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གཞི་རྒྱུ་མཁའ་ཆས་དང་སྐྱེལ་འདྲེན་ལྷན་ཁག། དཔལ་ལྷན་འགྲུག་གཞུང།

Bhutan Civil Aviation Authority
Ministry of Infrastructure & Transport
Royal Government of Bhutan



APPLICATION FOR INITIAL/AMENDMENT/RENEWAL OF BCAR-66 AIRCRAFT MAINTENANCE LICENCE (AML)

Please complete the form in BLOCK CAPITALS having read the guidance notes attached to this form.

1.0 APPLICANT INFORMATION: *(Do not leave any field blank, otherwise the case will be returned un-actioned)*

Name:	Email:
Nationality:	Mobile No.:
Date of Birth (dd/mm/yyyy):	Place of Birth:
Permanent Address:	
Present Address:	
<i>A copy of your Passport or Citizenship Identity Card (CID) must accompany your application as proof of identification if this is your FIRST application.</i>	

1.1 EMPLOYER DETAILS:

Name of Employer:	Date Employment Commenced:
Maintenance Organization Approval Reference:	Address:
Email Address:	Contact Number:

2.0 AML DETAILS: *(If applicable)*

License Number:	Date of Issue:	Date of Expiry:
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3.0 APPLICATION FOR: *(Tick as appropriate)*

Initial Issue of AML:	Type Rating Endorsements:	Renewal of AML:
Addition of (Sub)Category:	Removal of Limitations (Basic):	Removal of Limitation (Type):
Change of Applicant Details:	Replacement:	Any Other Change:

3.1 (SUB)CATEGORIES: (Tick as appropriate)					
	A	B1	B2	B3	C
Aeroplane Turbine	A1	B1.1	N/A	N/A	N/A
Aeroplane Piston	A2	B1.2	N/A	N/A	N/A
Helicopter Turbine	A3	B1.3	N/A	N/A	N/A
Helicopter Piston	A4	B1.4	N/A	N/A	N/A
Avionics	N/A	N/A		N/A	N/A
Piston engine non-pressurized aeroplanes of MTOM of 2000 kg & below	N/A	N/A	N/A		N/A
Complex motor-powered aircraft	N/A	N/A	N/A	N/A	
Aircraft other than complex motor-powered aircraft	N/A	N/A	N/A	N/A	

3.2 TYPE/RATING ENDORSEMENT(S): (If applicable)	
Category	Type/rating endorsement as per Appendix I to AMC to BCAR-66

3.3a REMOVAL OF LIMITATION FROM BASIC LICENSE: (Enclose all relevant certificates)	
Limitations to be removed	List examination(s) completed

3.3b REMOVAL OF LIMITATIONS FROM TYPE(S): <i>(Enclose all relevant certificates)</i>	
List Aircraft Type/Series Engine	Limitations to be Removed

3.4 EXPERIENCE (if applicable):	
Knowledge/Experience credit for BCAR-147 training <input type="checkbox"/> <i>(only tick this box if you have attended a BCAR-147 approved basic training course)</i>	
Organization Name:	Course Title:
Course completion date:	Certificate number:
Other Experienced Applicants <i>(Only tick this box if you have not attended BCAR-147 approved basic training)</i> <input type="checkbox"/>MonthsYear	
Examination credits for equivalent exam certificates <i>(Examination credit report will be required):</i>	
Experience credit due to being a skilled worker (Refer BCAR-66.A.30):	

3.5 BASIC EXAMINATIONS COMPLETED: <i>(Applicable to basic category / sub category / limitation removal). Tick the applicable basic examinations completed. Please enclose all relevant certificates.</i>						
Number of Basic Examinations Completed:						
Module			Module			
1	Mathematics		9	Human Factors	MCQ	
					Essay	
2	Physics		10	Aviation Legislation	MCQ	
					Essay	
3	Electrical Fundamentals		11	Turbine Aeroplane Aerodynamics, Structures and Systems		
4	Electronic Fundamentals		12	Helicopter Aerodynamics, Structures and Systems		
5	Digital Techniques/Electronic Instrument Systems		13	Aircraft Aerodynamics, Structures and Systems		
6	Materials and Hardware		14	Propulsion		
7	Maintenance practices	MCQ		15	Gas Turbine Engine	
		Essay		16	Piston Engine	
8	Basic Aerodynamics		17	Propeller		

4.0 SUMMARY OF APPLICANT'S ON-AIRCRAFT EXPERIENCE: *(Not applicable for Category C or BCAR-66 renewal applications).*

Dates		Aircraft Type	Engine(s) and/or Equipment	Description of work experience <i>(Details of experience should include the category of such experience i.e. A, B1, B2 or C)</i>
From	To			

4.1 EXPERIENCE GAINED ON: *(Applicable to B1.2 and B3 Initial Issues only)*

Aeroplanes with metal tubing covered fabric	
Composite structure aeroplanes	
Metal structure aeroplanes	
Pressurized aeroplanes	
Wooden structure aeroplanes	

4.2 DEMONSTRATED ON-AIRCRAFT SKILLS CONTAINED WITHIN THE WORK RECORDS: <i>(As applicable, tasks typically recorded within Sec 3.1 of AME Logbook published by BCAA)</i>		
Avionic LRU's		As applicable to the Licence applied for
EWIS, CDCCL, AL, AWL tasks		
Troubleshooting		
Removal & 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		

5.0 RECOMMENDING SIGNATORY REVIEW: <i>(not required for Part-66 renewal)</i>	
<i>Application to be reviewed and this section completed by the recommending signatory only.</i> <i>Non-Applicable sections shall be annotated "N/A"</i>	
5.1 EXAMINATIONS (BASIC)	
The examination certificates (BCAA Form 148) have been reviewed and are fully compliant with BCAA requirements: <ul style="list-style-type: none"> • <i>Issue number correct and certificate is valid</i> • <i>Correct knowledge level</i> • <i>Training delivered is clearly identified (Examination Only, Basic Training Course Only, Basic Training Course and Examinations)</i> • <i>Supply original certificates or certified true copy</i> 	<input type="checkbox"/>
5.2 EXAMINATIONS (TYPE)	
The examination certificates (BCAA Form 149) have been reviewed and are fully compliant with BCAA requirements. <ul style="list-style-type: none"> • <i>Issue number correct and certificate is valid</i> • <i>Correct knowledge level</i> • <i>Training delivered is clearly identified and both theory and practical training is included</i> • <i>Supply original certificates or true certified copy</i> 	<input type="checkbox"/>

5.3 EXAMINATIONS (TYPE – AIRCRAFT DIFFERENCES TYPE APPLICATIONS)	
License is endorsed with the aircraft type rating from which the differences are being identified	<input type="checkbox"/>
Completed the type training requirements for the aircraft type rating from which the differences are being identified	<input type="checkbox"/>
The certificate(s) shall identify whether the interface areas have been covered.	<input type="checkbox"/>
5.4 CATEGORY ‘C’ LICENCE	
Complex Motor – Powered Aircraft	<input type="checkbox"/>
Or	<input type="checkbox"/>
Aircraft other than Complex – Motor Powered Aircraft	<input type="checkbox"/>
Support Staff experience requirement as defined in BCAR-66.A.30 (3) has been verified	<input type="checkbox"/>
Record the applicant’s duration of base maintenance experience (<i>in months</i>) AMC 66.A.30(a)(2)	<input type="checkbox"/>
Original or certified true copies of applicant’s company authorizations to be supplied to support the application. (<i>Ensure the full duration is demonstrated on these documents</i>)	<input type="checkbox"/>
5.5 ON THE JOB TRAINING (OJT) (<i>first in category / sub category type applications. Mandatory for aircraft classified Group 1</i>)	
Organisation has been approved by the BCAA to deliver OJT	<input type="checkbox"/>
Compliance report to support the OJT	<input type="checkbox"/>
OJT logbook / worksheets verified & supplied with application	<input type="checkbox"/>
Sufficient quantity and diversity of OJT completed IAW MOE approval	<input type="checkbox"/>
OJT shall have been completed and started within the 3 years preceding the application	<input type="checkbox"/>
OJT contains only applicable tasks for the type rating applied for	<input type="checkbox"/>
5.6 WORK EXPERIENCE & RECORDS	
Applicant satisfies the minimum duration of on aircraft experience (BCAR-66.A.30 (a), (e), AMC 66.A.30(a)(4), (5), AMC 66.A.30(e)) for the rating applied for (Only work on operational aircraft will be acceptable)	<input type="checkbox"/>
Application is compliant with the recent experience requirement (BCAR-66.A.30(d))	<input type="checkbox"/>
Experience within the work record is consistent with no large gaps of inactivity (typically over 2 months)	<input type="checkbox"/>
Recorded tasks shall clearly show the aircraft, registration, job number/work order/technical log reference (as applicable) and countersigned by certifying staff	<input type="checkbox"/>
Is there within the logbook a list of the supervisors/signatories to show licence numbers/authorisation stamp numbers where signature and licence number has not been recorded.by certifying staff member.	<input type="checkbox"/>
Work tasks have been clearly recorded to give the reader a clear understanding of the work performed, in ATA chapter order , with AMM/FIM/SRM references included as applicable and sufficient quantity and diversity of tasks within the systems has been demonstrated	<input type="checkbox"/>
Applicant is clearly identified on each page of the work records and whenever possible arranged in system/chapter/ATA order	<input type="checkbox"/>

6.0 APPLICATION DECLARATIONS

** Applicant Declaration

I am applying for initial issue ☐ amendment ☐ renewal ☐ replacement ☐ of BCAR-66 AML as indicated.

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

I confirm that:

I never had an AML issued in another ICAO Contracting State which was revoked or suspended. ☐

I also understand that any incorrect information could disqualify me from holding a BCAR-66 AML. ☐

I enclosed the proof of payment (fees/charges) payable on application in accordance with the Bhutan Air Navigation Regulations (Section 12) 2021, as amended & I agree to pay any additional charges which may become payable in respect of this application. ☐

Name:

Signature:

Date of Signature:

Note: It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence, whether for that person or any other person.

** Recommending Signatory Review Declaration – (not required for BCAR-66 renewal)

I hereby certify that a review of the applicants work records, examinations and supporting documents as been completed by myself (individual named below) and the application is satisfactory and meets the requirements of BCAR-66 and I hereby endorse the application for the following (*Enter what you are endorsing this application for below*):

I support the above Engineer's application for the following:

.....
.....

Name:

Signature:

Date of Signature:

Organization Approval Number:

7.0 DOCUMENTS SUBMITTED:	
Original BCAR-66 aircraft maintenance licence (if an existing BCAR-66 licence holder)	<input type="checkbox"/>
Copy of your Passport/CID Card	<input type="checkbox"/>
Original/Certified true copies of Exam Credits	<input type="checkbox"/>
Original/Certified true copies of Approved BCAR-147 Certificates of Recognition	<input type="checkbox"/>
Original/Certified true copies of Logbook/Work records	<input type="checkbox"/>
Original/Certified true copy of Company Authorisation for Category 'C' issue (Ensure copies submitted indicate the full duration, especially if several issues of the authorisation have been in effect)	<input type="checkbox"/>
Should the need arise the BCAA retains the right to request the original document if it is deemed necessary to complete the application.	<input type="checkbox"/>
Enclose receipt of the charges payable on application in accordance with the Bhutan Air Navigation Regulations 2021 (Section 12), as amended.	<input type="checkbox"/>
Please handover your completed application and supporting documentation as explained in page 9, 10 and 11 to: Personnel Licensing Section Flight Safety Division Bhutan Civil Aviation Authority Paro Airport	

GUIDANCE NOTES, PAYMENT FORM AND SUBMISSION INSTRUCTIONS

Guidance Note 1: Introduction

- All sections of the application form must be completed by the applicant. Any section that is not applicable should be marked as “N/A.”
- BCAA will not accept applications that are incomplete or submitted without a duly filled BCAA Form 19. Applicants are required to visit the BCAA office only after duly completing the BCAA Form 19.
- For initial applications, applicants must submit a coloured passport-size photograph in formal attire (Gho or Kira for Bhutanese applicants) along with a scanned signature.
- The application form must be completed in **BLOCK CAPITAL LETTERS**.
- Submitting a clear and accurately completed application form, together with all relevant supporting documents, will facilitate timely processing of licences, ratings, and certificates, minimising the risk of errors, rejections, or delays.
- Renewal applications must be submitted at least one month prior to the licence expiry date.
- A minimum of 10 working days after the receipt of application shall be allowed before you may query about your application.
- Applicants are advised to refer to BCAR-66, available on the BCAA website and other applicable BCAA regulations to ensure compliance with all relevant requirements for their application.

Please note that failure to submit a correctly completed application form, with the required supporting documents will lead to the return of your application.

Guidance Note 2: Certifiers of Identification

The following individuals may act as ‘certifiers of your identity’.

- Nominated person of your organization (BCAR-145/147) (for Aviation Certificates and ID Documents)
- Quality department staff (for Aviation Certificates and ID Documents)
- Official bodies such as lawyers who provide this service. (for ID Documents Only)

Instructions for the certifier of your Aviation Certificates and ID document are as follows:

- Insert on each copy page to be enclosed with the application: *‘I have seen the original document and I certify that this is a complete and accurate copy of the original’.*
- Insert signature and date.
- Certifier’s name must be printed in block capitals.
- Must include position or capacity, e.g., Nominated Person of a BCAR-145/147 Organization

Guidance Note 3: Sections of the Form Explained

SECTION 1.0 APPLICANT INFORMATION

To be completed in all cases.

SECTION 1.1 EMPLOYER DETAILS

Please enter details of your current employer, including the organization’s Approval Number.

SECTION 2.0 AML DETAILS

This section must be completed in all cases except for the initial AML application.

SECTION 3.0 APPLICATION FOR

Applicant must tick the type of applications applied for.

SECTION 3.1 (SUB)CATEGORIES

Applicant must tick the relevant (sub)categories of the Licence. Please refer to BCAR-66.A.3 for further guidance and necessary information.

SECTION 3.2 TYPE/RATING ENDORSEMENT(S)

For type rating(s) endorsement, please list the individual types by airframe/engine combination. The applicant must refer to BCAR-66.A.45 and Appendix I to AMC to BCAR-66 for further guidance and necessary information.

SECTION 3.3a REMOVAL OF LIMITATION FROM BASIC LICENSE

Refer Guidance Material On Conversion Of BAR-AMEL to BCAR-66, available on the [BCAA website](#) for guidance and necessary information.

SECTION 3.3b REMOVAL OF LIMITATIONS FROM TYPE(S)

Refer Guidance Material On Conversion Of BAR-AMEL to BCAR-66, available on the [BCAA website](#) for guidance and necessary information.

SECTION 3.4 EXPERIENCE

Refer BCAR-66.A.30 for necessary information and further guidance.

SECTION 3.5 BASIC EXAMINATIONS COMPLETED

Please tick the basic examination modules completed pertaining to the (sub)category requested. Refer BCAR-66.A.25 and Appendix I and II to the BCAR-66 for further guidance and necessary information.

SECTION 4.0 SUMMARY OF APPLICANT'S ON-AIRCRAFT EXPERIENCE

Enter a summary of any experience that is relevant to the application in this section. This section must be completed. Other documents may be used but they must be referenced here. Certified true copies of original experience documents must be submitted. Required maintenance experience shall be written up in a manner that the reader has a reasonable understanding of where, when and what maintenance constitutes the experience. Cross referencing experience to logbooks/work records submitted is unacceptable. A brief summary of experience relevant to the application will be required.

SECTION 4.1 EXPERIENCE GAINED ON

Tick the appropriate box on which the experience has been gained. This section is only applicable for B1.2 and B3 initial application.

SECTION 4.2 DEMONSTRATED ON-AIRCRAFT SKILLS CONTAINED WITHIN THE WORK RECORDS

Tick the appropriate box pertaining to your application.

SECTION 5.0 RECOMMENDING SIGNATORY REVIEW

The review should be completed by the individual designated by your company. The company shall hold certification privileges (typically BCAR-145/M.F organisations), normally this would be a member of the quality department or similar. The review shall be carried out by the signatory and must not be delegated to the applicant or any other individual.

SECTION 6.0 APPLICATION DECLARATIONS

This section must be completed after reviewing all information entered on the application form. By signing the declaration you are confirming that all of the information is correct and true.

SECTION 7.0 0 DOCUMENTS SUBMITTED

Tick the appropriate box pertaining to your application.

Guidance Note 4: Payment Instruction

Payment of the applicable fees and charges shall be made to the [Cluster Finance Office](#), Paro, Ministry of Finance, in accordance with Section 12 of the Bhutan Air Navigation Regulations 2021, as amended.

Proof of payment must be submitted together with the application. Applications submitted without evidence of the required fees and charges will not be taken up for review by BCAA.

All the fees and charges are non-refundable.

Guidance Note 5: Query

Before reaching out to the BCAA with any inquiries, applicants are advised to consult the BCAA website at <http://www.bcaa.gov.bt> for comprehensive licensing information. If the required information is not available online, you may contact the BCAA via email at airworthiness@bcaa.gov.bt or pel@bcaa.gov.bt.