

### PROCESS FLOW

Name of Transaction: **CONDUCT OF KNOWLEDGE TEST**

<b>Office/Division:</b>	<b>AIRMEN EXAMINATION BOARD - FSIS</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Airmen			
<b>Checklist of Requirements</b>		<b>Where to Secure</b>		
1. Original Database/Examination Permit duly signed and issued by the Licensing Certification Department (LCD)		Licensing and Certification Department (LCD)		
2. CAAP-FSIS-AEB-002 form		Airmen Examination Board		
3. Official Receipt		Cashier		
4. Any Government Issued ID		Client		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to Window 1 and submit requirements	1. Receive and check completeness of documents.	None	3 minutes/ client	AEB Staff on Duty (Admin Assistant)
	2. Counter check schedule in the AEB Online Scheduling Portal.	None	3 minutes/ client	AEB Staff on Duty (Admin Assistant)
	3. Provide CAAP-FSI-AEB-002 Form	None	1 minute/ client	AEB Staff on Duty (Admin Assistant)
2. Fill-out form and submit to Window 1	4. Receive form and check the subjects to be taken. (CAAP-FSI-AEB-002)	None	2 minutes/ client	AEB Staff on Duty (Admin Assistant)
	5. Fill-out AEB Examination Stub and forward to the Examiner-in-Charge.	None	2 minutes/ client	AEB Examiner (Test Specialist)
	6. Encode information and generate Exam ID and Password	None	5 minutes/ client	AEB Examiner In Charge (Test Specialist)
3. Proceed to Exam Room for AEB manual log-in.	7. Assist applicant for proper log-in information	None	2 minutes/ client	AEB Proctor

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
4. Proceed to the assigned workstation and take the exam	8. Brief proper way of usage of examination application and examination rules and regulations and oversee the examination proper.  <i>(Please refer to AEB Operations Manual Chapter 10)</i>	None	<i>Depends on the examinee and number of subjects taken</i>	AEB Examiner / Proctor
5. Advise proctor once exam is completed by raising a hand and proceed for manual log-out	9. Record the rating of the examinee at the CAAP-FSI-AEB-002 Form and affix his/her signature  <i>Note: If rating is <b>failed</b>, retake schedule will be after three (3) working days for ratings 60% and above and five (5) working days for 59% and below.</i>  <i>(Please refer to AEB Operations Manual Chapter 14)</i>	None	2 minutes/client	AEB Examiner Proctor
<b>OPTION:</b> Client may opt to have an early retake on failed subject/s.	Provide Request for Early Retake form (CAAP-FSI-AEB-007) and instruct to proceed to the Office of the Chief, AEB for approval.	None	5 minutes/client	AEB Examiner Proctor
Fill-out form given and proceed to the Office of the AEB Chief for approval.	Approval/disapproval of request according to the existing <i>AEB Manual Rules on Request on Early Retake</i> .	None	2 minutes/client	AEB Chief



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Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
	10. Provide application form for issuance of Knowledge Test Report (TR) (CAAP-FSIS-AEB-003) and instruct to submit at the AEB Admin Office	None	2 minutes/client	AEB Staff-on-duty
<b>Total:</b>		<b>None</b>	<b>1 hour and 59 minutes</b>	

Prepared by:

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Noted by:

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