



Foreign Part 147 approvals User guide for Maintenance Training Organization Exposition	Doc # Approval Date	UG.CAO.00014-001 13/01/2012
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Foreign Part 147 approvals

UG.CAO.00014-001

	Name	Validation	Date
Prepared by:	Frédéric MUR	Validated	18/11/2011
Verified by:	Karl SPECHT	Validated	28/11/2011
Reviewed by:	Oscar FERREIRA	Validated	28/11/2011
Approved by:	Wilfried SCHULZE	Validated	05/01/2012
Authorised by:	Francesco BANAL	Validated	13/01/2012



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DOCUMENT CONTROL SHEET

Process Area	Organisation approval
Main Process	Continuing Airworthiness Organisation Approval
Scenario	Foreign Part 147 approval
Process	All
Main Process Owner	Karl SPECHT

Reference documents

a) Contextual documents

Commission Regulation (EC) 2042/2003 - Regulation of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L315, 28.11.2003)

Commission Regulation (EU) No 127/2010 of 5 February 2010 amending **Commission Regulation (EC) No 2042/2003** on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 40, 13.02.2010)

Commission Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC

Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)

ED Decision 2003/19/RM - On AMC and GM to Commission Regulation (EC) 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks

ED Decision 2007/019/R - On the "general Acceptable Means of Compliance for Airworthiness Product, Parts and Appliances (AMC20)".

MB decision 10-2007 - MB decisions No 10/2007 on outsourcing of tasks to NAAs or Qualified entities.

EASA Decision 2010/011/R on aircraft type ratings for Part 66 aircraft maintenance licence

b) Internal documents

FO.ASALL.00022 - Assignment request - Fees and Charges project
 UG.CAO.00009-001 - Foreign Part 147 approvals User guide for NAA / QE / EASA
 UG.CAO.00015-001 - Foreign Part 147 approvals - User guide for Applicants
 WI.CAO.00013-001 - Foreign Part 147 approvals - Technical investigation process
 WI.DRM.00017 - CAO records management

Log of issues

Issue	Issue date	Change description
001	13/01/2012	First issue - Prepared by Frédéric MUR



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1. Scope

This user guide for the compilation of a Maintenance Training Organisation Exposition (MTOE) for Foreign EASA Part 147 Approval is complementary to the requirements of Implementing Rule - Regulation EU 2042/2003 Annex IV, Part-147 "as amended" and does not supersede or replace the information defined within this document.

2. Important warning

This user guide is designed to be used by:

- Part 147 Maintenance training Organisations - To assist them in the production of their own MTOE.
- Competent Authority - As a comparison document for MTOEs submitted to them for approval.

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part 147. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MTOE, the Part 147 organisation should address the following questions:

What must be done? Who should do it? When must be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) provided that the overseeing competent authority has agreed and EASA has finally accepted. In the case the MTOE is written in English and in a second language, the English version shall prevail.

The EASA MTOE shall not make reference to any national approval and must be exclusively dedicated to EASA Part 147.

3. Exposition format

The MTOE may be produced in hardcopy or electronic format;

- Hardcopy: EASA does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the overseeing authority to facilitate the document study.

4. Structure of the Maintenance Training Organisation Exposition

The MTOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MOE produced i.a.w. 147.A.140 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed quality system procedures.
- Several documents: The MTOE must contain at least the information as detailed in 147.A.140 and Part 147 appendix I. The additional material may be published in separate documents which must be referenced from the MTOE. In this case:



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- The MTOE should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. the list of instructional or examination staffs, the list of sub-contractors etc..).
- These associated documents must meet the same rules as described for the MTOE.
- This/these associated document(s), procedure(s) and form(s) etc. should be provided to and approved by the competent authority (as part of the MTOE).

For some organisations certain sections of the headings defined within 147.A.140 and Part 147 appendix I may be 'not applicable'. In this case they should be annotated as such within the MTOE.

5. Exposition pages presentation

Each page of the MTOE should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the EASA Form 11 approval certificate)
- the issue number of the MTOE
- the amendment/revision number of the MTOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MTOE)
- the chapter of the MTOE
- the page number
- the name of the document "Maintenance Training Organisation Exposition"

At the beginning of the volume, the first page should specify:

- Part 147 Maintenance Training Organisation Exposition;
- The name of the organisation (the official one defined on the EASA Form 11 approval certificate)
- The address, telephone, fax numbers and e-mail address of the Head Office
- The copy number from the distribution list
- The approval reference of the PART 147 organisation

6. CORPORATE COMMITMENT BY ACCOUNTABLE MANAGER

Prior to submission of the 'draft' MTOE to the competent authority for approval the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager the new incumbent should sign the document and submit a suitable amendment to their competent authority for approval.



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“ANYBODY’S” PART-147 MAINTENANCE TRAINING ORGANISATION EXPOSITION

This Exposition supports the European Union
PART-147 Maintenance Training Organisation Approval of:

Training School Limited.
Address 1
Address 2
Address 3
Postcode

Tel: +49 (221) 89990 0000
Fax: +49 (221) 89990 0891
E-mail: training@school.com

PART-147 APPROVAL REFERENCE EASA.147.xxxx

Exposition Reference No: XXXX

Copy No:

Held By:

.....
.....



PART 0 - INTRODUCTION

0.1 Table of Contents

For standardisation purposes and to facilitate the production of the MTOE by the Part 147 maintenance training organisation EASA recommends adoption of the following format for the MTOE as per Part 147 appendix I. The maintenance organisation should customise the document to suit their organisation and may add pages/paragraphs as necessary.

CONTENTS

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 assessors.
- 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.
- 1.8 General description of facilities at paragraph 1.6 address(s).
- 1.9 Specific list of courses approved by the Agency (EASA).
- 1.10 Notification procedures regarding changes to the organisation.
- 1.11 Exposition and associated manuals amendment procedure.

PART 2 – TRAINING 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 Basic/Type knowledge & practical 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
- 2.12 Conduct of examinations
- 2.13 Conduct of Basic/Type practical assessments
- 2.14 Marking and recording 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 course certificates
- 2.18 Control of sub-contractors



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PART 3 – TRAINING 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 Managers annual review
- 3.6 Qualifying the Instructors
- 3.7 Qualifying the Examiners/Assessors
- 3.8 Records of qualified Instructors/Examiners and Assessors

PART 4 – APPENDICES

- 4.1 Example of documents and forms used
- 4.2 Syllabus/Training Needs Analysis (TNA) of each training course
- 4.3 Cross reference index, if applicable

Where a Part is not used it should be shown in the Exposition as [Not Applicable](#).



0.2 List of Effective Page

(Example)

Page Number	Date of Issue Revision	Revision	Page Number	Date of Issue	Revision
PART 0			121	01 January 07	Rev. 1
001	19 December 06	Rev. 0	122	01 January 07	Rev. 1
002	19 December 06	Rev. 0	PART 2		
003	19 December 06	Rev. 0	201	19 December 06	Rev. 0
004	01 January 07	Rev. 1	202	19 December 06	Rev. 0
005	01 January 07	Rev. 1	203	19 December 06	Rev. 0
006	01 January 07	Rev. 1	204	19 December 06	Rev. 0
007	19 December 06	Rev. 0	205	19 December 06	Rev. 0
008	01 January 07	Rev. 1	206	19 December 06	Rev. 0
009	19 December 06	Rev. 0	207	01 January 07	Rev. 1
010	01 January 07	Rev. 1	208	01 January 07	Rev. 1
PART 1			PART L2		
101	19 December 06	Rev. 0	L201	19 December 06	Rev. 0
102	19 December 06	Rev. 0	L202	19 December 06	Rev. 0
103	19 December 06	Rev. 0	L203	19 December 06	Rev. 0
104	01 January 07	Rev. 1	L204	19 December 06	Rev. 0
105	01 January 07	Rev. 1	PART 3		
106	19 December 06	Rev. 0	301	01 January 07	Rev. 1
107	01 January 07	Rev. 1	302	01 January 07	Rev. 1
108	01 January 07	Rev. 1	303	01 January 07	Rev. 1
109	19 December 06	Rev. 0	304	01 January 07	Rev. 1
110	01 January 07	Rev. 1	305	19 December 06	Rev. 0
111	19 December 06	Rev. 0	306	19 December 06	Rev. 0
112	01 January 07	Rev. 1	307	19 December 06	Rev. 0
113	19 December 06	Rev. 0	308	19 December 06	Rev. 0
114	19 December 06	Rev. 0	PART 4		
115	01 January 07	Rev. 1	401	01 January 07	Rev. 1
116	19 December 06	Rev. 0	402	01 January 07	Rev. 1
117	19 December 06	Rev. 0	403	01 January 07	Rev. 1
118	19 December 06	Rev. 0	PART 5		
119	19 December 06	Rev. 0	501	01 January 07	Rev. 1
120	19 December 06	Rev. 0	502	19 December 06	Rev. 0

This list of issue/amendments should allow traceability from the previously approved version. The name of the organisation, the date of approval and the name of the person who has approved the MTOE should be included.



0.3 List of issues / amendments

(Example)

Amendment / issue Number	Amendment / issue Date	Amendment / issue Type
Initial	19 December 06	major
Revision 1	01 January 07	minor

Amendment number **Revision 1** dated **01 January 07**

This issue/ amendment has been internally reviewed by: **(name & position)**

Date of review: **20 January 2007**



0.4 Distribution List

This document should include a Distribution List to ensure proper distribution of the manual and to demonstrate to the Agency that all personnel involved in maintenance training have access to the relevant information. This does not mean that all personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation so that the relevant personnel have quick and easy access to this manual.

Alternatively, the manual may be made available on a company intranet system with a hard copy retained by the PART-147 organisations Quality department and the European Aviation Safety Agency (EASA) or the EU NAA responsible for the oversight of the approval, i.e. DCAG France or UK CAA. The MTOE may be produced on CD format as long as the disc is suitably annotated.

Accordingly, the maintenance training organisation exposition should be distributed to:

- 1. Management personnel and any person at a lower level as necessary,*
- 2. The EU NAA/EASA.*

The following is for guidance only.

MOE COPY NUMBER	MOE HOLDER	FORMAT
Copy No. 1	Accountable Manager	CD-ROM
Copy No. 2	Training Manager	PAPER
Copy No. 3	Examination Manager	CD-ROM
Copy No. 5	Quality Manager	CD-ROM
Copy No. 5	Overseeing authority	PAPER
Copy No. 6	library	PAPER
Copy No. 7	Reserved	
Copy No. 8	Reserved	



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FOREWORD

It may be preferable to include a foreword that explains the intent of the manual, i.e. that it is a manual established to comply and to demonstrate compliance with PART-147 requirements. The following is an example of possible foreword:

This manual has been prepared in order to support the **Training School Limited** PART-147 Maintenance Training Organisation Approval. The body of this Exposition is divided into four parts.

- PART 1 MANAGEMENT**
- PART 2 TRAINING AND EXAMINATION PROCEDURES**
- PART 3 TRAINING SYSTEM QUALITY PROCEDURES**
- PART 4 APPENDICES**

NOTE:

This document is intended as guidance only. The headings and the numbering system should be used but the contents have to be customised to include the applicant procedures and working documents.

Should a different numbering system be used for the Exposition, the applicant will be asked to provide a cross reference document to ensure compliance.



CONTENTS

COVER PAGE

FOREWORD

CONTENTS

LIST OF EFFECTIVE PAGES

LETTERS OF TRANSMITTAL FOR EXPOSITION/AMENDMENT APPROVAL

EXPOSITION AMENDMENT RECORD

EXPOSITION DISTRIBUTION LIST

PART 1 MANAGEMENT

PART 2 TRAINING AND EXAMINATION PROCEDURES

PART 3 TRAINING SYSTEM QUALITY PROCEDURES

PART 4 APPENDICES



PART 1 – MANAGEMENT

CONTENTS

- 1.1 Corporate Commitment by Accountable Manager**
- 1.2 Management personnel**
- 1.3 Duties and responsibilities of management personnel, Instructors, Knowledge examiners and Practical assessors**
- 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**
- 1.8 General description of facilities at paragraph 1.6 address(s)**
- 1.9 Specific list of courses approved by the Agency (EASA)**
- 1.10 Notification procedures regarding changes to organisation**
- 1.11 Exposition and associated manuals amendment procedure**



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PART 1: MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

PART-147 Maintenance Training Exposition

This exposition defines the organisation and procedures upon which the EASA PART- 147 Organisation approval is based.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the EASA from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the EASA will approve this organisation whilst the EASA is satisfied that the procedures are being followed. It is understood that the EASA reserves the right to suspend, vary or revoke the PART-147 training system approval of the organisation, as applicable, if the EASA has evidence that the procedures are not followed and the standards not upheld.

These procedures are approved by the undersigned and must be complied with, as applicable, whenever knowledge or practical training is being progressed under the terms of the PART-147 approval.

The undersigned fully accepts the duties and responsibilities of Accountable Manager as defined in paragraph 1.3.1 of this exposition.

Signed

Accountable Manager

For and on behalf of

Notes: The Accountable Managers exposition statement should embrace the intent of the above paragraphs and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.



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1.1 CORPORATE COMMITMENT (continued):

The duties of the Accountable Manager, as defined in the exposition for the purposes of the PART-147 approval, are delegated by the Accountable Manager to the:

State position in Organisation

in accordance with PART-147.A.105 (b).

Accountable Managers name and signature

For the delegated Accountable Manager:

Delegated Accountable Managers name and signature

State position in Organisation

Notes: (not for inclusion in the exposition)

1. This is an alternative available to any organisation where the person who would normally be the Accountable Manager, by virtue of his/her position in the company/organisation, wishes to delegate some of the duties and responsibilities to another Manager.



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- 2. Where such duties are delegated, the corporate responsibilities as defined in the corporate commitment must remain with the Accountable Manager.*



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1.2 Management personnel

Accountable Manager ----- (*Insert Name*)

Training Manager ----- (*Insert Name*)

Quality Manager ----- (*Insert Name*)

Examiner ----- (*Insert Name*)

Other (as required) ----- (*Insert Name*)

The Managers specified above are identified and their credentials apart from the Accountable Manager have been submitted on EASA Form 4 to the Agency/EU NAA.

Any changes to the above personnel shall be advised to the Agency/EU NAA. Failure to do so may affect the status of the PART-147 approval.



1.3 DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL

1.3.1 Accountable Manager: (PART-147.A.105)

The Accountable Manager is responsible for:

- Ensuring that all instruction and examinations carried out by the organisation meets the standards required by EASA.
- Ensuring that the necessary finance, manpower resources and facilities are available to enable the organisation to perform the knowledge and/or practical instruction and examinations to which it is committed under the requirements PART-147.
- Chairing the annual meeting of senior staff to review the overall performance of the organisation.
- Ensuring that any charges are paid, as prescribed by EASA.
- Ensuring that during periods of absence, control will be maintained for administration purposes by (*Insert name/position in organisation*), who will accept full responsibility for all training issues and related decisions.
- The operation of (*insert name of organisation*) is efficiently managed and conforms to the requirements of PART-147 as stipulated by EASA.

Notes :- (not for inclusion in the Exposition)

- *Any additional duties and responsibilities within the organisation may be added or delegated provided they do not conflict with those above, which constitute the Accountable Managers responsibilities under PART-147.*
- *The organisation should decide who will be responsible for liaison with the Agency/EU NAA and show this in his/her terms of reference. If more than one person is nominated it must be clearly shown what each person is responsible for with, as a general rule, no overlapping of responsibility.*



1.3.2 **The Training Manager: (AMC PART-147.A.105)**

The Training Manager will undertake:

- The responsibilities of the EASA nominated person at (*insert name of PART-147 organisation*).
- The duties and responsibilities of the PART-147 approved examiner during any absence of the nominated person(s).
- The delegated duties and responsibilities of the Accountable Manager during prolonged absence.

The Training Manager will ensure that:

- The Accountable Manager is kept informed as to the state of compliance of the organisation with PART-147.
- The operation of (*insert name of organisation*) is efficiently managed and conforms to the requirements of PART-147 as stipulated by EASA.
- Sufficient staff with appropriate qualifications are selected, trained and developed, to plan, perform, supervise, examine and assess students as required.
- All necessary Airworthiness data published by EASA and Aircraft manufacturers as appropriate, is made available.
- All changes to the Exposition and associated manuals are notified immediately to EASA.
- The Exposition and associated manuals are amended as required.
- Knowledge examiners, instructors and assessors are fully trained and assessed regularly for competence and that all records pertaining to these personnel are kept up to date.
- Sub-contract staff including any part time staff conform to the requirements of PART-147 and the training procedures.
- Office accommodation and facilities are available appropriate to the management of the planned training and for the use of training staff.
- Staff development and update training is undertaken and recorded.



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- That all approved courses and examinations are delivered to the standard and content at the required level of knowledge, as specified in PART-147.
- A working environment is provided appropriate to the tasks being undertaken.
- There are sufficient storage facilities, tools, equipment, materials and publications available to perform the planned practical tasks.
- Secure facilities are available for the storage of examination papers prior to the examination and for the storage of completed students answer papers.
- The interviewing of students prior to, during and on completion of the course is effective and without bias.
- Student and staff records are produced and stored in secure conditions.
- Any person to whom any of these responsibilities may be delegated is aware of current regulations.
- Corrective action is carried out for the findings of quality audits.
- The follow up and rectification of findings required to re-establish the required standards of training, examination or maintenance standards.
- That sufficient questions are available to produce the examination papers required to cover the syllabus in accordance with Part 66 Appendix II and III. Questions utilised for progress examinations (phase tests) should not be used in the final examination
- The security and validity of all examinations are in accordance with the requirements of PART-66 and PART-147.
- All examinations and assessment timetables are co-ordinated.
- Compliance with the examination question review procedures is as required by PART- 66 and/or PART-147.

Notes:

This paragraph should emphasise that the nominated post holder for training is responsible to ensure that all training is carried out to an approved standard and describes the extent of his authority as regards his PART-147 responsibility.

These duties may be adjusted to suit the requirements of the R PART-147 Approved organisation but should not detract from the particular requirements of PART-147 or PART-66.



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1.3.3 **Quality Manager: (IR-AMC PART-147.A.105)**

The Quality Manager has direct access to the Accountable Manager in the event of any reported discrepancy not being adequately attended to by the relevant person, or in respect of any disagreement over the nature of the discrepancy.

The Quality Manager is responsible for:

- Establishing an independent quality system to monitor compliance with PART-147 requirements.
- Implementing a quality audit programme in which compliance with all training procedures is reviewed at regular intervals, and any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her Manager.
- Proposing all corrective action necessary for eliminating non-compliance, and ensuring that these corrective actions are initiated and when completed are efficient and meet their intended purpose
- Requiring remedial action, as necessary, by the Training Manager or the Accountable Manager.
- The Exposition and associated manuals are amended as required.

Notes:

These duties may be adjusted to suit the requirements of the PART-147 approved organisation but should not detract from the particular requirements of PART-147 or PART-66.

It must be remembered that that the quality audit system is required to be independent and where possible the Quality Manager and quality audit personnel should not be directly involved in the training process. Where for reasons of expediency it is necessary to utilise training staff, it would then become necessary for a second member of staff to be nominated to audit those functions performed by the Quality Manager.

Alternatively/additionally an external auditor acceptable to the Agency may be contracted in order to ensure the required independence.



1.3.4 **Examiner: (AMC PART-147.A.105)**

The Examiner is responsible for:

- The selection of examination questions/papers to be sat, appropriate to the particular phase of the training course.
- The invigilation of examinations, ensuring that the conditions for examination comply with Annex 111, appendix II (*for basic training*) or appendix 111, paragraph 3 (*for type training*).
- The allocation of examination papers at the beginning of the examination and retrieve them on completion.
- Marking of the examination papers using acceptable marking standards.

1.3.5 **Instructor: (AMC PART-147.A.105)**

The Instructor will:

- **Carry out instructional duties for which he/she is qualified (type/basic).**
- **Compile questions for examination banks for which he/she is qualified.**
 - **Undertake duties of invigilator where he/she is not involved in the instruction of that particular phase examination.**

1.3.6 **Practical assessor: (AMC PART-147.A.210)**

The Practical assessor will:

- **Be responsible for monitoring and assessing students during pre-set practical tasks and/or hand-skills. This will include handling of tools and calibration equipment.**

Notes: The above paragraphs should emphasise that the nominated post holders for examiner and/or assessor are responsible for ensuring that all examinations and assessments are carried out to an approved standard and describes the extent of his/her authority with regard to his/her PART-147 responsibility. These duties may be adjusted to suit the requirements of the PART-147 approved organisation but should not detract from the particular requirements of PART-147 or PART-66.

1.4 **Management personnel organisation chart: (PART-147.A.105)**



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A flow chart should provide a comprehensive understanding of the whole training organisation. It should give further details on the management system, and should clearly show the independence of the quality monitoring system, including the links between the Quality assurance department and the other departments. This flow chart may be combined or subdivided as necessary, depending on the size and the complexity of the organisation.

NOTE: The MTOE must also define who deputises for any senior person in case of lengthy absence

1.5 List of Instructional and Examination staff: (PART-147.A.105)

This paragraph should give broad figures to show that the number of people dedicated to the performance of the approved training activity is adequate. It is not necessary to give the detailed number of employees of the whole company but only the number of those involved in training.

This could be presented as follows:

Appointment	Name	Competencies
Training Manager		<i>enter here those areas each person is qualified to instruct using PART- 66 module/sub-modules</i>
Deputy Training Manager		
Quality Manager		
Examiner		
Examiner/Instructor		OR
Instructor		<i>type of aircraft and the specific areas he/she is qualified to instruct i.e. Airframe, Engine, Electrical Instrument, Auto flight, Radio or Radar.</i>
Instructor		
Instructor		
Instructor/Invigilator		
Invigilator		
Practical assessor		

Notes:

According to the size and complexity of the organisation, this table may be further developed.

The PART-147 examiners are the only persons allowed to produce/select examination papers. They may nominate other persons to mark completed examinations. The examiners and these persons should be other than the knowledge instructors involved in the instruction of that particular module/sub-module.

1.6 List of approved address(s)

This paragraph should list those address(s) at which instruction and/or practical training are to be carried out for the duration of the PART-147 course. The names, address(s) and approval numbers of any proposed Aircraft Maintenance PART 145 Organisation at which it is proposed to carry out student



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practical training in order to fulfil the requirements of PART-147 may be kept in another document or procedure and cross referenced here.

1.7 List of Sub-contractors: (PART-147.A.100/AMC PART-147.A.145)

This paragraph should list those address(s) at which training beyond the capacity of the PART-147 Organisation may be carried out.

PART-66 Modules 1 to 6 inclusive and 8 to 10 inclusive may be sub-contracted to organisations not specialising in aircraft maintenance and where the PART-147.A.200 practical training element does not apply.

1.8 General description of facilities at paragraph 1.6 address(s): (AMC PART-147.A.100)

Include here the facilities such as desks, chairs, lockers, overhead projectors, other teaching aids etc for each of the offices, classrooms, practical training workshops and examination rooms provided.

1.9 Specific list of courses approved by the Authority.

This paragraph must contain a list of the PART-147 course(s) for which approval is held.

This should also include 'Differences' courses.

E.g. Airbus A319/320/321 (CFM 56) B1 - differences to A319/320/321 (V2500) B1.

1.10 Notification procedures regarding changes to organisation: (PART-147.A.150)

Include here any cross references to the intended procedures for continued validity of the approval in compliance with the requirements of PART-147.A.155. The organisations 'nominated person' is responsible for informing the Agency of any proposed changes. (Ref Part 1-Management, paragraph 1.3.2 of PART-147 'Anybody's' Exposition as an example)

1.11 Exposition and associated manuals amendment procedure

Detail here or cross refer to the procedures to be followed for the amendment of the exposition and any associated procedures and or documents.



PART 2 TRAINING AND EXAMINATION PROCEDURES

CONTENTS

- 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 Basic/Type knowledge & practical training**
- 2.6 Records of training carried out**
- 2.7 Storage of training records**
- 2.8 Training at locations not listed in para 1.6**
- 2.9 Organisation of examinations**
- 2.10 Security and preparation of examination material**
- 2.11 Preparation of examination rooms**
- 2.12 Conduct of examinations**
- 2.13 Conduct of Basic/Type practical assessments**
- 2.14 Marking and record of examinations**
- 2.15 Storage of examination records**
- 2.16 Examinations at locations not listed in para 1.6**
- 2.17 Preparation, control & issue of training course certificates**
- 2.18 Control of sub-contractors**



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2.1 Organisation of courses: (PART-147.A.200)

In this paragraph the organisation should detail the procedures in place in order to organise the courses and to ensure that all necessary means are available to deliver in good conditions and by appropriately qualified staff all the course elements as required by the Part 66 syllabus. Such procedures may include a formalised review of the availability of required appropriate training rooms, materials, STDs, specialists... and resulting in tuition programme.

2.2 Preparation of course material: (PART-147.A.120)

Training material should meet the requirements of PART-66. It should also state how the approved company produces a course for a new aircraft type. This would typically include the production of the Training Needs Analysis and eventually a training programme for the new aircraft that has to list what is being taught, to what level and for how long. Once completed, this should be sent to the EASA or EU NAA for review along with the EASA form used by the EASA/EU NAA for approval of the course. This list must be given a unique reference number and revision status. In order to get the course approved a set of multi-choice questions and a copy of the course notes used by the student must also be submitted. The course notes must reflect the training programme and be given the same reference number and revision status. See also the MTOAP Guidance Material for further details.

This may cross refer to a separate procedure in which details of how the standard course lecture notes are produced which would include content, indexing, chapter and page numbering, font, etc, in the 'House Style'.

This same procedure should also be utilised to list the responsibilities by PART-66 module for the production, review & amendment of lecture notes.

Include cross references to any procedures used for the inclusion of other course material, e.g. Aircraft Manuals, JAR and UK CAA publications, and/or Standard Text Books used for note preparation and available to students as reference material.

2.3 Preparation of classrooms and equipment: (PART-147.A.115)

Cross reference to any procedures for the preparation of classrooms and reporting of faults to any classroom equipment, general maintenance procedures and the control of the teaching environment.



2.4 Preparation of workshop/maintenance facilities and equipment: (PART-147.A.100)

Cross reference to any procedures for the reporting of faults to any workshop equipment, general maintenance procedures and the control of the teaching environment.

Cross reference to procedures for the ordering and storage of aircraft release standard consumable materials used in the production of practical tasks, and for the ordering and acquisition of any new equipment required to complete the tasks. Cross reference to the procedures for ensuring that all test equipment and/or tooling requiring calibration are correctly forecast and expedited. Also cross reference to the procedure for ensuring that all electrical equipment power supply feeder cables (from wall socket to equipment) throughout the organisation are tested as required.

2.5 Conduct of Basic/Type knowledge and practical training: (AMC PART-147.A.200)

Describe the method utilised in teaching the Basic/Type knowledge and practical training courses for which the organisation is approved.

Cross refer to the low level document referred to in 2.1 above.

2.6 Records of training carried out: (PART-147.A.125)

Cross refer to procedures for the production, maintenance and security of student files.

These should include details of all student attendance's, final knowledge examinations, practical assessments and any re-examination carried out and their results by PART-66 complete module for Basic Licence courses and for Type Training, information of those courses completed, their content and at which levels at which they were instructed and examined.

There should also be reference to the Basic work experience' records required to be kept by the student whilst he is undergoing his live operating aircraft experience.

The use of an "Aircraft Maintenance Engineers Log Book" is a good example.



2.7 Storage of Records: (PART-147.A.100)

Cross refer to procedures for the storage of staff and students records. These may be electronically based provided that adequate safeguards are in place to prevent unauthorised access and alteration.

2.8 Training at locations not listed in paragraph 1.6: (AMC PART-147.A.145)

Should the Management wish to contract out part of the practical training (not including live operating aircraft experience), control procedures must be in place. These procedures should effectively reflect those of the EASA/EU NAA in auditing the PART-147 Organisation.

Any training carried out at address not listed at 1.6 above must be approved by the EASA and control procedures must be in place to ensure that the proposed contract organisation is in compliance with the requirements of PART-66 & PART-147.

A contract must be in place with the proposed organisation in which it is agreed that access is granted to the EASA/EU NAA for the purpose of Audit.

Note: the "APPLICATION TO CONDUCT TRAINING/EXAMINATIONS AT A LOCATION REMOTE FROM THE PART-147 APPROVED SITE" Form should be annexed to the MTOE.*



'ANYBODYS' PART-147 ENGINEERING TRAINING

Ref:

APPLICATION TO CONDUCT TRAINING/EXAMINATIONS* AT A LOCATION REMOTE FROM THE PART-147 APPROVED SITE

Type of Training/Examinations:* _____

Date of Training/Examinations:* _____

Proposed Location: _____

Reason for Application: _____

I confirm that the essential requirements of PART-147.100 to PART-147.135 as appropriate, will be met.

Quality Representative: Name: _____

Signature: _____

Date: _____

Ref: MTOE PART-147.100 to PART-147.135

* DELETE AS REQUIRED

For EASA/NAA Use:

Application approved:

Application not approved:

Reason:

EASA/NAA Representative: Name: _____

Signature: _____

Date: _____

**2.9 Organisation of examinations:
(AMC PART-147.A.135/AMC PART-147.A.205)**



For Aircraft Maintenance Licence (AML) course a High level document detailing the course examinations, when each PART-66 module is to be examined and to what PART-66 level. This should include the knowledge, practical and 'on job' training elements and how the number of hours of each comply with the percentage requirements of AMC 147A.200.

For aircraft type training, the course syllabus should be used to prepare an examination schedule. The examination schedule should detail the examinations to be set at the end of each major phase within the syllabus. A final examination should be conducted at the end of the type training course. The final examination should be recorded. Refer to Annex 111(PART-66) Appendix 111, paragraphs 2.2 - 2.4

2.10 Security and preparation of examination material: (PART-147.A.100/135)

For AML courses detail the preparation and security of Examination papers. Number of Questions and Timing must be in accordance with Part 66 Appendix II.

Cross reference to procedures for the production of examination questions, their validation and security of the data bank.

For Type training it is sufficient to detail the preparation and security procedures in place for the production and storage of examination papers

2.11 Preparation of examination rooms: (PART-147.A.100b)

Cross refer to procedure to be followed by the Examiner and Invigilator in preparing the examination room for examinations.

An invigilator's ready reference sheet for briefing the candidates prior to the examination should be available in procedures and cross referenced here.

2.12 Conduct of examinations: (PART-147.A.135/205)

Any student found during a knowledge examination to be cheating or in possession of material pertaining to the subject of the examination, other than that supplied for the examination, will be disqualified from passing the examination and may not then retake the examination for at least 12 months.

Any examiner/invigilator found to be providing answers to examination questions to any student will be immediately disqualified from acting as an examiner/invigilator, and the Agency/EU NAA will be informed within 1 calendar month.

Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner.



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Examination paper security should be assured by a numbering system, e.g. "1 of 15" etc.

A procedure should be in place for checking that all the pages of each examination paper are complete at examination completion and that all examination papers are accounted for.

Both the written element and the multi-choice question elements should be marked to 75% with no penalty marking. Ref Annex 111(PART-66) Appendix 11.

Nothing other than the actual examination/answer paper is permitted to be on the candidate's desk.

All wall charts and/or other visual teaching aids should be removed from the examination room.

**2.13 Conduct of Basic/Type practical assessments:
(PART-147.A.210/305)**

Cross refer to procedures used for assessment of student hand skills, and the standard tasks set throughout the course. A set number of mandatory tasks should be assessed to have been completed to a satisfactory standard.



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2.14 Marking and records of examinations: (PART-147.A.100/125)

Cross refer to procedures for the marking of completed examination papers and the recording of results.

Cross refer to a procedure for practical assessments and recording of results.

2.15 Storage of examination results: (PART-147.A.100/125)

A copy of each examination paper, the student number/identification list, a practical task results list, an examination results list and all examination papers for each complete module must be stored for a period of five years.

Electronic means of storage may be utilised as required, provided the usual computer security systems are in place.

2.16 Examinations at locations not listed in paragraph 1.6: (AMC PARTS- 147.A.100/140/145)

Cross refer to the control procedure in common with part 2.8 above. This location must comply with the requirements of 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15 above.

Consideration is needed for the security/control of examinations and their completed examination papers and/or practical assessment results.

2.17 Preparation, control and issue of Basic/Type training course certificates: (PART-147.A.145)

The certificates should be prepared to reflect that illustrated in Annex IV (PART-147) appendix 111 and tightly controlled prior to issue, with a system in place to ensure that each copy is numbered as part of a sequence and recorded as issued to a candidate by name.

2.6 Control of sub-contractors: (PART-147.A.100 and 147.A.145)

Cross refer to procedures for the control of sub-contractors as appropriate.



EXAMPLE OF TRAINING CERTIFICATE

CERTIFICATE OF RECOGNITION

PART-147 APPROVED BASIC TRAINING COURSE OR BASIC EXAMINATION

This Certificate of recognition is issued to:

NAME

DATE AND PLACE OF BIRTH

By (may be pre-printed).....

an organisation approved to the requirements of PART-147 by:

(may be pre-printed).....

Approval reference:

This Certificate confirms that the above named person successfully passed the approved basic training course or the basic examination stated below;

SPECIFY BASIC TRAINING COURSE OR BASIC EXAMINATION AND DATE COMPLETED AND PASSED

Signed:

Certificate No:

For: (may be pre-printed).....

Date:



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EXAMPLE OF TRAINING CERTIFICATE

CERTIFICATE OF RECOGNITION

PART-147 APPROVED AIRCRAFT TYPE MAINTENANCE TRAINING COURSE OR AIRCRAFT TYPE EXAMINATION

This Certificate of recognition covers the theoretical/practical elements of the type training course (delete as appropriate) and is issued to:

NAME

DATE AND PLACE OF BIRTH

By: (may be pre-printed).....

an organisation approved to the requirements of PART-147 by :

(may be pre-printed).....

under approval reference:

This Certificate confirms that the above named person either successfully passed the approved aircraft type training course or aircraft type examination stated below;

**SPECIFY AIRCRAFT TYPE COURSE OR AIRCRAFT TYPE EXAMINATION AND DATE COMPLETED OR PASSED
SPECIFY WHETHER TRAINING COVERED PART 147 THEORETICAL ELEMENTS ONLY OR THEORETICAL AND PRACTICAL ELEMENTS.**

Signed:

Certificate No:

For: (may be pre-printed).....

Date:



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To be printed on the reverse side of the Certificate of Recognition for a completed PART-147 Approved Basic Training Course and Approved Basic Examinations.

PART 66 Examination Module Record

The Categories numbers shown in the Category column is for a sample illustration of a typical Category B2 course only. As noted below the module may be satisfied at a higher level than the category requires.

PART-66 Module						
Number	Title	Category	Examination	% Mark Achieved	Signature	Date Passed
1	Mathematics	B2	MCQ			
2	Physics	B2	MCQ			
3	Electrical Fundamentals	B2	MCQ			
4	Electronic Fundamentals	B2	MCQ			
5	Digital Techniques/ Electronic Instrument Systems	B2	MCQ			
6	Materials & Hardware	B2	MCQ			
7	Maintenance Practices	B1	MCQ			
7	Maintenance Practices	B1	Essay			
8	Basic Aerodynamics	B2	MCQ			
9	Human factors	B2	MCQ			
9	Human factors	B2	Essay			
10	Aviation Legislation	B2	MCQ			
10	Aviation Legislation	B2	Essay			
11a	Turbine aeroplane Aerodynamics, Structures and Systems	N/A	MCQ			
11b	Piston aeroplane Aerodynamics, Structures and Systems	N/A	MCQ			
12	Helicopter Aerodynamics, Structures and Systems	N/A	MCQ			
13	Aeroplane Aerodynamics, Structures and Systems	B2	MCQ			
14	Propulsion	B2	MCQ			
15	Gas Turbine Engine	N/A	MCQ			
16	Piston Engine	N/A	MCQ			
17	Propeller	N/A	MCQ			

Practical Training		Assessment	Date of Competence	Signature
Basic Practical Skills	B1	Competent		
Basic Maintenance Skills	B2	Competent		

Note: When the Category shown in the "Category" column is different to the course category approved for, it indicates that the Training and Examination in that Module has been carried out to a higher knowledge level.



PART 3 TRAINING SYSTEM QUALITY PROCEDURES

CONTENTS

3.1 Audit of training

3.2 Audit of examinations

3.3 Analysis of examination results

3.4 Audit and analysis of remedial action

3.5 Accountable Manager annual review

3.6 Qualifying the Instructors

3.7 Qualifying the Examiners/Assessors

3.8 Records of qualified Instructors/Examiners and Assessors



3.1 Audit of training: (AMC PART-147.A.130)

As per the AMC Part 147.A.130 (2), an external auditor may be contracted by the smaller organisation for the purposes of the quality audit.

The purpose of the audit plan is to meet part of the needs of the PART-147 approval.

The Approved Organisation should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of Part 147 have been reviewed during the audit process. The audit plan should indicate applicability of the various activities to be monitored and more than one list may be necessary (rolling audit). Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed. A complete audit of the PART-147 organisation must be completed every 12 months.

Cross refer to the various procedures required for quality auditing, reporting findings and levels with any corrective actions required.

A management control and follow up system must also be in place and may not be contracted out.

Cross reference to any quality procedures manual if available is permitted, but this system must relate to and make reference to the relevant PART-147 paragraphs.

3.2 Audit of examinations: (AMC 147.A.130)

Must be audited annually, but may be part of the rolling audit procedure.

3.3 Analysis of examination results: (GM to PART-147.A.130)

Examination results should be analysed on completion of each examination and any questions amended as necessary. Cross refer to procedures detailing responsibilities.

3.4 Audit and analysis remedial action: (GM to PART-147.A.130)

Cross refer to procedures for the reporting of findings and for corrective actions.



3.5 Accountable Manager annual review: (GM to PART-147.A.130)

Points discussed on a set date should include:

- *Projects requiring financial support*
- *Sufficient staff employed to meet foreseen training program.*
- *PART-147 organisation review.*
- *Examinations and assessments.*
- *Student achievements.*
- *Student support.*
- *Quality Assurance review.*



3.6 Qualifying the Instructors: (AMC PART-147.A.105)

List acceptable staff qualifications:*

Include procedures for the induction of inexperienced instructors as required.

Where relevant include procedures for the employment of part time or contract instructors.

All staff should have an appreciation of the contents of PART-66 and PART-147.

Cross refer to the list of present staff/qualification.

Note: staff employed prior to PART-147 application who's qualifications were previously acceptable, will continue to be accepted.

Cross refer to procedures for staff development.

**Note: Guidance for acceptable qualifications is proposed in the Annex 1 to the present MTOE guidance.*

3.7 Qualifying the Examiners/Assessors: (PART-147.A.105)

Examiners should have a full understanding of all the requirements of PART-66 and PART-147.

Cross refer to procedures for staff development.

Cross refer to the list of staff/qualifications.

Practical work assessors should be assessed as being competent in accordance with an approved process.



3.8 Records of qualified Instructors, Examiners and Assessors: (PART-147.A.110)

The company must maintain a record of all training staff which must include details of the scope of their authorisation.

Training staff must be provided with evidence of the scope of their authorisation.

The following minimum information should be kept on record in respect of each instructor:

- *Name*
- *Date of Birth*
- *Personnel Number*
- *Experience*
- *Qualifications relevant to the approval*
- *Training History (before entry)*
- *Training (Basic Training, Type Training, Continuation Training)*
- *Scope of activity*
- *Date of first issue of the authorisation*
- *If appropriate – expiry date of the authorisation*
- *Starting date of employment*

The records may be kept in any format (hard copy or computer based) subject to the usual security requirements.

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.

The instructor should be given reasonable access on request to his/her own records.

The authorisation document should be in a style that makes its scope clear to instructors and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document should be readily available.

Instructional staff are not required to carry the authorisation document at all times but should produce it within a reasonable time of a request from an authorised person. Authorised persons, apart from the organisation's quality department must include EASA and the EU NAA.

Any member of the EASA/EU NAA is classed as an authorised person when investigating the records system for initial and continued approval or when the EASA/EU NAA has cause to doubt the competence of a particular instructor.



PART 4 – APPENDICES

CONTENTS

- 4.1 Example of documents and forms used**
- 4.2 Syllabus of each training course**
- 4.3 Cross reference index - if applicable**



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4.1 Examples of documents and forms used

*This section should include examples of all documents and forms used by the organisation in the conduct of its PART-147 function.
Some examples are listed below:*

- *Student attendance record*
- *Course certificate(s)*
- *Certificate(s) of training*
- *Classroom plan (exam purposes)*
- *Course critique*
- *Course results*
- *Course design/change plan*
- *Exam answer sheet*
- *Exam results*
- *Internal audit procedure*
- *Internal audit schedule*
- *Internal audit report*
- *Application to conduct courses/examinations at a remote location*
- *Interview report form*
- *MTOE amendment request*
- *MTOE amendment request log*
- *Staff training record.(to include qualifications, history and subjects taught).*
- *Staff terms of reference*
- *Student training/examination and assessment form*
- *Training course review*
- *Quality system*
- *Aircraft visit form*

4.2 Syllabus/Training Needs Analysis (TNA) of each training course

This section should contain the signed approval document issued by the Agency for each approved course.

4.3 Cross reference Index - if applicable

Self explanatory.



Annex 1

Experience & qualifications
of
Instructors, Knowledge Examiners & Practical Assessors



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A/ introduction

147.A.105 Personnel requirements quotes: “ (f) 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”.

The EASA criteria applicable to “Foreign 147” organisations is introduced into the “Applicant User Guide”. The standard is build around qualities or skills that are considered as essential for a candidate to qualify to a position of instructor, knowledge examiner or practical assessor.

In order to assist, a number of generic means of demonstration have been identified and summarised in the tables of appendix 1. These are meant for guidance only and to present EASA views or expectations; other means of demonstrating the competency may be accepted under the responsibility of the surveyor provided these guarantee an equivalent level of confidence in the actual competency of the candidates.



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B/Qualifications and experience requirements of Instructors, Knowledge examiners and practical assessors

Possible means to demonstrate the qualifications and competency of Instructors, Knowledge examiners and practical assessors are proposed in following tables, located in appendix 1:

- Basic Training Theoretical knowledge Instructors: table 1
- Basic Training Practical knowledge Instructors: table 2
- Basic Training Theoretical knowledge examiners: table 3
- Basic Training practical knowledge Assessors: table 4

- Type Training Theoretical knowledge Instructors: table 5
- Type Training Practical knowledge Instructors: table 6
- Type Training Theoretical knowledge Examiners: table 7
- Type Training practical knowledge Assessors: table 8



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Appendix 1

Qualifications and experience requirements of Instructors, Knowledge examiners and practical assessors

Basic Training

Theoretical knowledge Instructors	modules 1,2,3,4	table 1a	C:\Documents and Settings\murfred\Desktop\package new procedures\Instructors & assessors qualifications v1.3.doc - Hlk284247788#_Hlk284247788 Modules 1.2.3.4
	modules 5,6,8	table 1b	Modules 5.6.8
	module 7	table 1c	Module 7
	module 8	table 1d	Module 9
	module 10	table 1e	Module 10
	modules 11,12,13,14,15,16,17	table 1f	Modules 11.12.13.14.15.16.17
Practical knowledge Instructors		table 2	Practical elements instructors
Theoretical knowledge examiners		table 3	Knowledge examiners
Practical knowledge Assessors		table 4	Practical assessors

Type Training

Theoretical knowledge Instructors		table 5	Theoretical elements instructors
Practical knowledge Instructors		table 6	practical elements instructors
Theoretical knowledge Examiners		table 7	knowledge examiners
practical knowledge Assessors		table 8	practical assessors



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Basic Training - Theoretical elements instructors		
Modules 1,2,3,4		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: Knowledge level attested by a school specialty diploma* that is recognised by the local Authorities, or an acceptable equivalent,</p> <p style="text-align: center;">or</p> <p>-option 2: EASA Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors)</p> <p style="text-align: center;">or</p> <p>-option 3: Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (ie Module 1 level 2 for a B1/B2 instructor in module 1 class)**. The scope of instruction will be limited to the passed modules.</p>	<p>*i.e. college, university etc... the diploma's specialty must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught.</p> <p>**In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity *</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>-option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	<p>*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.</p>
Other Knowledge	<p>- A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE).</p>	
Specialty Experience	<p>nil *</p>	<p>*: however practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive (ie for a mathematics instructor, the practical applications may be the reading of inflation charts, the conversation of units (metric system...) or determination of a centre of gravity etc...)</p>

Table 1a



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Basic Training - Theoretical elements instructors		
Modules 5,6,8		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>- option 1: Knowledge level attested by a school specialty diploma* that is recognised by the local Authorities, or an acceptable equivalent,</p> <p style="text-align: center;"><u>and</u></p> <p>A training received to gain knowledge about the design, the function and the operation of relevant typical aircraft systems and components</p> <p style="text-align: center;">or</p> <p>- option 2: Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors)</p> <p style="text-align: center;">or</p> <p>- option 3: Part 147 Certificates of Recognition (training + exam) for the modules to be taught, at the appropriate level **. The scope of instruction will be limited to the passed modules.</p>	<p>*: i.e. college, university etc... curriculum must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught.</p> <p>**In order to avoid conflicts of interest, the Part 147 <u>exam</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
Pedagogical skills	<p>- option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges</p> <p style="text-align: center;">or</p> <p>- option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>- option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	
Other Knowledge	- A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE).	
Specialty Experience	nil*	*: however practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive.

Table 1b



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Basic Training - Theoretical elements instructors		
Module 7		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: Knowledge level attested by a school* accredited by the local Authorities to issue Aircraft Maintenance & engineering specialty diploma. The training syllabus should meet the Part 66 appendix 1 elements at the appropriate level and for the adequate category/ subcategory (ie B1.4)</p> <p style="text-align: center;"><u>and</u></p> <p>at least a completed A/C type training iaw Part 66 standard, which must be representative of the category/ sub category (ie B1.4)</p> <p style="text-align: center;">or</p> <p>-option 2: Part 66 Basic Licence endorsing the relevant category (ie B1.1 for B1.1 instructors)</p> <p style="text-align: center;"><u>and</u></p> <p>at least an A/C type representative of the category/ sub category (ie B1.1) endorsed on the licence</p> <p style="text-align: center;">or</p> <p>-option 3: Part 147 Certificates of recognition level 3 for the module 7 (training + exam)**</p> <p style="text-align: center;"><u>and</u></p> <p>at least a passed A/C Type Training iaw Part 66 standard, which must be representative of the category/ sub category (ie B1.1)</p> <p style="text-align: center;">or</p> <p>-option 4: Specialised training received from acceptable training organisations/ institutions for specialised services (ie for welding, NDT etc.)***</p>	<p>*: curriculum must be consistent with the syllabus of module 7, level 3.</p> <p>**In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p> <p>***: the purpose is to facilitate the use of instructors –non maintenance specialised- providing a very specialised training (ie on welding) as part of the module7 training and under the oversight of the module 7 maintenance instructor(s). The instruction will be limited to the concerned sub-modules.</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a “Train the trainer course”</p> <p style="text-align: center;">or</p> <p>-option 3: Assessment performed and documented by the Training Organisation’s Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	
Other Knowledge	<p>-A level* of English compatible with the A/C maintenance activity and the “Foreign 147” specificity (instruction in an international environment);</p> <p style="text-align: center;"><u>and</u></p> <p>- A training on EASA regulation: part 66 (basic), 147 (basic) and 145 (detailed), and the Training Organisation procedures (MTOE etc..).</p>	<p>*: the level of English should be determined iaw:</p> <p>option 1: a valid certificate attesting a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent**</p> <p style="text-align: center;">or</p> <p>-option 2: Assessment performed and documented by the Training Organisation’s Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent**</p> <p style="text-align: center;"><u>and</u></p>



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		Verified by the Competent Authority following an in-situ audit in real training conditions at the first opportunity. **: equivalency to CEFR level B1 is provided in appendix 3
Specialty Experience	- 3 years of relevant experience in civil aviation environment (aeronautical maintenance) or acceptable equivalent; the experience must be representative of the subject(s) to be taught.	

Table 1c



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Basic Training - Theoretical elements instructors		
Module 9		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: A documented training on Human Factors in Aviation, of a minimum of 2 days. The syllabus of the training must comply with Part 66 appendix 1.</p> <p style="text-align: center;">or</p> <p>-option 2: a certificate of recognition for the module 9 at level 2 (training + exam).*</p>	*In order to avoid conflicts of interest, the Part 147 <u>exam</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>-option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.
Other Knowledge	<p>- training on EASA regulations: part 66 (basic) and 145 (detailed)</p> <p style="text-align: center;"><u>and</u></p> <p>- A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE).</p>	
Specialty Experience	N/A *	*:however experience in an environment that is representative of human factors affecting aviation maintenance (ie Line & Base maintenance experience) is advantageous;

Table 1d



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Basic Training - Theoretical elements instructors		
Module 10		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<ul style="list-style-type: none"> - a documented training on regulations described in Appendix 1, module 10 <p style="text-align: center;"><u>and</u></p> <ul style="list-style-type: none"> - A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE). 	
Pedagogical skills	<ul style="list-style-type: none"> -option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges* <li style="text-align: center;">or -option 2: completion of a "Train the trainer course" <li style="text-align: center;">or -option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.
Other Knowledge	nil	
Specialty Experience	- option 1: Experience in an aviation maintenance environment where these regulations are applicable (ie Part 145 AMO)	

Table 1e



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Basic Training - Theoretical elements instructors		
Modules 11,12,13,14,15,16,17		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: Knowledge level attested by an aviation engineering diploma* recognised by the local Authorities and covering the subject to be taught, or an acceptable equivalent,</p> <p style="text-align: center;">or</p> <p>-option 2: Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors)</p> <p style="text-align: center;">or</p> <p>-option 3: Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level **. Scope of instruction will be limited to the passed module(s).</p> <p style="text-align: center;">or</p> <p>-option 4: specialised training received from acceptable training organisations or institutions***</p>	<p>*: Diploma's specialty must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught.</p> <p>**In order to avoid conflicts of interest, the Part 147 <u>exam</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p> <p>***: the purpose is to facilitate the use of specialised instructors providing a very specialised training (ie on hydraulic power) as part of a complete module and under the oversight of the training manager. The instruction will be limited to the concerned sub-modules. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers etc...</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>-option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	<p>*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.</p>
Other Knowledge	<p>- A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE).</p>	
Specialty Experience	<p>-option 1: 1 years of relevant experience in a civil aviation environment. The experience must be adapted to cover the subject to be taught and gained in an aviation engineering dept or in base maintenance AMO.</p>	

Table 1f



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Basic Training - Practical elements instructors		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: Part 66 Basic Licence endorsing the appropriate category/ sub. category (ie B1.1 for B1.1 instructors)</p> <p style="text-align: center;"><u>and</u></p> <p>A/C type endorsed on the appropriate category / sub. category of licence, for each aircraft type used for the purpose of the training.</p> <p style="text-align: center;">or</p> <p>-option 2: Part 147 Certificates of recognition** (Cat B1 or B2 as applicable) covering training & exam at level 3 for the module 7, level 2 for modules 9 and 10, and at the level defined by part 66 appendix 1 for module 11 to 17***.</p> <p style="text-align: center;"><u>and</u></p> <p>Approved type training (theory + practical) passed in the appropriate category / sub. category for each aircraft type used for the purpose of the training.</p> <p style="text-align: center;">or</p> <p>-option 3: Specialised training received from acceptable training organisations/ institutions to cover specialised services (ie welding, NDT inspections etc..). **** The instruction will be limited to the subjects/methods covered by the specialised training(s). NDT instructors should be holder of a valid licence iaw EN4179 (level 2 minimum) or acceptable equivalent.</p> <p style="text-align: center;">or</p> <p>-option 4: A documented release to service authorisation (or an internal certification authorisation) granted by an approved Part 145 organisation iaw the approved MOE and covering the subjects to be taught. For aircraft maintenance instructors the authorisation should include privileges for A/C certification that are comparable to B1 or B2 C/S as applicable and include each aircraft type used for the purpose of the training. For shop (ie structure, components) & specialised services the qualifications must meet the standard as exposed in the organisation's MOE. The instruction will be limited to the subjects covered by the AMO authorisation(s).</p>	<p>**In order to avoid conflicts of interest, the Part 147 <u>exam</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p> <p>***: the required level depends on the instructor' speciality (airframe or avionics).</p> <p>****: the purpose is to facilitate the use of instructors –non maintenance specialised- providing a very specialised training (ie on welding) as part of the module7 training and under the oversight of the module 7 maintenance instructor(s). The instruction will be limited to the concerned sub-modules.</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>-option 3: a practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the Part 147 training organisation to determine how the maintenance organisation qualifies internal instructors)</p> <p style="text-align: center;">or</p> <p>-option 4: Assessment performed and documented by the Training Organisation's Training Manager (if himself appropriately qualified as practical instructor and in accordance with an MTOE procedure).</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in actual training conditions.</p>	<p>*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.</p>



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Table 2 (1/2)

Cont'



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Basic Training - Practical elements instructors (cont')

Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Other Knowledge	<p>-A level* of English compatible with the A/C maintenance activity and the "Foreign 147" specificity (instruction in an international environment);</p> <p style="text-align: center;"><u>and</u></p> <p>- A training on EASA regulation: part 66 (basic), 147 (basic) and 145 (detailed), and the Training Organisation procedures (MTOE etc..).</p>	<p>*: the level of English should be determined iaw:</p> <p>option 1: a valid certificate attesting a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent**</p> <p style="text-align: center;">or</p> <p>-option 2: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent**</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p> <p>**: equivalency to CEFR level B1 is provided in appendix 3</p>
Specialty Experience	<p>- 3 years of relevant experience. The experience must be representative of the subject(s) to be taught and gained as following:</p> <p>1) <u>A/C maintenance</u> instructor: experience to be gained in a regulated* civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience;</p> <p>2) <u>shop maintenance</u> instructors (component/structural elements etc...): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught.</p> <p>3) <u>For specialised services</u> (welding, NDT etc...): relevant experience to be gained in industry*</p>	<p>* Care should be exercised that the experience gained in a non aeronautical industry is relevant and transferable to aviation maintenance practices.</p>

Table 2 (2/2)



Foreign Part 147 approvals User guide for Maintenance Training Organisation Exposition	Doc # UG.CAO.00014-001 Approval Date 13/01/2012
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Basic Training - Knowledge examiners		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty Knowledge	Knowledge examiners should meet the same criteria as the theoretical instructor of the concerned modules (ie examiner for module 11 meet the criteria of instructor module 11)	
Pedagogical skills	- completion of a "Train the examiner course" <u>and</u> - Assessment performed and documented by the Training Organisation's Examination's Manager (if himself appropriately qualified as knowledge examiner and in accordance with an MTOE procedure).	
Other Knowledge	Training to the Organisations procedures (MTOE) addressing examinations and to the Part 66 examination standard	
Specialty Experience	N/A however practical experience in A/C maintenance, design or production activities is advantageous	

Table 3



Foreign Part 147 approvals User guide for Maintenance Training Organisation Exposition	Doc # Approval Date	UG.CAO.00014-001 13/01/2012
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Basic Training - Practical assessors		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	Practical assessors should meet the same criteria as the practical instructor of the concerned modules (ie examiner for module 11 meet the criteria of instructor module 11)	
Pedagogical skills	- completion of a "Train the assessor" course and - Assessment performed and documented by the Training Organisation's Examination's Manager (if himself appropriately qualified as practical assessor and in accordance with an MTOE procedure).	
Other Knowledge	Training to the Organisations procedures (MTOE) addressing practical assessments	
Specialty Experience	- 3 years of relevant experience. The experience must be representative of the subject(s) to be taught and gained as following: 1) <u>A/C maintenance</u> instructor: experience to be gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience; 2) <u>shop maintenance</u> instructors (component/structural elements etc...): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3) <u>For specialised services</u> (welding, NDT etc...): experience to be gained in industry*	*Care should be exercised that the experience gained in a non aeronautical industry is relevant and transferable to aviation maintenance practices.

Table 4



Foreign Part 147 approvals User guide for Maintenance Training Organisation Exposition	Doc # Approval Date	UG.CAO.00014-001 13/01/2012
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Type training - Theoretical elements instructors		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: A Part 147 Certificate of Recognition** (training + exam) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical. The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (ie B2 for an avionics instructor)</p> <p style="text-align: center;"><u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p> <p style="text-align: center;">or</p> <p>-option 2: a type training (theory + practical) received in a non Part 147 organisation. The curriculum/ level of the course must be equivalent to Part 66 appendix 3. the equivalency of the course shall be demonstrated by following the principles exposed in §7.3 of EASA "Foreign Part 145 approvals – User guide for Applicants" reference UG.CAO.00006-001 <u>note:</u> relevant extract of the above mentioned user guide is presented in appendix 2 of the present document.</p> <p style="text-align: center;"><u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p> <p style="text-align: center;">or</p> <p>-option 3: a specialised training (ie hydraulics) on the relevant A/C type(s). The curriculum/ level of the course must comply with at least with Part 66 appendix 3. the scope of instruction must be limited to the relevant speciality.</p> <p style="text-align: center;"><u>and</u></p> <p>A refresher/update course on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p>	<p>**In order to avoid conflicts of interest, the Part 147 <u>exam</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*</p> <p style="text-align: center;">or</p> <p>-option 2: completion of a "Train the trainer course"</p> <p style="text-align: center;">or</p> <p>-option 3: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.</p> <p style="text-align: center;"><u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p>	<p>*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.</p>

Table 5 (1/2)

Cont'



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Type training - Theoretical elements instructors (cont')

Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Other Knowledge	<p>A level* of English compatible with the A/C maintenance activity and the "Foreign 147" specificity (instruction in an international environment);</p> <p style="text-align: center;"><u>and</u></p> <p>- A documented familiarisation with the specific training procedures and requirements (ie organisation of courses, attendance etc...) as described in the approved Training organisation's exposition (MTOE).</p> <p style="text-align: center;"><u>and</u></p> <p>- A training on specific instructional methods or training devices used by the training organisation (ie simulators, synthetic trainers etc...)</p>	<p>*: the level of English should be determined iaw:</p> <p>option 1: a valid certificate attesting a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent** or</p> <p>-option 2: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent** <u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p> <p>**: equivalency to CEFR level B1 is provided in appendix 3</p>
Specialty Experience	<p>- 3 years of relevant experience, including 1 year of experience on the relevant A/C type(s)*. The experience must be representative of the elements(s) to be taught and gained in civil aviation environment or acceptable equivalent (maintenance, engineering, design organisation etc..)</p>	<p>* does not apply for new type certified aircraft. Contact EASA for these specific cases.</p>

Table 5 (2/2)



Foreign Part 147 approvals User guide for Maintenance Training Organisation Exposition	Doc # Approval Date	UG.CAO.00014-001 13/01/2012
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Type training – practical elements instructors		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	<p>-option 1: A Part 147 Certificate of Recognition (training + examination + practical assessment) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical**. The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (ie B2 for an avionic instructor) <u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p> <p>or</p> <p>-option 2: a type training (theory + practical) received in a non Part 147 organisation***. The curriculum/ level of the course must comply with Part 66 appendix 3. Procedure to demonstrate the compliance of the course should follow principles exposed in §7.3 of EASA “Foreign Part 145 approvals – User guide for Applicants” reference UG.CAO.00006-001 <u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p> <p>or</p> <p>-option 3: a specialised training (ie hydraulics) on the relevant A/C type(s). The curriculum/ level of the course must comply with at least with Part 66 appendix 3. The scope of instruction must be limited to the relevant speciality <u>and</u></p> <p>A refresher/update course on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.</p>	<p>**In order to avoid conflicts of interest, the Part 147 <u>examination & practical assessment</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p> <p>***In order to avoid conflicts of interest, the <u>exam & practical assessment</u> must not be attended in the organisation where the instructor is to exercise its privileges</p>
Pedagogical skills	<p>-option 1: Instructor Certificate delivered by a legal entity recognised by its local authorities and acceptable to the national authority where the instructor will exercise his privileges* or</p> <p>-option 2: completion of a “Train the trainer course” or</p> <p>-option 3: a practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the Part 147 training organisation to determine how the maintenance organisation qualifies internal instructors) or</p> <p>-option 4: Assessment performed and documented by the Training Organisation’s Training Manager (if himself appropriately qualified as practical instructor and in accordance with an MTOE procedure). <u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in actual training conditions.</p>	<p>*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.</p>

Table 6 (1/2)

Cont'



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Type training – practical elements instructors (cont')

Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Other Knowledge	<p>A level* of English compatible with the A/C maintenance activity and the "Foreign 147" specificity (instruction in an international environment); <u>and</u></p> <p>A training on EASA regulation: part 66 (basic), 147 (basic) and 145 (detailed), and the specific Training Organisation procedures (MTOE etc..). <u>and</u></p> <p>A training on specific instructional methods or training devices used by the training organisation (ie simulators, synthetic task trainers etc...)</p>	<p>*: the level of English should be determined iaw: option 1 : a certificate attesting a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent** or -option 2: Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1 iaw the Common European Framework of Reference for Languages (CEFR) or equivalent** <u>and</u></p> <p>Accepted by the Competent Authority following an in-situ audit in real training conditions.</p> <p>**: equivalency to CEFR level B1 is provided in appendix 3</p>
Specialty Experience	<p>-Option 1: 3 years of relevant experience including 1 year of experience on the relevant A/C type(s)*. The experience must be representative of the tasks to be instructed and gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience; Or</p> <p>-Option 2: 3 years of experience on similar aircraft types And</p> <p>Additional experience on the particular type gained through type trainings etc...</p>	<p>* does not apply for new type certified aircraft. Contact EASA for these specific cases.</p>

Table 6 (2/2)



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Type training – knowledge examiners		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty knowledge	Knowledge examiners should meet the same criteria as the theoretical instructor of the concerned elements (ie examiner for navigation meet the criteria of navigation elements instructor)	
Pedagogical skills	- completion of a “Train the examiner course” and - an Assessment performed and documented by the Training Organisation’s Examination’s Manager (if himself appropriately qualified as knowledge examiner and in accordance with an MTOE procedure).	
Other Knowledge	Training to the Organisations procedures (MTOE) addressing examinations and to the Part 66 examination standard	
Specialty Experience	nil	however practical experience in A/C maintenance, design or production activities is advantageous

Table 7



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Type training –practical assessors		
Qualification/ experience	Acceptable mean of compliance	Comments/ limitations
Specialty Knowledge	Practical assessors should meet the same criteria as the practical instructor of the concerned elements (ie assessor for landing gear tasks meet the criteria of landing gear elements practical instructor)	
Pedagogical skills	- completion of a “Train the assessor “course <u>and</u> - an Assessment performed and documented by the Training Organisation’s Examination’s Manager (if himself appropriately qualified as practical assessor and in accordance with an MTOE procedure).	
Other Knowledge	-Training to the Organisations procedures (MTOE) addressing practical assessments <u>and</u> -Training on specific assessment methods or devices used by the training organisation (ie simulators, synthetic task trainers etc...)	
Specialty Experience	- Option 1: 3 years of relevant experience including 1 year of experience on the relevant A/C type(s). The experience must be representative of the tasks to be assessed and gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience;	

Table 8



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Appendix 2

§7.3 of EASA “Foreign Part 145 approvals – User guide for Applicants” reference UG.CAO.00006-001

" Assessment of the type training.

This part is used for demonstration that the type training is at a level corresponding to EASA Part 66 Appendix III.

When a foreign Part 145 organisation intends to nominate certifying staff/support staff holding a Part 147 type training certificate for the considered A/C type, the following demonstration of equivalency is not required.

When a foreign Part 145 organisation intends to nominate certifying staff/support staff not having been type trained in an approved Part 147 maintenance training organisation (so does not hold a Part 147 type training certificate), the Quality system of the foreign Part 145 approval has to review and assess the following items using the check list 2:

1. Type training syllabus:

- Syllabus levels for the type training should be assessed for equivalence to Part 66 Appendix III for the relevant licence discipline;

2. Type training course length:

- Verification that the course length is equivalent to an EASA Part 147 course for the same or similar aircraft type.

3. Type training course provider:

- Record the course provider. Assess if possible if the training documentation/ material came from a reputable source.

4. Category of type training:

- Make sure that the Licensed Aircraft Engineer's have completed a type training related to the scope of the national license (e.g. avionics = avionics type training course and not Airframe/power plant).

5. Theoretical and practical training:

- Verification that the course covers the theoretical and practical aspects. If the training covers only the theoretical aspect then the practical training shall be assessed separately. It should be noted that the practical training may have been carried out as structured OJT with the applicant.

6. Examination:

- Verify that individual training course certificates and the associated examination results are available.
- Verification that the exam result is at least equivalent to Part-66 requirements;
- Review, when available, the examination paper and assess the multi choice questions (number of multi choice question per hour of training, pertinence of the questions) "



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Check list 2: for reviewing C/S & Support Staff not type trained in a Part 147 organisation

	Requirements	“B1” equivalent	“B2” equivalent
1.	Type training syllabus: Are the course syllabus levels and content equivalent to Part 66 Appendix III?	Yes / No	Yes / No
2.	Type training course length: Is the course length equivalent to a part 147 course for the same or similar A/C type?	Yes / No	Yes / No
3.	Type training course provider: Verify the supplier of the course.	Manufacturer / Training school / other	Manufacturer / Training school / other
	Record the course provider (If possible determine if the training documentation/ material come from a reputable source)	Yes / No	Yes / No
4.	Category of type training: Is the type training related to the scope of the national license (e.g. avionics = avionics type training course and not Airframe/power plant).?	Yes / No / NA	Yes / No / NA
5.	Appendix IV to PART 145 (Appendix III to PART 66): Does the type course cover the theoretical and practical aspects? Note: If the training covers only the theoretical aspect then the practical training shall be assessed separately.	Yes / No	Yes / No
6.	Appendix IV to PART 145 (Appendix III to PART 66): Is the exam result at least 75 %?	Yes / No	Yes / No
7.	Appendix IV to PART 145 (Appendix III to PART 66): Is the number of multi choice questions per hour of training equivalent to Part 66 and are they type related?	Yes / No	Yes / No

Appendix 3

Assessment of the English level of knowledge

Common European Framework of Reference for Languages

The **Common European Framework of Reference for Languages: Learning, Teaching, Assessment**, abbreviated as CEFR, is a guideline used to describe achievements of learners of foreign languages across Europe and, increasingly, in other countries. It was put together by the Council of Europe as the main part of the project "Language Learning for European Citizenship" between 1989 and 1996. Its main aim is to provide a method of assessing and teaching which applies to all languages in Europe. In November 2001 a European Union Council Resolution recommended using the CEFR to set up systems of validation of language ability. The six reference levels (see below) are becoming widely accepted as the European standard for grading an individual's language proficiency.

Levels

The Common European Framework divides learners into three broad divisions which can be divided into six levels:

A Basic Speaker

- A1** Breakthrough or beginner
- A2** Waystage or elementary

B Independent Speaker

- B1** Threshold or pre-intermediate
- B2** Vantage or intermediate

C Proficient Speaker

- C1** Effective Operational Proficiency or upper intermediate
- C2** Mastery or advanced

The CEFR describes what a learner is supposed to be able to do in reading, listening, speaking and writing at each level.

level	description
A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/ herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and



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written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

These descriptors can apply to any of the languages spoken in Europe, and there are translations in many languages.

Self-evaluated equivalences to CEFR levels

CEFR level	NQF (UK Only) ^[3]	Cambridge exam	CLES (11 languages)	DCL	IELTS	PTE Academic	PTE General (formerly LTE)	TOEIC ^[5]	UNlcert (different languages)	Versant	ALTE level	TOEFL (IBT) ^[6]
C2	Level 3	CAE grade A (From 25 January 2010, see: [12]) / CPE	CLES 3	Certification IV	IELTS 8.5-9.0	85	Level 5	-	UNlcert IV	79-80	Level 5	>110
C1	Level 2	CAE	CLES 3	Certification III	IELTS 7.0-8.0	76	Level 4	945+ points	UNlcert III	69-78	Level 4	110-120
B2	Level 1	FCE	CLES 2	Certification II	IELTS 5.5-6.5	59	Level 3	785 - 945 points	UNlcert II	58-68	Level 3	87-109
B1	Level Entry 3	PET	CLES 1	Certification I	IELTS 4.0-5.0	43	Level 2	550 - 785 points	UNlcert I	47-57	Level 2	57-86
A2	Level Entry 2	KET				30	Level 1	225 - 550 points		36-46	Level 1	no scored
A1	Entry 1						Level A1	120 - 225 points		26-35	Breakthrough level	no scored

Equivalence with common North American standards

The following table establishes equivalences between the CEFR and some Canadian and U.S. standards. The standards compared are:

1. The CEFR itself
2. [Interagency Language Roundtable Scale](#) (ILR, United States)
3. [American Council for the Teaching of Foreign Languages Proficiency Guidelines](#) (ACTFL)
4. [New Brunswick Oral Proficiency Scale](#) (NB OPS, English and French only)
5. [Canadian Language Benchmarks](#) (CLB, English and French only)
6. [Public Service Commission of Canada Second Official Language Proficiency Levels](#) (PSC, English and French only)

CEFR	ILR	ACTFL	NB OPS	CLB	PSC
A1	0/0+/1	Novice (Low/Mid/High)	Unrated/0+/1	1/2	A
A2	1+	Intermediate (Low/Mid/High)	1+/2	3/4	B
B1	2	Advanced Low	2+	5/6	C
B2	2+	Advanced Mid	3	7/8	
C1	3/3+	Advanced High	3+	9/10	
C2	4	Superior	4	11/12	
	4+/5				



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RECORDS

No record associated with this User Guide.