

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: - Licence must be valid, current, and not suspended or revoked - Full Name - Date of Birth - License Number - Date of issue & Expiry - Aircraft Type rating(s). - Airframe&Powerplant (A&P)/ B1 (Aeroplane Turbine) - Avionics & Electricals/ B2 (Avionics) - Licence Category: Clearly defined privileges and limitations	☐	☐	
03.	TRAINING CERTIFICATES & ACADEMIC TRANSCRIPT demonstrating relevant qualification, including but not limited to: - Basic Aircraft Maintenance training <i>(Approved Training Organization (ATO) Certificate/ University/ College Diploma)</i> - Type rating training <i>(A320/321 and/or A330) for B1/B2 or Level3, including Theoretical and Practical Session</i> - Aircraft difference training <i>(if applicable)</i> - Engine difference training <i>(if applicable)</i> <u>Note:</u> 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: - Candidate name - License number - Authorization number - Aircraft type(s) - Authorized category/ Main skill (B1, B2, Airframe&Powerplant (A&P), Avionics&Electricals, etc...) - Scope of Authorization (including any limitation) - Issue date & expiry date - Issued under approved AMO procedures (MOE/MOPM reference). - 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). - Signed by authorization holder - 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 The applicant's maintenance experience logbook must include the following information: <u>A. General Requirements:</u> - Full Name of Applicant - License Number & Aircraft Type(s) - Period of Record (Start Date – End Date) - Name of the approved AMO/MRO/AOC	☐	☐	

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
	<u>B. Maintenance Task Records:</u> Each maintenance task record must include: • Date of Maintenance • Location where the task was performed • Aircraft Type • Aircraft Nationality & Registration Mark • License Category / Rating used to perform the task • Type/Nature of Maintenance Activity • ATA Chapter • Title/Description of the Maintenance Task performed • Maintenance Record Reference Number (e.g. Tech Log, Work Order, Task Card, etc.)	☐	☐	
	<u>C. Verification & Traceability:</u> • Tasks must be traceable to the relevant maintenance records/supporting documents. • The logbook must be signed by the applicant/logbook holder. • The logbook must be verified by the authorized AMO/MRO/AOC QA/Maintenance Manager/Director.	☐	☐	
	<u>D. Recency period:</u> A minimum of 6 months (180 working days and completion 221 tasks) of experience within the 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 DESCRIPTION (soft copy and hard copy are required)	STATUS		NOTES
		YES	NO	
1.	A valid Criminal Record/Police Clearance Certificate, consular legalization by the Vietnamese Embassy/Consulate General in the country of issuance, then translated into Vietnamese and notarized in Vietnam	☐	☐	<i>The document should be provided upon the employee's onboarding.</i>

No.	DOCUMENT DISCRIPTION (soft copy and hard copy are required)	STATUS		NOTES
		YES	NO	
2.	Provide the official email address of the authority personnel responsible for Aircraft Maintenance license verification.	☐	☐	<i>Email Address:</i>

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: _____