

**I. Pre-arrival Requirements in Vietnam.***(Applicable for all foreign AMT candidates regardless of issuing country)*

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
01.	<b>PASSPORT</b>	<input type="checkbox"/>	<input type="checkbox"/>	
02.	<b>VALID LICENCE</b> issued by the competent CAA, clearly showing: <ol style="list-style-type: none"> <li>1. Full Name</li> <li>2. Date of Birth</li> <li>3. License Number</li> <li>4. Issue date &amp; Expiry Date</li> <li>5. Licence Category (as applicable):               <ul style="list-style-type: none"> <li>• Airframe&amp;Powerplant/ B1 (Aeroplane Turbine)</li> <li>• Avionics&amp;Electricals/ B2 (Avionics)</li> </ul> </li> <li>6. Aircraft Type rating(s).</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	
03.	<b>TRAINING CERTIFICATES &amp; ACADEMIC TRANSCRIPT</b> Provide certificates/transcripts covering training relevant to the licence held, including: <ol style="list-style-type: none"> <li>1. Basic Aircraft Maintenance training (Approved Training Organization (ATO) Certificate/ University/ College Diploma)</li> <li>2. A320/321 Type rating training (A320/321 and/or A330)</li> <li>3. Aircraft difference training (if applicable)</li> <li>4. Engine Difference training (if applicable)</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	
04.	<b>AMO AUTHORIZATION CERTIFICATE</b> Issued by the current or most recent employer, including: <ol style="list-style-type: none"> <li>1. Candidate name</li> <li>2. Licence number</li> <li>3. Authorization number</li> <li>4. Aircraft type(s)</li> <li>5. Authorized category/ Main skill (B1, B2, Airframe&amp;Powerplant, Avionics&amp;Electricals, etc...)</li> <li>6. Maintenance scope / company privilege</li> <li>7. Issue date &amp; expiry date</li> <li>8. Signature of authorization holder</li> <li>9. Verification signature by QA Manager / Director</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	
05.	<b>EXPERIENCE LOGBOOK</b> Logbook must demonstrate <b>recent and relevant</b>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
	<p><b>maintenance experience</b>, including:</p> <ol style="list-style-type: none"> <li>1. Personal information of logbook holder</li> <li>2. Licence number &amp; aircraft type(s)</li> <li>3. Details of tasks records: <ul style="list-style-type: none"> <li>• Aircraft registration</li> <li>• Aircraft type</li> <li>• Date of maintenance</li> <li>• Defect /task description, including the nature of experience such as: <ul style="list-style-type: none"> <li>• Servicing</li> <li>• Inspection</li> <li>• Operational / Functional testing</li> <li>• Troubleshooting</li> <li>• Defect rectification</li> <li>• Repair and modification</li> <li>• Component replacement</li> <li>• Supervision maintenance activities</li> <li>• Releasing aircraft to service</li> </ul> </li> <li>• Maintenance reference (Tech Log, Work Order, Task Card, etc...)</li> </ul> </li> <li>4. Verification signature: <ul style="list-style-type: none"> <li>- Logbook holder</li> <li>- Supervisor/Manager/Director</li> </ul> </li> <li>5. <b>Recency period:</b> minimum 6 month of experience within the last 24 months prior to the application</li> </ol>			

## 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	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<p><b>LICENCE VERIFICATION LETTER</b> <sup>(2.1)</sup></p> <p>Official Verification Letter from the issuing CAA. Purpose: confirm validity and status of the AML</p>	<input type="checkbox"/>	<input type="checkbox"/>	

**❖ GENERAL NOTES (FOR ALL COUNTRIES)**

- *Document format may vary by country; content compliance is mandatory*
- *All documents must be clear, legible, and consistent*
- *Any discrepancy may result in additional clarification or rejection*
- *(2.1) CAAV will coordinate directly with the issuing CAA for verification in case the candidate provides complete training certificates, a valid maintenance licence and a properly verified experience logbook*