

 <p>NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF NAMIBIA</b></p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
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## AIRWORTHINESS

### MAINTENANCE - AIRCRAFT MAINTENANCE ENGINEERS

#### ENTRY REQUIREMENTS AND PROCEDURES FOR TECHNICAL EXAMINATIONS

1. Candidates who intend to sit for these examinations must complete the application form timeously to be considered for the examination concerned. It is of utmost importance that the experience claimed is verified by the Executive Director of the AMO where the candidate is employed. Particular attention should be paid to Part III of the application. Applications must be accompanied by certified copies of the necessary supporting documents.
  - 1.1. After evaluation of the application the successful candidates will be advised of the subjects to be written as well as of the costs involved.
  - 1.2. All applications must reach the examination section on or before the first closing date.
  - 1.3. All fees must be paid on or before the second closing date. Failure to pay such fee timeously will disqualify the candidate from being entered for the examination(s) concerned.
2. Postal applications must be addressed to:

**The Executive Director: Namibia Civil Aviation Authority**  
**Private Bag 12003**  
**Ausspannplatz**  
**Windhoek**  
**Attention: Airworthiness Division.**

- 2.1. Candidates must make due allowance for postal delays, in order to ensure receipt by the Executive Director's office on or before the prescribed dates. Cheques and postal orders must be crossed and be made payable to the Executive Director.
- 2.2. If payment is made by cheque and a bank refuses to accept or honour such cheque, the applicant's application will be considered cancelled and he will not be allowed to write the examination.
- 2.3. Applications which are received after the prescribed closing date will not be accepted, regardless of the date on which such applications were completed.

3. Instructions to candidates

- 3.1. Written examination instructions to candidates will be attached to the letter of acceptance from the NCAA. Such instructions will also be given verbally to the candidates before the commencement of the examination. CANDIDATES ARE URGED TO EXPLICITLY NOTE THE INSTRUCTIONS ON THE COVER PAGE OF THE EXAMINATION QUESTIONNAIRE. The letter of acceptance which is referred to above, will serve as admittance to the examination room. Candidates unable to produce this letter of acceptance, will be denied access to the examination room.
- 3.2. Candidates must:
  - 3.2.1. report at the examination room at least 20 minutes before the scheduled time of commencement;
  - 3.2.2. provide an identity document in the form of either an identity book, AME licence with a photo or in the case of non-citizens, a passport
  - 3.2.3. sign the attendance register;
  - 3.2.4. provide your own writing and ancillary equipment;
  - 3.2.5. check that their examination number and necessary information are correct on all the documents;
  - 3.2.6. remain silent during the course of the examination;
  - 3.2.7. stop writing at the instruction of the invigilator;
  - 3.2.8. hand in examination script when so instructed by the invigilator;
  - 3.2.9. hand in all question papers, scrap paper and related documents;
  - 3.2.10. If there is any lack of clarity regarding a question, write his/her complaints to the examiner on the scrap paper and hand it in with his/her answer paper; and
  - 3.2.11. comply with all examination instructions during the course of the examination.
- 3.3. Candidates may not:
  - 3.3.1. retain any notes of whatever nature during the examination;
  - 3.3.2. communicate with another candidate;
  - 3.3.3. pass any object to another candidate;
  - 3.3.4. look at the work of another candidate;
  - 3.3.5. enter the examination room if more than 30 minutes late;
  - 3.3.6. leave the examination room within the first hour of the examination;
  - 3.3.7. leave the examination room without the invigilator's permission;
  - 3.3.8. write on the answer sheet of multiple choice examinations apart from the mark to indicate the answer selected;
  - 3.3.9. make any notes or marks on the manuals and question papers;
  - 3.3.10. direct any question regarding the questionnaire to the invigilator;
  - 3.3.11. use or retain in your possession while in the examination room a programmable computer/calculator;
  - 3.3.12. smoke;
  - 3.3.13. behave in an unsatisfactory manner or;
  - 3.3.14. disobey the instructions of the invigilator.
- 3.4. Regarding programmable computers, the following types have been identified as such and may not be taken into the examination hall:
  - 3.4.1. Any calculator with an alphanumeric keyboard;
  - 3.4.2. Psion organiser/Navmaster;
  - 3.4.3. All Hewlett Packards.

- 3.5. If doubt exists whether a computer may be used or not, candidates may request the Executive Director at least 30 days before the examination to approve such computer.
- 3.6. Failure to comply with any examination instructions will result in disqualification and/or further action. Examination results will not be furnished telephonically. Special examinations will only be considered if;
  - 3.6.1. written application is submitted in accordance with paragraph 2;
  - 3.6.2. motivation is acceptable and;
  - 3.6.3. fees are paid.
- 3.7. Re-mark of examinations
  - 3.7.1. Application for a re-mark must be submitted within 30 days from date of notification of examination results. No late requests will be considered.
  - 3.7.2. Candidates must apply in writing and enclose the necessary fees for a re-mark.
4. The pass mark for technical examinations is 75%. Should the candidate get between 71% and 74% he may request a re-mark, and if his/her remark is successful the fee will be refunded.
  - 4.1. If the candidate gets more than 68% he may apply to be entered for the following examination sitting.
  - 4.2. Should he/she get between 60% and 68% he/she will have to wait 6 months before applying to enter.
  - 4.3. Should the marks obtained be less than 60% a further 12 months experience is required.
  - 4.4. Should he/she not be successful with his/her second attempt or if there is no improvement on previous attempts, he/she will then have to wait 18 months before he/she will be allowed to enter for the same examination.