

PLEASE NOTE FAXED COPIES WILL NOT BE ACCEPTED

PART-66 AIRCRAFT MAINTENANCE LICENCE – APPLICATION FOR WRITTEN EXAMINATION
Please complete this form (Sections 1 – 7 incl.) in block capitals using black or dark blue ink.

1.	Personal Details (All sections must be completed – payroll number excepted for external applicants)			
Surname:		Forename(s) & Initials:		
Nationality:		Date of Birth:		
Town of Birth:		Country of Birth:		
Permanent Address (inc postcode):			Telephone No:	
			Alternative No:	
			Email:	
			VAA Payroll No:	

2.	Examination Venue and Date		
Please indicate which exam venue you require. If in the UK, The Base is our main exam venue			
The Base (LGW):	<input type="checkbox"/>	Other (please state):	<input type="checkbox"/>
Date Required:		Time:	09:00 <input type="checkbox"/> 13:30 <input type="checkbox"/>

3.	Category/Sub-category of Examination		
Please complete a separate form for each module applied for (tick appropriate category box).			
Category	A	B	Please complete Section 5. (Overleaf) if applicable.
Aeroplane Turbine	A1 <input type="checkbox"/>	B1-1 <input type="checkbox"/>	B1-1 Conversion <input type="checkbox"/>
Avionic	N/A	B2 <input type="checkbox"/>	(Modules 3, 7 & 11 only)

4.	Examination Papers						
Please tick box against the module you wish to take at this examination							
Module		VAA Use	VAA Use	Module		VAA Use	VAA Use
		✓	Paper No	✓	Paper No	✓	%
1.	Mathematics			10.	Aviation Legislation		
2.	Physics			11.	Aeroplanes Aerodynamics, Structures And Systems		
3.	Electrical Fundamentals			12.	Helicopter Aerodynamics Structures And Systems		
4.	Electronic Fundamentals			13.	Aircraft Aerodynamics, Structures And Systems		
5.	Digital Techniques / Electronic Instrument Systems			14.	Propulsion		
6.	Materials and Hardware			15.	Gas Turbine Engines		
7.	Maintenance Practices			16.	Piston Engine		
8.	Basic Aerodynamics			17.	Propeller		
9.	Human Factors			ESSAY	All Modules		
					Aviation Legislation		
					Maintenance Practices		
					Human Factors		

5.	Additional Information:
I am applying to take examinations to convert from a BCAR Section L to a Part-66 Licence.	<input type="checkbox"/>
I am applying to take examinations to remove limitations from my Part-66 Licence.	<input type="checkbox"/>
I hold a Part-66 Licence in a different Category to the examinations for which I am applying.	<input type="checkbox"/>

6.	Payment Methods – Cheque or Debit/Credit Card Only
FOR PAYMENT BY CREDIT CARD PLEASE USE FORM ETS001	

7.	Declaration of Applicant
I declare that the information provided in this form is correct.	
Signature: _____	Date: _____

8.	Submission Instructions (see Guidance Notes).	
Send your completed application form to: Examination Administrator, Engineering Training School, The Base, Fleming Way, Crawley, West Sussex, RH10 9LX.	All paying applicants must enclose a photocopy of their passport and bring the original to the examination for identification purposes.	

9.	VAA Engineering Training use only			
Certificate issued <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	90 days penalty <input type="checkbox"/>	% <input type="checkbox"/>
Name of person administering the result:		Name of person issuing Certificate/Letter		
Date of Action:		Date of Action		

10.	VAA Engineering Training use only			
Spreadsheet updated: <input type="checkbox"/>	Date:	Training Nominations updated: <input type="checkbox"/>	Date:	
Jl's E-mailed <input type="checkbox"/>	Date:	E-mail acknowledgement sent: <input type="checkbox"/>	Date:	

EASA PART-66 AD-HOC EXAMS - THE BASE

Dates for 2012

Month	Date	AM/PM	Time	Applications Close
January	26 th	Both	0900 & 1330	5 th Jan
February	23 rd	Both	0900 & 1330	2 nd Feb
March	22 nd	Both	0900 & 1330	1 st Mar
April	26 th	Both	0900 & 1330	5 th Apr
May	31 st	Both	0900 & 1330	10 th May
June	28 th	Both	0900 & 1330	7 th Jun
July	26 th	Both	0900 & 1330	5 th Jul
August	30 th	Both	0900 & 1330	9 th Aug
September	27 th	Both	0900 & 1330	6 th Sep
October	25 th	Both	0900 & 1330	4 th Oct
November	29 th	Both	0900 & 1330	8 th Nov

1. Numbers will be restricted to 20 per sitting on a first payment/first served basis.
2. Virgin Atlantic Airways employees are entitled to examinations at a cost of £30 per examination. Successful attempts will result in the payment fee being refunded/returned.
3. Private/Contractor/External Candidates will be charged £35 per examination.

Booking procedure (VAA Staff only)

1. Check exam date(s) availability on shared "P" or "S" drive (P:\Engineering Training Course Nominations\EASA Part 66 ADHOC EXAMS 2012) or the ETS Intranet site. Download/Print VAA Form 19 from P:\Engineering Training Course nominations\EASA PART 66 AD-HOC EXAMS 2012) – **(a separate form 19 and cheque/credit card payment is required for each exam requested in the event on multiple bookings.)**

Booking procedure (All applicants including VAA staff).

2. Complete the cheque/card details section (6) of the VAA Form 19. Failure to complete this section will result in rejected application. **Cheques must be made payable to Virgin Atlantic Airways.**
3. Forward completed VAA Form 19 together with a payment form or cheque for £30/£35 as required to the Examination Administrator, Engineering Training School, 1st Floor, The Base, Fleming Way, Crawley, West Sussex RH10 9LX. Any VAA Form 19 submitted without the correct payment attached will be rejected. **NO PAYMENT = NO EXAM PLACE**
4. **Private/Contractor/External Candidates** MUST provide a copy of your passport photo at the time of booking.
5. All paperwork must be received THREE weeks before the requested exam date. VAA Form 19 (s) and cheques received after the closing date will be destroyed.
6. If you request multiple examinations, the total examination time must not exceed 180 minutes in on sitting.
7. You will be informed as to whether your application was successful by e-mail. VAA examinees will be listed on the shared "P" or "S" drive (P:\Engineering Training Course nominations\EASA Part 66 AD-HOC Exams 2012).

Important General Information – Please read:

1. Notice of Cancellation within 7 days of the requested exam date will result in forfeiture of payment fees.
2. Examinees should be sat in the exam room 15 minutes before the stated start time, the examination room doors will be closed 5 minutes before start time, after this time no late entrants will be allowed.
3. Exam(s) will be conducted under EASA Part-147 rules
4. Exam(s) results will be notified in the form of Certificates or failure letters, promulgated by post.
5. Repeated failure to attend an exam applied for will mean 90 days must elapse before **any further** exam sitting. There will be no refunds when students fail to notify the examination administrator of their non-attendance.
6. 90 days must elapse before a re-sit of any failed module at either VAA or CAA, unless otherwise advised.
7. Those **wishing to sit AD-HOC Essay exams must have passed all other relevant modules first** i.e Cat A/B modules 7, 9 & 10. Proof of passes must be provided at the time of application.
8. Any student/employee (candidate) applying for both an Essay examination and a Standard Module Examination in the same session will be required to complete the Essay examination first. After the Essay examination pack is handed back to the Invigilator, the additional examination pack(s) will then be handed to the candidate.
9. VAA ETS reserve the right to change examination dates if scheduling clashes or other unavoidable issues occur. In the event of such a change and if alternative dates cannot be arranged, full refunds will be given.