

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, Date and Time (please tick ✓ where appropriate)		
Only The Base examination centre is currently available.			
The Base (LGW): <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 <u>module</u> 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 Only
All fees must be paid in advance, failure to do so will delay/invalidate your application.
Cheques MUST be made payable to: Virgin Atlantic Airways
Name of Account Holder:
Issuing Bank:
Cheque Amount: (£)
Sort Code
Account Number
Cheque Number

7. Declaration of Applicant
I declare that the information provided on this form is correct and that I will abide by all VAA ETS terms and conditions. I have read and understood the General Information attached to this form.
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.	NON Virgin 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 - GATWICK

Dates For 2010

Month	Date	AM/PM	Time	Applications Close
January	28 th	am/pm	09:00/13:30	7 th January
February	25 th	am/pm	09:00/13:30	4 th February
March	25 th	am/pm	09:00/13:30	4 th March
April	22 nd	am/pm	09:00/13:30	1 st April
May	27 th	am/pm	09:00/13:30	6 th May
June	17 th	am/pm	09:00/13:30	27 th May
July	22 nd	am/pm	09:00/13:30	1 st July
August	26 th	am/pm	09:00/13:30	5 th August
September	23 rd	am/pm	09:00/13:30	2 nd September
October	28 th	am/pm	09:00/13:30	7 th October
November	25 th	am/pm	09:00/13:30	4 th November

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 £25 per examination. Successful attempts will result in the payment fee being refunded/returned.
3. Private/contractor/external candidates will be charged £30 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 AD-HOC EXAMS 2010) or the ETS intranet site. Download/Print VAA Form 19 from P:\Engineering Training Course Nominations\EASA PART-66 AD-HOC EXAMS 2010) - **(a separate Form 19 and cheque is required for each exam requested in the event of multiple bookings)**

Booking Procedure (All applicants including VAA Staff)

2. Complete the cheque details section (6) of the VAA Form 19. Failure to complete this section will result in rejected application. Cheques made payable to: Virgin Atlantic Airways
3. Forward completed VAA Form 19 (s) with a cheque (s) for £25/£30 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 CHEQUE = NO EXAM PLACE.**
4. Private/contractor/external candidates **MUST** provide a copy of your passport at the time of booking.
5. All paperwork must be received **THREE** weeks before requested exam date. VAA Form 19 (s) and cheque (s) received after the closing date will be destroyed.
6. If you request multiple examinations, the total examination time must not exceed 180 minutes in one 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 2010).

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 are no refunds when students fail to notify the examination administrator of their non-attendance.
6. 90 days must elapse before 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 and 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.