

**AIRMEN EXAMINATION BOARD
CAAP Central Office**

KNOWLEDGE TESTING

Schedule of Availability of Service:

Monday – Thursday (8:00 AM to 5:00 PM)

Friday – (8:00 AM to 12:00 NOON)

No Noonbreak

Who may avail of this Service:

Airmen

What are the requirements:

1. Database print-out/Permit duly signed and issued by the Licensing Department (original and photocopy)
2. Official Receipt (OR)
3. Any government issued ID

HOW TO AVAIL OF THE SERVICE:

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to Window 1 and submit requirements	1.Receive and check completeness of documents		Database print-out/ permit Official Receipt (OR) Any gov't issued ID	2 min	AEB Staff-on-duty
		2.Check schedule of examination			1 min	AEB Staff-on-duty
		3. Provide AEB Form-2		AEB Form-2	1 min	AEB Staff-on-duty

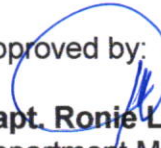
2	Fill-up form and submit to Window 1	1. Receive and check form			2 min	AEB Staff-on-duty
		2. Fill-up AEB Form-3 and forward to Exam Room		AEB Form-3	3 min	AEB Staff-on-duty
		3. Encode information and generate Exam ID and Password			5 min	Computer Technician Analyst
3	Proceed to Exam Room for AEB manual log-in.	1. Assist applicant for proper log-in			1 min	AEB Examiner
4	Proceed to assigned computer terminal	1. Assist applicant and provide briefing for the computer usage			2 min	AEB Examiner
5	Take the exam	1. Oversee the examination proper				AEB Examiner Proctor
6	Advise proctor once exam is completed and proceed for manual log-out	1. Stamp rating of examinee at the back of his/her database permit and affix signature			2 min	AEB Examiner Proctor
7	Proceed to AEB Admin Office	1. Provide application form for issuance of		AEB Form-5A or 5B	5 min	AEB Staff-on-duty

		Knowledge Test Report (TR)				
TOTAL DURATION OF ACTIVITY					24 minutes	


Prepared by:

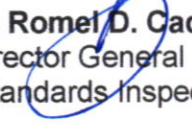

Ms. Cheryl P. Salvosa
 Test Specialist II

Approved by:


Capt. Ronie L. Briones
 Department Manager III
 Airmen Examination Board

Noted by:


Ms. Aida S. Romulo
 Chairperson, Citizen's Charter Team


Captain Romel D. Cadingan
 Asst. Director General II
 Flight Standards Inspectorate
 Service