

## SECTION J

### GENERAL EXAMINATION REQUIREMENTS AND PROCEDURES

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## J1 GENERAL INFORMATION

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This Section provides information on the examinations appropriate to the grant or extension of a licence in accordance with Part-66. Examinations under BCAR Section L and Part-66 are not interchangeable and cannot be credited between the two requirements except in the two cases below:-

- BCAR module 13 (Human Performance) will exempt applicants in Part-66 module 9 (Human Factors).
- Post Issue 15 BCAR module 7 (Fixed and Variable Pitch Propellers) will exempt applicants in Part-66 module 17 (Propeller).

## J2 PART-66 EXAMINATIONS

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Although Part-66 employs a modular syllabus the content of a module may vary in terms of the subjects covered within the module and depth of knowledge required according to the basic licence category sought. Part-66 examinations are based on the Part-66 syllabus as set out in Appendix I to Part-66.

The examinations will be provided in English, using abbreviations where applicable and compiled by a computer in multiple choice format. Candidates may apply to take papers singly or in groups however, Part-147 organisations may impose certain minima.

A list of common abbreviations used in the examinations can be found in Appendix A to this Section.

### J2.1 Multi-Choice Paper

For each module being taken, a question paper including instructions is provided together with an answer sheet. Each question comprises an introductory statement (question stem) and three alternative answers designated (A), (B) and (C) printed below. Only one of these answers is totally correct; the remaining two answers are incorrect or only partially correct, being incomplete in some definite aspect.

### J2.2 Essay Paper

Prior to licence issue essay examinations need to be passed in the following modules:

Module 7 - 2 questions  
Module 9 - 1 question  
Module 10 - 1 question

Essays can be sat singly or in groups.

## J3 WRITTEN EXAMINATION BOOKING PROCEDURE

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In order to make a booking for an examination sitting, applicants are asked to follow the procedures below:-

- Candidates should apply in writing (either by post or fax) using the appropriate application forms which are available from Personnel Licensing Department or on our website [www.caa.co.uk/elforms](http://www.caa.co.uk/elforms). No bookings can be made by telephone and all bookings are made on a first come, first served basis.
- Candidates should indicate on the application form their first and second preference venue choices and the date they wish to sit the examination(s). **The Authority reserves the right to change any venue to satisfy demand and does not guarantee a candidate a specific venue or examination date.**
- Examination fees must be sent with the application form. Bookings will not be made unless the correct fees have been received.
- Once a booking has been made, postal confirmations will normally be despatched within two days.
- The closing date for the processing of applications will always be two weeks prior to the examination sitting as the CAA does not have control over the time it takes for postal confirmations to be received by applicants in order to make any necessary travel and accommodation arrangements.

### J3.1 Modules/Part-Modules Required

Except for initial issue applicants, where the modules required are full modules, the modules and part-modules required in the case of applicants converting from BCAR and/or extension of a licence to include another licence category, can be self assessed (refer to Section B or Section G). However, the application form (19E), Section 6, only allows for full module boxes to be ticked. The applicant is only required to tick the relevant module, even where only part-modules are required as the part-modules will be determined by PLD Exam Support staff upon receipt of the application.

## J4 EXAMINATION TIMETABLE

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Details of the SCHEDULED examination dates can be found on our web site. Details of any additional venues

or dates will be provided in Airworthiness Notice 46 or on our web site.

## J5 EXAMINATION VENUES

Detailed venue maps can be found on the CAA (SRG) website at: [www.caa.co.uk](http://www.caa.co.uk)

Facilities for lunchtime meals and/or snacks will be provided at all written exam venues, wherever possible, on a payment basis.

## J6 CANCELLATION OR TRANSFER OF DATE/VENUE

Examination bookings cannot be amended within two weeks prior to the examination. Cancellations will only be accepted, if received in writing, at least 10 working days before the examination. For CAA purposes working days means Monday to Friday (excluding public holidays). Refund of examination fees for emergency cancellations or non-attendance will only be given if a valid medical certificate (certified copy) is provided, together with a letter of explanation.

For the refund or transfer of fees or when an examination has been re-arranged at the request of the applicant, a transfer fee is payable as stated in the Scheme of Charges.

## J7 ATTENDANCE AT THE EXAMINATIONS

Candidates should be present at the examination centre at least 20 minutes before the scheduled time for the commencement of each examination sitting. All candidates are required to present photo ID on the exam day. Acceptable photo ID's are passport, UK Forces ID, company or student ID. Candidates without ID will not be permitted to sit the exam. Candidates may only enter the examination room during the 10 minutes preceding the start of the examinations to prepare examination material. They must not remain in the room after the finish of the examination period.

Personal coats, bags, briefcases, etc. may be placed at the front/rear of the examination room, under the direction of the invigilating officer. Any bags etc. could be removed if left unattended outside the examination room.

**Note: the CAA accepts no responsibility for items of personal equipment a candidate brings into the examination hall and which he/she is not permitted to retain during the examination.**

Whilst every attempt is made to ensure reasonable comfort in examination halls which are operated on hire or lease arrangements and over which the CAA, as a result, has no direct control, the CAA cannot be held

responsible for extraneous noise or for any breakdown or fluctuation in heating, lighting or ventilation facilities. Candidates are also advised that, at all examination centres, a 'no smoking rule' must be observed.

## J8 MATERIALS FOR THE EXAMINATION

We will provide everything needed for the examination. No other materials are allowed on the desks. However, candidates may use their own pens when writing essays. The use of calculators is not permitted.

## J9 EXAMINATION BRIEFING

Before the start of the examinations, the invigilator will give a briefing regarding the examination.

## J10 REGULATIONS APPLIED TO THE CONDUCT OF WRITTEN EXAMINATIONS

Candidates are not allowed to use any loose paper other than that provided at the examination. All papers issued by the CAA are to be returned with the answer sheet to the invigilator on completion.

Candidates must ensure that all answers have been transferred onto their answer sheet by the end of the examination. Candidates failing to do this will not be given any extra time.

Silence is to be observed in the examination room **at all times**. Electronic alarms and key rings are not permitted. Mobile telephones, pagers etc. must be switched to silent or off and left with the candidates personal belongings.

If a candidate wishes to speak to an Invigilating Officer, he/she should remain seated and raise his/her hand. It should be noted that the Invigilating Officer will consider only those questions from candidates which relate to the general conduct of the examinations and he/she will not enter into discussion on the interpretation of words or questions contained in the examination papers.

Candidates are to stop work and put pencils down when so directed and must remain seated and quiet until all answer material has been collected.

Any candidate who attempts to remove unauthorised examination materials from the room will be liable to disqualification from those examinations which have been taken and may be subject to special arrangements for future examinations.

Any infringement of examination regulations may result in the candidate being disqualified in any subject he has taken and barred from further participation in future examinations.

## J11 EXAMINATION RESULTS

Results will normally be dispatched by first class post or air mail within 10 working days following the end of the examination week concerned. **Candidates should not telephone Personnel Licensing Department to request despatch dates of examination results, as results will not be given over the telephone under any circumstances. In the event of non-receipt of a result notification, arrangements can be made for repeat notifications to be sent by post.** Results will not be released by fax, nor is it possible to collect your results on the day of despatch, simply because one candidate could enjoy time advantage over another. Allowance should be made for possible postal delay before asking for a repeat notification. Results will not be released until any outstanding payments have been received.

The CAA cannot enter into discussion or correspondence with candidates on the subject of their written examination results, but candidates may apply for any paper to be remarked on payment of the fee as stated in the Scheme of Charges.

## J12 PART-66 MODULE EXAM RE-SITS - 90 DAY RULE

Part-66 Appendix II, 1.11 states that 'a failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case of a Part-147 approved maintenance training organisation which conducts a course of retraining tailored to the failed subjects in the particular module when the failed modules may be retaken after 30 days'.

This rule applies to all candidates i.e. self-study student, candidates undertaking exam module training only and candidates undertaking a full approved course.

In any case, the candidate must provide the CAA PLD Exams Support staff with a Part-147 course completion certificate relating to the previously failed module(s) with their application to re-sit the failed module(s). All other applicants must sign the declaration on Form 19E to confirm that they have not attempted the same failed exam module(s) elsewhere within 90 days

### J12.1 Part-147 Course Completion Certificate

The Part-147 Course Completion Certificate must:-

- Clearly identify the training establishments name and address
- The candidates name
- Details of the module training given
- Duration of training including commencement and completion

### J12.2 Applications for re-sit of failed modules at Part-147 Organisations

Candidates applying to re-sit failed modules at Part-147 organisations must adhere to the 90 day rule detailed in Section J12, unless they have undertaken a further 'tailored to suit' course of training with that organisation or have provided the organisation with the appropriate course completion certificate as detailed in J12.1.

## J13 EXAMINATION PASS STANDARDS AND VALIDITY PERIODS

A candidate must complete all required written and/or oral examinations within 5 years of their first pass except in the cases detailed in sub-section J13.1 and J13.2 below. Passes falling outside that time limit will lapse. The papers can be attempted in any order. A pass in a Part-66 examination will be awarded to a candidate achieving at least 75% of the marks allocated to that examination.

### J13.1 Exam module passes for the Removal of Limitations

Under the current rules there is no deadline for the removal of limitations from a Part-66 licence and therefore are no validity periods applied to the module or part module exam passes. This could be subject to change in future and any information will be published on our web site.

### J13.2 Exam module passes for the Extension of one Category to Another

In accordance with Part-66 Appendix 1.12, the 5 year period does not apply to those modules which are common to more than one Part-66 licence category or sub-category and which were previously passed as part of another such category or sub-category examination.

## APPENDICES TO SECTION J

- ◆ **Appendix A**      **Common Abbreviations**
- ◆ **Appendix B**      **Suggested Study Material**

APPENDIX A **COMMON ABBREVIATIONS**

**A**

a:	atto
ABIP	Advisory Body of Interested Parties
AC:	Alternating Current
a/c:	Aircraft
ACARS:	Aircraft Communication Addressing and Reporting System
AD:	Airworthiness Directive
ADI:	Attitude Director Indicator
ADF:	Automatic Direction Finder
ADO:	Approved Design Organisation
AFCS:	Automatic Flight Control System
AGNA:	Advisory Group of National Authorities
Aircraft:	any machine that can derive support in the atmosphere from the reactions of the air other than reaction of the air against the earth's surface
a/l:	airline
ALT:	Altitude
AMC:	Acceptable Means of Compliance
A-NPA:	Advance Notice of Proposed Amendment
AMO:	Approved Maintenance Organisation
AMOSS:	Airline Maintenance and Operation Support System
AMSD:	Aircraft Maintenance Standards Division
AMP:	Approved Maintenance Programme
AMT:	Approved Maintenance Training
AN:	Airworthiness Notice (CAP 455)
ANO:	Air Navigation Order
AOC:	Air Operator Certificate
A/P:	Autopilot
APO:	Approved Production Organisation
APU:	Auxiliary Power Unit
ARC:	Airworthiness Review Certificate
ARINC:	Aeronautical Radio Incorporated
ASL:	above sea level
ATC:	Air Traffic Control
ATM:	Air Traffic Management
AWO:	All Weather Operations

**B**

BCAR:	British Civil Airworthiness Requirements
BR:	Basic Regulation

**C**

c:	centi
CAME:	Continuous Airworthiness Maintenance Exposition
CADC:	Central Air Data Computer
CAP:	Civil Aviation Publication
CDU:	Control Display Unit
Certifying staff:	means personnel responsible for the release of an aircraft or a component after maintenance.

CF:	Certification
CJAA:	Central Joint Aviation Authorities
CofA:	Certificate of Airworthiness
Component:	means any engine, propeller, part or appliance.

Continuing	
Airworthiness:	means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation.
CRD:	Comment Response Document
CRI:	Certification Review Item
CRT:	Cathode Ray Tube
CRS:	Certificate of Release to Service
CS:	Certification Specification
CSP:	Certification Standardisation Panel

**D**

d:	deci
da:	deca (ten)
db:	decibel (acoustic measurement unit)
DC:	Direct Current
DG TREN:	Directorate-General for Energy and Transport (European Commission)
DME:	Distance Measuring Equipment
DOA:	Design Organisation Approval
DOE:	Design Organisation Exposition

**E**

E:	esca
E:	Engine
EADI:	Electronic Attitude Director Indicator
EASA:	European Aviation Safety Agency
EC:	European Commission
ECAM:	Electronic Centralised Aircraft Monitor
ECU:	Electronic Control Unit
EEC:	Electronic Engine Control
EEPROM:	Electrically Erasable Programmable Read Only Memory
EFIS:	Electronic Flight Instrument System
EHSI:	Electronic Horizontal Situation Indicator
EICAS:	Engine Indicating and Crew Alerting System
EL:	Engineer Licensing
EPA:	European Part Approval
EPR:	Engine Pressure Ratio
EPR:	Environmental Protection Requirements
EPROM:	Erasable Programmable Read Only Memory
ER:	Essential Requirements
ETSO:	European Technical Standard Order
ETSOa:	European Technical Standard Order authorisation
EU:	European Union

**F**

f:	femto	Maintenance:	means any one or a combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection.
FAA:	Federal Aviation Administration	MB:	Management Board (EASA)
FADEC:	Full Authority Digital Engine Control	MEL:	Minimum Equipment List
FCL:	Flight Crew Licensing	MHRS:	Magnetic Heading Reference System
FCU:	Flight Control Unit	MM:	Maintenance Manual
FDS:	Flight Director System	MMEL:	Master Minimum Equipment List
FMCS:	Flight Management Computer System	MOA:	Maintenance Organisation Approval
FMS:	Flight Management System	MOE:	Maintenance Organisation Exposition
<b>G</b>		MoC:	Means of Compliance
G:	giga	MOM:	Maintenance Organisation Manual (Subpart F)
GA:	general aviation	MSA:	Member States Administration
GM:	Guidance Material	MS:	Member State (of the European Community)
GMT:	Greenwich Mean Time	MTO(A):	Maintenance Training Organisation (Approval)
GPS:	Global Positioning System	MTOE:	Maintenance Training Organisation Exposition
GPWS:	Ground Proximity Warning System	MTOM:	Maximum Take Off Mass
GS:	Glide Slope	MTOP:	Maximum Take-Off Power
<b>H</b>		<b>N</b>	
h:	hecto (hundred)	N:	newton
HLD:	Hold	n:	nano
HSI:	Horizontal Situation Indicator	NAA:	National Aviation Authority
HUD:	Head-Up Display	NAV:	navigation
<b>I</b>		NPA:	Notice of Proposed Amendment
IAS:	Indicated Airspeed	<b>O</b>	
ICAO:	International Civil Aviation Organisation	OAT:	Outside Air Temperature
ILS:	Instrument Landing System	OCP:	Organisations Certification Procedure
INS:	Inertial Navigation System	OEM :	Original Equipment Manufacturer
IPC:	Illustrated Parts Catalogue	Ops:	Operations
IR:	Implementing Rules	Organisation:	means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States.
IRS:	Inertial Reference System		
ISA:	International Standard Atmosphere	<b>P</b>	
<b>J</b>		P:	peta
J:	joule	P:	Propeller
JAA:	Joint Aviation Authorities	p:	pico
JAR:	Joint Aviation Requirements	Pa:	Pascal
<b>K</b>		PAD:	Proposed Airworthiness Directive
K:	kelvin	Part 21:	Commission Regulation (EC) No 1702/2003 Certification of aircraft and related products, parts and appliances
k:	thousand	Part M:	Commission Regulation (EC) No 2042/2003 Annex I Continuing Airworthiness Requirements
KHz:	KiloHertz	Part 145:	Commission Regulation (EC) No 2042/2003 Annex II Maintenance Organisation Approvals
KIAS:	Indicated Airspeed in Knots	Part 66:	Commission Regulation (EC) No 2042/2003 Annex III Certifying Staff
KT:	Knots (nautical miles/ hour)	Part 147:	Commission Regulation (EC) No 2042/2003 Annex IV Training Organisation Requirements
<b>L</b>			
Large aircraft:	means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5700kg, or a multi-engined helicopter.		
LCD:	Liquid Crystal Display		
LoA:	Letter of agreement		
LOC:	Localiser		
LRU:	Line replaceable Unit		
<b>M</b>			
M:	mega (million)		
m:	milli		
m:	metre		
μ:	micro		

**SECTION J**

## GENERAL EXAMINATION REQUIREMENTS AND PROCEDURES

PCB: Printed Circuit Board  
PCM: Project Certification Manager  
PCP: Products Certification Procedure  
POA: Production Organisation Approval  
POE: Production Organisation Exposition  
PPA: Products, parts and appliances  
Pre-flight  
Inspection: means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight.

**R**

RCVR: Receiver  
RG: Rulemaking  
RIA: Regulatory Impact Assessment  
RMI: Radio Magnetic Indicator  
RNAV: Area Navigation  
RP: Responsible Party  
RTA: Request for Technical Advice

**S**

SARP: ICAO Standards and Recommended Practices  
SAS: Stability Augmentation System  
SECAL: Selective Calling  
SoD: State of Design  
SoR: State of Registry  
SRM: Structural Repair Manual  
SSCC: Safety Standards Consultative Committee  
STC: Supplemental Type Certificate  
STD: Synthetic Training Device  
STCH: STC Holder

**T**

T: tera  
TAS: True Air Speed  
TAT: Total Air Temperature  
TC: Type Certificate

TCH: Type Certificate Holder  
TCDS: Type Certificate Data Sheet  
TET: Turbine Entry Temperature  
TGT: Turbine Gas Temperature  
ToA: Terms of Approval  
ToR: Terms of Reference  
TVP: Type validation principles

**U**

UAV: Unmanned Aerial Vehicle

**V**

VDU: Visual Display Unit  
VLA: Very Light Aeroplane  
VLR: Very Light Rotorcraft  
VNAV: Vertical Navigation  
VOR: Very-high-frequency Omnidirectional Range  
VS: Vertical Speed

**W**

W: watt  
WA: Working Arrangement  
WG: Working Group  
WXR: Weather Radar Transceiver

**X**

XTR: Transmitter

**Y**

Y: yotta  
y: yocto

**Z**

Z: zeta  
z: zepto



**APPENDIX B SUGGESTED STUDY MATERIAL**

The following is a list of publications which may be useful when studying for knowledge examinations in support of a Part 66 maintenance licence. BCAR Section L contains a list appropriate to the UK licence required for Airships.

CAP 455	Airworthiness Notices
CAP 715	An Introduction to Human Factors in Aviation Maintenance
CAP 747	Mandatory Requirements for Airworthiness
JAR-OPS – 1	
JAR-OPS – 3	

Commission Regulation	EC 1592/2002
Commission Regulation	EC 1702/2003 Part 21
Commission Regulation	EC 2042/2003 Annex I Part M
Commission Regulation	EC 2042/2003 Annex II Part 145
Commission Regulation	EC 2042/2003 Annex III Part 66
Commission Regulation	EC 2042/2003 Annex IV Part 147
Certification Specifications for Normal, Utility, Aerobatic, and Commuter Category Aeroplanes (CS-23)	
Certification Specifications for Large Aeroplanes (CS-25)	
Certification Specifications for Small Rotorcraft (CS-27)	
Certification Specifications for Large Rotorcraft (CS-29)	
Certification Specifications for Auxiliary Power Units (CS-APU)	
Certification Specifications for All Weather Operations (CS-AWO)	
Certification Specifications for Definitions and Abbreviations (CS-Definitions)	

**The above publications are available on the EASA website.**

Book Title	Author	ISBN
<b>Basic Knowledge</b>		
Ordinary Level Physics	Abbott	0-435-6700-5
ASA-AMT-G	Dale Crane	1-56027-152-3
Mechanics of Flight	A.C. Kermode	0-582-23740-8
Principles of Flight	Mike Burton	1-85310-779-4
Principles of Flight	Jeppesen	0-88487-358-7
Principles of Flight	Nordian	82-8107-014-5
The Foundations of Helicopter Flight	Simon Newman	0-340-58702-4
The Helicopter How it Flies	J Fay	0-7153-8940-8
The Art & Science of Flying Helicopters	Shawn Coyle	0-340-65249-7

<b>Airframe and Mechanical</b>		
Aircraft Maintenance and Repair	Kroes.Watkins.Delp	0-07-112991-X
The Aeroplane Structure	A.C. Kermode	0-273-25229-1
ASA-AMT-Structure	Dale Crane	1-56027-339-9
Jeppesen General		0-88487-203-3
Jeppesen Airframe		0-88487-205-1
ASA-AMT-A	Dale Crane	1-56027-153-1
Engineered Materials Handbook Vol 1	ASM International	0-87170-279-7
Light Aircraft Inspection	J.E. Heywood	0-85661-016-X
Light Aircraft Maintenance	J.E. Heywood	0-24611-909-8
ASA – AMT – SYS	Dale Crane	1-56027-340-2
Fundamentals of Helicopter Maintenance	Schafer	0891002812
<b>Powerplant</b>		
The Jet Engine	Rolls Royce	0-902-121235
Aircraft Powerplants	Bent & McKinley	0-07-035569-X
Aircraft Powerplants	Kroes. Wild	0-07-113429-6
ASA – AMT – P	Dale Crane	1-56027-410-7
Aircraft Gas Turbine Engine Technology	I. E. Treager	0028018281
Aircraft Gas Turbine Engine Technology	I. E. Treager	007065199X
<b>Electrical / Electronic and Avionics</b>		
Electrical Technology	E Hughes	0470207337
Aircraft Electrical Systems	E Pallet	0-582-98819-5
Aircraft Electricity and Electronics	Eisman	0-02-801859-1
Art of Electronics	Horowitz /Hill	0-521-37095-7
Elements of Electronics	Hickey/Villines	0070286957
Modern Aviation Electronics	A Helfrich	0-13-118803-8
Micro Electronics in Aircraft systems	E Pallet	0-273-08612-X
Digital Logic	Boyce	0-13214619-3
Fiber Optics	Zanger	0-675-20944-7
Introduction to Avionics	Collinson	0-412-48550-9
Avionic Fundamentals		0-89100-293-6

Manual of Avionics	B Kendal	0-632-01863-1
Automatic Flight Control	E Pallet	0-632-03495-5
Aircraft Instruments & Integrated Systems	E Pallett	0-582-08627-2
Digital Avionic Systems	GRS Spitzer	0-07-060333-2
Transport Category Aircraft Systems	Wild	0-88487-232-7
Aircraft Radio Systems	J Powell	0-273-08444-5
Aircraft Radio Systems	J Powell	0-89100-356-8
Radio Navigation Systems	Forssell	0-13-751058-6
Avionic Navigation Systems	Kayton/Fried	0-471-54795-6
Electro-magnetic Compatibility	Kodali	0-7803-117-5

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