

I. Pre-arrival Requirements in Vietnam.

(Applicable for all foreign AMT candidates regardless of issuing country)

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
01.	PASSPORT	☐	☐	
02.	VALID AIRCRAFT MAINTENANCE LICENCE (AML) issued by the competent CAA, meet the following requirements: 1. Licence must be valid, current, and not suspended or revoked 2. Full Name 3. Date of Birth 4. License Number 5. Date of issue & Expiry 6. Aircraft Type rating(s). 7. Licence Category: Clearly defined privileges and limitations • Airframe&Powerplant (A&P)/ B1 (Aeroplane Turbine) • Avionics & Electricals/ B2 (Avionics)	☐	☐	
03.	TRAINING CERTIFICATES & ACADEMIC TRANSCRIPT demonstrating relevant qualification, including but not limited to: 1. Basic Aircraft Maintenance training <i>(Approved Training Organization (ATO) Certificate/ University/ College Diploma)</i> 2. Type rating training <i>(A320/321 and/or A330) for B1/B2 or Level3, including Theoretical and Practical Session</i> 3. Aircraft difference training <i>(if applicable)</i> 4. Engine difference training <i>(if applicable)</i> Note: Name of training organization and approval reference (if applicable) must be indicated	☐	☐	

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
04.	AMO AUTHORIZATION CERTIFICATE Issued by the current or most recent employer, including: 1. Candidate name 2. License number 3. Authorization number 4. Aircraft type(s) 5. Authorized category/ Main skill (B1, B2, Airframe&Powerplant (A&P), Avionics&Electricals, etc...) 6. Scope of Authorization (including any limitation) 7. Issue date & expiry date 8. Issued under approved AMO procedures (MOE/MOPM reference). 9. Provide MOPM/MOE/QPM or equivalent approved manuals that define certifying staff privileges/scope and qualification procedures (applicable to candidates from AMO/MROs newly recognized by Vietjet). 10. Signed by authorization holder 11. Verified by QA Manager/Director	☐	☐	
05.	Statement of Employment/ Reference letter issued by QA Manager/Director of the previous or current AMO/MRO, including but not limited to these information: - Candidate name - AML Details - Authorization number - Authorization Scope (category, aircraft type(s), limitation, validity). - Period of Employment (start & end date) - Confirmation duties performed	☐	☐	
06.	EXPERIENCE LOGBOOK Logbook must demonstrate recent and relevant maintenance experience , including: <u>A. General Requirements:</u> • Personal information of logbook holder • Licence Number & Aircraft Type(s)	☐	☐	

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
	<u>B. Task Records must include:</u> • Aircraft Registration • Aircraft Type • Date of Maintenance • Task Description / Defect Description • Nature of Experience (e.g. inspection, troubleshooting, defect rectification, repair, modification, component replacement, supervision, CRS release) • Reference to supporting documents (Tech Log / Work Order / Task Card)	☐	☐	
	<u>C. Compliance Requirements:</u> • Tasks must be traceable to supporting records • Experience must be relevant to licence category and aircraft type applied	☐	☐	
	<u>D. Verification:</u> • Signed by Logbook Holder • Verified by Supervisor / Manager / Director	☐	☐	
	<u>E. Recency period:</u> minimum 6 months of experience within the last 24 months prior to the application	☐	☐	

II. *Post-arrival Requirements in Vietnam.*

(Documents to be submitted after arrival in Vietnam – hard copy & soft copy required)

No.	DOCUMENT DISCRIPTION (soft copy and hard copy are required)	STATUS		NOTES
		YES	NO	
1.	Valid Criminal Record Certificate	☐	☐	

III. GENERAL REQUIREMENTS & NOTES**1. Document Compliance****- All documents must be:**

- *Clear, legible, and complete*
- *Consistent in personal information (Name, DOB, Licence No.)*

- All documents must be:

- *Request for clarification*
- *Rejection of application*

2. Language Requirement

- *All documents must be in English*
- *Non-English documents must be translated into English and certified by an authorized person or organization*

3. Authenticity & Verification

- *All submitted documents must be genuine and verifiable*
- *Supporting evidence may be requested at any stage*

4. Candidate Declaration

I hereby declare that all information and documents submitted are true, correct, and complete.

I understand that any false declaration may result in rejection or revocation of licence.

Candidate Name: _____

Signature: _____

Date: _____