



**4. WORK EXPERIENCE ( see Guidance Notes – Section 2)**

Company .....

Position .....

Details of Experience :

**5. REFEREE ( see Guidance Notes )**

I confirm that: ..... has been known to me for the duration of work experience claimed in Section 4 and has been working in a supervisory/management position for a period of .....years.

Name .....Position.....

Company ..... Approval Number .....

Fax Number ..... Signature ..... Date .....

**6. DECLARATION ( see Guidance Notes )**

I declare that the information on this form is correct.

I understand the responsibilities of an Assessor and accept that in order to perform the above task I must be a direct supervisor of the logbook holder and be appropriately licensed according to the individual's application.

Name (block capitals) .....Signature ..... Date .....

**It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document.**

**7. SUBMISSION AND PAYMENT INSTRUCTIONS**

Fee of Taka:..... In words: .....

Bank details:.....

Receipt No: ..... Date: .....

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**AIRCRAFT MAINTENANCE ENGINEER'S LICENCE LOGBOOK - CAAB AUTHORISED ASSESSOR****APPLICATION GUIDANCE****General Guidance**

The Aircraft Maintenance Engineer's Logbook is the preferred means of demonstrating compliance with the training and experience requirements for the issue and endorsement of an Aircraft Maintenance Licence. Maintaining this logbook does not eliminate the need to comply with the relevant requirements, which at all times takes precedence, however, the evidence herein should allow an assessment of compliance with the requirements to be made more readily.

**Completion of the Logbook**

Entries in the logbook are made by three categories of persons.

- **The Candidate** who is the logbook holder.
- **The Validator** being a licensed aircraft maintenance engineer working in a supervisory role and having regular professional contact with the holder of the logbook confirms the entries made by the Engineer.
- **The Assessor** who will either have been authorised by the CAAB (application to be made using this form) or, if working within a CAAB approved maintenance organisation, has been authorised by that organisation to confirm that the contents of the logbook when submitted to the CAAB in support of an application are correct and meets the requirements.

It is the Assessor's responsibility to ensure that the logbook holder has completed a sufficient number of tasks and is competent to:

- Identify the appropriate standards
- Select the correct tools
- Perform the tasks to the required standard without direct supervision and in a timely manner
- Complete the required documentation

**Section 1 Personal Details**

Please complete details of your employer, specifying the name of the organisation, telephone and fax numbers. This will help in resolving any queries with your application. If your current place of employment is different from your employer's address, please add this location.

**Section 2 Organisation Details**

This section should contain details of the company you intend working for as an authorised assessor.

**Section 3 Particulars of CAAB Licences held**

If another role or position is held in addition to that declared i.e. Manager/Director please enter the details in this section also

**Section 4 Work Experience**

This section must state the organisation(s) where the aircraft maintenance experience has been gained and the position(s) held whilst employed for each organisation, during the last 3 years.

**Section 5 Referee**

This section must be signed by a Senior Licensed Engineer who has known you for the period of experience claimed in Section 5.

**Section 6 Declaration of Applicant**

This section must be signed as acceptance of the role and responsibilities you will have as an authorised assessor.

**Section 7 Submission Instructions**

This completed form should be returned to: Civil Aviation Authority, Bangladesh, Director Flight Safety & Regulation, Head Quarters, Kurmitola, Dhaka 1229, Bangladesh. A fee is not required for this service.