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**ՓԱՐՏ-147 (PART-147)**



Easy Access Rules

for Continuing Airworthiness

# Note from the editor

***Cover regulation article***

*Regulation*

**Implementing rule**

*Regulation*

**Acceptable means of compliance**

*ED Decision*

**Guidance material**

*ED Decision*

*Note 1: In some instances (e.g.* 145.A.30 Personnel requirements*), the source is indicated at the level of point paragraph* (e.g. 145.A.30(a))*.*

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**ANNEX IV (PART-147)**

## GENERAL

**147.1**

For the purpose of this Part, the competent authority shall be Civil Aviation Committee of the Republic of Armenia (CAC RA)

**AMC 147.1**

Reserved.

## SECTION A — TECHNICAL REQUIREMENTS

### SUBPART A — GENERAL

**147.A.05 Scope**

This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in Annex III (Part-66).

**147.A.10 General**

A training organisation shall be an organisation or part of an organisation registered as a legal entity.

**GM to 147.A.10 General**

Such an organisation may conduct business from more than one address and may hold more than one Part approval.

**147.A.15 Application**

1. An application for an approval or for the change of an existing approval shall be made on a form and in a manner established by the CAC RA.
2. An application for an approval or change to an approval shall include the following information:
	1. the registered name and address of the applicant;
	2. the address of the organisation requiring the approval or change to the approval;
	3. the intended scope of approval or change to the scope of approval;
	4. the name and signature of the accountable manager;
	5. the date of application.

### AMC 147.A.15 Application

The application form should contain the information required in the [CAC Form 12.](#_bookmark108)

### SUBPART B — ORGANISATIONAL REQUIREMENTS

### 147.A.100 Facility requirements

*[Regulatory source]*

1. The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
2. Fully enclosed, appropriate accommodation, separate from other facilities, shall be provided for the delivery of the theoretical training and the conduct of knowledge examinations.
3. The point (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
4. In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The CAC RAshall require access to any such contracted organisation and the written agreement shall specify this access.
5. In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in point [147.A.115(d).](#_bookmark34)
6. The maximum number of students undergoing practical training during any training course shall not exceed 15 per instructor or assessor.
7. Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
8. Secure storage facilities shall be provided for examination and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in point [147.A.125.](#_bookmark40) The storage facilities and office accommodation may be combined, subject to adequate security.
9. A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.
10. By derogation from points (a) to (d) and (f), in the case of distance learning performed at a location where the organisation approved under this Annex has no control over the environment where the student is located, the organisation approved under this Annex shall brief the student and raise their awareness regarding the suitability of their learning location.

This derogation applies only to distance learning and not to the corresponding examination and/or assessment.

**GM1 147.A.100 Facility requirements**

The number of students undergoing training is expected to be adequate to the nature and the conditions of the training in order to ensure proper interaction between the instructor and the students, taking into account pedagogical and human factors principles.

**AMC1 147.A.100(i) Facility requirements**

For approved basic maintenance training courses

*[Regulatory source]*

1. It means holding, and ensuring reasonable access to, copies of all relevant RA regulations and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, airworthiness directives, aircraft and components records, release documentation, procedures manuals and aircraft maintenance programmes.
2. Except for the relevant RA regulations and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionics documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

**GM1 147.A.100(i) Facility requirements**

*[Regulatory source]*

Where the organisation has a library of regulations, manuals and documentation required by another RA regulation, it is not necessary to duplicate such a facility, subject to student access being under controlled supervision.

**147.A.105 Personnel requirements**

* 1. The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Part.
	2. A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in point (a).

*[Regulatory source]*

* 1. The maintenance training organisation shall contract with sufficient staff to plan/perform theoretical and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
	2. By derogation to point (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.
	3. Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with point (f).
	4. The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the competent authority.
	5. The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.
	6. Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

### AMC1 147.A.105 Personnel requirements

*[Regulatory source]*

1. Any maintenance training organisation with the capacity to train, examine, and/or assess 50 students or more at the same time should appoint a training manager with the responsibility of managing the training organisation on a day-to-day basis. This person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in point [147.A.130(b),](#_bookmark41) and an examination manager with the responsibility of managing the relevant [Part-147 Subpart C](#_bookmark60) or Subpart D examination system. This (these) person(s) may also be an instructor and/or examiner.
2. Any maintenance training organisation with the capacity to train, examine, and/or assess fewer than 50 students at the same time may combine any or all of the subparagraph (1) positions subject to the CAC RAverifying and being satisfied that all functions can be properly carried out in combination.
3. When the organisation is also approved against other Parts which contain some similar functions then such functions may be combined.

### AMC 147.A.105(b) Personnel requirements

With the exception of the accountable manager, an CAC Form 4 should be completed for each person nominated to hold a position required by 147.A.105(b). An example of an CAC Form 4 is included in Appendix II to AMC.

**GM to 147.A.105(c) Personnel requirements**

The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

**AMC1 147.A.105(f) Personnel requirements**

*[Regulatory source]*

Any person currently accepted by the CAC RA in accordance with the national aviation regulations in force prior to Part-147 coming into force may continue to be accepted in accordance with 147.A.105(f).

Paragraph 3 of Appendix III to AMC to Part-66 provides criteria to establish the qualification of assessors.

The instructors should be trained in the subject they deliver, including the appropriate training methods and tools, as applicable.

**GM1 147.A.105(f) Personnel requirements**

*[Regulatory source]*

The instructor that uses new training technologies (e.g. e-tutor, tele-tutor, tele-trainer) should be trained in using these technologies, as well as in the coaching, guiding and assisting of e-learning students. It is important that the instructor understands the electronically based distance-learning process, has the competence to remotely evaluate the learning behaviour of e-learning students and is able to proactively support their learning process.

The following structure provides an example of such an instructor training, as applicable:

* changes and tendencies of today’s training;
* fundamentals of methodology and didactics;
* basics and theory of e-learning and tele-tutoring;
* communication in virtual environments;
* the changed role of students and instructors;
* competence profile of a tele-tutor;
* practical guide to support learning processes;
* assessment of students’ performance;
* the learning management system.

**GM to 147.A.105(g) Personnel requirements**

Examiners should demonstrate a clear understanding of the examination standard required by Part- 66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

**AMC 147.A.105(h) Personnel requirements**

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner.

**GM to 147.A.105(h) Personnel requirements**

1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.
2. The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.

**147.A.110 Records of instructors, examiners and assessors**

* 1. The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.
	2. Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

**AMC 147.A.110 Records of instructors, examiners and assessors**

* + 1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
			1. Name
			2. Date of Birth
			3. Personnel Number
			4. Experience
			5. Qualifications
			6. Training history (before entry)
			7. Subsequent Training
			8. Scope of activity
			9. Starting date of employment/contract
			10. If appropriate – ending date of employment/contract.
		2. The record may be kept in any format but should be under the control of the organisations quality system.
		3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
		4. The CAC RA is an authorised person when investigating the records system for initial and continued approval or when the CAC RAhas cause to doubt the competence of a particular person.

**GM to 147.A.110 Records of instructors, examiners and assessors**

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

**147.A.115 Instructional equipment**

*[Regulatory source]*

* + - 1. Each classroom shall have appropriate presentation equipment of a standard that ensures that students can easily read presentation text, drawings, diagrams and figures from any position in the classroom.

For virtual training environments, the training content shall be designed in such a way to assist students in their understanding of the particular subject matter, ensuring that students can easily read presentation text, drawings, diagrams and figures.

The presentation equipment may include representative maintenance simulation training devices (MSTDs) to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.

* + - 1. The basic training workshops and/or maintenance facilities as specified in point [147.A.100(d)](#_bookmark18) must have all tools and equipment necessary to perform the approved scope of training.
			2. The basic training workshops and/or maintenance facilities as specified in point [147.A.100(d)](#_bookmark18) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.
			3. The aircraft type training organisation as specified in point [147.A.100(e)](#_bookmark18) must have access to the appropriate aircraft type. MSTDs may be used when such training devices ensure adequate training standards.

**AMC1 147.A.115(a) Instructional equipment**

If the maintenance training organisation transfers knowledge through a virtually controlled environment (e.g. distance learning, computer-based training (CBT) or multimedia-based training (MBT)), the organisation should ensure that:

* the computer system requirements are made known to the end user;
* the students’ activities are traceable, documented and recorded; and
* the computer system requirements of any third-party provider are covered by a written agreement concluded between the two parties and includes the terms of delivery, data security and data integrity.

**GM1 147.A.115(a);(d) Instructional equipment**

*[Regulatory source]*

1. Refer to the GM to Section 3 of Appendix III to Part-66 for the description, and to point 7 of the AMC to Section 1 of Appendix III to Part-66 for the definitions.
2. It is acknowledged that situations could exist where the size and complexity of such MSTDs and/or MTDs may require dedicated infrastructure. Such instances should be acceptable provided that student access to, and the use of, the respective MSTDs/MTDs is appropriately ensured.

**AMC 147.A.115(c) Instructional equipment**

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.
2. Appropriate aircraft, engines, aircraft parts and avionic equipment means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.
3. ‘Access’ may be interpreted to mean, in conjunction with the facilities requirement of [147.A.100(d),](#_bookmark18) that there may be an agreement with a maintenance organisation approved under Part-145 to access such parts, etc.

**147.A.120 Maintenance training material**

*[Regulatory source]*

* 1. Maintenance training course material shall be provided to the student and cover as applicable:
		1. the basic knowledge syllabus specified in Annex III (Part-66) for the relevant aircraft maintenance licence category or subcategory and,
		2. the type course content required by Annex III (Part-66) for the relevant aircraft type and aircraft maintenance licence category or subcategory.
	2. Students shall have access to examples of maintenance documentation and technical information of the library as specified in point [147.A.100(i)](#_bookmark18).
	3. Access to the maintenance training material relevant to basic or type training courses may be provided as a hard copy or by electronic means provided that the student has the appropriate means to access such material at any given time during the entire duration of the course.

**AMC 147.A.120(a)Maintenance training material**

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided, a written warning to this effect should be given.

**147.A.125 Records**

The organisation shall keep all student training, examination and assessment records for *an unlimited period.*

**147.A.130 Training procedures and quality system**

1. The organisation shall establish procedures acceptable to the CAC RAto ensure proper training standards and compliance with all relevant requirements in this Part.
2. The organisation shall establish a quality system including:
	1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
	2. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in point 147.A.105(a) to ensure, as necessary, corrective action.

**AMC1 147.A.130(a) Training procedures and quality system**

*[Regulatory source]*

This guidance material provides some clarifications for the incorporation of new training methods and training technologies in the procedures for aircraft maintenance training.

The classic training method is a teacher lecturing the pupils in a classroom. Commonly the training tools are a blackboard and training manuals. New technologies make it possible to develop new training methods and use other training tools, e.g. multimedia-based training and virtual reality. A combination of several training methods/tools is recommended in order to increase the overall effectiveness of the training.

Simulation cannot be eligible as a sole training or assessment tool for basic hand skills such as wiring, welding, drilling, filing, wire locking, riveting, bonding or any other skill where competence may only be achievable by performing a hands-on activity.

Three tables are provided to illustrate the possibilities for the use of different training methods and tools:

Table 1: Training tools Table 2: Training methods

Table 3: Combination of training methods and tools and their use Table 1 lists existing training tools that may be selected for the training.

***Table 1: Training tools***

|  |  |
| --- | --- |
| **Training tools** | **Description** |
| 1 | Slideshow presentation | A structured presentation of slides. |
| 2 | Manuals | Comprehensive and controlled publication of a particular topic. |
| 3 | Computer (desktop PC, laptop, etc.) | An electronic processing device that can hold and display information in various media. |

|  |  |
| --- | --- |
| **Training tools** | **Description** |
| 4 | Mobile devices (such as, but not limited to, tablets,smart phones, etc.) | A mobile electronic processing device that can hold and display information in various media. |
| 5 | Videos | Electronic media for broadcasting moving visual images. |
| 6 | MSTD — Maintenance simulation training device | A training device that is intended to be used in maintenance training, examination, and/or assessment for a component, system or entire aircraft. The MSTD may consist of hardware and software elements. |
| 7 | Mock-up | A scaled or full-size replica of a component, system or entire aircraft that preserves (i.e. is an exact replica of) the geometrical, operational or functional characteristics of the real component, system or entire aircraftfor which maintenance training is delivered with the use of such a replica. |
| 8 | Virtual reality | A computer-generated three-dimensional (3D) environment which can be explored and possibly interacted with. |
| 9 | MTD — Maintenance training device | Maintenance training device is any training device other than an MSTD used for maintenance training and/or examination and/or assessment. It may include mock-ups. |
| 10 | Real aircraft | A suitable aircraft whose condition allows teaching a selection of maintenance tasks that are representative of the particular aircraft or of the aircraft category.‘Suitable’ means an aircraft of the type or licence (sub)category (if the licence (sub)category aircraft is outfitted with the same equipment subject to the particular lesson module(s) and is sufficiently similar so that the lesson objective(s) can be satisfactorily accomplished) for type training, or an aircraft representative of the licence (sub)category for basic training, and excludes ‘virtual aircraft’.‘Condition’ means that the aircraft is equipped with its main components and that the systems can be activated/operated when this is required bythe learning objectives. |
| 11 | Aircraft component | A suitable aircraft component used to teach specific maintenance tasks off-the-wing. This may include but is not limited to tasks such as borescope inspections, minor repairs, testing, or the assembly/disassembly of sub-components. ‘Suitable’ means that the condition of the component should fit the learning objectives of the tasksand, when appropriate, may feature existing defects or damages. |
| 12 | Augmented reality | An enhancement (modification, enrichment, alteration or manipulation) of one’s current perception of reality elements of a physical, real-world environment following user’s inputs picked up by sensors transferred to rapid streaming computer images. By contrast, virtual reality replaces thereal world with a simulated one. |
| 13 | Embedded training | A maintenance training function that is originally integrated into the aircraft component’s design (i.e. a centralised fault display system). |
| 14 | Classroom | A physical, appropriate location where learning takes place. |
| 15 | Virtual classroom | A simulated, not physical, location where synchronous learning takesplace. |
| 16 | Virtual aircraft | A simulated, not physical, aircraft that may be used in theoretical training, practical training, examination or assessment. |
| Note: Synthetic training devices (STDs) is a generic term used for systems using hardware and/or software, simulating the behaviour of one or more aircraft systems or a complete aircraft, such as maintenance simulation training devices (MSTDs), maintenance training devices (MTDs) and [flight simulation training](https://www.easa.europa.eu/easa-and-you/aircrew-and-medical/flight-simulation-training-devices-fstd)[devices (FSTDs).](https://www.easa.europa.eu/easa-and-you/aircrew-and-medical/flight-simulation-training-devices-fstd) |

Table 2 lists existing training methods that may be selected for the training.

***Table 2: Training methods***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training method** | **Description** | **Instructor** | **Student-** | **Blended training(3)** |
|  **-centred(1)**  |  **centred(2)**  |
| Assisted learning (mentoring) | Assisted learning or mentorship represents an ongoing, close relationship of dialogue and learning between an experienced /knowledgeable instructor and a less experienced/knowledgeable student in order to develop experience/knowledgeof students. | X | X | X |
| Computer- based training (CBT) | CBT is any interactive means of structured training using a computer to deliver a content. (Note: Not to be confused with competency-based trainingthat also uses the acronym ‘CBT’) | X | X | X |
| Demonstration | A method of teaching by example rather thanexplanation. | X |  | X |
| Distance learning asynchronous | Distance learning reflects training situations in which instructors and students are physically separated. It is asynchronous if the teacher andthe students do not interact at the same time. |  | X | X |
| Distance learning synchronous | Distance learning reflects training situations in which instructors and students are physically separated. It is synchronous if the teacher and the students interact at the same time (real time). | X |  | X |
| e-learning | Training via a network or electronic means, with or without the support of instructors (e-tutors). | X | X | X |
| Lecturing (instructor-led/face to face) | Practice of face-to-face delivery of training and learning material between an instructor andstudents, either individuals or groups. | X |  | X |
| Mobile learning (M-learning) | Any sort of learning that happens when the student is not at a fixed, predetermined location, using mobile technologies. | X | X | X |
| Multimedia- based training(4) | Any combined use of different training media. | X | X | X |
| Simulation | Any type of training that uses a simulator imitatinga real-world process or system. | X | X | X |
| Web-based training (WBT) | Generic term for training or instruction delivered over the internet or an intranet using a web browser. | X | X | X |
| Note: The purpose of this table is to provide a short definition for each associated training method and to relate each method to the focus of the learning. It is not meant to comprehensively explore and identify the capabilities of each training method herein included.1. ‘Instructor-centred’ means that the instructor is responsible for teaching the student.
2. ‘Student-centred’ means that the student is responsible for the learning progress.
3. ‘Blended training’ includes different instructional methods and tools, different delivery methods, different scheduling (synchronous/asynchronous) or different levels of guidance. Blended training allows

the integration of a range of learning opportunities. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training method** | **Description** | **Instructor** | **Student-** | **Blended training(3)** |
|  **-centred(1)**  |  **centred(2)**  |
| (4) ‘Multimedia-based training’ by definition uses various media to achieve its objective, thus, none of the single media listed is per se a complete solution for training. |

Table 3 presents the combination of training methods and tools that may be taken into account for theoretical and practical training.

The table is intended to support potential delivery methods. Additional training methods and further use of those methods could be acceptable to the CAC RAwhen demonstrated as supporting learning objectives.

***Table 3 Combination of training methods and tools, and their use***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Training method**  |  **Training tools**  | **Theoretical elements** | **Practical elements** | **OJT** | **Learning objectives** |
| **See Table 2** | **See Table 1** | **Level****1** | **Level****2** | **Level****3** | **Knowledge** | **Skills** | **Attitude** |
| Lecturing (instructor-led/face to face) | 1,2,3,5,6,7,8,9,1011,12,13,14,16 | X | X | X | X | XOnly type | X | X | XOnly type |
| Assisted learning (mentoring) | 1,2,3,5,6,7,8,9,10,11,12,13,14,15,16 | X | X | X | X | XOnly type | X | X | XOnly type |
| e-learning | 1,2,3,4,5,8,12,14,15,16 | X | X | X(1) | X(1) |  | X | X(1) | X(1) |
| Computer-based training | 1,2,3,4,5,8,12,14,15,16 | X | X | X | X(1) |  | XOnly type | X(1) |  |
| Multimedia-based training | 1,2,3,4,5,8,12,13,14,15,16 | X | X | X | X(1) |  | XOnly type | X(1) | X(1) |
| Web-based training (WBT) | 1,2,3,4,5,8,12,14,15,16 | X | X | X(1) | X(1) |  | XOnly type |  X(1) | X(1) |
| Only |
|  type  |
| M-learning | 1,2,3,4,5,12,15,16 | X | X | X(1) | X(1) |  | X(1)Type unlimited | X(1) |  |
| Distance learningsynchronous | 1,2,3,4,5,8,15,16 | X | X | X(1) | X(1) |  | X(1)Type unlimited | X(1) | X(1)Only type |
| Distance learningasynchronous | 1,2,3,4,5,8,16 | X | X | X(1) |  |  | X(1)Type unlimited | X(1) | X(1)Only type |
| Demonstration | 1,2,3,5,6,7,8,9,10,11,12,13,14,15,16 | X | X | X(1) | X | X(1)Only type | X | X | X(1)Only type |
| Simulation | 1,3,4,6,7,8,9,10,12,14, 15(1),16 | X | X | X(1) | X |  | X | X | XOnly type |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training method** | **Training tools** | **Theoretical elements** | **Practical elements** | **OJT** | **Learning objectives** |
| **See Table 2** | **See Table 1** | **Level****1** | **Level****2** | **Level****3** | **Knowledge** | **Skills** | **Attitude** |
| This table relates a given training method to a list of acceptable training tools (code), oriented to deliver the theoretical elements, practical elements or on-the-job training associated with their specific learning objectives. |
| (1) Limited suitability. It means that the respective training method may be used but with limited results, thus requiring the support of a complementary training method to fulfil the learning objectives.NOTE: Instructor (human) involvement should be considered in Basic Knowledge Module 9. |

**AMC 147.A.130(b) Training procedures and quality system**

1. The independent audit procedure should ensure that all aspects of [Part-147](#_bookmark8) compliance should be checked at least once in every 12 months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.
2. In a small maintenance training organisation the independent audit function may be contracted to another maintenance training organisation approved under [Part-147](#_bookmark8) or a competent person acceptable to the competent authority. Where the small training organisation chooses to contract the audit function it is conditional on the audit being carried out twice in every 12 month period with one such audit being unannounced.
3. Where the maintenance training organisation is also approved to another Part requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the sub-contract control system:
	1. a pre audit procedure should be established whereby the Part-147 approved maintenance training organisation’ should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of Part-147.
	2. a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the [Part-147](#_bookmark8) standard.
	3. the sub-contract control procedure should record audits of the sub-contractor and to have a corrective action follow-up plan.
5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

**GM to 147.A.130(b) Training procedures and quality system**

1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with [Part-147.](#_bookmark8)
2. The independent audit is a process of routine sample checks of all aspects of the training organisation’s ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. A large training organisation (an organisation with the capacity to provide training for 50 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an organisation with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.
5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

### 147.A.135 Examinations

*[Regulatory source]*

1. The examination staff shall ensure the security of all questions.
2. Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. The CAC RAshall be informed of any such incident together with the details of any enquiry within one calendar month.
3. Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The CAC RAmust be informed of any such occurrence within one calendar month.
4. The examination shall be performed in a controlled environment by a training organisation approved under this Annex and described in its maintenance training organisation exposition (MTOE).

For examination purposes, a ‘controlled environment’ means an environment where the following can be established and verified: (a) the identity of the students; (b) the proper conduct of the examination process; (c) the integrity of the examination and (d) the security of the examination material.

**AMC 147.A.135 Examinations**

1. Examinations may be computer- or hard-copy-based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.

**GM to 147.A.135 Examinations**

The CAC RA will determine when or if the disqualified examiner may be reinstated.

**147.A.140 Maintenance training organisation exposition**

* 1. The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:
		1. a statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organisation's compliance with this Part and shall be complied with at all times.
		2. the title(s) and name(s) of the person(s) nominated in accordance with point 147.A.105(b).
		3. the duties and responsibilities of the person(s) specified in point 2, including matters on which they may deal directly with the CAC RAon behalf of the maintenance training organisation.
		4. a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in point (a)(2).
		5. a list of the training instructors, knowledge examiners and practical assessors.
		6. a general description of the training and examination facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by point [147.A.145(b).](#_bookmark50)
		7. a list of the maintenance training courses which form the extent of the approval.
		8. the maintenance training organisation's exposition amendment procedure.
		9. the maintenance training organisation's procedures, as required by point [147.A.130(a).](#_bookmark41)
		10. the maintenance training organisation's control procedure, as required by [147.A.145(c),](#_bookmark50) when authorised to conduct training, examination and assessments in locations different from those specified in point [147.A.145(b).](#_bookmark50)
		11. a list of the locations pursuant to point [147.A.145(b).](#_bookmark50)
		12. a list of organisations, if appropriate, as specified in point [147.A.145(d).](#_bookmark50)
	2. The maintenance training organisation's exposition and any subsequent amendments shall be approved by the competent authority.
	3. Notwithstanding point (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

### AMC 147.A.140 Maintenance training organisation exposition

1. A recommended format of the exposition is included in Appendix I.
2. When the maintenance training organisation is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part may form the basis of the maintenance training organisation exposition in a combined document, as long as the other exposition contains the information required by [147.A.140](#_bookmark48) and a cross reference index is included based upon Appendix I.
3. When training or examination is carried out under the sub-contract control system the maintenance training organisation exposition should contain a specific procedure on the control of sub-contractors as per Appendix 1 item 2.18 plus a list of sub-contractors as required by [147.A.140(a)12](#_bookmark48) and detailed in Appendix I item 1.7.
4. The CAC RAmay approve a delegated exposition approval system for all changes other than those affecting the approval.

### 147.A.145 Privileges of the maintenance training organisation

*[Regulatory source]*

1. The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
	1. basic training courses to the Annex III (Part-66) syllabus, or part thereof;
	2. aircraft type/task training courses in accordance with Annex III (Part-66);
	3. the examination of students who attended the basic or aircraft type training course at the maintenance training organisation;
	4. the examination of students who did not attend the aircraft type training course at the maintenance training organisation;
	5. the examination of students who did not attend the basic training course at the maintenance training organisation, provided that:
		1. the examination is conducted at one of the locations identified in the approval certificate, or
		2. if performed at locations not identified in the approval certificate, as permitted by points (b) and (c), either
			* the examination is provided through a European Central Question Bank (ECQB), or
			* in the absence of an ECQB, the CAC RA selects the questions for the examination;
	6. the issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in points (a)(i), (a)(ii), (a)(iii), (a)(iv) and (a)(v), as applicable.
2. Theoretical training, knowledge examinations, practical training and practical assessments may be carried out only at the locations identified in the approval certificate or at any location specified in the MTOE.
3. By derogation to point (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the point (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.
4. 1. The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organisation only when under the control of the maintenance training organisation quality system.
5. The subcontracting of basic theoretical training and examination is limited to Annex III (Part-66), Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
6. The subcontracting of type training and examination is limited to powerplant and avionic systems.
7. An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.
8. By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

**AMC1 147.A.145(c) Distance learning via uniform resource locator (URL) addresses**

Distance training may also be delivered via URL addresses. When delivering distance training, the learning location is the responsibility of the student and need not be controlled by the training organisation. Refer to point [147.A.100(j)](#_bookmark18).

Knowledge examinations may also be conducted by accessing the examination questions via uniform resource locator (URL) addresses, provided the knowledge examination environment is under the control of the maintenance training organisation.

**AMC 147.A.145(d) Privileges of the maintenance training organisation**

1. When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the [Part-147](#_bookmark8) approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor’s facilities, personnel and procedures involved with the [Part-147](#_bookmark8) approved maintenance training organisation’s students should meet requirements of [Part-147](#_bookmark8) for the duration of that training or examination and it remains the [Part-147](#_bookmark8) organisation’s responsibility to ensure such requirements are satisfied.
2. The maintenance training organisation approved under Part-147 is not required to have complete facilities and personnel for training that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the Part-147 standards. Particular

attention should be given to ensuring that the training that is delivered also meets the requirements of Part-66 and the aircraft technologies are appropriate.

1. The contract between the maintenance training organisation approved under Part-147 and the sub-contractor should contain:
	* a provision for the CAC RA to have right of access to the sub-contractor;
	* a provision for the sub-contractor to inform the Part-147 approved maintenance training organisation of any change that may affect its Part-147 approval, before any such change takes place.

**GM 147.A.145(d) Privileges of the maintenance training organisation**

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in [Part-147](#_bookmark8) and Part-66.
2. The fundamental reason for allowing a maintenance training organisation approved under [Part-](#_bookmark8) [147](#_bookmark8) to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organisations, which may not have the capacity to conduct training courses on all Part-66 modules.
3. The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in [147.A.200](#_bookmark60) does not apply to them. On the contrary, training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in 147.A.200. The intent of the ‘limited subcontracting’ option as specified in [147.A.145](#_bookmark50) is to grant [Part-147](#_bookmark8) approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

**GM 147.A.145(d)3 Privileges of the maintenance training organisation**

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionic systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the [Part-147](#_bookmark8) organisation itself).

**AMC 147.A.145(f) Privileges of the maintenance training organisation**

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

* + The development and the conduct of the type examination;
	+ The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

**147.A.150 Changes to the maintenance training organisation**

1. The maintenance training organisation shall notify the CAC RAof any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the CAC RAto determine continued compliance with this Part and to amend if necessary the maintenance training organisation approval certificate.
2. The CAC RAmay prescribe the conditions under which the maintenance training organisation may operate during such changes unless the CAC RAdetermines that the maintenance training organisation approval must be suspended.
3. Failure to inform the CAC RAof such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

**147.A.155 Continued validity**

1. An approval shall be issued for an unlimited duration. It shall remain valid subject to:
	1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified in point [147.B.130](#_bookmark92); and
	2. the CAC RAbeing granted access to the organisation to determine continued compliance with this [Annex (Part-147)](#_bookmark8); and
	3. the certificate not being surrendered or revoked.
2. Upon surrender or revocation, the approval shall be returned to the competent authority.

**147.A.160 Findings**

1. A level 1 finding is one or more of the following:
	1. any significant non-compliance with the examination process which would invalidate the examination(s),
	2. failure to give the CAC RAaccess to the organisation's facilities during normal operating hours after two written requests,
	3. the lack of an accountable manager,
	4. a significant non-compliance with the training process.
2. A level 2 finding is any non-compliance with the training process other than level 1 findings.
3. After receipt of notification of findings according to point [147.B.130](#_bookmark92), the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAC RAwithin a period agreed with this authority.

### SUBPART C — APPROVED BASIC TRAINING COURSE

**147.A.200 The approved basic training course**

*[Regulatory source]*

1. The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
2. The knowledge training element shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in Annex III (Part-66).
3. The knowledge examination element shall cover a representative cross section of subject matter from the point (b) training element.
4. The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module.
5. The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
6. The duration of basic training courses shall be in accordance with Appendix I.
7. Notwithstanding point (f), in order to benefit from changes in training technologies and methods (theoretical training), or from credits specified in point 66.A.25(e) of Annex III (Part- 66), the number of hours as established in Appendix I (Basic training course duration) may be amended provided that the syllabus content and schedule describe and justify the proposed changes. A procedure shall be included in the MTOE to justify those changes.
8. The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

**AMC 147.A.200(b) The approved basic training course**

Each licence category or subcategory basic training course may be subdivided into modules or sub- modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of [147.A.200(f) and (g)](#_bookmark60) being satisfied.

**AMC 147.A.200(d) The approved basic training course**

1. Where the maintenance training organisation approved under [Part-147](#_bookmark8) contracts the practical training element either totally or in part to another organisation in accordance with

[147.A.100(d),](#_bookmark18) the organisation in question should ensure that the practical training elements are properly carried out.

1. At least 30% of the practical training element should be carried out in an actual maintenance working environment.

### AMC1 147.A.200(f) The approved basic training course

*[Regulatory source]*

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the CAC RAmay allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:
	* Theoretical and practical training are performed at the same time;
	* Training and normal maintenance duty/apprenticeship are performed at the same time.
2. The minimum participation criteria for the trainee in order to meet the objectives of the basic training course should not be less than 90 % of the tuition hours or 95 % completion of the content for student-centred methods in a theoretical training course. Additional training may be provided by the training organisation for the trainee to meet the minimum participation criteria. If the minimum participation that is defined for the basic training course is not met, a certificate of recognition (CoR) should not be issued.

### AMC 147.A.200(g) The approved basic training course

*[Regulatory source]*

Typical conversion durations are given below:

1. The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.
2. The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80% and 85% knowledge training.
3. The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50% and 60% knowledge training.
4. The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.
5. The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in any subcategory A to category B2L (with any system rating) should not be less than 800 hours and should include between 60 and 70 % of knowledge training.

**147.A.205 Basic knowledge examinations**

Basic knowledge examinations shall:

1. be in accordance with the standard defined in Annex III (Part-66).
2. be conducted without the use of training notes.
3. cover a representative cross section of subjects from the particular module of training completed in accordance with Annex III (Part-66).

**AMC 147.A.205 Basic knowledge examinations**

The CAC RAmay accept that the maintenance training organisation approved under [Part-147](#_bookmark8) can conduct examination of students who did not attend an approved basic course at the organisation in question.

**147.A.210 Basic practical assessment**

1. Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
2. The student shall achieve an assessed pass with respect to point [147.A.200(e).](#_bookmark60)

**AMC 147.A.210(a) Basic practical assessment**

Where the maintenance training organisation approved under [Part-147](#_bookmark8) contracts the practical training element either totally or in part to another organisation in accordance with [147.A.100(d)](#_bookmark18) and chooses to nominate practical assessors from the other organisation, the organisation in question should ensure that the basic practical assessments are carried out.

**AMC 147.A.210(b) Basic practical assessment**

*[Regulatory source]*

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of [147.A.200(e).](#_bookmark60) This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

Appendix III to AMC to Part-66 provides criteria for the competence assessment performed by the designated assessors (and their qualifications).

### SUBPART D — AIRCRAFT TYPE/TASK TRAINING

**147.A.300 Aircraft type/task training**

A maintenance training organisation shall be approved to carry out Annex III (Part-66) aircraft type and/or task training subject to compliance with the standard specified in point 66.A.45.

**AMC1 147.A.300 Aircraft type / task training**

*[Regulatory source]*

Aircraft type training may be sub-divided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under [Part-147](#_bookmark8) may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

1. Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
2. Powerplant type training course means a type training course on the bare engine, including the build-up to a quick engine change unit.
3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
4. Avionics/electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.
5. For task training, pendix II methods may be used.

**147.A.305 Aircraft type evaluation and task assessment**

*[Regulatory source]*

A maintenance training organisation approved in accordance with point [147.A.300](#_bookmark71) to conduct aircraft type training shall conduct the aircraft type evaluation or aircraft task assessment specified in Annex III (Part-66) subject to compliance with the aircraft type and/or task standard specified in point 66.A.45 of Annex III (Part-66).

## SECTION B — PROCEDURES FOR COMPETENT AUTHORITIES

### SUBPART A — GENERAL

**147.B.05 Scope**

This section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

**147.B.10 Competent Authority**

* 1. General

The CAC RA shall be with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates under this [Annex (Part-147).](#_bookmark8) This CAC RA shall establish documented procedures and an organisational structure.

* 1. Resources

The CAC RA shall be appropriately staffed to carry out the requirements of this Part.

* 1. Procedures

The CAC RA shall establish procedures detailing how compliance with this [Annex (Part-147)](#_bookmark8) is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

* 1. Qualification and training

All staff involved in approvals related to this Annex must:

* + 1. Be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
		2. Have received training and continuation training on Annex III (Part-66) and [Annex IV](#_bookmark8) [(Part-147)](#_bookmark8) where relevant, including its intended meaning and standard.

**AMC 147.B.10(a) Competent authority**

1. In deciding upon the required organisational structure, the CAC RAshould review the number of certificates to be issued, the number and size of potential [Part-147](#_bookmark8) approved maintenance training organisations within State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the State aviation industry.
2. The CAC RA should retain effective control of important surveillance functions and not delegate them in such a way that [Part-147](#_bookmark8) organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the CAC RAare not relying on individuals. That means that a continuing and undisturbed

fulfilment of these tasks and obligations of the CAC RAshould also be guaranteed in case of illness, accident or leave of individual employees.

### AMC1 147.B.10(b) Competent authority

*[Regulatory source]*

1. CAC RA surveyors should have:
	1. practical experience and expertise in the application of aviation safety standards and safe operating practices;
	2. comprehensive knowledge of:
		1. relevant parts of implementing rules, certification specifications and guidance material;
		2. the competent authority’s procedures;
		3. the rights and obligations of a surveyor;
		4. quality systems;
		5. continuing airworthiness management.
	3. training on auditing techniques.
2. five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification.
3. a relevant engineering degree or an aircraft maintenance or training qualification with additional education. ‘relevant engineering degree’ means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
	1. knowledge of a relevant sample of aircraft types
	2. knowledge of maintenance training standards.
	3. training methods and technologies.
4. In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
5. A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.

### AMC 147.B.10(c) Competent authority

*ED Decision 2015/029/R*

The documented procedures should contain the following information:

1. The Member State’s designation of the competent authority(ies).
2. The title(s) and name(s) of the manager(s) of the CAC RA and their duties and responsibilities.
3. Organisation chart(s) showing associated chains of responsibility of the senior persons.
4. A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
5. A general description of the facilities.
6. Procedures specifying how the competent authority(ies) ensure(s) compliance with [Part-147.](#_bookmark8)

**147.B.20 Record-keeping**

1. The CAC RA shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.
2. The records for the oversight of maintenance training organisations shall include as a minimum:
	1. the application for an organisation approval.
	2. the organisation approval certificate including any changes.
	3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
	4. continued oversight records including all audit records.
	5. copies of all relevant correspondence.
	6. details of any exemption and enforcement actions.
	7. any report from other competent authorities relating to the oversight of the organisation.
	8. organisation exposition and amendments.
3. The minimum retention period for the point (b) records shall be four years.

**AMC 147.B.20 Record-keeping**

* 1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the CAC RA(chronological, alphabetical order, etc.).
	2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
	3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in [147.B.20.](#_bookmark81)

**147.B.25 Exemptions**

* + 1. The CAC RAmay exempt a State education department school from:
			1. being an organisation as specified in point [147.A.10.](#_bookmark13)
			2. having an accountable manager, subject to the limitation that the department appoint a senior person to manage the training organisation and such person has a budget sufficient to operate the organisation to the standard of this [Annex (Part-147).](#_bookmark8)
			3. having recourse to the independent audit part of a quality system subject to the department operating an independent schools inspectorate to audit the maintenance training organisation at the frequency required by this Part.
		2. All exemptions granted in accordance with Article 71(1) of Regulation (EU) 2018/1139 shall be recorded and retained by the competent authority.

### SUBPART B — ISSUE OF AN APPROVAL

This Subpart provides the requirements to issue or vary the maintenance training organisation approval.

### 147.B.110 Procedure for approval and changes to the approval

1. Upon receipt of an application, the CAC RAshall:
	1. review the maintenance training organisation exposition; and
	2. verify the organisation's compliance with the requirement of [Annex IV (Part-147).](#_bookmark8)
2. All findings identified shall be recorded and confirmed in writing to the applicant.
3. All findings shall be closed in accordance with point [147.B.130](#_bookmark92) before the approval is issued.
4. The reference number shall be included on the approval certificate in a manner specified by the MTAI.

**GM to 147.B.110 Procedure for approval and changes to the approval**

* 1. A meeting should be arranged between the applicant and the Member State who issue [Part-](#_bookmark8) [147](#_bookmark8) approvals to determine if the applicant's training activities justify the investigation for issue of [Part-147](#_bookmark8) approval and to ensure that the applicant understands what needs to be done for [Part-147](#_bookmark8) approval. This meeting is not intended to establish compliance but rather to see if the activity is a [Part-147](#_bookmark8) activity.
	2. Assuming that the applicant's activities come within the scope of [Part-147](#_bookmark8) approval, instructions should be sent to the CAC RA staff requesting that an audit of the applicant be carried out and when satisfied that compliance has been established, a recommendation for the issue of approval should be submitted to the CAC RAstaff who grant approval unless these are the same staff. The CAC RA should determine how and by whom the audit shall be conducted. For example, if the applicant is a large training organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single person audits is most appropriate for the particular situation. A further consideration in the case of a combined Part-145/147 organisation is the possibility to combine the audits.
	3. Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organisation address(es) in accordance with [147.A.145(c),](#_bookmark50) then a sample audit should be carried out by the CAC RAfrom time to time of the

process to ensure that procedures are followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organisation address(es).

* 1. The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for [Part-147](#_bookmark8) approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation should be debriefed at the end of the audit visit on the findings made during the audit.
	2. There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time of audit and the fact that the situation will be reviewed before a decision is made. The organisation should be informed of the decision within 2 weeks of the audit visit in writing if the decision is a confirmation of non-compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.
	3. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. Upon receipt of the application and the organisation exposition, the CAC RAshould reissue the approval certificate valid only up to the current expiry date.
	4. A name change alone does not require the CAC RAto audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.
	5. A change of accountable manager requires the maintenance training organisation to submit such fact to the CAC RAas a matter of urgency together with the amendment to the accountable manager exposition statement.
	6. A change of any of the senior personnel specified in 147.A.105(b) requires the maintenance training organisation to submit a Form 4 in respect of the particular person. If satisfied that the qualifications and experience meet the standard required by Part-147, the CAC RAshould indicate acceptance in writing to the maintenance training organisation.
	7. A change in the maintenance training organisation’s exposition requires the CAC RAto establish that the procedures specified in the exposition are in compliance with Part-147 and then to establish if these are the same procedures intended for use within the training facility.
	8. Any change of location of the maintenance training organisation requires the organisation to make a new application to the CAC RAtogether with the submission of an amended exposition. The CAC RAshould follow the procedure specified in [147.B.110(a) and (b)](#_bookmark85) in so far as the change affects such procedure before issuing a new Part-147 approval certificate.
	9. The complete or partial reorganisation of a training organisation should require the re-audit of those elements that have changed.
	10. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the CAC RAtogether with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The CAC RAshould follow the procedure of paragraph 11 in so far as the change affects such procedures unless the CAC RAis satisfied that the maintenance training

organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 11 procedure.

**AMC 147.B.110(a) Procedure for approval and changes to the approval**

1. The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.
2. The audit report should be made on an [CAC Form 22](#_bookmark107) (see appendix III).

**AMC 147.B.110(b) Procedure for approval and changes to the approval**

The date each finding was rectified should be recorded together with the reference document.

**147.B.120 Continued validity procedure**

* 1. Each organisation shall be completely audited for compliance with this [Annex (Part-147)](#_bookmark8) at periods not exceeding 24 months. This shall include the monitoring of at least one training course and one examination performed by the maintenance training organisation.
	2. Findings shall be processed in accordance with point [147.B.130.](#_bookmark92)

**AMC 147.B.120(a) Continued validity procedure**

* + 1. Audits should be conducted to ensure the continuity of the approval; it is not necessary to sample all basic and type training courses, but the CAC RAshould sample, as appropriate, one basic and one type training course to establish that training is conducted in an appropriate manner. Nevertheless, the duration of the sampling for each course should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.
		2. It is not necessary to sample all examinations associated with a training course but the CAC RAshould sample, as appropriate, one basic and one type training course examination.

**147.B.125 Maintenance training organisation approval certificate**

The maintenance training organisation approval certificate format shall be as detailed in Appendix II.

**147.B.130 Findings**

* + - 1. Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the competent authority, of the maintenance training organisation approval in whole or in part.
			2. Action shall be taken by the CAC RA to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the CAC RA in the case of a level 2 finding.

**AMC 147.B.130(b) Findings**

* + - * 1. In the case of a level 2 finding, the CAC RA may give up to six-month notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s) the CAC RA may choose a notice period less than six months.
				2. When the CAC RA chooses to allow six months, the initial notification should be of three-month duration to the quality manager followed by the final three-month notice to the accountable manager.

### SUBPART C — REVOCATION, SUSPENSION AND LIMITATION OF THE MAINTENANCE TRAINING ORGANISATION APPROVAL

**147.B.200 Revocation, suspension and limitation of the maintenance training organisation approval**

The CAC RA shall:

suspend an approval on reasonable grounds in the case of potential safety threat; or

suspend, revoke or limit an approval pursuant to [147.B.130.](#_bookmark92)

## APPENDICES TO ANNEX IV (PART-147)

**Appendix I — Basic training course duration**

The minimum duration of a complete basic training course shall be as follows:

**Basic Course**

A1 A2 A3 A4 B1.1 B1.2

B1.3

**Duration (in hours)**

800

650

800

800

2 400

2 000

2 400

**Theoretical Training Ratio (in %)**

30–35

30–35

30–35

30–35

50–60

50–60

50–60

|  |  |  |
| --- | --- | --- |
| B1.4 | 2 400 | 50–60 |
| B2 | 2 400 | 50–60 |
| B2L | 1 500 (\*) | 50–60 |
| B3 | 1 000 | 50–60 |

(\*) This number of hours shall be increased as follows, depending on the additional system ratings selected:

|  |  |  |
| --- | --- | --- |
| **System Rating** | **Duration (in hours)** | **Theoretical Training Ratio (in %)** |
| COM/NAV | 90 | 50–60 |
| INSTRUMENTS | 55 |
| AUTOFLIGHT | 80 |
| SURVEILLANCE | 40 |
| AIRFRAME SYSTEMS | 100 |

**Appendix II — Maintenance Training Organisation Approval — CAC Form 11**

Page 1 of 2

**MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL CERTIFICATE**

Reference: [STATE CODE\*].147.[XXXX]

Pursuant to Current Regulation for the time being in force and subject to the condition specified below, the [CAC RA (\*)] hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance training organisation in compliance with Section A of Annex IV (Part-147) of Regulation Continuing Airworthiness, approved to provide training and conduct examinations listed in the approval schedule attached and to issue related certificates of recognition to students using the above references.

CONDITIONS:

This approval is limited to what is specified in the scope of work section of the approved maintenance training organisation exposition as referred to in Section A of Annex IV (Part-147); and

this approval requires compliance with the procedures specified in the approved maintenance training organisation exposition; and

this approval is valid whilst the approved maintenance training organisation remains in compliance with Annex IV (Part-147) of Regulation On Continuing Airworthiness; and

subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue: .....................................................................................................................................

Date of this revision: .......................................................................................................................................

Revision No: ………………...................................................................................................................................

Signed: ............................................................................................................................................................

For the competent authority: [CAC RA (\*)]

CAC Form 11 Issue 6

Page 2 of 2

**MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL SCHEDULE**

Reference: [ STATE CODE (\*)].147.[XXXX]

Organisation: [COMPANY NAME AND ADDRESS]

This approval schedule is limited to those trainings and examinations specified in the scope of work section

of the approved maintenance training organisation exposition.

Maintenance training organisation exposition reference: ............................................................................... Date of original issue: ........................................................................................................................................

Date of last revision approved: ........................ Revision No: ………………...........................................................

Signed: ...............................................................................................................................................................

|  |  |  |
| --- | --- | --- |
| **CLASS** | **LICENCE CATEGORY** | **LIMITATION** |
| **BASIC** (\*\*) | B1 (\*\*) | TB1.1 (\*\*) | AEROPLANES TURBINE (\*\*) |
| TB1.2 (\*\*) | AEROPLANES PISTON (\*\*) |
| TB1.3 (\*\*) | HELICOPTERS TURBINE (\*\*) |
| TB1.4 (\*\*) | HELICOPTERS PISTON (\*\*) |
| B2 (\*\*)/(\*\*\*\*) | TB2 (\*\*) | AVIONICS (\*\*) |
| B2L (\*\*) | TB2L (\*\*) | AVIONICS (indicate system rating) (\*\*) |
| B3 (\*\*) | TB3 (\*\*) | PISTON ENGINE NON-PRESSURISED AERO- PLANES 2 000 KG MTOM AND BELOW (\*\*) |
| A (\*\*) | TA.1 (\*\*) | AEROPLANES TURBINE (\*\*) |
| TA.2 (\*\*) | AEROPLANES PISTON (\*\*) |
| TA.3 (\*\*) | HELICOPTERS TURBINE (\*\*) |
| TA.4 (\*\*) | HELICOPTERS PISTON (\*\*) |
| L (\*\*) (Only examination) | TL (\*\*) | QUOTE THE SPECIFIC LICENCE SUB-CATEGORY (\*\*) |
| **TYPE/TASK**(\*\*) | C (\*\*) | T4 (\*\*) | [QUOTE AIRCRAFT TYPE] (\*\*\*) |
| B1 (\*\*) | T1 (\*\*) | [QUOTE AIRCRAFT TYPE] (\*\*\*) |
| B2 (\*\*) | T2 (\*\*) | [QUOTE AIRCRAFT TYPE] (\*\*\*) |
| A (\*\*) | T3 (\*\*) | [QUOTE AIRCRAFT TYPE] (\*\*\*) |

For the competent authority:[CAC RA]

CAC Form 11 Issue 6

(\*\*) Delete as appropriate if the organisation is not approved. (\*\*\*) Complete with the appropriate rating and limitation.

(\*\*\*\*) The approval for the Basic B2 course/examination includes approval for B2L course/examination for all system ratings.

**AMC to Appendix II to Part-147 — Maintenance Training Organisation Approval referred to in Annex IV (Part-147)**

The following fields on page 2 ‘Maintenance Training and Examination Approval Schedule’ of the maintenance training and examination organization approval certificate should be completed as follows:

* Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition
* Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
* Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

**Appendix III — Certificates of Recognition referred to in Annex IV (Part-147) — CAC Forms 148 and 149**

####  Basic Training/Examination

*[Regulatory source]*

The basic training certificate template shall be used for recognition of completion of either the basic training or the basic examination, or both the basic training and basic training examinations.

The training certificate shall clearly identify each individual module examination by date passed together with the corresponding version of Appendix I to Annex III (Part-66).

CAC Form 148a shall be used for training and examinations conducted by a training organisation approved in accordance with Annex IV (Part-147).

CAC Form 148b shall be used for examinations conducted by the competent authority.

Page 1 of 1

**CERTIFICATE OF RECOGNITION**

Reference: [MEMBER STATE CODE (\*)].147.[XXXX].[YYYYY]

The certificate of recognition is issued to:

[NAME]

[DATE and PLACE OF BIRTH]

By:

[COMPANY NAME AND ADDRESS] Reference: [MEMBER STATE CODE (\*)].147.[XXXX]

a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with Annex IV (Part-147) to MTAI Minister Order 10-N 2022

This certificate attests that the above-named person has successfully attended and/or passed (\*\*) the approved basic training course(s) (\*\*) and/or the basic examination(s) (\*\*) stated below in compliance with MTAI Minister Order 10-N 2022.

[BASIC TRAINING COURSE(S) (\*\*)]/ [BASIC EXAMINATION(S) (\*\*)]

[LIST OF PART-66 MODULES/LOCATION AND DATE OF EXAMINATION PASSED]

Date: .........................................................................................................................................................

Signed: ...................................................................................................................................................... For: [COMPANY NAME]

CAC Form 148a Issue 1

(\*) Or ‘CAC’, if CAC is the competent authority. (\*\*) N Delete as appropriate. Possible cases:

* attended and passed the basic training course(s); or
* attended only the basic training course(s); or
* passed only the basic examination(s).

Page 1 of 1

**CERTIFICATE OF RECOGNITION**

Reference: [STATE CODE].CAA.[XXXX].[YYYYY]

The certificate of recognition is issued to:

[NAME]

[DATE and PLACE OF BIRTH]

By:

[CAC RANAME] [CAC RAADDRESS]

after having conducted examination in accordance with Section B, Subpart C of Annex III (Part-66) to MTAI Minister Order 10-N 2022.

This certificate attests that the above-named person has successfully passed the basic examination(s) stated below in compliance with MTAI Minister Order 10-N 2022.

[BASIC EXAMINATION(S)]

[LIST OF PART-66 MODULES/LOCATION AND DATE OF EXAMINATION PASSED]

Date: .........................................................................................................................................................

Signed: ......................................................................................................................................................

For: [CAC RANAME]

CAC Form 148b Issue 1

####  Type Training Examination and Assessment

*[Regulatory source]*

The type training certificate template shall be used for recognition of completion of either the examination of the theoretical element (training included) or the assessment of the practical element (training included), or both elements of the type rating training course (Appendix III to Annex III (Part- 66), points 1(a) and (b)).

The certificate shall indicate the airframe/engine combination for which the training was imparted.

The appropriate references shall be deleted as applicable and the course type box shall detail whether only the theoretical elements or the practical elements were covered or whether theoretical and practical elements were covered.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course for A320 technicians. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.

The same form shall be used for the recognition of completion of the aircraft type evaluation (point 66.A.45(d) of Annex III (Part-66) and point 5 of Appendix III to that Annex).

CAC Form 149a shall be used for training and examinations conducted by a training organisation approved in accordance with [Annex IV (Part-147).](#_bookmark8)

CAC Form 149b shall be used for type training examinations and type evaluations conducted by the CAC RAor as recognition of completion of aircraft type training approved through the direct approval procedure of point 66.B.130 of Annex III (Part-66).

|  |
| --- |
| Page 1 of 1**CERTIFICATE OF RECOGNITION**Reference: [ STATE CODE (\*)].147.[XXXX].[YYYYY]The certificate of recognition is issued to:[NAME][DATE and PLACE OF BIRTH]By:[COMPANY NAME AND ADDRESS] Reference: [STATE CODE (\*)].147.[XXXX]a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with Annex IV (Part-147) to MTAI Minister Order 10-N 2022.This certificate attests that the above-named person has successfully passed the theoretical (\*\*) and/or the practical elements (\*\*) of the approved aircraft type training course; or completed the aircraft type evaluation (\*\*) stated below in compliance with MTAI Minister Order 10-N 2022.[AIRCRAFT TYPE TRAINING COURSE (\*\*)] [START and END DATES]/[LOCATION][SPECIFY THE THEORETICAL/PRACTICAL ELEMENTS]or[AIRCRAFT TYPE EVALUATION (\*\*)] [END DATE]/[LOCATION] |
| Date: ..................................................................................................................................................................Signed: ............................................................................................................................................................... For: [COMPANY NAME] |

CAC Form 149a Issue 1

(\*) Or ‘CAC’, if CAC is the competent authority. (\*\*) Delete as appropriate. Possible cases:

* completely attended and passed the theoretical elements and positively assessed on the practical elements of the type training course; or
* completely attended and passed only the theoretical elements; or
* positively assessed on the practical elements; or
* positively completed the aircraft type evaluation.

|  |
| --- |
| Page 1 of 1**CERTIFICATE OF RECOGNITION**Reference: [STATE CODE(\*)].CAA.[XXXX].[YYYY]The certificate of recognition is issued to:[NAME][DATE and PLACE OF BIRTH]By:[CAC RANAME] [CAC RAADDRESS]after having conducted examination in accordance with Section B, Subpart C of Annex III (Part-66) to MTAI Minister Order 10-N 2022 or according to the procedure for the direct approval of aircraft type training of point 66.B.130 of Annex III (Part-66) to MTAI Minister Order 10-N 2022.This certificate attests that the above-named person has successfully passed the theoretical (\*) and/or the practical elements (\*) of the approved aircraft type training course; or completed the aircraft Type Evaluation (\*) stated below in compliance with MTAI Minister Order 10-N 2022.[AIRCRAFT TYPE TRAINING COURSE (\*)] [START and END DATES]/[LOCATION][SPECIFY THE THEORETICAL/PRACTICAL ELEMENTS]or[AIRCRAFT TYPE EVALUATION (\*)] [END DATE]/[LOCATION] |
| Date: ..................................................................................................................................................................Signed: ...............................................................................................................................................................For: [CAC RANAME] |

CAC Form 149b Issue 1

(\*) Delete as appropriate. Possible cases:

* completely attended and passed the theoretical elements and positively assessed on the practical elements of the type training course; or
* completely attended and passed only the theoretical elements; or
* positively assessed on the practical elements; or
* positively completed the aircraft type evaluation.

**AMC to Appendix III to Part-147 — Certificates of Recognition referred to in Annex IV (Part-147) — CAC Forms 148 and 149**

*ED Decision 2015/029/R*

As stated in [Appendix III to Part-147,](#_bookmark100) the [CAC Form 148](#_bookmark101) ‘Certificate of Recognition for Basic Training/Examination’ may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an [CAC Form 148](#_bookmark101) could be issued are the following:

* After successful completion of a full basic course in one licence (sub) category including successful completion of the examinations of all the corresponding modules.
* After successful completion of a full basic course in one licence (sub) category without performing examinations. The examinations may be performed at a different [Part-147](#_bookmark8) organisation (this organisation will issue the corresponding Certificate of Recognition for those examinations) or at the competent authority.
* After successful completion of all module examinations corresponding to a licence (sub) category.
* After successful completion of certain modules/sub-modules/subjects. It must be noted that ‘successful completion of a course’ (without the module examinations) means successful completion of the theoretical and practical training including the corresponding practical assessment.

## APPENDICES TO AMC TO ANNEX IV (PART-147)

### Appendix I — Maintenance training organisation exposition (MTOE)

*ED Decision 2015/029/R*

1. The following subject headings form the basis of the MTOE required by [147.A.140.](#_bookmark48)
2. Whilst this format is recommended, it is not mandatory to assemble the MTOE in this manner as long as a cross-reference index is included in the MTOE as an Appendix and the Part 1 items remain in Part 1.
3. Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the Part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organisation is approved in accordance with any other Part(s) which require an exposition, it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the Parts 2, 3 and 4. When this method is used, it is essential to include the cross reference index of Part 4 item 4.3.

**PART 1 – MANAGEMENT**

* 1. Corporate commitment by accountable manager
	2. Management personnel
	3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
	4. Management personnel organisation chart
	5. List of instructional and examination staff Note: A separate document may be referenced
	6. List of approved addresses
	7. List of sub-contractors as per [147.A.145(d)](#_bookmark50)
	8. General description of facilities at paragraph 1.6 addresses
	9. Specific list of courses and type examinations approved by the competent authority
	10. Notification procedures regarding changes to organisation
	11. Exposition and associated manuals amendment procedure

**PART 2 – TRAINING AND EXAMINATION PROCEDURES**

* 1. Organisation of courses
	2. Preparation of course material
	3. Preparation of classrooms and equipment
	4. Preparation of workshops/maintenance facilities and equipment
	5. Conduct of theoretical training & practical training (during basic knowledge training and type/task training)
	6. Records of training carried out
	7. Storage of training records
	8. Training at locations not listed in paragraph 1.6
	9. Organisation of examinations
	10. Security and preparation of examination material
	11. Preparation of examination rooms
	12. Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)
	13. Conduct of practical assessments (during basic knowledge training and type/task training)
	14. Marking and record of examinations
	15. Storage of examination records
	16. Examinations at locations not listed in paragraph 1.6
	17. Preparation, control & issue of basic training course certificates
	18. Control of sub-contractors

**PART 3 – TRAINING SYSTEM QUALITY PROCEDURES**

* 1. Audit of training
	2. Audit of examinations
	3. Analysis of examination results
	4. Audit and analysis remedial action
	5. Accountable manager annual review
	6. Qualifying the instructors
	7. Qualifying the examiners and the assessors
	8. Records of qualified instructors & examiners

**PART 4 – APPENDICES**

* 1. Example of documents and forms used
	2. Syllabus of each training course
	3. Cross-reference index - if applicable

### Appendix II — CAC Form 4

*ED Decision 2015/029/R*

|  |
| --- |
| **[COMPETENT AUTHORITY]**Details of Management Personnel required to be accepted as specified in Part-………………1. Name:
2. Position:
3. Qualifications relevant to the item (2) position:
4. Work experience relevant to the item (2) position:

Signature: ................................................................. Date: ..............................................................On completion, please send this form under confidential cover to the competent authority. |
| CAC RAuse onlyName and signature of authorised CAC RAstaff member accepting this person: |

Signature: ................................................................ Date: ..............................................................

Name: ...................................................................... Office: .............................................................

CAC Form 4

### Appendix III — CAC Form 22

*ED Decision 2015/029/R*

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| **PART-147 APPROVAL RECOMMENDATION REPORT** | **CAC FORM 22** |
| **Part 1: General**Name of organisation: Approval reference:Requested approval rating/ Form 11 dated\*:Other approvals held (if app.) Address of facility audited: |  |
| Audit period: from | to : |
| Date(s) of audit(s):Audit reference(s):Persons interviewed: |  |
| CAC RA surveyor: CAC RA office: | Signature(s):Date of CAC Form 22 part 1 completion:\*delete where applicable |

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| **PART-147 APPROVAL RECOMMENDATION REPORT CAC FORM 22** |
| **Part 2:** [**Part-147**](#_bookmark8) **Compliance Audit Review** |
| The five columns may be labelled and used as necessary to record the approved training/examinations,facility, including subcontractor’s, reviewed. Against each column used of the following [Part-147](#_bookmark8) sub- paragraphs please either tick () the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is notapplicable, or N/R when applicable but not reviewed. |
| Para | Subject |
| [147.A.100](#_bookmark18) | Facility requirements |  |  |  |  |  |  |  |  |  |  |  |
| [147.A.105](#_bookmark22) | Personnel requirements |  |  |  |  |  |  |  |  |  |  |
| [147.A.110](#_bookmark31) | Records of instructors, examiners |  |  |
|  | and assessors |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
| [147.A.115](#_bookmark34) | Instructional equipment |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
| [147.A.120](#_bookmark38) | Maintenance training material |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
| [147.A.125](#_bookmark40) | Records |  |  |  |  |  |  |  |  |  |  |
| [147.A.130](#_bookmark41) | Training procedures and quality |  |  |
|  | system |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
| [147.A.135](#_bookmark45) | Examinations |  |  |  |  |  |  |  |  |  |  |
| [147.A.145](#_bookmark50) | Privileges of the maintenance |  |  |
|  | training organisation |  |  |  |  |  |  |  |  |  |  |
| [147.A.150](#_bookmark56) | Changes to the maintenance |  |  |
|  | training organisation |  |  |  |  |  |  |  |  |  |  |
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| [147.A.160](#_bookmark58) | Findings |  |  |  |  |  |  |  |  |  |  |
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| [147.A.200](#_bookmark60) | Approved basic training course |  |  |  |  |  |  |  |  |  |  |
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| [147.A.205](#_bookmark65) | Basic knowledge examinations |  |  |  |  |  |  |  |  |  |  |
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| [147.A.210](#_bookmark67) | Basic practical assessment |  |  |  |  |  |  |  |  |  |  |
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| [147.A.300](#_bookmark71) | Aircraft type/task training |  |  |  |  |  |  |  |  |  |  |
| [147.A.305](#_bookmark73) | Aircraft type examinations and task |  |  |
|  | assessments |  |  |  |  |  |  |  |  |  |  |
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| CAC RA surveyor(s): |  |  | Signature(s): |  |  |  |  |  |
| CAC RA office: | Date of Form 22 part 2 completion: |  |  |  |

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| **PART-147 APPROVAL RECOMMENDATION REPORT CAC FORM 22** |
| **Part 3: Compliance with** [Part-147](#_bookmark8) **maintenance training organisation exposition (MTOE)**Please either tick () the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed. |
| PART 1 | MANAGEMENT |
| 1.1 |  | Corporate commitment by accountable Manager |
| 1.2 |  | Management personnel |
| 1.3 |  | Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor |
| 1.4 |  | Management personnel organisation chart |
| 1.5 |  | List of instructional and examination staff |
| 1.6 |  | List of approved addresses |
| 1.7 |  | List of sub-contractors as per [147.A.145(d)](#_bookmark50) |
| 1.8 |  | General description of facilities of paragraph 1.6 addresses |
| 1.9 |  | Specific list of courses and type examinations approved by the competent authority |
| 1.10 |  | Notification procedures regarding changes to organisation |
| 1.11 |  | Exposition and associated manuals amendment procedures |
| PART 2 | TRAINI | NG AND EXAMINATION PROCEDURES |
| 2.1 | Organisation of courses |
| 2.2 | Preparation of course material |
| 2.3 | Preparation of classrooms and equipment |
| 2.4 | Preparation of workshops/maintenance facilities and equipment |
| 2.5 | Conduct of theoretical training & practical training (during basic knowledge training and type/task training) |
| 2.6 | Records of training carried out |
| 2.7 | Storage of training records |
| 2.8 | Training at locations not listed in paragraph 1.6 |
| 2.9 | Organisation of examinations |
| 2.10 | Security and preparation of examination material |
| 2.11 | Preparation of examination rooms |

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| 2.12 |  | Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations) |
| 2.13 |  | Conduct of practical assessments (during basic knowledge training and type/task training) |
| 2.14 |  | Marking and record of examinations |
| 2.15 |  | Storage of examination records |
| 2.16 |  | Examinations at locations not listed in paragraph 1.6 |
| 2.17 |  | Preparation, control & issue of basic training course certificates. |
| 2.18 |  | Control of sub-contractors. |
| PART 3 | TRAINI | NG SYSTEM QUALITY PROCEDURES |
| 3.1 |  | Audit of training |
| 3.2 |  | Audit of examinations |
| 3.3 |  | Analysis of examination results. |
| 3.4 |  | Audit and analysis remedial action |
| 3.5 |  | Accountable manager annual review |
| 3.6 |  | Qualifying the instructors |
| 3.7 |  | Qualifying the examiners and the assessors |
| 3.8 |  | Records of qualified instructors & examiners. |
| PART 4 | APPEN | DICES |
| 4.1 |  | Example of documents and forms used. |
| 4.2 |  | Syllabus of each training course. |
| 4.3 |  | Cross-reference Index - if applicable. |
| MTOE reference: MTOE amendment:CAC RAaudit staff: Signature(s):CAC RAoffice: Date of CAC Form 22 part 3 completion: |

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| **PART-147 APPROVAL RECOMMENDATION REPORT CAC FORM 22** |
| **Part 4: Findings regarding** [Part-147](#_bookmark8) **compliance status**Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writingto the organisation for the necessary corrective action. |
| Part 2 or 3 ref. | Audit reference(s): Findings | Le v el | Corrective action |
| Date Due | Date Closed | Reference |
|  |  |  |  |  |  |

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| PART-147 APPROVAL RECOMMENDATION REPORT CAC FORM 22 |
| **Part 5: Part-147 approval or continued approval or change recommendation** |
| Name of organisation:Approval reference:Audit reference(s):Applicable [Part-147](#_bookmark8) amendment status:The following [Part-147](#_bookmark8) scope of approval is recommended for this organisation:Or, it is recommended that the [Part-147](#_bookmark8) scope of approval specified in [CAC Form 11](#_bookmark98) referenced. be continued.Name of recommending CAC RAsurveyor:Signature of recommending CAC RAsurveyor:CAC RAoffice:Date of recommendation:CAC Form 22 review (quality check) : Date: |

### Appendix IV — CAC Form 12

*ED Decision 2020/002/R*

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| CAC **FORM 12****Page 1** | **APPLICATION FOR PART-147****INITIAL / CHANGE OF APPROVAL** |

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| --- |
| Registered Name & Address of Applicant:Trading Name (if different):Addresses Requiring Approval:Tel No:....................................Fax No..................................E Mail......................................... |
| Scope of [Part-147](#_bookmark8) Approval Relevant to This Initial \*/ Change of \* Application (See other side for training course designators to be used):Basic Training:Type Training:Provide reference to other approvals under the Basic Regulation:\* Cross out whichever is not applicable |
| Name & Position of Accountable Manager:Signature of Accountable Manager:Date of Application:Please send this form with any required fee to be paidunder National Legislation to your National Aviation Authority | Space for official use |