S-76C	S-76C++	
1	H		S-76D		**Sikorsky S-76D (PW210S))**
1	H		S-92A		**Sikorsky S-92A (GE CT7-8)**
2a	A	AERO TWIN, Inc. (STC)	Cessna 208/208B		**Cessna 208/208B (Honeywell TPE331)**
2a	A	AIR TRACTOR	AT-302		**Air Tractor AT-302 (Lycoming LTP-101)**
2a	A		AT-400/ AT-400A AT-402 Series AT-501 Series AT-503 Series AT-504 / AT-602		**Air Tractor AT-400/500/600 (PWC PT6)**
2a	A	CESSNA AIRCRAFT Company			**Cessna (Soloy) 206/207 (RR Corp 250)**
2a	A				**Cessna 208 Series (PWC PT6)**
2a	A				**Cessna 210 (RR Corp 250)**
2a	A	JETPROP, LLC. (STC)	Piper PA-46-310P Piper PA-46-350P		**Piper PA-46 Pressurised (PWC PT6)**
2a	A	MAULE AEROSPACE TECHNOLOGY			**Maule MX-7 (RR Corp 250)**
2a	A	PACIFIC AEROSPACE Corporation			**PAC 750XL (PWC PT6)**
2a	A	PILATUS AIRCRAFT	PC-6/B series		**Pilatus PC-6 (PWC PT6)**
2a	A		PC-6/C series		**Pilatus PC-6 Series (Honeywell TPE 331)**
2a	A		PC-6/A series		**Pilatus PC-6 Series (Turbomeca Astazou)**
2a	A	SOLOY, LLC (STC)	Cessna U206G Cesnna TU206G Cessna 206H/T206H		**Cessna 206 (RR Corp 250)**
2a	A		Cessna 207/207A/T207/T207A		
2a	A	THRUSH AIRCRAFT			**Ayres S2R Series (PWC PT6)**
2a	A	VIKING AIR (Bombardier) (De Havilland)			**De Havilland DHC-2 (PWC PT6)**
2a	A	WEST PACIFIC AIR, LLC (STC)	B36TC		**Beech 36TC (PWC PT6)**
2a	A	ZLIN AIRCRAFT			**Zlin Z-37 T Series (Walter M601)**
2b	H	AGUSTA	AB 206A		**Agusta AB206 / Bell 206 (RR**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
2b	H		AB 206B		**Corp 250)**
2b	H		A119	Koala	**Agusta A119/ Agusta AW119MkII (PWC PT6)**
2b	H		AW119 MkII	Koala	
2b	H	AIRBUS HELICOPTERS	AS 350 D		**Eurocopter AS 350 (Honeywell LTS 101)**
2b	H		AS 350 B	Écureuil	**Eurocopter AS 350 (Arriel 1)**
2b	H		AS 350 B1	Écureuil	
2b	H		AS 350 B2	Écureuil	
2b	H		AS 350 BA	Écureuil	
2b	H		AS 350 BB	Écureuil	
2b	H		AS 350 B3		
2b	H		EC 120 B	Colibri	**Eurocopter EC 120 (Arrius 2F)**
2b	H		EC 130 B4		**Eurocopter EC 130 (Arriel 2)**
2b	H		EC 130 T2		
2b	H		SA 315 B	Lama	**Eurocopter SA 315B (Artouste)**
2b	H		SA 316 B	Alouette III	**Eurocopter SA 316 B/SA 316 C (Artouste)**
2b	H		SA 316 C	Alouette III	
2b	H		SE 3160	Alouette III	
2b	H		SA 318 B	Alouette-Astazou	**Eurocopter SA 318 (Astazou)**
2b	H		SA 318 C	Alouette-Astazou	
2b	H		SA 3180	Alouette-Astazou	
2b	H		SA 319 B	Alouette III	**Eurocopter SA 319 (Astazou XIV)**
2b	H		SA 341 G	Gazelle	**Eurocopter SA 341 (Astazou)**
2b	H		SA 342 J	Gazelle	**Eurocopter SA 342 J (Astazou XIV)**
2b	H	BELL HELICOPTER CANADA	407		**Bell 407 (RR Corp 250)**
2b	H	BELL HELICOPTER TEXTRON CANADA LIMITED	206 Series from A to L		**Agusta AB206 / Bell 206 (RR Corp 250)**
2b	H	MD HELICOPTERS INC. (MDHI)	369 D, E and FF		**MD 369 Series / SEI NH-500D (RR Corp 250)**
2b	H		369 H series		
2b	H		500N		**MD 500N/600N AMD500N (RR Corp 250)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
2b	H		600N		**MD 500N/600N AMD500N (RR Corp 250)**
2b	H	Mecaer Aviation Group	NH-500D		**MD 369 Series / SEI NH-500D (RR Corp 250)**
2b	H		AMD-500N		**MD Helicopters 500N/600N AMD500N (RR Corp 250)**
2b	H	ROBINSON HELICOPTER COMPANY	R66		**Robinson R66 (RR Corp 250)**
2b	H	SCHWEIZER AIRCRAFT CORPORATION	269D		**Schweizer 269D (RR Corp 250)**
2b	H	THE ENSTROM HELICOPTER CORPORATION	480		**Enstrom 480 (RR Corp 250)**
2b	H		480B		
2c	H	ANTARES INTERNATIONAL (Aircraft with SAS)	SH-4		**Silvercraft SH-4 (Franklin)**
2c	H	BRANTLY INTERNATIONAL, INC.	B-2		**Brantly B2 (Lycoming)**
2c	H	HELICOPTÈRES GUIMBAL	G2	Cabri	**Cabri G2 (Lycoming)**
2c	H	ROBINSON HELICOPTER COMPANY	R22		**Robinson R22/R44 Series (Lycoming)**
2c	H		R22 ALPHA		
2c	H		R22 BETA		
2c	H		R22 MARINER		
2c	H		R44		
2c	H		R44 II		
2c	H	SIKORSKY AIRCRAFT	S-58 A to J		**Sikorsky S-58 (Wright Cyclone)**
3	A	AEROSTAR AIRCRAFT Corporation			**Piper PA-60/61 Series (Lycoming)**
3	A				**Piper PA-60/61 Pressurised (Lycoming)**
3	A	AIR TRACTOR			**Air Tractor AT-250/300 (PW R985)**
3	A		AT-301 AT-401 AT-401B AT-501		**Air Tractor AT-301/401/501 (PW R1340)**
3	A	AIR TRACTOR	AT-401A		**Air Tractor AT-401 (PZL-3S)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
3	A	BEECHCRAFT Corporation			**Beech 19 Series (Lycoming)**
3	A				**Beech 23 Series (Lycoming)**
3	A				**Beech 24 Series (Lycoming)**
3	A				**Beech 33 Series (Continental)**
3	A				**Beech 35 Series (Continental)**
3	A				**Beech 36 Series (Continental)**
3	A				**Beech 50 Series (Lycoming)**
3	A				**Beech 55 Series (Continental)**
3	A				**Beech 56 Series (Lycoming)**
3	A				**Beech 58 Series (Continental)**
3	A				**Beech 58P (Continental)**
3	A				**Beech 58TC (Continental)**
3	A				**Beech 60 Series (Lycoming)**
3	A				**Beech 65-80 Series (Lycoming)**
3	A				**Beech 76 (Lycoming)**
3	A				**Beech 77 (Lycoming)**
3	A				**Beech 95 Series (Lycoming)**
3	A				**Beech 95 Series (Continental)**
3	A				**Beech A23 (Continental)**
3	A	CESSNA AIRCRAFT Company			**Cessna 175 Series (Continental)**
3	A				**Cessna 177 Series (Lycoming)**
3	A				**Cessna 180 Series (Continental)**
3	A				**Cessna 185 Series (Continental)**
3	A				**Cessna 188 (Continental)**
3	A				**Cessna 206 Series (Continental)**
3	A				**Cessna 206 Series (Lycoming)**
3	A				**Cessna 207 Series (Continental)**
3	A				**Cessna 210 Series (Continental)**
3	A	LTB SAMMET GmbH (STC)	Cessna 150D to M Cessna A150L Cessna F150-G to M Cessna FA-		**Cessna 150 (Rotax)**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
			150-K		
3	A	Magnaghi Aeronautica S.p.A. (INIZIATIVE INDUSTRIALI ITALIANE)			**III Sky Arrow 650/710 (Rotax)**
3	A	PIAGGIO Aero Industries			**Piaggio P166 (Lycoming)**
3	A	PILATUS AIRCRAFT	PC-6/A/B/C		**Pilatus PC-6 Series (Lycoming)**
3	A	PIPER AIRCRAFT			**Piper PA-23 Aztec (Lycoming)**
3	A				**Piper PA-24 Series (Lycoming)**
3	A				**Piper PA-28 Series (Continental)**
3	A				**Piper PA-28 Series (Lycoming)**
3	A				**Piper PA-30 Series (Lycoming)**
3	A				**Piper PA-31 Series (Lycoming)**
3	A				**Piper PA-31P (Lycoming)**
3	A				**Piper PA-32 Series (Lycoming)**
3	A				**Piper PA-34 Series (Continental)**
3	A				**Piper PA-34 Series (Lycoming)**
3	A				**Piper PA-36 Series (Continental)**
3	A				**Piper PA-36 Series (Lycoming)**
3	A				**Piper PA-38 Series (Lycoming)**
3	A				**Piper PA-39/40 Series (Lycoming)**
3	A				**Piper PA-44 Series (Lycoming)**
3	A				**Piper PA-46 Pressurised (Continental)**
3	A				**Piper PA-46 Pressurised (Lycoming)**
3	A				**Piper PA-46 Series (Lycoming)**
3	A	SOCATA			**Grumman GA-7 (Lycoming)**
3	A				**SOCATA MS 881 (Potez)**
3	A				**SOCATA MS 884/894/PZL Koliber (Franklin)**
3	A				**SOCATA Rallye Series (Continental)**
3	A				**SOCATA Rallye Series**

Aircraft Groups	A=Aeroplane H=Helicopters	TC holder	Model	Commercial Designation	Type rating endorsement
					(Lycoming)
3	A				**SOCATA TB Series (Lycoming)**
3	A	SOCATA (Aircraft with SAS)			**SOCATA ST10 (Lycoming)**

Note:

1. **Temporary approval letter will be issued for the aircraft type rating is not list in the table.**

APPENDIX B. LICENSE VERIFICATION LETTER

Ref. : /DKPPU/VII/2017 Jakarta, 22 July 2017

Subject : License Verification Letter

To: Director, Certification & Licensing

of Thailand Civil Aviation Authority

Dear Sir,

The DGCA of the Republic of Indonesia kindly asks you to confirm the current validity and authenticity of the license in accordance with ICAO Annex 1 as following:

NO	NAME	DATE of BIRTH	LICENSE NO.
1.	Suradej Sanpha Asa	16 October 1971	3675
2.			

Please also inform us regarding the ratings covered in this license.

Thank you for your kind attention and we appreciate your assistance in advance.

Best Regards,

Deputy Director for Maintenance

Directorate General of Civil Aviation

APPENDIX C. IN-HOUSE TRAINING APPROVAL LETTER

Nomor	:	/DKPPU/PWT/III/2017		Jakarta, Maret 2017
Sifat	:			
Lampiran	:			Kepada
Perihal	:	**Persetujuan In-House Training**	Yth.:	**Maintenance Manager** **PT. ABC Air** di T E M P A T

1. Menindaklanjuti surat permohonan PT. ABC Air nomor : XX/YYY/II/2017 tanggal 13 Februari 2017 perihal Pengajuan Proposal In-House Training ATR 72-100/200 series (PWC PW120) Airframe & Engine, dengan ini disampaikan bahwa Direktorat Kelaikudaraan dan Pengoperasian Pesawat Udara telah melakukan evaluasi terhadap permohonan tersebut.

2. Direktorat Kelaikudaraan dan Pengoperasian Pesawat Udara menyetujui pelaksanaan In-House Training ATR 72-100/200 series (PWC PW120) Airframe & Engine.

3. Direktorat Kelaikudaraan dan Pengoperasian Pesawat Udara akan melakukan pengawasan selama pelaksanaan In-House Training dan akan melakukan evaluasi pada akhir pelaksanaan training tersebut.

4. Demikian disampaikan atas perhatiannya diucapkan terima kasih.

a.n. DIREKTUR KELAIKUDARAAN DAN PENGOPERASIAN PESAWAT UDARA
Kepala Sub Direktorat Perawatan

XXXXXXXXX
Pembina (X/x)
NIP. xxxxxxxx xxxxxx xxxx

Tembusan:

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara.

APPENDIX D. LICENSE AUTHENTICATION LETTER

Ref. : /DKPPU/VII/2017
Subject : License Authentication Letter

Jakarta, 22 July 2017

To: Director, Certification & Licensing
of Civil Aviation Authority

Dear Sir,

This is to certify that the following Indonesian Engineer are the holder of Aircraft Maintenance Engineer License (AMEL) issued by the Directorate General of Civil Aviation (DGCA) in accordance with the Aviation Act. No. 01/2009 and Civil Aviation Safety Regulation of Republic of Indonesia Part 65 and conforms to standard as set forth in Annex 1 to the ICAO convention.

Details of the engineers are as follows:

1.	NAME	Ferdy R.K. Geru		
	AME LICENSE	Number	:	2407
		Date Of Issuance	:	04 July 1998
		Valid Until	:	03 July 2019
	RATING	Airframe Engine	:	B737-600/700/800/900ER (CFM 56-7)
		Avionic	:	-
2.	NAME	Adi		
	AME LICENSE	Number	:	7654
		Date Of Issuance	:	22 Aug 2016
		Valid Until	:	21 Aug 2019
	RATING	Airframe Engine	:	-
		Avionic	:	B737-600/700/800/900ER

Its has been verified that the licenses are authentic and valid, has neither been suspended nor revoked.

Thank you for your kind attention in this matter. If you have any queries do not hesitate to contact us through dgca_pel@dephub.go.id , perawatan_dkppu@dephub.go.id, or dgca_dac@dephub.go.id.

Best regards,

Deputy Director of Maintenance
Directorate of Airworthiness and Aircraft Operation

APPENDIX E. VERIFICATION LETTER

Our Reff : /DKPPU/PWT/V/2017
Date : May 26, 2017

TO WHOM IT MAY CONCERN

Subject : ***Verification of Indonesia Aircraft Maintenance Engineer License***

Dear Sir,

This is to certify that the following Indonesian engineer is the holder of valid Aircraft Maintenance Engineer License issued by the Directorate General of Civil Aviation (DGCA) Republic of Indonesia in accordance with the Civil Aviation Safety Regulation Part 65 and conforms to the standard as set forth in Annex 1 to the ICAO convention.
Details of the engineer as follow:

1.	NAME	WAHYUDIN NUGROHO		
	AME LICENSE	Number	:	**2434**
		Date Of Issuance	:	04 July 1998
		Valid Until	:	03 July 2019
	RATING	Airframe Engine	:	B737-600/700/800/900ER (CFM 56-7)
		Avionic	:	-
2.	NAME	ADI		
	AME LICENSE	Number	:	7654
		Date Of Issuance	:	22 Aug 2016
		Valid Until	:	21 Aug 2019
	RATING	Airframe Engine	:	-
		Avionic	:	B737-600/700/800/900ER (CFM 56-7)

Thank you for your kind attention in this matter. If you have any queries do not hesitate to contact us through dgca_pel@dephub.go.id , perawatan_dkppu@dephub.go.id, or dgca_dac@dephub.go.id.

Yours faithfully,

Deputy Director for Maintenance
Directorate General of Civil Aviation