

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	<input type="checkbox"/>	<input type="checkbox"/>	
02.	VALID LICENCE issued by the competent CAA, clearly showing: 1. Full Name 2. Date of Birth 3. License Number 4. Issue date & Expiry Date 5. Licence Category (as applicable): • Airframe&Powerplant/ B1 (Aeroplane Turbine) • Avionics&Electricals/ B2 (Avionics) 6. Aircraft Type rating(s).	<input type="checkbox"/>	<input type="checkbox"/>	
03.	TRAINING CERTIFICATES & ACADEMIC TRANSCRIPT Provide certificates/transcripts covering training relevant to the licence held, including: 1. Basic Aircraft Maintenance training <i>(Approved Training Organization (ATO) Certificate/ University/ College Diploma)</i> 2. A320/321 Type rating training <i>(A320/321 and/or A330)</i> 3. Aircraft difference training <i>(if applicable)</i> 4. Engine Difference training <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
04.	AMO AUTHORIZATION CERTIFICATE Issued by the current or most recent employer, including: 1. Candidate name 2. Licence number 3. Authorization number 4. Aircraft type(s) 5. Authorized category/ Main skill (B1, B2, Airframe&Powerplant, Avionics&Electricals, etc...) 6. Maintenance scope / company privilege 7. Issue date & expiry date 8. Signature of authorization holder 9. Verification signature by QA Manager / Director	<input type="checkbox"/>	<input type="checkbox"/>	
05.	EXPERIENCE LOGBOOK Logbook must demonstrate recent and relevant	<input type="checkbox"/>	<input type="checkbox"/>	

No.	DOCUMENT DESCRIPTION	STATUS		NOTES
		YES	NO	
	maintenance experience , including: 1. Personal information of logbook holder 2. Licence number & aircraft type(s) 3. Details of tasks records: <ul style="list-style-type: none"> • Aircraft registration • Aircraft type • Date of maintenance • Defect /task description, including the nature of experience such as: <ul style="list-style-type: none"> • Servicing • Inspection • Operational / Functional testing • Troubleshooting • Defect rectification • Repair and modification • Component replacement • Supervision maintenance activities • Releasing aircraft to service • Maintenance reference (Tech Log, Work Order, Task Card, etc...) 4. Verification signature: <ul style="list-style-type: none"> - Logbook holder - Supervisor/Manager/Director 5. Recency period: minimum 6 month 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	<input type="checkbox"/>	<input type="checkbox"/>	
2.	LICENCE VERIFICATION LETTER ^(2.1) Official Verification Letter from the issuing CAA. Purpose: confirm validity and status of the AML	<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*