



Aircraft Maintenance Engineering Licence

Portal User Guide
V0.5

Table of Contents

1 Document Information 6

 1.1 Document purpose and scope 6

2 Customer Portal Registration..... 7

 2.1 User applies for CAA Customer Portal Account..... 7

 2.2 Activating your account..... 9

 2.3 Applying for the AMEL service 10

 2.4 Notification that you have the AML service 11

 2.5 Common questions 11

3 Log into the portal and select the service..... 13

 3.1 Log into the portal 13

 3.2 Access the AMEL service 14

 3.3 Common questions 15

4 Completing the AMEL form 16

 4.1 Initial page 16

 4.2 Selecting an application 17

 4.3 Notes page 19

 4.4 Applicant details page..... 20

 4.5 Employment page..... 23

 4.6 Categories and Rating 24

 4.6.1 Examination and training credits 26

 4.7 Experience page 28

 4.8 Attachment page..... 29

 4.9 Declaration page..... 31

 4.10 Summary page 33

 4.11 Billing page 34

 4.12 Payment pages..... 35

AMEL Portal Forms User Guide

4.13 Payment submission confirmation page 37

4.14 Payment confirmation page 38

Table of Figures

Figure 1 : Portal Login.....	7
Figure 2 : Create user.....	8
Figure 3 : Account created.....	8
Figure 4 : Registration email.....	9
Figure 5 : Portal login after activation.....	9
Figure 6 : User Welcome screen.....	10
Figure 7 : Portal Menu for Your Services.....	10
Figure 8 : Confirm to apply.....	10
Figure 9 : AML service confirmation.....	11
Figure 10 : Confirmation that service has been granted.....	11
Figure 11 : Service grant email.....	11
Figure 12 : CAA website banner.....	13
Figure 13 : Login to the Portal.....	13
Figure 14 : Portal Welcome page.....	14
Figure 15 : Portal Menu for Your Services.....	14
Figure 16 : Initial entry to application form.....	15
Figure 17 : Initial entry to application form.....	16
Figure 18 : Start page of the form.....	17
Figure 19 : Select form type.....	17
Figure 20 : Select form sub type.....	18
Figure 21 : Notes page.....	19
Figure 22 : Applicant details part 1.....	20
Figure 23 : Applicant details part 2.....	21
Figure 24 : Applicant details part 3.....	22
Figure 25 : Employment details.....	23

AMEL Portal Forms User Guide

Figure 26 : Entering categories..... 24

Figure 27 : Entering Type rating..... 25

Figure 28 : Selecting examinations and training credits – Part 1. 26

Figure 29 : Selecting examinations and training credits – Part 2. 27

Figure 30 : Experience page..... 28

Figure 31 : Mandatory attachments completed..... 29

Figure 32 : File upload facility. 30

Figure 33 : Adding other documents..... 30

Figure 34 : Declaration page – part 1..... 31

Figure 35 : Declaration page part 2..... 32

Figure 36 : Summary page. 33

Figure 37 : Billing page. 34

Figure 38 : Gov.pay payment page 1..... 35

Figure 39 : Gov-pay payment page 2..... 36

Figure 40 : Gov-pay confirm payment page..... 37

Figure 41 : Payment confirmation page. 38

Figure 42 : Gov-pay email..... 38

1 Document Information

1.1 Document purpose and scope

This document presents guidance on how to use the Portal Forms for submitting new AMEL (Aircraft maintenance engineering licence) applications into the CAA AMEL system through the CAA Customer portal.

The Portal-based forms can be used to apply for, or update, Part-66 Aircraft Maintenance Licences.

For other Engineering applications, the applicant will need to use the existing PDF forms below:

- To reactivate a previously held UK Part 66 licence, please use form SRG1014RET
- To apply for the issue or a change to a BCAR licence please use form SRG1005
- To renew a BCAR licence please use form SRG1011
- To apply for the issue, variation or renewal of a Welders certificate please use form SRG1742

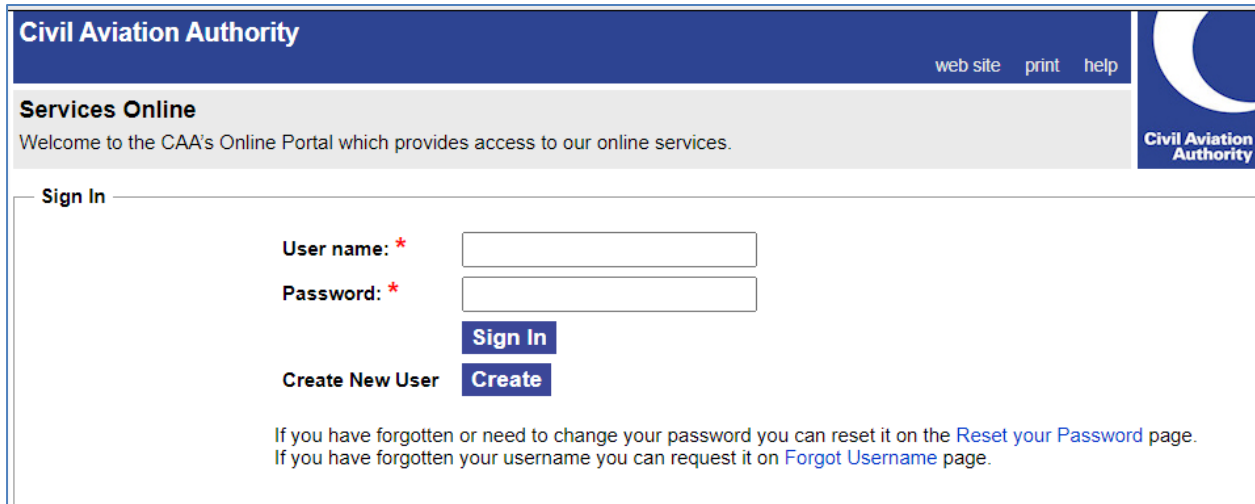
2 Customer Portal Registration

You first need to register for a portal account. Some users will already have an account if they have a pilot licence or medical certificate for example. If you already have an account, then you can login to the portal with your existing login credentials.

Navigate to the CAA Customer portal: <https://portal.caa.co.uk>

2.1 User applies for CAA Customer Portal Account

From the main sign in page select the “Create new user” option by clicking on the Create button.



Civil Aviation Authority

web site print help

Services Online

Welcome to the CAA's Online Portal which provides access to our online services.

Sign In

User name: *

Password: *

Sign In

Create New User Create

If you have forgotten or need to change your password you can reset it on the [Reset your Password](#) page.
If you have forgotten your username you can request it on [Forgot Username](#) page.

Figure 1 : Portal Login.

You will then be prompted to enter a new username; this needs to be unique. You will also be asked to create a new password; this will need to comply with the following rules:

Password format:

- Your password must be least 8 characters in length. It must contain characters from three of the following four categories:
- English upper application characters (A through Z)
- English lower application characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)
- Note: When passwords are created or changed the new password must meet the same rules.

You will need to re-enter the same password in the Confirm password field.

You will be asked to provide an active email address, and again you will need to re-enter this in the Confirm Email field to ensure it is correct.

There is also a CAPTCHA code displayed that has a refresh button and a play aloud button, and a field into which the code should be entered.

You will also be asked to accept the CAA’s terms and conditions for usage before being able to create your account by clicking the “Create Account” button.

Civil Aviation Authority web site print help

Create Account
Please provide details below to create an account

To create an account with the Civil Aviation Authority please complete the information below. Your user name will need to be unique and you will sign in with this and your password in the future. After creating your account you will receive an email explaining how to activate it. For further details, please refer to our [Help](#) section.

Sign-In Details


User name: *

Password: *

Confirm password: *

Email: *

Confirm Email: *



Enter the code exactly as you see in the image: *

By creating and using an account you are agreeing to the CAA's usage [terms and conditions](#).

Figure 2 : Create user.

You will then be presented with a message to say your account has been successfully created and that you should receive an email with further instructions on how to activate your account.

Civil Aviation Authority web site print help

Create Account
Please provide details below to create an account

Account Created

Your account has been successfully created. You will shortly receive an email containing instructions on how to activate your account.
[Return to Sign In](#)

Figure 3 : Account created.

The email will be sent to your nominated email account that you specified during the account creation to request you activate your new account. This will pretty much be straight away but could take up to 2 or 3 minutes.

If you can't see the email, it might have been stored in your Junk or Spam folder, so do check those if you don't see it in your main email mailbox.

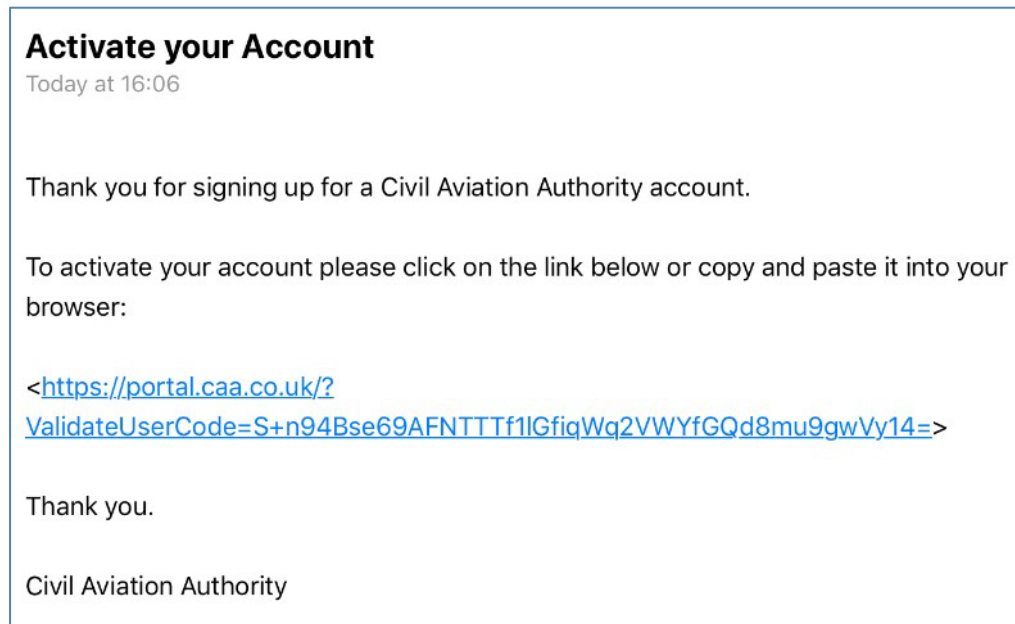


Figure 4 : Registration email.

2.2 Activating your account

By clicking the link on the email received, or by copying and pasting the link to your browser, you can access the portal again and activate your account. You will see a message that your account has been activated and you can now log into the Portal using your new username and password.

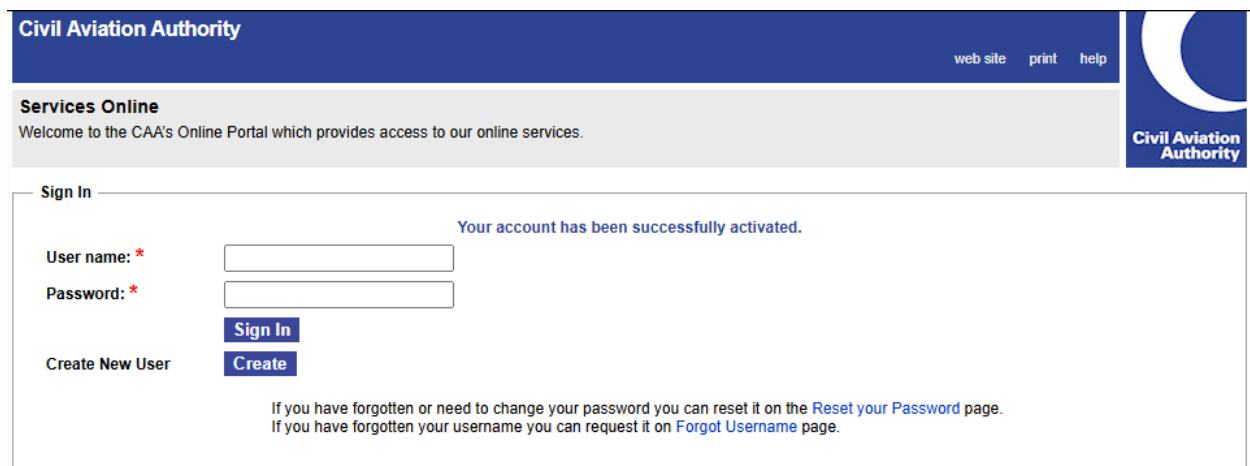


Figure 5 : Portal login after activation.

This will then open up the portal Welcome page.



Figure 6 : User Welcome screen.

2.3 Applying for the AMEL service

Click on the “Your Services” option from the left-hand navigation menu, and you will see the list of services that are already available to you in the top part of the screen (Your services) and in the bottom part those for which you can apply.

In the lower part of the screen, find and click on the “Aircraft Maintenance Licence Applications” link.

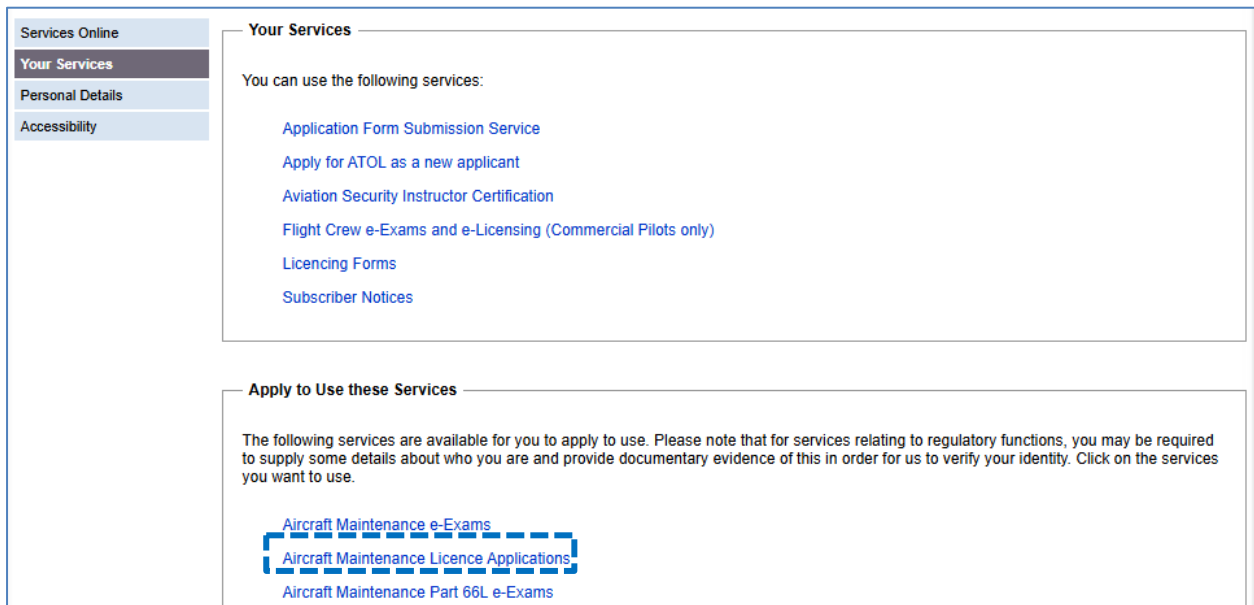


Figure 7 : Portal Menu for Your Services.

This will then prompt you to confirm that you wish to apply for the service.

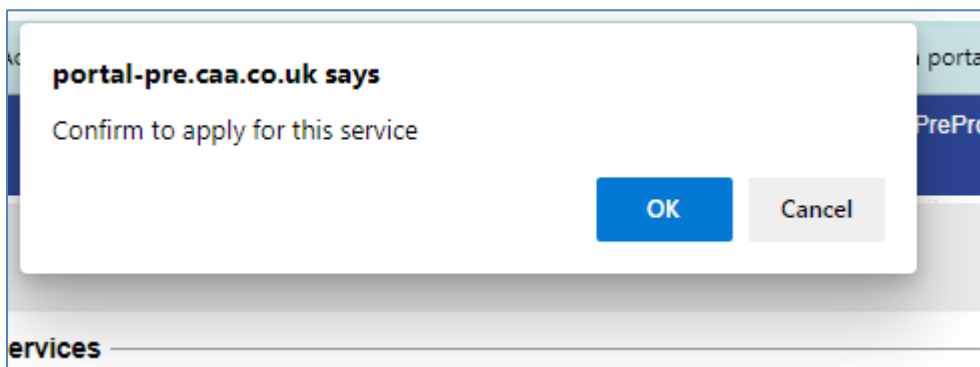


Figure 8 : Confirm to apply.

Once you click on “OK” then you will receive information on what you can apply for using this service.

Aircraft Maintenance Licence (AML) Service

The Aircraft Maintenance Licence (AML) Service will allow you to submit engineering licensing applications and to track your applications.

You can apply for the following using this service:

- Issue of a UK Part-66 Aircraft Maintenance Licence
- Renewal of a UK Part-66 Aircraft Maintenance Licence
- A replacement UK Part-66 Aircraft Maintenance Licence
- Change of personal details on a UK Part-66 Aircraft Maintenance Licence
- Addition of a category/sub-category/type rating to a UK Part-66 Aircraft Maintenance Licence
- Removal of limitations from a UK Part-66 Aircraft Maintenance Licence

For anything else, such as access to the e-exams system, please return to the list of services.

Do you wish to continue? Yes/No

Yes **No**

Figure 9 : AML service confirmation.

At this point pressing the Yes button will submit the request for that service and will present a portal message that the service has been granted and the service should be available to select from the Your Services page.

Details Submitted

Your request has been granted and you will be able to access the service from the top section of the Your Services page

Figure 10 : Confirmation that service has been granted.

2.4 Notification that you have the AML service

You will also receive an email to your nominated email account in a few minutes to inform you that the service has been granted. At this point you will be able to log back into the customer portal and select the AMEL service from the top list of services on the Your Services page.

Your Service Access Request for the service ‘Aircraft Maintenance Licence Applications’ has been granted.

To access the service, please log in to your portal account and click on the service name under “Your Services”.

Thank you.

Civil Aviation Authority

Please note the email address portal.support@caa.co.uk is an unmonitored email account and should not be used for correspondence.

Figure 11 : Service grant email.

2.5 Common questions

Question: I have forgotten my username or password.

Answer: There are links on the login screen to reset password and to send an email to the registered email address if the username or password has been forgotten.

Question: I have not received the authentication email.

Answer: The email may have gone to your Junk or spam folder.

3 Log into the portal and select the service

3.1 Log into the portal

Once registered for the service, navigate in your browser to <https://portal.caa.co.uk>, or from the CAA web site, <https://www.caa.co.uk> click on the Log in button in the top right corner.



Figure 12 : CAA website banner.

You are presented with the Customer portal for the CAA and invited to sign in with your registered username and password that you created when you registered.

The image shows the login page of the Civil Aviation Authority's online portal. The header is dark blue with the CAA logo and the text 'Civil Aviation Authority' on the left, and 'web site print help' on the right. Below the header, there is a 'Services Online' section with a welcome message. The main content area is titled 'Sign In' and contains two input fields: 'User name: *' and 'Password: *'. Below these fields are two buttons: 'Sign In' and 'Create New User' with a 'Create' button next to it. At the bottom, there is a link to 'Reset your Password' and a link to 'Forgot Username'.

Figure 13 : Login to the Portal.

On entry of your username and password you will be presented with the portal Welcome page.

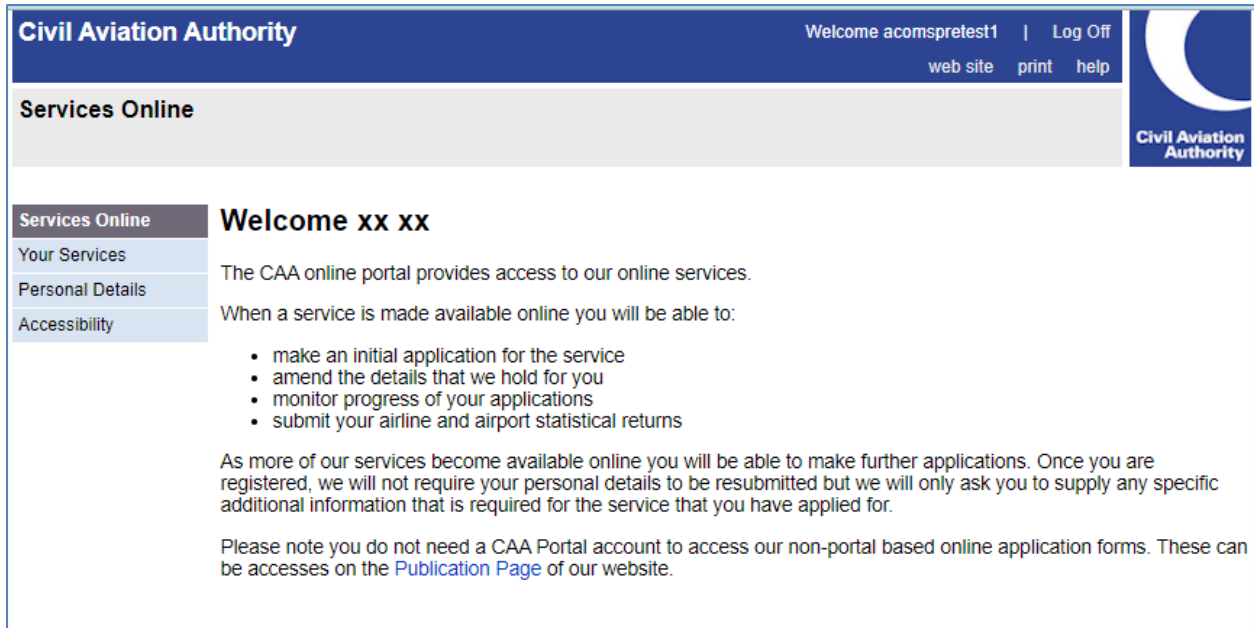


Figure 14 : Portal Welcome page.

3.2 Access the AMEL service

From here select the “Your Services” button on the left-hand navigation menu. This will present a screen showing services that are already available to you in the top part of the screen (Your services) and in the bottom part those for which you can apply.

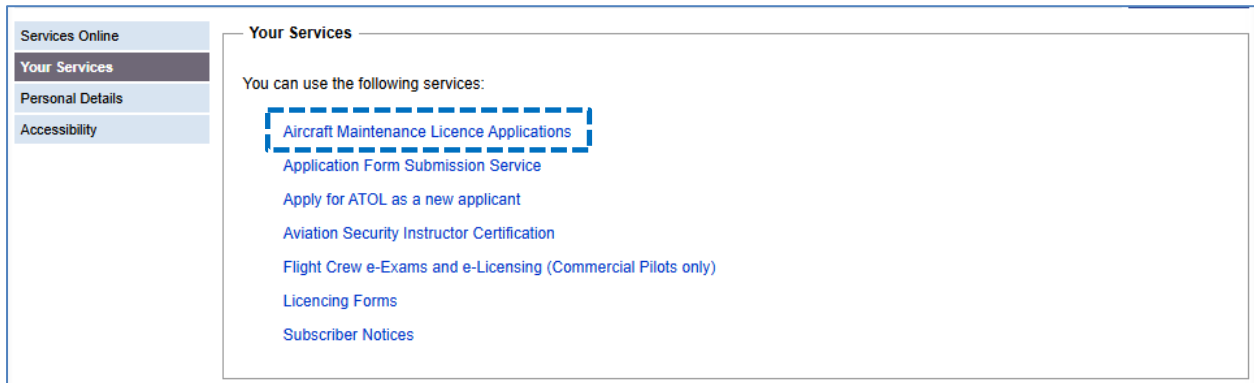
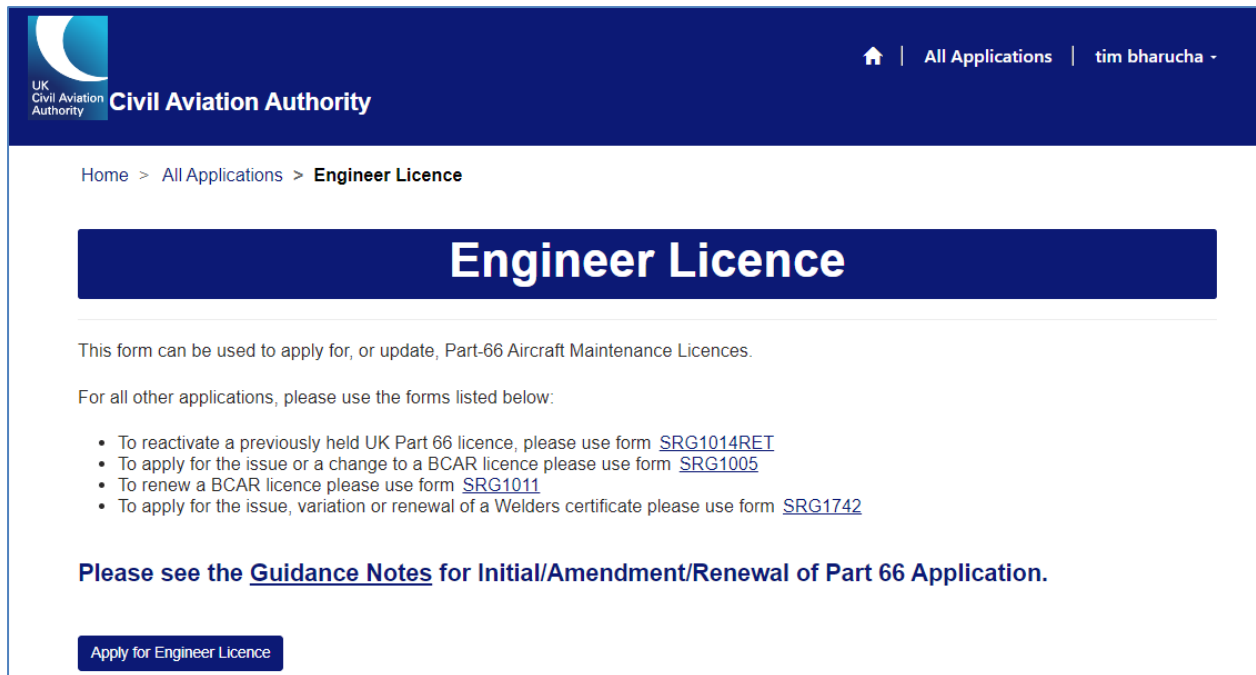


Figure 15 : Portal Menu for Your Services.

Click on the text “Aircraft Maintenance Licence Applications” and it will redirect you to the first page of the Engineer Licence form.



The screenshot shows the initial entry to the application form for an Engineer Licence. The page features a dark blue header with the CAA logo and navigation links. The main content area is white with a dark blue banner for the title 'Engineer Licence'. Below the banner, there is a paragraph explaining the form's purpose and a list of links for other application forms. A 'Apply for Engineer Licence' button is located at the bottom left.

UK Civil Aviation Authority **Civil Aviation Authority** | All Applications | tim bharucha

Home > All Applications > **Engineer Licence**

Engineer Licence

This form can be used to apply for, or update, Part-66 Aircraft Maintenance Licences.

For all other applications, please use the forms listed below:

- To reactivate a previously held UK Part 66 licence, please use form [SRG1014RET](#)
- To apply for the issue or a change to a BCAR licence please use form [SRG1005](#)
- To renew a BCAR licence please use form [SRG1011](#)
- To apply for the issue, variation or renewal of a Welders certificate please use form [SRG1742](#)

Please see the [Guidance Notes](#) for Initial/Amendment/Renewal of Part 66 Application.

[Apply for Engineer Licence](#)

Figure 16 : Initial entry to application form.

The top-right shows the account you are logged in with and you are presented with the ENL form.

Guidance notes can be opened in a separate tab with help information on the ENL form.

You will see the types of ENL application that can be applied for, and also a list of where you can access some other application forms.

3.3 Common questions

Question: I am not seeing the service in your services view.

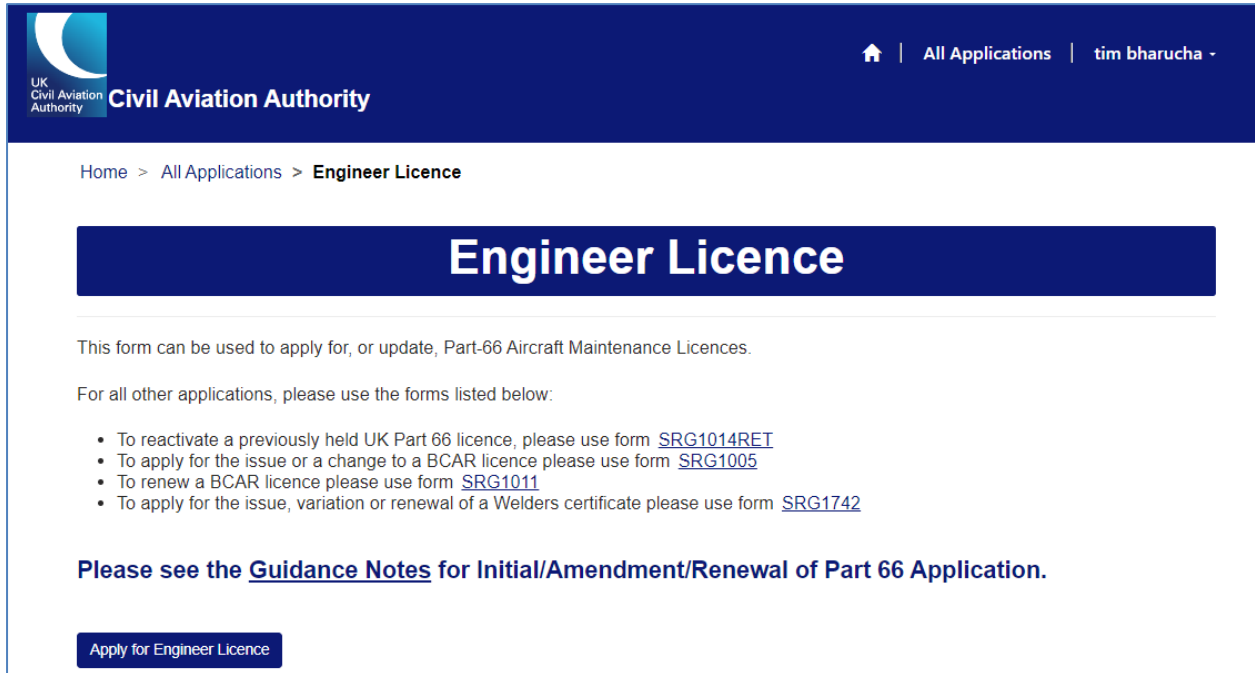
Answer: You may not have applied for the service, and it is therefore in the bottom part of the page. Click on that link and apply.

Question: I cannot find the engineer application type that I am looking for.

Answer: The form does not support BCAR or welders or re-activation of a previous part 66. Users should consult the website for the correct form to use.

4 Completing the AMEL form

4.1 Initial page



The screenshot shows the initial entry page for the Engineer Licence application form. At the top, there is a dark blue header with the UK Civil Aviation Authority logo on the left and navigation links for 'All Applications' and the user name 'tim bharucha' on the right. Below the header, a breadcrumb trail reads 'Home > All Applications > Engineer Licence'. A large dark blue banner with the text 'Engineer Licence' is centered. Below this, a paragraph states: 'This form can be used to apply for, or update, Part-66 Aircraft Maintenance Licences.' This is followed by the instruction: 'For all other applications, please use the forms listed below:' and a bulleted list of links: 'To reactivate a previously held UK Part 66 licence, please use form [SRG1014RET](#)', 'To apply for the issue or a change to a BCAR licence please use form [SRG1005](#)', 'To renew a BCAR licence please use form [SRG1011](#)', and 'To apply for the issue, variation or renewal of a Welders certificate please use form [SRG1742](#)'. A bolded instruction follows: 'Please see the [Guidance Notes](#) for Initial/Amendment/Renewal of Part 66 Application.' At the bottom left, there is a dark blue button labeled 'Apply for Engineer Licence'.

Figure 17 : Initial entry to application form.

Click the “Apply for Engineer Licence” button to start the ENL Application form.

4.2 Selecting an application

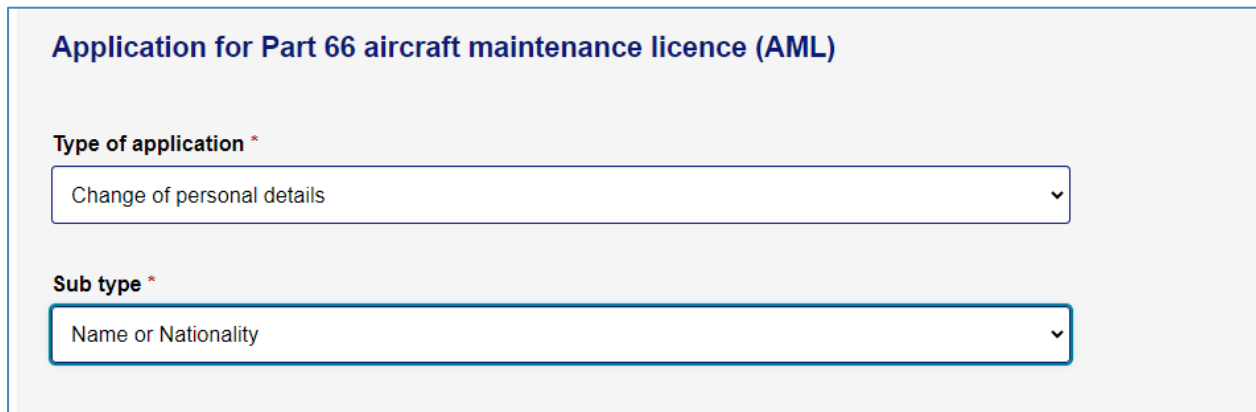
The first page allows you to select whether you are applying for an initial application, renewal or other amendment options.

Figure 18 : Start page of the form.

Using the dropdown box select the Type of application that is required.

Figure 19 : Select form type.

Amendment and Change of Personal Details applications also require a further selection in the Sub type dropdown box.



Application for Part 66 aircraft maintenance licence (AML)

Type of application *

Change of personal details

Sub type *

Name or Nationality

Figure 20 : Select form sub type.

For an Amendment application type, the sub types are additional category, removal of limitations from basic licence, removal of limitations from type ratings, and type rating.

For Change of Personal Details application type, the sub types are address, and name or nationality.

For Initial, Renewal and Replacement application types, sub types are not applicable.

Once you complete the first page, subsequent logins will bring you straight to the draft form on which you are working.

4.3 Notes page

The next page presents guidance information for the specific form type selected, including What is this form for?, What documents do I need?, How much will it cost me? and How can I get help?.

Engineer Licence - Initial AML

Start ✓ **Notes** Application Details Applicant Employment Categories & Ratings Experience Attachments

Declaration Summary Billing

Before You Begin

What is this form for?

This application allows you to apply for an Initial UK Part 66 Aircraft Maintenance Licence.

For detailed information on the requirements you must meet to apply for a UK Part 66 Aircraft Maintenance Licence (AML), please refer to our webpage [Apply for a UK Part 66 Aircraft Maintenance Licence](#)

Completion of this form will require input of information from a variety of sources. You can save a partially completed application and return to it at a later date.

What documents do I need?

Our webpage [Apply for a UK Part 66 Aircraft Maintenance Licence](#) lists the documents you will be asked to upload as part of this application.

For guidance on who can certify your documents and acceptable formats, please refer to our webpage [Supporting documentation for Engineer licensing applications](#).

How much will it cost me?

The fee will be automatically calculated for you at the end of your application. To check the application costs in advance, please refer to our webpage [Apply for a UK Part 66 Aircraft Maintenance Licence](#)

How can I get help?

If you have any questions you can contact our licensing team:

- Email: eldweb@caa.co.uk
- Phone: 0330 022 1972 (Mon - Fri 08:30 - 16:30)

Previous Next

Figure 21 : Notes page.

4.4 Applicant details page

On pressing “Next”, you will be presented with the Applicant page.

If you have registered for other services on the portal, then the details you have associated with your CAA portal account will be retrieved and populated on the page. If this is the first service that you have registered for, then you will need to enter your details.

The screenshot displays the 'Applicant' tab in a navigation menu. Below the menu is a 'Billing' section. The main content area is titled 'General Information' and contains the following fields:

- CAA Reference Number:** A text input field containing '110881E'.
- Title:** A dropdown menu with 'Select' as the current selection.
- First Name *:** A text input field containing 'tim'.
- Family name *:** A text input field containing 'bharucha'.
- Date of Birth:** A date input field containing '06/06/2023' with a calendar icon to its right. A note above it reads: 'This should match the information on your ID document'.
- Town of Birth:** A text input field containing 'London'.
- Country of Birth:** A dropdown menu with 'Select' as the current selection.
- Nationality:** A dropdown menu with 'Select' as the current selection.

Figure 22 : Applicant details part 1.

AMEL Portal Forms User Guide

Personal Phone Number

Provide a telephone number

Permanent address

Address Line 1 *

Crawleyt

Address Line 2

Extra data in street 3

City *

London

County/State *

West Sussex

Country/Region *

United Kingdom

Postcode / ZIP

RH12 2HX

Figure 23 : Applicant details part 2.

AMEL Portal Forms User Guide

Same as Permanent address

Correspondence address

Address Line 1

city place

Address Line 2

Crawleyt

City

London

County/State

West Sussex

Country/Region

United Kingdom

Postcode / ZIP

RH12 2HX

[Previous](#) [Next](#)

Figure 24 : Applicant details part 3.

4.5 Employment page

Once the applicant details are completed, if you click on the “Next” button you will move to the next page and will be asked for your Employment details. You will also be asked for your current licence issue and expiry dates for Amendment, Change of Personal Details, Renewal and Replacement applications.

Home > All Applications > Engineer Licence > Engineer Licence

Engineer Licence - Initial AML

Start ✓ Notes ✓ Applicant ✓ **Employment** Categories & Ratings Experience Attachments Declaration Billing

Licence & Employer Details

Are you self-employed
 No Yes

Please enter the name of your current employer or write 'contractor', 'self-employed', etc.
Organisation Name for current employer

Employer Address Line 1

Employer Address Line 2

Employer Address - City

Employer Address - County/State

Employer Address - Country

Employer Address Post code

Employer Contact Number

Maintenance Organisation Approval Reference

Date employment commenced

Figure 25 : Employment details.

4.6 Categories and Rating

For initial and amendment applications, you will be presented with the categories and ratings page. Here you can select any of the categories for which you are applying.

The screenshot displays the 'Categories & Ratings' page in the AMEL Portal. At the top, there is a navigation bar with tabs for 'Start', 'Notes', 'Applicant', 'Employment', 'Categories & Ratings' (which is active), 'Experience', 'Attachments', and 'Declaration'. Below this, there are sub-tabs for 'Summary' and 'Billing'. The main content area is titled '2. Categories and Ratings' and includes a 'Guidance Notes' link. The notes state: 'Please select the categories you are applying for. Do not select categories you already hold as this will affect the application fee.' Below the notes is a list of categories with checkboxes:

- Aeroplane Turbine (A1)
- Aeroplane Turbine (B1.1)
- Aeroplane Piston (A2)
- Aeroplane Piston (B1.2)
- Helicopter Turbine (A3)
- Helicopter Turbine (B1.3)
- Helicopter Piston (A4)
- Helicopter Piston (B1.4)
- Avionics (B2)
- Avionics (B2L)
- Piston engine non-pressurised aeroplanes of 2000kg MTOM and below (B3)
- Complex motor-powered aircraft (C)
- Aircraft other than complex motor-powered aircraft (C)

Below this list, there is a section titled 'Choose L licence categories' with the following options:

- L1C: Composite sailplanes
- L1: Sailplanes
- L2C: Composite powered sailplanes and composite E
- L2: Powered sailplanes and ELA1 aeroplanes
- L3H: Hot-air balloons
- L3G: Gas balloons
- L4H: Hot-air airships
- L4G: ELA2 gas airships
- L5: Gas airships other than EIA2

Figure 26 : Entering categories.

In addition, you can choose to apply for type ratings by selecting 'Yes' for the question 'Are you also applying for a type rating?'. When entering type ratings, use the "Add" button to create an entry in the list of type ratings for which you are applying. Each type rating will be shown as a separate line on the table.

AMEL Portal Forms User Guide

Are you also applying for a type rating?
 No Yes

2.4 Type / Rating Endorsements

Please add the type ratings you are applying for. Do not add any type ratings you already hold as this will affect the application fee.

LIST FULL AIRFRAME/ENGINE COMBINATION(S) (If applicable)
LIMITATION REMOVAL ((Detail Basic & Type Limitations for removal)

Please specify each type rating with the engine variant individually as the fee will be applied per type rating to be endorsed on the licence. For example 'Airbus A318/A319/A320/A321 (CFM56)' and 'Airbus A319/A320/A321 (CFM LEAP-1A)' should be listed separately.

If the engine variants are not listed separately, you will be contacted for further payment upon application assessment.

The most current type rating list can be found in SRG1782: [UK Part-66 Type Rating List](#).

Type/Rating ↑	Created On	
A320	20/10/2024 11:33 AM	▼
B345	20/10/2024 11:33 AM	▼

Figure 27 : Entering Type rating.

4.6.1 Examination and training credits

On the categories and ratings page there is also the option to select the examinations and training credits that you have completed.

2.5 Examination and training credits

- Other
- 1 Mathematics
- 2 Physics
- 3 Electrical Fundamentals
- 4 Electronic Fundamentals
- 5 Digital Techniques/Electronic Instrument Systems
- 6 Materials and Hardware
- 7A Maintenance Practices - Multi-choice
- 7A Maintenance Practices - Essay
- 7B Maintenance Practices - Multi-choice
- 7B Maintenance Practices - Essay
- 8 Basic Aerodynamics
- 9A Human Factors - Multi-choice
- 9A Human Factors - Essay
- 9B Human Factors - Multi-choice
- 9B Human Factors - Essay
- 10 Aviation Legislation - Multi-choice
- 10 Aviation Legislation - Essay
- 11A Turbine Aeroplane Aerodynamics, Structures and Systems
- 11B Piston Aeroplane Aerodynamics, Structures and Systems
- 11C Piston, Aeroplane Aerodynamics, Structures and Systems
- 12 Helicopter Aerodynamics, Structures and Systems
- 13 Aircraft Aerodynamics, Structures and Systems
- 14 Propulsion
- 15 Gas Turbine Engine
- 16 Piston Engine
- 17A Propeller
- 17B Propeller
- 1L
- 2L
- 3L
- 4L
- 5L
- 6L
- 7L
- 8L

Figure 28 : Selecting examinations and training credits – Part 1.

AMEL Portal Forms User Guide

The screenshot shows a web form with the following elements:

- Four unchecked checkboxes labeled 9L, 10L, 11L, and 12L.
- A heading: "I wish to claim the following Training credits".
- A dropdown menu with the text "Select" and a downward arrow.
- A question: "Have you completed training with a non-UK training organisation ?".
- A link: "▶ [Need help?](#)".
- Two radio buttons: "No" (which is selected) and "Yes".
- Two buttons at the bottom: "Previous" and "Next".

Figure 29 : Selecting examinations and training credits – Part 2.

You can select multiple examination credits and you can claim basic and military training credits by selecting the appropriate option.

You will also be asked to confirm if you have completed any training with a non-UK training organisation.

4.7 Experience page

The experience page collects information from you on the experience you have gained for your application. You can use the “add experience” button to add additional experience records for the application.

Note that a warning box is displayed if you do not select experiences relevant to the type of licence for which you have applied.

Start ✓ Notes ✓ Applicant ✓ Employment ✓ Categories & Ratings ✓ **Experience** Attachments Declaration

Billing

Experience

[► Guidance Notes](#)

3.0 Summary of on-aircraft experience

Not applicable for CATEGORY C or Part-66 renewal applications

ENL aircraft experience [Add experience](#)

ENL licence	From ↑	To	Aircraft	Engines & Equipment	Description of work	
AML-ENL-001268	31/07/2023	02/08/2023	B777	prop	major overhaul	▼

3.1 Experience gained on

(B1.2, B3 & L applications only)

- Metal tubing structure covered with fabric aircraft (Part-66 01)
- Composite structure aircraft (Part-66 02)
- Metal structure aircraft (Part-66 03)
- Pressurised aircraft (Part-66 04)
- Wood structure & fabric aircraft (Part-66 05)
- Other than ELA1 gas balloons (Part-66 06)
- Complex tasks & standard changes (Part-66 07)
- Commercial air transport (Part-66 08)
- ELA1 aeroplanes (Part-66 09)
- 1 year experience derogation (L Licence only)

3.2 Demonstrated on aircraft skills contained within the work records

(As applicable, tasks typically recorded within Sec 3.1 of CAP 741)

- Avionic LRU's
- EWIS, CDCCL, AL, AWL tasks
- Troubleshooting
- Removal and installation of components
- Electrical hand skills, wiring, crimping, connective devices, simple test equipment
- Avionic systems
- Propeller(s)
- Metal structure aircraft damage assessment & repair
- Composite structure aircraft damage assessment & repair
- Wood structure & fabric aircraft damage assessment & repair
- Metal tubing structure covered with fabric aircraft damage assessment & repair
- Review of aircraft technical log & records demonstrating AD/SB, special instructions compliance

Please note you haven't stated you have demonstrated the following –

- Avionic LRU's
- EWIS, CDCCL, AL, AWL tasks
- Removal and installation of components
- Review of aircraft technical log & records demonstrating AD/SB, special instructions compliance

Not demonstrating these skills in your work record may result in your application being rejected during assessment and may in turn incur a fee

Previous Next

Figure 30 : Experience page.

4.8 Attachment page

The attachment page will ask for mandatory and non-mandatory attachments based on the type of licence for which you have applied.

Engineer Licence - Initial AML

Start ✓	Notes ✓	Applicant ✓	Employment ✓	Categories & Ratings ✓	Experience ✓	Attachments	Declaration
Summary		Billing					

Attachments to upload

Refresh List

[▶ Guidance Notes](#)

Supporting Document(s)

Details on the acceptable format and certification of documents can be found at the following CAA website page: [Supporting documentation for Engineer licensing applications](#)

The maximum file size for upload is: 50MB
The following file types are accepted: JPEG, TIFF, PDF, Word Document, PNG, JPG
If you need to edit the document you have uploaded, you can click 'Upload/Edit' and delete the file you have uploaded and replace it.
You can also upload more than one file against each document requested by clicking on 'Upload/Edit' and attaching another file.

Mandatory Attachments

Description ↑	File Name	
A certified copy of Part 147 Basic Training Course Certificate	attachment form.png	Upload/Edit
A copy of the EU/EASA Organisation Approval Certificate (Form 11)	app form.png	Upload/Edit
Certified copies of exam certificates	attachment form.png	Upload/Edit
Certified copies of logbooks/worksheets	CA5.pdf	Upload/Edit
Proof of your ID (This can be a certified copy of your valid passport/full UK photographic driving licence, or a close up photo of you holding your ID in which your face and ID are clearly visible)	attachment form.png	Upload/Edit
Recommendation Form (SRG1029)	CA5.pdf	Upload/Edit

Figure 31 : Mandatory attachments completed.

You are required to upload a document using the Upload/Edit button against each of the required documents, this allows you to choose a file from your local device to upload.

It is possible to edit or delete a file using the Upload/Edit button if one has been uploaded in error. It is also possible to upload multiple attachments for each document requested.

AMEL Portal Forms User Guide

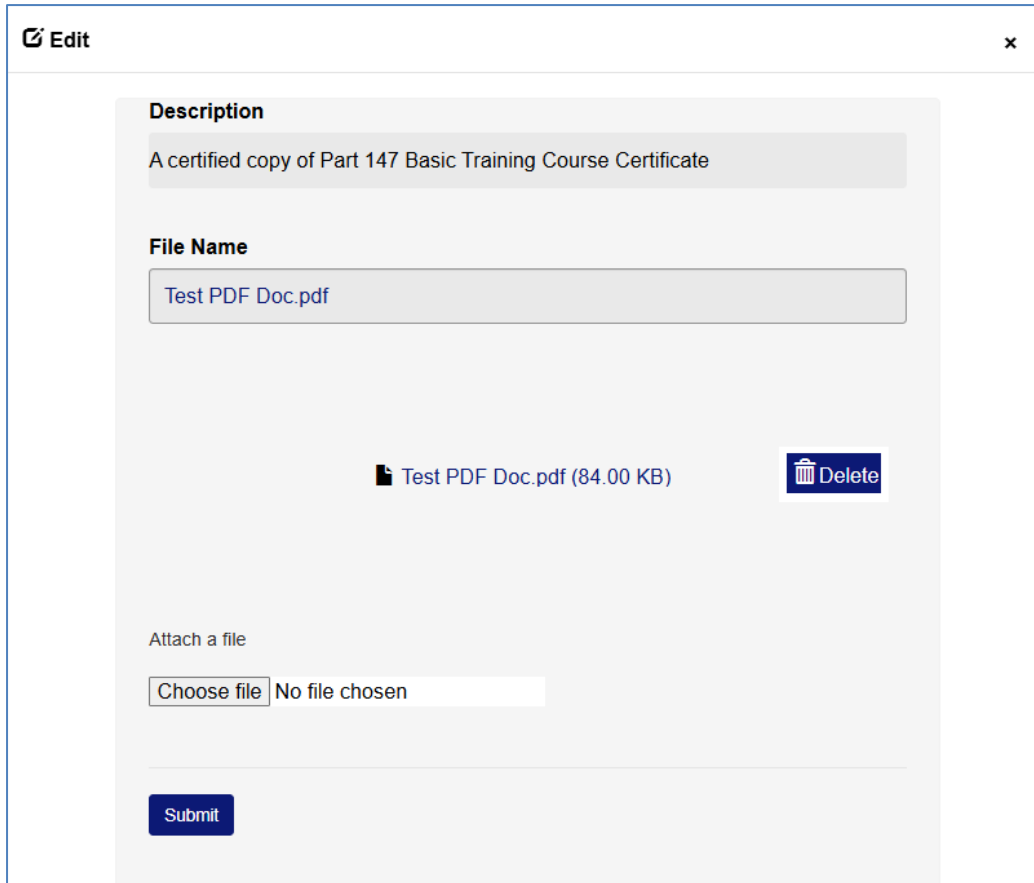


Figure 32 : File upload facility.

There is also an option to submit other documents if required under the Optional Attachments section.

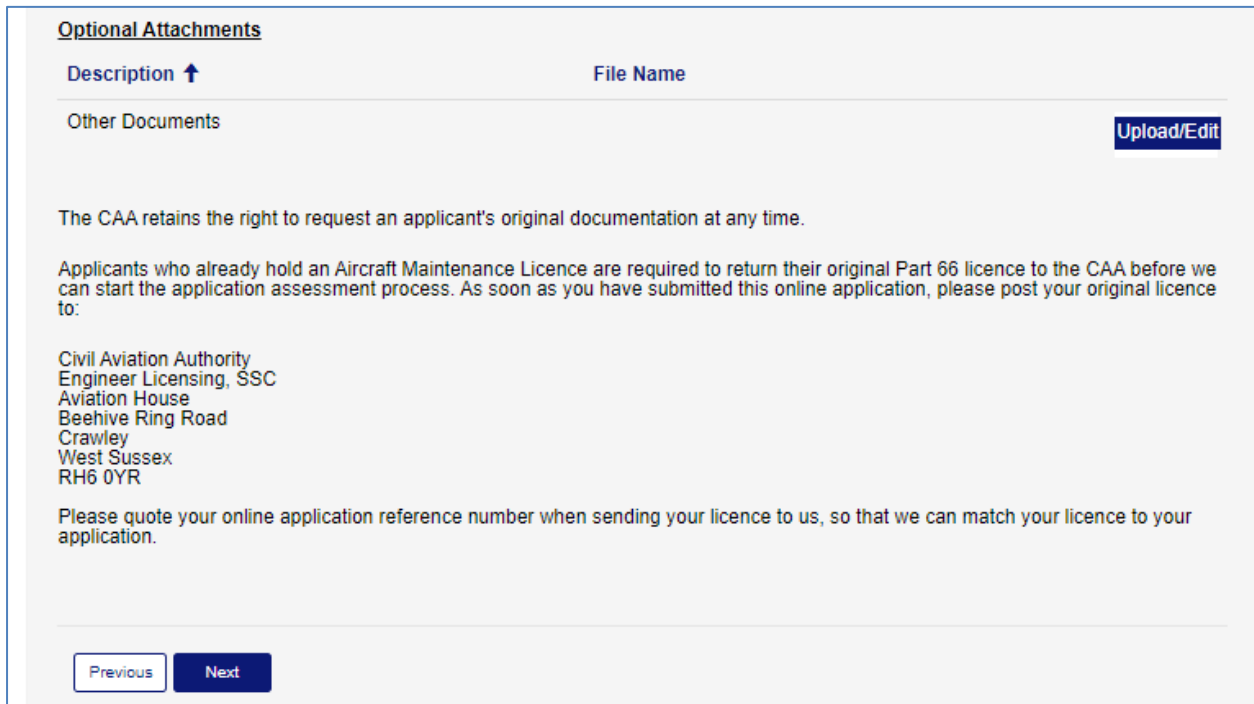


Figure 33 : Adding other documents.

4.9 Declaration page

The declaration page shows the fee for the application and also requests you to accept the terms of the application.

Start ✓ Notes ✓ Applicant ✓ Employment ✓ Categories & Ratings ✓ Experience ✓ Attachments ✓ Declaration

Summary Billing

Declaration

[► Guidance Notes](#)

False Representation Statement

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permissions or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both.

I declare that to the best of my knowledge all particulars entered within this application are accurate. *

No Yes

I confirm that I have never had a part-66 AML issued in another state which was revoked or suspended. *

No Yes

I also understand that any incorrect information could disqualify me from holding a Part-66 AML in addition to the false representation penalties highlighted above *

No Yes

As an existing licence holder and in accordance with Commission Regulation (EU) No. 1321/2014, Annex III (Part-66) you are required to submit your original current Part-66 aircraft maintenance licence to the issuing authority when applying to renew, change the scope of, or change the personal details on your Part-66 aircraft maintenance licence.

I agree to send my existing licence to the CAA, to the address shown below and understand that not doing this will delay the processing of my application form. *

No Yes I no longer have my original licence and will be submitting an application for a Replacement licence

To ensure applications are processed together, please tell us if you have recently submitted another Aircraft Maintenance Licensing application that has not yet been processed? *

No Yes I have another AML application in progress

I agree to pay any additional charges which may become apparent on assessment of this application, under the scheme of charges. *

No Yes

Figure 34 : Declaration page – part 1.

You must complete mandatory declarative statements and agree to terms to move to the next page.

AMEL Portal Forms User Guide

As an existing licence holder and in accordance with Commission Regulation (EU) No. 1321/2014, Annex III (Part-66) you are required to submit your original current Part-66 aircraft maintenance licence to the issuing authority when applying to renew, change the scope of, or change the personal details on your Part-66 aircraft maintenance licence.

I agree to send my existing licence to the CAA, to the address shown below and understand that not doing this will delay the processing of my application form. *

No Yes I no longer have my original licence and will be submitting an application for a Replacement licence

To ensure applications are processed together, please tell us if you have recently submitted another Aircraft Maintenance Licensing application that has not yet been processed? *

No Yes I have another AML application in progress

I agree to pay any additional charges which may become apparent on assessment of this application, under the scheme of charges. *

No Yes

By default, the CAA will send your licence to you by secure courier service. The charge for the secure courier will be determined by the country entered in the correspondence address and will be added to the charge for your application.

Should you decide that you do not wish to use the courier option, please select 'NO' and all documents will be returned by normal post (second-class) at no additional charge.

The CAA is not liable for any direct or consequential loss or delay that is caused by either postal or secure courier services. For further information see our [courier charges page](#).

If you are submitting more than one application to be processed by the CAA at the same time, please only select the courier option for your first application. Please select 'No +£0' for any subsequent applications. Your licence will still be returned by secure courier.

Do you wish to use our secure courier service? (+£20 UK, +£30 Europe, +£40 Worldwide) ?

No Yes

Fee Required

£ 1150.00

Figure 35 : Declaration page part 2.

4.10 Summary page

The summary page presents key aspects of your application for you to review before proceeding.

It serves as a reminder of what options you have selected and the attachments you have provided.

It is read-only and you can use the previous buttons to go back and change information in the application.

Start ✓ | Notes ✓ | Applicant ✓ | Employment ✓ | Categories & Ratings ✓ | Experience ✓ | Attachments ✓

Declaration ✓ | Summary | Billing

Summary

Please review your application summary below and make any changes before proceeding.

Application details

Type of application	Initial
Categories selected	Aeroplane Turbine (A1) L1C: Composite sailplanes

Attachments uploaded

Description ↑	File Name
A certified copy of Part 147 Basic Training Course Certificate	attachment form.png
A copy of the EU/EASA Organisation Approval Certificate (Form 11)	app form.png
Certified copies of exam certificates	attachment form.png
Certified copies of logbooks/worksheets	CA5.pdf
Proof of your ID (This can be a certified copy of your valid passport/full UK photographic driving licence, or a close up photo of you holding your ID in which your face and ID are clearly visible)	attachment form.png
Recommendation Form (SRG1029)	CA5.pdf

Type Ratings selected

Type/Rating ↑	Created On
A320	20/10/2024 11:33 AM
B345	20/10/2024 11:33 AM

Figure 36 : Summary page.

4.11 Billing page

This page presents the fee payable and confirmation of your billing details, before re-directing you to the payment screen.

Start ✓	Notes ✓	Applicant ✓	Employment ✓	Categories & Ratings ✓	Experience ✓	Attachments ✓
Declaration ✓	Summary ✓	Billing				

Payment Billing Details

I understand that the fee shown below is now payable, as per the CAA scheme of charges.
Please note this application will not be processed until the fee has been received.
The charge for this application is: £1,150.00

▶ [Need help?](#)

Following an assessment of your application, if the required documents or criteria are not met, your application may be rejected by the CAA and an [assessment fee](#) charged. This fee will be deducted from your payment and the remaining balance refunded to you. If you are unsure whether your application meets the required criteria, please visit our website for details of how to ensure that your application has all the information we need.

Your billing address details are shown below. To change them, please return back to the Applicant page and amend your permanent address.

Email
tim.bharucha@caa.co.uk

First Name
tim

Last Name
bharucha

Address Line 1
Crawleyt

Address Line 2
Extra data in street 3

Town or City
London

Postcode
RH12 2HX

Figure 37 : Billing page.

To proceed, press the “Pay and Submit” button. If you want to change information, navigate back within the application to change the details.

4.12 Payment pages

On the payment page the Payment Summary shows the total amount payable.

You can pay for your application using either of the accepted credit or debit card types. These are currently Visa and Mastercard.

Enter your long card number, expiry date and CVC number.

Your payment details are not stored by the CAA.

Enter card details

Payment summary



AML ENL Licensing

Total amount:

£380.00

Card number

Accepted credit and debit card types

Expiry date

For example, 10/25

Month Year

 /

Name on card

Card security code

The last 3 digits on the back of the card


 

Figure 38 : Gov.pay payment page 1.

The name on card and billing address details will be pre-populated with the details you entered in the Applicant page of the application form. These can be updated if required.

Billing address

This is the address associated with the card

Country or territory

Building number or name and street

Town or city

Postcode

Contact details

We'll send your payment confirmation here

Email

[Cancel payment](#)

Figure 39 : Gov-pay payment page 2.

4.13 Payment submission confirmation page

On entering your payment details and clicking “Continue”, you will be presented with the Confirm your payment page, which summarises the details entered in the previous page for you to review before confirming the payment.

CAA Payment Service

UK Civil Aviation Authority

Confirm your payment

Payment summary

AML ENL Licensing

Total amount:
£380.00

Card number	●●●●●●●●●●1111
Expiry date	08/23
Name on card	T Bharucha
Billing address	city place, Crawley, London, RH12 2HX, United Kingdom
Confirmation email	tim.bharucha@caa.co.uk

[Confirm payment](#)

[Cancel payment](#)

Figure 40 : Gov-pay confirm payment page.

At this point, you can cancel the transaction and exit or proceed by confirming the payment.

4.14 Payment confirmation page

On successful payment the Payment Completed page is presented. This confirms the application submission and payment has been successful.

Your application reference is also shown on this page.

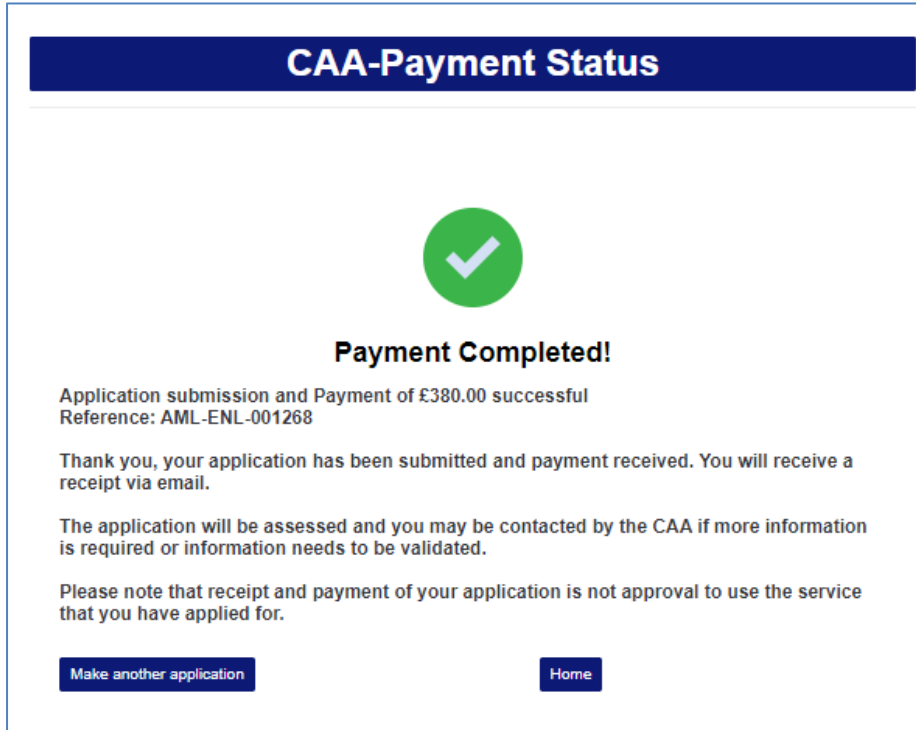


Figure 41 : Payment confirmation page.

You will also receive a payment confirmation email from the Gov.UK payment service.

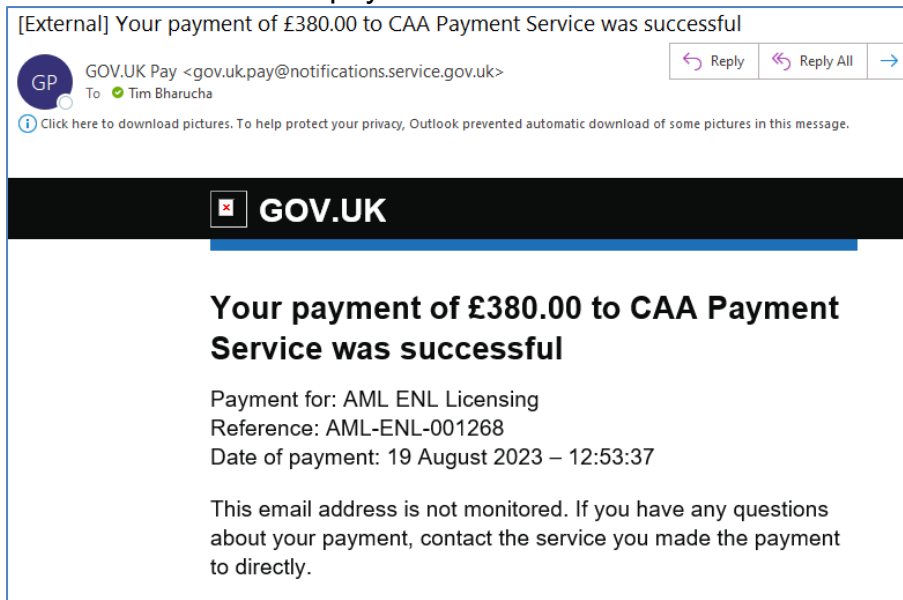


Figure 42 : Gov-pay email.

At this point, the application has now been submitted to our operational team. An email will be sent to you with details of the application reference and the expected timescales for processing.