

	AIRWORTHINESS PROCEDURE MANUAL	PART II	
		Issue 1 Rev 1	Chapter 17B
		September 2026	Page 1 of 10

CHAPTER 17 B

Procedure for validation of foreign AME Licenses/ Procedure of verification of AME Licence details of Indian AME working in foreign country

1. Introduction:

- 1.1 CAR (Sec-2) Series “L” Part-XVI, details the requirements and the procedures for validation of foreign AME licences contracted by the Indian operators for limited period, till Indian AMEs are trained and acquire appropriate Indian licence and ratings.
- 1.2 Further a large number of requests are received from foreign CAA for verification of AMEs holding AME licences issued by DGCA in respect of AMEs employed with foreign organizations.
- 1.3 This chapter of APM details the procedure followed by the officers of Airworthiness Directorate for addressing the request of the operator for validation of foreign AME licenses issued by contracting states and also deals with the procedure to be followed for verification of licenses of Indian AME working abroad, on the request of the concern CAA.
- 1.4 In this Chapter, Part A deals with “Procedure for validation of foreign AME Licenses” and Part B deals with “Verification of Indian AME licenses working in foreign country”

2. References:

- (i) Rule 61A of the Aircraft Rules, 1937
- (ii) CAR (Section 2), Series L part XVI,

S. No.	Name of the services	Application ID.e.g,
1.	AME CAR-66 license- Verification of AME licence	DAW/2026/VAF/00000001

Part A

3 Procedure for validation of foreign AME Licenses

3.1 Role of DGCA Headquarters (Airworthiness Directorate)

On receipt of application along with the following documents through the eGCA portal, the nominated officer should evaluate the application for its completeness and need for such request:

- (i) Necessary details as per proforma as given in CAR (Sec-2) Series “L” Part-XVI
- (ii) Plans of training of Indian AMEs and phasing out the foreign AMEs;
- (iii) Justification for employing the foreign AMEs;

	AIRWORTHINESS PROCEDURE MANUAL	PART II	
		Issue 1 Rev 1	Chapter 17B
		September 2026	Page 2 of 10

- (iv) Security clearance in respect of each AME is required to be obtained (via e-sahaj), as stipulated in CAR (Section 2) Series 'L' Part XVI.
- (v) Requisite fee as per Rule 62 of the Aircraft Rules, 1937 has been paid online by the operator via the eGCA portal.

3.2 Upon evaluating the request of the operator in accordance with Checklist (**Appendix-A**), if any discrepancy found the same should be intimated as shortfall to the concern operator for necessary clarification/ action. If application found satisfactory, send a request to Civil Aviation Authority who has issued the AME licence for the purpose of authentication of the same.

3.3 After obtaining security clearance and authentication of AME licence from licence issuing CAA, the same along with the request of the operator and the completed checklist (Appendix-A) should be put up to the competent authority for approval. Once the request of the operator is approved by the competent authority, the request may be forwarded to the concerned Regional Airworthiness Office (RAO) through eGCA along with intimation to the concerned operator for conduction of oral examination

4. Role of Regional Airworthiness Office (RAO):

- 4.1 Upon receipt of intimation/request from Headquarters (Airworthiness Directorate), the concern RAO will conduct the oral examination by a duly constituted board. The chairman of the oral examination board shall be DAW/DDG. However, before conduction of oral examination, the concern regional office shall evaluate relevant information regarding the foreign AME as per standard checklist (Appendix-B) and that the Requisite fee as per Rule 62 of the Aircraft Rules, 1937 for conduct of oral examination has been paid by the concerned operator.
- 4.2 Based on the performance of the candidate in the oral examination, RAO shall return the request with recommendation or reason for non-recommendation to the DGCA headquarter through eGCA in the duly filled checklist as per Appendix B.
- 4.3 After receiving the successful recommendation from the RAO, authorisation shall be issued by the competent authority at DGCA headquarter in the prescribed format as in Appendix C.
- 4.4 The authorization shall be governed by the terms and conditions as stipulated in Rule-19, Rule-19A, sub- rule (15) of Rule 61, Rule 61A of the Aircraft Rules, 1937 and CAR (Sec-2), and Series "L"Part-XVI.

5. Record-keeping:

5.1 The following records shall be maintained at DGCA Headquarters (Airworthiness Directorate):

- (i) Request of operator and details of foreign AME (copy of licence, passport, visa etc.)
- (ii) All correspondences with the operator;
- (iii) Security clearance obtained from Ministry of Home Affairs;
- (iv) Communication received from the licence issuing authority, authenticating the licence details of the foreign AME;

	AIRWORTHINESS PROCEDURE MANUAL	PART II	
		Issue 1 Rev 1	Chapter 17B
		September 2026	Page 3 of 10

- (v) Checklist (Appendix-A);
- (vi) Copy of authorization issued in favour of foreign AME by Headquarters.

5.2 The following records shall be maintained at Regional Airworthiness Office:

- (i) All correspondences with the operator;
- (ii) Checklist (Appendix-B);
- (iii) Enforcement action taken against the foreign AME, if any

Part B

6. Procedures for processing request of Verification of Indian AME lienses by foreign CAA

6.1 The Civil Aviation Authorities of contracting states may request DGCA for authentication of AME licence, issued by DGCA in respect of an Indian AME working in their countries. The request may be made by State / Aviation Authority directly to DGCA Headquarters for verification of AME Licence issued by DGCA. The request should contain at least the following information pertaining to the Indian AME.

- (i) Name of the AME;
- (ii) AME Licence Number;
- (iii) Copy of AME licence issued by DGCA

6.2 After receiving the request at DGCA Headquarters (Directorate of Airworthiness), the responsible officer shall generate the application / receipt via eGCA system (refer the Common Application tab > the Verification of Indian Licence). the current copy of the AME licence shall be verified from the Headquarters records / digitized data in eGCA, and if the details of the licence matches with the available records, the responsible officer shall forward the verification report to the concern CAA through eGCA.

6.3 In case, the updated records of the AME is held with other Airworthiness offices, the responsible officer shall request the respective regional/sub-regional office to forward the latest copy of the AME licence to Headquarters.

6.4 The DGCA will also compare the applicant's aircraft maintenance engineer's licence with the DGCA records and verify if any pending revocation, suspension or change action.

6.5 Upon receipt of the copy of the AME licence from the concerned regional / sub regional airworthiness office, it shall be examined at DGCA Headquarters (Directorate of Airworthiness) and the concern Civil Aviation Authorities will be intimated through eGCA via auto-generated message with the details as endorsed in his licence

	AIRWORTHINESS PROCEDURE MANUAL	PART II	
		Issue 1 Rev 1	Chapter 17B
		September 2026	Page 4 of 10

6.6 In case the DGCA records are different from the aircraft maintenance licence held by the licence holder:

i) The DGCA will investigate the reasons for such differences and intimate the concern CAA accordingly;

ii) the DGCA shall take enforcement action against the licence holder as per procedure detailed in APM (Part-II, Chapter-10) and Enforcement Policy & Procedure Manual.

6.7 All the correspondences and supporting documents to be attached with the eGCA file for records and future reference.

7. Record-keeping:

The following records shall be maintained at DGCA Headquarters (Airworthiness Directorate):

- (i) Request of Civil Aviation Authority;
- (ii) All correspondences with the regional/ sub-regional airworthiness office;

**AIRWORTHINESS PROCEDURE MANUAL**

PART II

Issue 1 Rev 1

Chapter 17B

September 2026

Page 5 of 10

Appendix-A**To be used at Headquarters (Airworthiness Directorate):**

S/N	Items to be Checked	Remarks
1.	Name of Sponsoring Operator	
2.	Name of the AME	
3.	Nationality	
4.	Duration for which validation is sought	
5.	Details of the licence held to be Validated.	AME Licence No.:
		Category:
		Ratings and Endorsements:
		Valid Till:
6.	Validity of Medical Fitness ;	
7.	Country of issue of AME Licence:	
8.	Scope of validation sought:	
9.	Whether holding current authorization?	
10.	Type of aircraft to be maintained in India	
11.	Details of maintenance experience	Total experience:
		Experience on the type of aircraft to be maintained in India:
		Experience on the type during the last one year:
12.	Whether previously operated or maintained Indian registered aircraft? If so, name of the operator and period:	
13.	Past history (any accident, incident, suspension of licence etc.)	

**AIRWORTHINESS PROCEDURE MANUAL****PART II**

Issue 1 Rev 1

Chapter 17B

September 2026

Page **6** of **10**

14.	Submission of photo copies of licence and medical fitness certificate.	
15.	Name & contact details (including email address) of licence issuing Civil Aviation Authority (CAA)	
16.	Validation of licence by another country	
17.	Details of Passport	No. _____ Country & Date of Issue: _____ Valid till: _____
18.	Details of Employment Visa:	No. _____ Valid till: _____
19.	Details of Security Clearance and validity:	Ref.: _____ Valid till: _____
20.	Contract details of AME with Operator/ AMO:	
21.	Any other relevant information:	
22.	Any Enforcement action pending with foreign CAA.	
23.	Reason for non-recommendation:	

Signature of Officer
Name & Designation:
Date:



AIRWORTHINESS PROCEDURE MANUAL

PART II

Issue 1 Rev 1

Chapter 17B

September 2026

Page 7 of 10

Appendix-B

To be used at Regional Airworthiness Office:

S/N	Items to be Checked	Remarks
1.	Name of Sponsoring Operator	
2.	Details of Fees paid:	
3.	Name of AME:	
4.	Scope of validation sought:	
5.	A certificate from Quality Manager / Compliance Monitoring Manager / his designated representative that the engineer has been trained and well conversant with the following aspects: (i) Approved maintenance system; (ii) Organisation's structure; (iii) MOE/ Procedure manual; (iv) Quality system; (v) Engineering management; (vi) Duties & responsibilities assigned to him.	
6.	If the engineer is being utilized for certifying Radio system should be well conversant with the Indian ATC procedure for carrying out functional check of VHF & HF radio system. <i>(otherwise a person holding valid RTR licence should assist him)</i>	
7.	Date of Oral Examination:	
8.	Possession of following documents in original at the time of Oral Examination: (a) Passport; (b) Employment Visa; (c) Licence; (d) Medical Certificate; (e) Log book;	

**AIRWORTHINESS PROCEDURE MANUAL**

PART II

Issue 1 Rev 1

Chapter 17B

September 2026

Page 8 of 10

09.	Knowledge of AME on the following aspects: (a) Maintenance procedures of the operator/ AMO; (b) MEL; (c) Aircraft cockpit layout; (d) Aircraft equipment; (e) Aircraft components or their modification status; (f) Type of equipment installed; (g) Policies of operator/ AMO;	
10.	Proficiency in English language:	
11.	Name & Designation of Chairman & Member of the duly constituted Board for conducting Oral Examination.	Chairman: _____ Member: _____
12.	Result of Paper-1 of DGCA AME licence examination (if applicable)	
13.	Recommendation of the Chairman:	Recommended/ Not Recommended
	Reason for non-recommendation:	

Signature of Officer
Name & Designation:
Date

	AIRWORTHINESS PROCEDURE MANUAL	PART II	
		Issue 1 Rev 1	Chapter 17B
		September 2026	Page 9 of 10



Appendix-C

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT

OFFICE OF THE (Name of RAO)

Address of RAO.....

AUTHORISATION NO.		DATED	
Name of Approval Holder			
Holder's Licence No.		Licence valid till	
Licence Issuing authority			
Sponsoring Organisation			
Scope of Authorisation:			
Restriction, if any:			
This authorisation is issued under the authority of Rule 61A of the Aircraft Rules 1937 and is subject to the following conditions: 1. The holder's licence remains current (if applicable) and is medically fit to exercise the privileges of the authorisation. 2. The work certified by the holder under this authorisation shall be qualified with the statement "Under authorisation from DGCA" quoting the authorisation number and date. 3. The authorisation is valid for the period as specified below and can be withdrawn at any time if deemed necessary by DGCA without assigning any reason. 4. Whenever the authorisation expires or employment contract no longer valid, authorisation must be surrendered to this office. 5. This authorisation is subjected to the provision of Rule 19 and sub-rule 15 of Rule 61 of the Aircraft Rules, 1937.			
		Office Seal	Signature of Issuing Authority Deputy Director/ Director of Airworthiness
Validity		Authorised Signatory with seal	
Valid From	Valid upto		

Appendix-D

To be used at Headquarters (Airworthiness Directorate):

S/N	Items to be Checked	Remarks
1.	Name & contact details (including email address) of foreign Civil Aviation Authority (CAA) from whom request received.	
2.	Name of the AME	
3.	Details of the licence held	AME Licence No.:
		Category:
		Ratings and Endorsements:
		Valid Till:
4.	Name of RAO/ Sub-RAO where the AME licence is maintained.	
5.	Receipt of details of AME licence from the respective RAO/Sub-RAO.	
6.	Past history (any accident, incident, suspension of licence etc.)	
7.	Any other relevant information:	
8.	Any Enforcement action pending with DGCA	
9.	Reason for non-recommendation:	

 Signature of Officer
 Name & Designation:
 Date: