



## **Course Syllabus**

Revision 1.0 – 16.02.2007

# **Maintenance Training Organisation Approvals**

# **Part-147**

## ***Detailed Course***

### **Contents:**

- A. The EU legal framework - Principles**
- B. Structure of the EU regulatory system**
- C. Regulation (EC) No. 1592/2002**
- D. ICAO reference material**
- E. Commission Regulation (EC) No. 2042/2003 + 707/2006**
- F. General overview of Part-147**
- G. Cross-reference between Part-147 requirements and syllabus' contents**
- H. Detailed contents and level of detail expected (Full contents / Specific paragraphs / Overview)**



## A. THE EU LEGAL FRAMEWORK - PRINCIPLES

### **The Community being a supranational organisation, Member States may no more:**

- deviate from common rules;
- impose additional requirements; or
- conclude arrangements with third countries.

### **Legislative powers**

The Legislator, through the Basic Regulation:

- Defines the scope of powers transferred to the Community (the products, organizations and personnel that will be regulated by the Community to protect public interest)
- Adopts the essential requirements specifying the objectives to be met (the obligations and means to reach the desired level of protection)
- Distributes the executive tasks among the executive agents
- Establishes the means of judicial control when executive powers are given to Community bodies

### **Executive powers**

Certification is carried out:

- By the Agency (when centralized action is more efficient);
- By the National Aviation Authorities (Commission oversight through the Agency).

### **Judicial powers**

Oversight and enforcement are carried out by the national systems, under the supervision of national Courts  
The interpretation of Community law is made by the Court of Justice of the European Community.

### **THE AGENCY:**

- Drafts common rules (EASA Regulation and implementing rules)
- Adopts material for the implementation of common rules (airworthiness codes, interpretation and guidance material)
- Issues type certificates (TC, STC,...), approves organisations (DOA and, outside the European territory, POA, MOA...), ensures their continued
- Oversees the application of rules by the Member States and recommends the necessary enforcement actions to the Commission
- Acts as a focal point for third countries and international organizations for the harmonisation of rules and the recognition / validation of certificates

### **THE MEMBER STATES (NAAS):**

- Provide expertise as appropriate for rulemaking tasks
- Develop national administrative rules for the implementation and enforcement of common rules (administrative procedures)
- May take action on a case by case basis if so required to ensure safety or appropriate operational flexibility (safeguards)



- Approve organisations in their territory (except DOs)
- Issue certificates for individual products on their registry
- Issue personnel licences for aircraft maintenance certifying staff (Part-66)

## **B. STRUCTURE OF THE EU REGULATORY SYSTEM**

### **a) TREATY ESTABLISHING THE EUROPEAN COMMUNITY**

Article 80

2. The Council may, acting by a qualified majority, decide whether, to what extent and by what procedure appropriate provisions may be laid down for sea and air transport. The procedural provisions of Article 71 shall apply.

Article 71

1. For the purpose of implementing Article 70, and taking into account the distinctive features of transport, the Council shall, acting i.a.w. the procedure referred to in Article 251 and after consulting the Economic and Social Committee and the Committee of the Regions, lay down:
  - (a) common rules applicable to international transport to or from the territory of a Member State or passing across the territory of one or more Member States;
  - (b) the conditions under which non-resident carriers may operate transport services within a Member State;
  - (c) measures to improve transport safety;
  - (d) any other appropriate provisions.

### **b) BASIC REGULATION**

- The Parliament and the Council define the Scope of Powers transferred from the Member States to the Community
- They adopt the Essential Requirements specifying the objectives to be met
- The Basic Regulation was adopted by the European Parliament and the Council, according to the co-decision procedure
- It defines the scope of Community competence
- It establishes the objectives and principles of Community action
- It establishes the division of regulatory and executive powers between the Agency, the European Institutions and the Member States

### **c) IMPLEMENTING RULES**

The Commission adopts standards for implementing the essential requirements

The Implementing Rules were adopted by the Commission, according to the comitology procedure

They establish common standards in the fields of airworthiness, continuing airworthiness and environmental protection that:

- Fulfil the objectives and principles established in the Essential Requirements
- Are in compliance with ICAO SARPs

They define the Competent Authority for the executive functions and establish rules and procedures for its implementation



**d) ACCEPTABLE MEANS OF COMPLIANCE**

**147.B.15 Acceptable means of compliance**

The Agency shall develop acceptable means of compliance that the competent authority may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

**C. REGULATION (EC) NO 1592/2002**

<p><b>CHAPTER I PRINCIPLES</b></p>	<p><b>Article 1 Scope</b></p>	<p><b>1. Applicability of the Basic Regulation to products, parts and appliances</b></p> <p>This Regulation shall <b>apply to</b>:</p> <p>(a) the design, production, <b>maintenance and operation of aeronautical products, parts and appliances, as well as personnel and organisations</b> involved in the design, production and <b>maintenance of such products, parts and appliances</b>;</p> <p>(b) personnel and organisations involved in the operation of aircraft.</p> <p><b>2. Non-applicability of the Basic Regulation</b></p> <p>This Regulation <b>shall not apply</b> when products, parts, appliances, personnel and organisations referred to in paragraph 1 are engaged in military, customs, police, or similar services. The Member States shall undertake to ensure that such services have due regard as far as practicable to the objectives of this Regulation.</p>	
	<p><b>Article 2 Objectives</b></p>	<p>1. The <b>principal objective of this Regulation is to establish and maintain a high uniform level of civil aviation safety in Europe.</b></p> <p>2. <b>Additional objectives:</b>  to ensure a high uniform level of environmental protection;  to facilitate the free movement of goods, persons and services;  (a) to promote cost-efficiency in the regulatory and certification processes and to avoid duplication at national and European level;  to assist Member States in fulfilling their obligations under the Chicago Convention;  to promote Community views regarding civil aviation safety standards and rules throughout the world</p> <p>3. <b>The means of achieving the objectives:</b>  the preparation, adoption and uniform application of all necessary acts;  (a) the <b>recognition, without additional requirements, of certificates, licences, approvals or other documents</b>;</p> <p><b>(b) the establishment of an independent European Aviation Safety Agency;</b></p>	



		(c) the uniform implementation of all necessary acts by the national aviation authorities and the Agency within their respective areas of responsibility.	
	<b>Article 3 Definitions</b>	(a) 'continuing oversight' (b) 'Chicago Convention' (c) 'product' (d) 'parts' (e) 'certification' (g) 'certificate'	
<b>CHAPTER II SUBSTANTIVE REQUIREMENTS</b>	<b>Article 4 Basic principles and applicability</b>	<p>1. Aircraft, including any installed product, part and appliance, which are:</p> <ul style="list-style-type: none"> <li>(a) designed or manufactured by an organisation for which the Agency or a <b>Member State ensures safety oversight</b>; or</li> <li>(b) <b>registered in a Member State</b>; or</li> <li>(c) <b>registered in a third country and used by an operator for which any Member State ensures oversight of operations</b>; shall comply with this Regulation.</li> </ul> <p>2. Paragraph 1 shall not apply to aircraft referred to in Annex II.</p> <p>3. <b>This Regulation shall not affect the rights of third countries as specified in international conventions, in particular the Chicago Convention.</b></p>	
	<b>Article 5 Airworthiness</b>	<p>1. Aircraft referred to in Article 4(1) shall comply with the <b>essential requirements for airworthiness laid down in Annex I.</b></p> <p>2. Compliance of aircraft registered in a Member State, and of products, parts and appliances mounted thereon shall be established in accordance with the following.</p> <ul style="list-style-type: none"> <li>(f) the capability of <b>maintenance training organisations</b> to discharge the responsibilities associated with their privileges in relation to the issuance of the certificates may be recognised by the issuance of an <b>approval</b>.</li> </ul> <p>4. The Commission shall adopt, i.a.w. Article 54(3), <b>the rules for the implementation of this Article, specifying in particular:</b></p> <ul style="list-style-type: none"> <li>(d) <b>conditions to issue and disseminate mandatory information in order to ensure the continuing airworthiness of products;</b></li> <li>(e) <b>conditions to issue, maintain, amend, suspend or revoke certificates;</b></li> <li>(f) <b>conditions to issue, maintain, amend, suspend or revoke organisation approvals i.a.w. § 2(d) and (f) and conditions under which such approvals</b></li> </ul>	



		<p>need not be requested;</p> <p>(h) responsibilities of the holders of certificates.</p>	
	<p><b>Article 8</b> <b>Recognition of certificates</b></p>	<p><b>Member States shall, without further technical requirements or evaluation, recognise the certificates issued in accordance with this Regulation.</b> When the original recognition is for a particular purpose, or purposes, any subsequent recognition shall cover only the same purpose(s).</p> <p><i>Note: such an “automatic mutual recognition” is possible, provided that the State issuing the certificates is fully compliant with the provisions of the Basic Regulation. If that is not the case (i.e. new Member States accessing the European Union), then this article shall not apply (Refer to Regulation 1962/2006 for a practical example).</i></p>	
	<p><b>Article 10</b> <b>Flexibility provisions</b></p>	<p>3. <b>Member States may grant exemptions</b> in the event of unforeseen urgent operational circumstances or operational needs of a limited duration, <b>provided the level of safety is not adversely affected thereby. Appropriate notification.</b></p>	
	<p><b>Article 11</b> <b>Information network</b></p>	<p>The Commission, the Agency, and the national aviation authorities shall <b>exchange any information</b> available to them in the context of the application of this Regulation and its implementing rules.</p>	
	<p><b>Article 13</b> <b>Agency measures</b></p>	<p>The Agency shall, where appropriate: issue <b>opinions</b> addressed to the Commission;</p> <p>(a) issue certification specifications, including airworthiness codes and <b>acceptable means of compliance, as well as any guidance material for the application of this Regulation and its implementing rules;</b></p> <p>(b) take the appropriate decisions for the application of Articles 15, 45 and 46.</p>	
	<p><b>Article 14</b> <b>Opinions, certification specifications and guidance material</b></p>	<p>2. The <b>Agency shall, in accordance with Article 43 and the implementing rules adopted by the Commission, develop:</b></p> <p>(a) certification specifications, including airworthiness codes and <b>acceptable means of compliance;</b> and</p> <p>(b) <b>guidance material;</b></p>	
	<p><b>Article 15</b> <b>Airworthiness and Environmental Certification</b></p>	<p>1. With regard to products, parts and appliances referred to in Article 4(1), the Agency shall, where applicable and as specified in the <b>Chicago Convention or its Annexes, carry out on behalf of Member States the functions and tasks</b> of the State of design, manufacture or registry when related to design approval.</p>	



	<b>Article 16 Monitoring the application of rules</b>	<ol style="list-style-type: none"> <li>1. The Agency shall conduct <b>standardisation inspections</b> in the fields covered by Article 1(1), in order to <b>monitor</b> the <b>application</b> by <b>national aviation authorities</b> of this Regulation and its implementing rules and shall <b>report</b> to the Commission.</li> <li>2. The Agency shall conduct <b>technical investigations</b> to monitor the effectiveness of the application of this Regulation and its implementing rules, having regard to the objectives set out in Article 2.</li> <li>3. The Agency shall be <b>consulted</b> and give its <b>opinion</b> to the Commission on the application of <b>Article 10</b>.</li> </ol>	
SECTION III <b>WORKING METHODS</b>	<b>Article 45 Inspections of Member States</b>	<ol style="list-style-type: none"> <li>1. The Agency shall assist the Commission in <b>monitoring the application</b> of this Regulation and its implementing rules, by conducting <b>standardisation inspections</b> of Member States competent authorities as specified in Article 16(1).</li> <li>3. The Member State concerned shall submit to such inspections and shall ensure that bodies or persons concerned also submit to inspections.</li> <li>4. When an inspection under the terms of this Article entails an inspection of an undertaking or an association of undertakings the provisions of Article 46 shall apply. Where an undertaking opposes such inspection, the Member State concerned shall afford the necessary assistance to officials authorised by the Agency to enable them to make their inspection.</li> </ol>	
	<b>Article 46 Investigation of undertakings</b>	<ol style="list-style-type: none"> <li>1. The Agency may itself conduct or allocate to national aviation authorities or qualified entities all necessary <b>investigation of undertakings</b>. Investigations shall be carried out in compliance with the legal provisions of the Member States in which they are to be undertaken.</li> </ol>	
	<b>Article 58 Entry into force</b>	20th day following that of its publication in the Official Journal of the European Communities. Articles 5 and 6 shall apply as from the dates specified in the implementing rules.	
<b>ANNEX I Essential requirements for airworthiness referred to in Article 5</b>	<b>1. Product integrity</b>	<p><b>Product integrity must be assured for all anticipated flight conditions for the operational life of the aircraft.</b> Compliance with all requirements must be shown by assessment or analysis, supported, where necessary, by tests.</p> <p><b>1.d. Continuing Airworthiness</b></p> <ol style="list-style-type: none"> <li>1.d.1. Instructions for continuing airworthiness must be established to ensure that the aircraft type certification airworthiness standard is maintained throughout the operational life of the aircraft.</li> <li>1.d.3. The instructions for continuing airworthiness must be in the form of a manual, or manuals, as appropriate for the quantity of data to be provided. The manuals must cover maintenance and repair instructions, servicing information, troubleshooting and inspection procedures, in a format that provides for a practical arrangement.</li> <li>1.d.4. The instructions for continuing airworthiness must contain airworthiness</li> </ol>	



		limitations that set forth each mandatory replacement time, inspection interval and related inspection procedure.	
	<b>3. Organisations</b>	<p>3.a. Organisation approvals must be issued when the following <b>conditions are met</b>:</p> <p>3.a.1. the organisation must have all the means necessary for the scope of work. These means comprise, but are not limited to, the following: facilities, personnel, equipment, tools and material, documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping;</p> <p>3.a.2. the organisation must implement and maintain a <b>management system</b> to ensure compliance with these essential requirements for airworthiness, and aim for continuous improvement of this system;</p> <p>3.a.3. the organisation must establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements for airworthiness;</p> <p>3.a.4. the organisation must establish an occurrence reporting and/or handling system, which must be used by the management system under point 3.a.2 and the arrangements under point 3.a.3, in order to contribute to the aim of continuous improvement of the safety of products.</p> <p>3.b. <b>In the case of maintenance training organisations, the conditions under points 3.a.3 and 3.a.4 do not apply.</b></p>	
<b>ANNEX II Aircraft referred to in Article 4(2)</b>		<p><b>Aircraft to which Article 4(1) does not apply</b> are aircraft for which a type-certificate or a certificate of airworthiness has not been issued on the basis of this Regulation and its implementing rules, and which fall in one of the following <b>categories</b>:</p> <ul style="list-style-type: none"> <li>(a) aircraft having a clear historical relevance;</li> <li>(b) aircraft specifically designed or modified for research, experimental or scientific purposes, and likely to be produced in very limited numbers;</li> <li>(c) aircraft of which at least 51 % is built by an amateur, or a non-profit association of amateurs, for their own purposes and without any commercial objective;</li> <li>(d) aircraft whose initial design was intended for military purposes only;</li> <li>(e) aeroplanes having no more than two seats, the stall speed or the minimum steady flight speed in landing configuration not exceeding 35 knots calibrated air speed (CAS), and a maximum take-off mass (MTOM) of no more than 300kg ÷ 495kg;</li> <li>(f) 'gliders' with a structural mass of less than 80 kg when single seater or 100 kg when two seater, including those which are foot launched;</li> <li>(g) unmanned aircraft with an operating mass of less than 150 kg;</li> <li>(h) any other aircraft with a total mass without pilot of less than 70 kg.</li> </ul>	
<b>D. ICAO REFERENCE MATERIAL</b>			



ICAO Doc 7300 Convention on International Civil Aviation	Chapter 6: International Standards and Recommended Practices	<b>Article 37: Adoption of international standards and practices</b> To this end ICAO shall adopt and amend from time to time, as may be necessary, <u>international standards and recommended practices and procedures</u>	
ICAO Annex 1 Personnel Licensing	Appendix 2	<b>Approved Training Organization</b>	
ICAO Doc 7192 Training Manual	Part D-1	<b>Aircraft Maintenance (Technician / Engineer / Mechanic)</b>	
<b>E. COMMISSION REGULATION (EC) No. 2042/2003 + 707/2006</b>			
<b>COMMISSION REGULATION (EC) No. 2042/2003</b>	Article 1 <b>Objective and scope</b>	<ol style="list-style-type: none"> <li>1. This Regulation establishes <b>common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft</b>, including any component for installation thereto, which are:               <ol style="list-style-type: none"> <li>(a) <b>registered in a Member State</b>; or</li> <li>(b) registered in a third country and <b>used by an operator for which a Member State ensures oversight of operations</b>.</li> </ol> </li> <li>2. Paragraph 1 <b>shall not apply to aircraft</b> the regulatory safety oversight of which has been transferred to a third country and which are not used by a Community operator, or to aircraft referred to in Annex II to the basic Regulation.</li> <li>3. The provisions of this Regulation related to <b>commercial air transport</b> are applicable to <b>licensed air carriers as defined by Community law – See below</b></li> </ol>	
<b>COUNCIL REGULATION (EEC) No. 2407/1992</b>	Article 1	<ol style="list-style-type: none"> <li>1. This Regulation concerns requirements for the granting and maintenance of operating licences by Member States in relation to air carriers established in the Community.</li> <li>2. The carriage by air of passengers, mail and/or cargo, performed by non-power driven aircraft and/or ultra-light power driven aircraft, as well as local flights not involving carriage between different airports, are not subject to this Regulation. In respect of these operations, national law concerning operating licences, if any, and Community and national law concerning the air operator's certificate (AOC) shall apply.</li> </ol>	



	<b>Article 2</b>	<p>For the purposes of this Regulation:</p> <p>(a) 'undertaking' means any natural person, any legal person, whether profit-making or not, or any official body whether having its own legal personality or not;</p> <p>(b) 'air carrier' means an air transport undertaking with a valid operating licence;</p> <p>(c) 'operating licence' means an authorization granted by the Member State responsible to an undertaking, permitting it to carry out carriage by air of passengers, mail and/or cargo, as stated in the operating licence, for remuneration and/or hire;</p> <p>(d) 'air operator's certificate (AOC)' means a document issued to an undertaking or a group of undertakings by the competent authorities of the Member States which affirms that the operator in question has the professional ability and organization to secure the safe operation of aircraft for the aviation activities specified in the certificate;</p>	
<b>COMMISSION REGULATION (EC) No. 2042/2003</b>	<b>Article 2 Definitions</b>	<p>(a) 'aircraft'</p> <p>(c) 'component'</p> <p>(d) 'continuing airworthiness'</p> <p>(g) 'large aircraft';</p> <p>(h) 'maintenance'</p> <p>(i) 'organisation';</p> <p>(j) 'pre-flight inspection'</p>	
<b>COMMISSION REGULATION (EC) No. 2042/2003</b>	<b>Article 6 Training organisation requirements</b>	<p>1. <b>Organisations involved in the training of personnel</b> referred to in Article 5 shall be approved in accordance with Annex IV to be entitled:</p> <p>(a) to conduct recognised basic training courses; and/or</p> <p>(b) to conduct recognised type training courses; and</p> <p>(c) to conduct examinations; and</p> <p>(d) to issue training certificates.</p> <p>2. Any maintenance training organisation approval issued or recognised by a Member State in accordance with the <b>JAA requirements and procedures</b> and valid at the time of entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation.</p>	
	<b>Article 7 Entry into force</b> (1), (4), (5)	<p>1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union. (Official Journal of the European Union L 315/3; 28.11.2003)</p> <p>4. Member States may issue approvals with regard to Annex II (Part-145) and <b>Annex IV (Part-147)</b> of a limited duration <del>until 28 September 2005.</del> (Regulation</p>	



707/2006: until 28 September 2007).

## **F. GENERAL OVERVIEW OF PART-147**

- **Legal basis of Part-147**
- **Reference codes and related material**
- **General structure of Part-147**

### **1. Legal Basis of Part-147**

Text is based upon Regulation (EC) 1592/2002 and in particular, the following articles thereof:

- A) Article 5.2(f) – Maintenance Training Organisation approvals
- B) Article 5.4(f) – Condition of issue, maintain, etc., organisation approvals
- C) Article 5.4(g) – Condition of issue, maintain, etc., personnel certificates
- D) Article 5.4(h) – Responsibilities of the holders of certificates
- E) Articles 2 and 8 – Recognition of certificates
- F) Article 10 – Flexibility provisions

### **2. Reference codes and related material**

This annex is a transposition of Amendment 1 to JAR 147 dated 1 July 2002 and the associated Temporary Guidance Leaflets and procedures.

### **3. General structure of Part-147**

- Definition of the Competent Authority (147.1)
- Section A: Technical Requirements
  - Subpart A – General
  - Subpart B – Organisational Requirements
  - Subpart C – The Approved Basic Training Course
  - Subpart D – Aircraft Type/Task Training
- Section B: Procedures for Competent Authorities
  - Subpart A – General
  - Subpart B – Issue of an Approval
  - Subpart C – Revocation, Suspension and Limitation of the Maintenance Training Organisation Approval



## G. CROSS-REFERENCE BETWEEN PART-147 REQUIREMENTS AND SYLLABUS' CONTENTS

ANNEX IV – Part-147	Subject	F = Full contents O = Overview X = Not Relevant
147.1		F
<b>SECTION A</b>	<b>TECHNICAL REQUIREMENTS</b>	
<b>SUBPART A</b>	<b>GENERAL</b>	
147.A.05	Scope	F
147.A.10	General	F
<i>GM 147.A.10</i>	<i>General</i>	<i>F</i>
147.A.15	Application	F
<i>Appendix IV to AMC</i>	<i>EASA Form 12 – Application for Part-147 initial / change of approval</i>	O
<b>SUBPART B</b>	<b>ORGANISATIONAL REQUIREMENTS</b>	
147.A.100 (a)	Facility requirements	F
147.A.100 (b)	Facility requirements	F
147.A.100 (c)	Facility requirements	F
147.A.100 (d)	Facility requirements	F
147.A.100 (e)	Facility requirements	F
147.A.100 (f)	Facility requirements	F
147.A.100 (g)	Facility requirements	F
147.A.100 (h)	Facility requirements	F
147.A.100 (i)	Facility requirements	F
<i>AMC 147.A.100 (i)</i>	<i>Facility requirements</i>	<i>F</i>
<i>GM 147.A.100 (i)</i>	<i>Facility requirements</i>	<i>F</i>
147.A.105 (a)	Personnel requirements	F
147.A.105 (b)	Personnel requirements	F
147.A.105 (c)	Personnel requirements	F



147.A.105 (d)	Personnel requirements	F
147.A.105 (e)	Personnel requirements	F
147.A.105 (f)	Personnel requirements	F
147.A.105 (g)	Personnel requirements	F
147.A.105 (h)	Personnel requirements	F
<i>AMC 147.A.105</i>	<i>Personnel requirements</i>	<i>F</i>
<i>AMC 147.A.105 (b) and (g)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>AMC 147.A.105 (f)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>AMC 147.A.105 (h)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>GM 147.A.105 (c)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>GM 147.A.105 (f)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>GM 147.A.105 (g)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>GM 147.A.105 (h)</i>	<i>Personnel requirements</i>	<i>F</i>
<i>Appendix II to AMC</i>	<i>EASA Form 4</i>	<i>O</i>
147.A.110 (a)	Records of instructors, examiners and assessors	F
147.A.110 (b)	Records of instructors, examiners and assessors	F
<i>AMC 147.A.110</i>	<i>Records of instructors, examiners and assessors</i>	<i>F</i>
<i>GM 147.A.110</i>	<i>Records of instructors, examiners and assessors</i>	<i>F</i>
147.A.115 (a)	Instructional equipment	F
147.A.115 (b)	Instructional equipment	F
147.A.115 (c)	Instructional equipment	F
147.A.115 (d)	Instructional equipment	F
<i>AMC 147.A.115 (c)</i>	<i>Instructional equipment</i>	<i>F</i>
<i>GM 147.A.115 (a)</i>	<i>Instructional equipment</i>	<i>F</i>
147.A.120 (a)	Maintenance training material	F
147.A.120 (b)	Maintenance training material	F
<i>AMC 147.A.120 (a)</i>	<i>Maintenance training material</i>	<i>F</i>
147.A.125	Records	F



147.A.130 (a)	Training procedures and quality system	F
147.A.130 (b)	Training procedures and quality system	F
AMC 147.A.130 (b)	<i>Training procedures and quality system</i>	<i>F</i>
GM 147.A.130 (b)	<i>Training procedures and quality system</i>	<i>F</i>
147.A.135 (a)	Examinations	F
147.A.135 (b)	Examinations	F
147.A.135 (c)	Examinations	F
AMC 147.A.135	<i>Examinations</i>	<i>F</i>
GM 147.A.135	<i>Examinations</i>	<i>F</i>
147.A.140 (a)	Maintenance training organisation exposition	F
147.A.140 (b)	Maintenance training organisation exposition	F
147.A.140 (c)	Maintenance training organisation exposition	F
AMC 147.A.140	<i>Maintenance training organisation exposition</i>	<i>F</i>
Appendix I to AMC	<i>Maintenance training organisation exposition (MTOE)</i>	<i>O</i>
147.A.145 (a)	Privileges of the maintenance training organisation	F
147.A.145 (b)	Privileges of the maintenance training organisation	F
147.A.145 (c)	Privileges of the maintenance training organisation	F
147.A.145 (d)	Privileges of the maintenance training organisation	F
147.A.145 (e)	Privileges of the maintenance training organisation	F
AMC 147.A.145 (d)	<i>Privileges of the maintenance training organisation</i>	<i>F</i>
GM 147.A.145 (d)	<i>Privileges of the maintenance training organisation</i>	<i>F</i>
Appendix III	Example of training certificate	O
147.A.150 (a)	Changes to the maintenance training organisation	F
147.A.150 (b)	Changes to the maintenance training organisation	F
147.A.150 (c)	Changes to the maintenance training organisation	F
147.A.155 (a)	Continued validity	F
147.A.155 (b)	Continued validity	F



147.A.160 (a)	Findings	F
147.A.160 (b)	Findings	F
147.A.160 (c)	Findings	F
<b>SUBPART C</b>	<b>THE APPROVED BASIC TRAINING COURSE</b>	
147.A.200 (a)	The approved basic training course	F
147.A.200 (b)	The approved basic training course	F
147.A.200 (c)	The approved basic training course	F
147.A.200 (d)	The approved basic training course	F
147.A.200 (e)	The approved basic training course	F
147.A.200 (f)	The approved basic training course	F
147.A.200 (g)	The approved basic training course	F
<i>AMC 147.A.200</i>	<i>The approved basic training course</i>	<i>F</i>
<i>AMC 147.A.200 (b)</i>	<i>The approved basic training course</i>	<i>F</i>
<i>AMC 147.A.200 (d)</i>	<i>The approved basic training course</i>	<i>F</i>
<i>AMC 147.A.200 (g)</i>	<i>The approved basic training course</i>	<i>O</i>
Appendix I	Basic training course duration	O
147.A.205 (a)	Basic knowledge examinations	F
147.A.205 (b)	Basic knowledge examinations	F
147.A.205 (c)	Basic knowledge examinations	F
<i>AMC 147.A.205</i>	<i>Basic knowledge examinations</i>	<i>F</i>
147.A.210 (a)	Basic practical assessment	F
147.A.210 (b)	Basic practical assessment	F
<i>AMC 147.A.210 (a)</i>	<i>Basic practical assessment</i>	<i>F</i>
<i>AMC 147.A.210 (b)</i>	<i>Basic practical assessment</i>	<i>F</i>
<b>SUBPART D</b>	<b>AIRCRAFT TYPE/TASK TRAINING</b>	
147.A.300	Aircraft type/task training	F
<i>AMC 147.A.300</i>	<i>Aircraft type/task training</i>	<i>F</i>
147.A.305	Aircraft type examinations and task assessments	F



<b>SECTION B</b>	<b>PROCEDURE FOR COMPETENT AUTHORITIES</b>	
<b>SUBPART A</b>	<b>GENERAL</b>	
147.B.05	Scope	X
147.B.10 (a)	Competent Authority	X
147.B.10 (b)	Competent Authority	X
147.B.10 (c)	Competent Authority	X
<i>AMC 147.B.10 (a)</i>	<i>Competent Authority</i>	X
<i>AMC 147.B.10 (b)</i>	<i>Competent Authority</i>	X
<i>AMC 147.B.10 (c)</i>	<i>Competent Authority</i>	X
147.B.15	Acceptable means of compliance	F
147.B.20 (a)	Record-keeping	X
147.B.20 (b)	Record-keeping	X
147.B.20 (c)	Record-keeping	X
<i>AMC 147.B.20</i>	<i>Record-keeping</i>	X
147.B.25 (a)	Exemptions	X
147.B.25 (b)	Exemptions	X
<b>SUBPART B</b>	<b>ISSUE OF AN APPROVAL</b>	
147.B.100 (a)	General	F
147.B.100 (b)	General	F
147.B.100 (c)	General	F
<i>GM 147.B.100 (a)</i>	<i>General</i>	<i>F</i>
147.B.105	Application for an approval or variation	F
<i>Appendix IV to AMC</i>	<i>EASA Form 12 – Application for Part-147 initial / change of approval</i>	<i>O</i>
147.B.110 (a)	Approval procedure	F
147.B.110 (b)	Approval procedure	F
147.B.110 (c)	Approval procedure	F



147.B.110 (d)	Approval procedure	F
AMC 147.B.110 (a)	Approval procedure	F
AMC 147.B.110 (b)	Approval procedure	X
GM 147.B.110	Approval procedure	O
Appendix III to AMC	EASA Form 22 – Part-147 Approval recommendation report	X
147.B.115	Variation procedure	F
GM 147.B.115	Variation procedure	F
147.B.120 (a)	Continued validity procedure	F
147.B.120 (b)	Continued validity procedure	F
147.B.125	Maintenance training organisation approval certificate	F
Appendix II	Approval certificate	O
147.B.130 (a)	Findings	F
147.B.130 (b)	Findings	F
AMC 147.B.130 (b)	Findings	F
<b>SUBPART C</b>	<b>REVOCATION, SUSPENSION AND LIMITATION OF THE MTO APPROVAL</b>	
147.B.200 (a)	Revocation, suspension and limitation of the maintenance training organisation approval	F
147.B.200 (b)	Revocation, suspension and limitation of the maintenance training organisation approval	F
<b>H. DETAILED CONTENTS AND LEVEL OF DETAIL EXPECTED (Full contents / Specific Paragraphs / Overview)</b>		
<b>COMPETENT AUTHORITY</b>	<b>147.1 Competent Authority</b> Full contents	The Competent Authority for organisations: <ul style="list-style-type: none"> <li>• having their principle place of business in a Member State;</li> <li>• having their principle place of business located in a third country</li> </ul>
<b>SUBPART A: GENERAL</b>	<b>147.A.05 Scope</b> Full contents	This Section establishes the requirements to be met by organisations seeking approval to conduct training & examination as specified in Part-66.
	<b>147.A.10 General</b>	A training organisation shall be an organisation or part of an organisation



	<b>Full contents</b>	registered as a legal entity.	
	<b>GM 147.A.10 General Full contents</b>	Such an organisation may conduct business from more than one address and may hold more than one Part approval.	
<b>SCOPE OF MTO - SUBPART C: THE APPROVED BASIC TRAINING COURSE</b>	<b>147.A.200 The approved basic training course Full contents</b>	<p>The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.</p> <p>The <b>knowledge training</b> element shall cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in Part-66.</p> <p>The <b>knowledge examination</b> element shall cover a representative cross section of subject matter from the paragraph (b) training element.</p> <p>The <b>practical training</b> element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module.</p> <p>The <b>practical assessment</b> element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.</p> <p>The <b>duration of basic training courses</b> shall be i.a.w. <b>Appendix I</b>.</p> <p>The <b>duration of conversion courses</b> between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.</p>	
	<b>AMC 147.A.200 The approved basic training course Full contents</b>	For the purpose of 147.A.200, a training hour = 60' training without pauses.	
	<b>AMC 147.A.200 (b) The approved basic training course Full contents</b>	<p>Each licence category or subcategory basic training course may be</p> <ul style="list-style-type: none"> <li>• subdivided into modules or sub-modules</li> <li>• intermixed with the practical training elements</li> </ul> <p>subject to the required time elements of 147.A.200 (f) to (k) being satisfied.</p>	
	<b>AMC 147.A.200 (d) The approved basic training course Full contents</b>	<p>Where the Part-147 MTO <b>contracts</b> the practical training element (totally / in part) to another organisation i.a.w. 147.A.100(d), the organisation in question should ensure that the practical training elements are properly carried out.</p> <p>At least <b>30%</b> of the practical training element to be carried in an actual maintenance working environment.</p>	
	<b>AMC 147.A.200 (g)</b>	Overview of typical conversion durations under different situations:	



	<b>The approved basic training course Overview</b>	<ul style="list-style-type: none"> <li>• From Part-66 A1 to B1.1 or B2</li> <li>• From Part-66 A1 to B1.1 combined with B2</li> <li>• From Part-66 B1.1 to B2 or B2 to B1.1</li> <li>• From Part-66 B1.2 to B1.1</li> <li>• From Part-66 A to another subcategory A</li> </ul>	
	<b>Appendix I Basic training course duration Overview</b>	Overview of minimum duration of complete basic training courses.	
	<b>147.A.205 Basic knowledge examinations Full contents</b>	Basic knowledge examinations shall: <ul style="list-style-type: none"> <li>• be in accordance with the standard defined in Part-66.</li> <li>• be conducted without the use of training notes.</li> <li>• cover a representative cross section of subjects from the particular module of training completed i.a.w. Part-66.</li> </ul>	<i>In accordance with Part-66 requirements</i>
	<b>AMC 147.A.205 Basic knowledge examinations Full contents</b>	The competent authority may accept that the Part-147 MTO conducts examination of students who did not attend an approved basic course at the organisation in question.	
	<b>147.A.210 Basic practical assessment Full contents</b>	Basic practical assessments to be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility. The student shall achieve an assessed pass with respect to 147.A.200(e).	
	<b>AMC 147.A.210 (a) Basic practical assessment Full contents</b>	Where the Part-147 MTO <b>contracts</b> the practical training element (totally / in part) to another organisation i.a.w. 147.A.100(d) and chooses to nominate practical assessors from the other organisation, the organisation in question should ensure that the basic practical assessments are carried out.	
	<b>AMC 147.A.210 (b) Basic practical assessment Full contents</b>	An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of 147.A.200(e). Students to demonstrate the capability to use relevant tools/equipment/test equipment as specified by the manufacturer and the use of maintenance manuals, in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. Appreciation of the need to ensure clean working conditions. Observance of safety precautions for the student and the product. Responsible attitude in respect to flight safety & airworthiness of the aircraft.	



<b>SUBPART D: AIRCRAFT TYPE/TASK TRAINING</b>	<b>147.A.300 Aircraft type/task training</b> Full contents	A MTO shall be approved to carry out Part-66 aircraft type and/or task training subject to compliance with the standard specified in 66.A.45.	<i>In accordance with Part-66 requirements</i>
	<b>AMC 147.A.300</b> <b>Aircraft type/task training</b> Full contents	<ul style="list-style-type: none"> <li>• Aircraft type training may be sub-divided in airframe type training, powerplant type training, or avionic systems type training.</li> <li>• A Part-147 MTO may be approved to conduct airframe type training only, powerplant type training only or avionics systems type training.</li> <li>• Meaning of Airframe type training.</li> <li>• Meaning of Powerplant type training.</li> <li>• Meaning of Avionic systems type training.</li> <li>• The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training.</li> </ul>	
	<b>147.A.305 Aircraft type examinations and task assessments</b> Full contents	A MTO approved i.a.w. 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in Part-66 subject to compliance with the aircraft type and/or task standard specified in Part-66.A.45.	<i>In accordance with Part-66 requirements</i>
<b>SUBPART B: ORGANISATIONAL REQUIREMENTS</b>	<b>147.A.100 Facility requirements</b> Full contents	<p>Size and structure of facilities ensuring protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.</p> <p>Fully enclosed appropriate accommodation, separate from other facilities, for the instruction of theory and the conduct of knowledge examinations.</p> <p>Maximum n. of students undergoing knowledge training (<math>\leq 28</math>).</p> <p>Accommodation for examinations to ensure no student can read paperwork / computer screen of any other student from his position during examinations.</p> <p>Accommodation environment maintained such that students are able to concentrate on their studies/exam without undue distraction or discomfort.</p> <p>For basic training courses, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course.</p> <p>If the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities. A written agreement shall be made with such organisation specifying the conditions of access and use thereof. The competent authority shall require access to any such contracted organisation and the written agreement shall specify this access.</p> <p>For aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in 147.A.115(d).</p>	



		<p>Maximum n. of students undergoing practical training (<math>\leq 15</math> per supervisor/ assessor).</p> <p>Offices for instructors / knowledge examiners / practical assessors ensuring that they can prepare for their duties without undue distraction / discomfort.</p> <p>Secure storage facilities for examination papers and training records.</p> <p>Storage environment ensuring that documents remain in good condition for the retention period as specified in 147.A.125.</p> <p>Storage facilities &amp; offices may be combined (subject to adequate security).</p> <p>Library containing all technical material appropriate to scope / level of training undertaken.</p>	
	<p><b>AMC 147.A.100 (i)</b>  <b>Facility requirements</b>  <b>Full details</b></p>	<p>Meaning of the library requirement for basic maintenance training courses.</p> <p>Documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate.</p> <p>Avionic documentation to cover representative range of available equipment.</p> <p>All documentation to be reviewed / updated on a regular basis.</p>	
	<p><b>GM 147.A.100 (i)</b>  <b>Facility requirements</b>  <b>Full details</b></p>	<p>Where the organisation has an existing library of regulations, manuals and documentation required by another Part, no need to duplicate such a facility subject to student access being under controlled supervision.</p>	
	<p><b>147.A.105 Personnel requirements</b>  <b>Full contents</b></p>	<p>Appointment of an Accountable Manager having corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Part.</p> <p>Nomination of a person / group of persons, responsible to the AM, whose responsibilities include ensuring that the MTO is in compliance with the requirements of this Part. The senior person or one person from the group of persons may also be the AM, subject to meeting the related requirements.</p> <p>The MTO shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations &amp; practical assessments in accordance with the approval. By derogation, if another organisation is used to provide practical training &amp; assessments, such other organisation's staff may be nominated to carry out practical training &amp; assessments.</p> <p>Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with the requirement below.</p> <p>The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established as an officially recognised standard.</p> <p><i>Note: EASA Opinion n° 04/2006 - The reference to "officially recognised standard" appears to be an editorial mistake; the intention of the legislator was that the experience and qualifications of instructors, knowledge examiners and practical assessors be established by the competent authority. Therefore, the sentence "established as an officially recognised standard" should be replaced by "established in accordance with criteria</i></p>	



		<p><i>published by the competent authority”.</i></p> <p>The knowledge examiners and practical assessors shall be specified in the MTOE for the acceptance of such staff.</p> <p>Instructors &amp; knowledge examiners: Updating training at least each 24 months relevant to current technology, practical skills, human factors &amp; latest training techniques appropriate to the knowledge being trained / examined.</p>	
	<p><b>AMC 147.A.105</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>Larger MTO (capacity to provide training ≥ 50 students) should appoint a training manager (who could also be the accountable manager) with the responsibility of managing the MTO on a day to day basis.</p> <p>In addition, the MTO should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph 147.A.130(b) and an examination manager with the responsibility of managing the relevant Part-147 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.</p> <p>Smaller MTO (capacity to provide training &lt; 50 students) may combine any or all of the above positions subject to the competent authority verifying &amp; being satisfied that all functions can be properly carried out in combination.</p> <p>When the organisation is also approved against other Parts which contain some similar functions then such functions may be combined.</p>	
	<p><b>AMC 147.A.105 (b) and (g)</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>An EASA Form 4 (see Appendix 2) should be completed for each person nominated to hold a position required by 147.A.105(b) excepted the AM.</p>	
	<p><b>AMC 147.A.105 (f)</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>Any person currently accepted by the competent authority i.a.w. national aviation regulations in force prior to Part 147 coming into force may continue to be accepted i.a.w. 147.A.35(f).</p>	
	<p><b>AMC 147.A.105 (h)</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>Updating training = normally 35 hours duration, but may be adjusted to the scope of training of the organisation and particular instructor/examiner.</p>	
	<p><b>GM 147.A.105 (c)</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>MTO to have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed. MTO may contract, on a part-time basis, instructors for subjects only taught on an occasional basis.</p>	
	<p><b>GM 147.A.105 (f)</b>  <b>Personnel requirements</b>  <b>Full contents</b></p>	<p>Recommended: potential instructors to be trained in instructional techniques.</p>	
	<p><b>GM 147.A.105 (g)</b></p>	<p>Examiners to demonstrate a clear understanding of the examination</p>	



	<b>Personnel requirements Full contents</b>	standard required by Part-66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.	
	<b>GM 147.A.105 (h) Personnel requirements Full contents</b>	Records should show for each instructor/examiner when the updating training was scheduled and when it took place. Updating training may be subdivided into more than one element during the 24 months and may include attendance at relevant lectures / symposiums.	
	<b>Appendix II to AMC - EASA Form 4 Overview</b>	Overview of the EASA Form 4.	
	<b>147.A.110 Records of instructors, examiners and assessors Full contents</b>	The MTO shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken. Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.	
	<b>AMC 147.A.110 (ED Decision 2006/01/R) Records of instructors, examiners and assessors Full contents</b>	List of the minimum information relevant to the scope of activity to be kept on record for each instructor, knowledge examiner & practical assessor. Records may be kept in any format but should be under the control of the organisations quality system. Persons authorised to access the system = a minimum, to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons. The competent authority is an authorised person when investigating the records system for initial and continued approval or when the competent authority has cause to doubt the competence of a particular person.	
	<b>GM 147.A.110 Records of instructors, examiners and assessors Full contents</b>	Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.	
	<b>147.A.115 Instructional equipment Full contents</b>	Classrooms = appropriate presentation equipment, ensuring students can easily read presentation text/drawings/diagrams/figures from any position. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes. Basic training workshops and/or maintenance facilities must have <ul style="list-style-type: none"> <li>• all tools &amp; equipment necessary to perform approved scope of training.</li> <li>• appropriate selection of aircraft/engines/aircraft parts/avionic equipment.</li> </ul> Aircraft type training organisations must have access to appropriate a/c type.	



		Synthetic training devices may be used when they ensure adequate training standards.	
	<b>AMC 147.A.115 (c) Instructional equipment Full contents</b>	Meaning of “appropriate selection of aircraft parts”. Meaning of “appropriate aircraft/engines/aircraft parts/avionic equipment”. Interpretation of “access” - There may be an agreement with a maintenance organisation approved under Part 145 to access such parts, etc.	
	<b>GM 147.A.115 (a) Instructional equipment Full contents</b>	Definition of “synthetic training devices”. Synthetic training devices are considered beneficial for complex systems and fault diagnostic purposes.	
	<b>147.A.120 Maintenance training material Full contents</b>	Training course material to be provided to students, covering as applicable: <ul style="list-style-type: none"> <li>• the basic knowledge syllabus specified in Part-66 for the relevant AML category or subcategory and,</li> <li>• the type course content required by Part-66 for the relevant aircraft type and AML category or subcategory.</li> </ul> Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100(i).	
	<b>AMC 147.A.120 (a) Maintenance training material Full contents</b>	Training course notes, diagrams, instructional material to be accurate. Written warning to be given if no amendment service is provided.	
	<b>147.A.125 Records Full contents</b>	MTO shall keep all student training, examination and assessment records for at least five years following completion of the particular student's course.	
	<b>147.A.130 Training procedures and quality system Full contents</b>	Procedures acceptable to the competent authority to ensure proper training standards and compliance with all relevant requirements in this Part. A quality system including: <ul style="list-style-type: none"> <li>• an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and</li> <li>• a feedback system of audit findings to the person(s) and ultimately to the accountable manager to ensure, as necessary, corrective action.</li> </ul>	
	<b>AMC 147.A.130 (b) Training procedures and quality system Full contents</b>	All aspects of Part-147 compliance to be checked every 12 months. Audits may be carried out as one complete single exercise or subdivided over the year period i.a.w. a scheduled plan. The case of a small maintenance training organisation. Possibility to combine different quality systems (as applicable). If training / examination is carried out under a sub-contract control system:	



		<ul style="list-style-type: none"> <li>• pre-audit procedure - Part-147 MTO auditing prospective sub-contractors to determine whether their services meet the intent of Part 147.</li> <li>• a renewal audit of the subcontractor at least once every 12 months to ensure continuous compliance with the Part-147 standard.</li> <li>• the sub-contract control procedure should record audits of the subcontractor and have a corrective action follow-up plan.</li> </ul> <p>How to ensure the independence of the audit.</p>	
	<b>GM 147.A.130 (b) Training procedures and quality system</b> <b>Full contents</b>	<p>The primary objective of the quality system.</p> <p>The independent audit as a process. Contents, purpose. Audits as an overview of the training system, not replacing the need for instructors to ensure that they carry out training to the required standard.</p> <p>The audit report. Audit report to be sent to the relevant department(s) for rectification action with target rectification dates; discussion / confirmation of rectification dates. Rectification of findings by the relevant department. Information to the quality department / quality auditor of such rectification.</p> <p>Provisions for large training organisations / for small training organisations.</p> <p>The follow up system should not be contracted to outside persons.</p> <p>The principal function of the follow up system.</p> <p>Regular meetings between AM and staff to check progress on rectification.</p> <p>Provisions for large training organisations.</p>	
<b>EXAMINATIONS</b>	<b>147.A.135 Examinations</b> <b>Full contents</b>	<p>The examination staff shall ensure the security of all questions.</p> <p>Any student found during a knowledge examination to be cheating or in possession of material pertaining to the exam subject other than the exam papers and associated authorised documentation shall be disqualified and may not take any examination for <math>\geq 12</math> months after the date of the incident.</p> <p>Information to the competent authority together with details of any enquiry within one calendar month.</p> <p>Any examiner found during a knowledge examination to be providing question answers to students being examined shall be disqualified from acting as an examiner and the examination declared void.</p> <p>Information to the competent authority within one calendar month.</p>	
	<b>AMC 147.A.135 Examinations</b> <b>Full contents</b>	<p>Examinations = computer or hard copy based, or a combination of both.</p> <p>Actual questions to be used in a particular examination to be determined by the examination staff.</p>	
	<b>GM 147.A.135 Examinations</b> <b>Full contents</b>	<p>The competent authority will determine when or if the disqualified examiner may be reinstated.</p>	
	<b>LINK TO SUBCONTRACTING</b>	Highlight of possible links/arrangements with:	Approval Certificate



	<b>ARRANGEMENTS AS APPLICABLE</b>	<ul style="list-style-type: none"> <li>- Part-145 organisations (for basic practical training and type/task training)</li> <li>- State educational system organisations (for basic knowledge training)</li> <li>- Other organisations capable to provide basic practical training (e.g. special welding institutions, NDT institutions etc.).</li> </ul>	
<b>MTOE</b>	<b>147.A.140 Maintenance training organisation exposition Full contents</b>	<p>Availability of a MTOE describing the organisation and its procedures for use by the organisation itself.</p> <p>Detailed list of key information that shall be contained in the MTOE.</p> <p>The MTOE and any subsequent amendments shall be approved by the competent authority; minor amendments may be approved through a MTOE procedure (indirect approval).</p>	
	<b>AMC 147.A.140 Maintenance training organisation exposition Full contents</b>	<p>Recommended format of the MTOE in Appendix 1 to AMC.</p> <p>When the MTO is approved i.a.w. any other Part requiring an exposition, the exposition required by the other Part may form the basis of the MTOE in a combined document, as long as it contains the info required by 147.A.140 and a cross reference index is included based upon Appendix I.</p> <p>When training / examination is carried out under the sub-contract control system, specific procedure in the MTOE on the control of sub-contractors plus a list of sub-contractors (reference to applicable paragraphs).</p> <p>Possibility of indirect approval for MTOE changes not affecting the approval.</p>	
	<b>Appendix I to AMC 147.A.140 Maintenance training organisation exposition Overview</b>	<p>Overview of MTOE recommended structure. Possible deviations.</p> <p>Possibility to produce separate detailed manuals or to combine the MTOE with other expositions required by other Parts. Related conditions.</p> <p>Recommended index of MTOE.</p>	
<b>APPLICATION</b>	<b>147.A.15 Application Full contents</b>	<p>Application for an approval or for the amendment of an existing approval to be made on a form and in a manner established by the competent authority.</p>	
	<b>Appendix IV to AMC Overview</b>	<p>EASA Form 12 - Application for Part-147 initial / change of approval.</p> <p>Overview of structure and contents.</p>	
	<b>147.B.100 General Full contents</b>	<p>Application for initial approval or variation of an approval to be made on a form and in a manner established by the competent authority.</p> <p>MTO approval to be granted to the organisation by the competent authority.</p> <p>Organisations not registered as an EU legal person shall apply on a form and in a manner established by the Agency.</p>	
	<b>GM 147.B.100 (a) General Full contents</b>	<p>Variation of the approval = the need to amend the schedule of approved training courses, or the need to approve or accept 147.A.150 changes.</p>	



	<b>147.B.105 Application for an approval or variation</b> <b>Full contents</b>	Detailed list of information to be included in an application for an approval or variation of an approval.	
	<b>Appendix IV to AMC</b> <b>Overview</b>	EASA Form 12 - Application for Part-147 initial / change of approval. Overview of structure and contents.	
<b>FINDINGS</b>	<b>147.A.160 Findings</b> <b>Full contents</b>	Definition of level 1 finding and level 2 finding. MTO needs to define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within an agreed period, after receipt of notification of findings according to 147.B.130.	
	<b>147.B.130 Findings</b> <b>Full contents</b>	Failure to complete rectification of level 1 findings within three days of written notification shall entail revocation, suspension or limitation by the competent authority, of the MTO approval in whole or in part. Action shall be taken by the competent authority to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the competent authority in the case of a level 2 finding.	
	<b>AMC 147.B.130 Findings</b> <b>Full contents</b>	For level 2 findings, the competent authority may give 6 months notice of the need for rectification or less, dependent upon the seriousness of the finding. When 6 months are allowed, initial notification = 3 months to the quality manager followed by the final 3 months notice to the accountable manager.	
<b>PRIVILEGES</b>	<b>147.A.145 Privileges of the maintenance training organisation</b> <b>Full contents</b>	MTO may carry out the following as permitted by and i.a.w. the MTOE: <ul style="list-style-type: none"> <li>• basic training courses to the Part-66 syllabus, or part thereof.</li> <li>• aircraft type/task training courses i.a.w. Part-66.</li> <li>• examinations on behalf of the competent authority, including students who did not attend the basic or aircraft type training course at the MTO.</li> <li>• issue of certificates i.a.w. Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified above, as applicable.</li> </ul> <p>Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the MTOE. By derogation, the MTO may conduct training, knowledge examinations and practical assessments in locations different from the abovementioned locations i.a.w. a control procedure specified in the MTOE. Such locations need not be listed in the MTOE.</p> <p>MTO may subcontract the conduct of basic theoretical training, type training and related examinations to a non-MTO only when under the control of the MTO quality system.</p> <p>Subcontracting of basic theoretical training &amp; examination is limited to Part-</p>	



		66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10. Subcontracting of type training and examination is limited to powerplant and avionics systems. An organisation may not be approved to conduct only examinations unless approved to conduct training.	
	<b>AMC 147.A.145 (d) Privileges of the maintenance training organisation</b> <b>Full contents</b>	Meaning of “training / examination carried out under the sub-contract control system”. Those parts of the sub-contractor’s facilities, personnel and procedures involved with the Part-147 MTO’s students shall meet Part-147 requirements for the duration of that training or examination; it is the Part-147 MTO’s responsibility to ensure such requirements are satisfied. The Part-147 MTO is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the sub-contractor meets the Part-147 standards. Particular attention to be given to ensuring that delivered training meets the requirements of Part 66 and the aircraft technologies as appropriate. Contract between the Part-147 MTO and the sub-contractor to contain: <ul style="list-style-type: none"> <li>• a provision for the Agency and the competent authority to have right of access to the sub-contractor;</li> <li>• a provision for the sub-contractor to inform the Part-147 MTO of any change that may affect its Part147 approval before it takes place.</li> </ul>	
	<b>GM 147.A.145 (d) Privileges of the maintenance training organisation</b> <b>Full contents</b>	Purpose of the pre audit procedure. Reasons for allowing a Part-147 MTO to sub-contract certain basic theoretical training courses. Reasons for allowing the subcontracting of modules 1 to 6 and 8 to 10 only. Explanation of the intent of the “limited subcontracting” option.	
	<b>Appendix III</b> <b>Overview</b>	Overview of examples of training certificates.	
<b>ISSUE OF APPROVAL</b>	<b>147.B.110 Approval procedure</b> <b>Full contents</b>	The competent authority shall: <ul style="list-style-type: none"> <li>• review the MTOE, and</li> <li>• verify the organisation's compliance with Part-147 requirements.</li> </ul> All findings identified shall be confirmed in writing to the applicant. All findings shall be closed i.a.w. 147.B.130 before the approval is issued.	
	<b>AMC 147.B.110 (a)</b> <b>Approval procedure</b> <b>Full contents</b>	Audit = checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.	



	<b>GM 147.B.110 Approval procedure Overview</b>	<p>Meeting between the applicant and the competent authority to determine if the applicant's training activities justify the investigation for issue of Part-147 approval and to ensure that the applicant understands what needs to be done for Part-147 approval.</p> <p>Audit of the applicant to be carried out.</p> <p>For a large organisation, either one large team audit or a short series of small team audits or a long series of single man audits may be appropriate. Possibility to combine audits in case of combined Part-145/147 organisation. No need to sample all basic &amp; type training courses that will be approved, but to sample, as appropriate, 1 basic and 1 type training course for as long as is necessary to establish that training is appropriately conducted. Minimum sampling time = not be less than 3 hours.</p> <p>Where no training course is being conducted during the audit, arrangements to return at a later date to sample the conduct of a training course.</p> <p>Where the MTO may conduct training and examinations away from the MTO address(es) i.a.w. 147.A.145(c), sample audits by the competent authority from time to time to ensure that procedures are followed, to be carried out when training is being conducted away from the MTO address(es).</p> <p>No need to sample all examinations associated with a training course, but to sample, as appropriate, 1 basic and 1 type training course examination</p> <p>The surveyor should always be accompanied throughout the audit by a senior member of the organisation (normally the quality manager). Reasons.</p> <p>The surveyor should debrief the senior member of the organisation at the end of the audit visit on the findings made during the audit.</p> <p>Dealing with situations in which there is uncertainty about compliance.</p>	
	<b>147.B.125 Maintenance training organisation approval certificate Full contents</b>	MTO approval certificate format as detailed in Appendix II (EASA Form 11).	
	<b>Appendix II Approval Certificate Overview</b>	Overview of EASA Form 11.	
<b>CONTINUED OVERSIGHT</b>	<b>147.A.155 Continued validity Full contents</b>	<p>Approval issued for an unlimited duration.</p> <p>Conditions for the approval to remain valid:</p> <ul style="list-style-type: none"> <li>• organisation remaining in compliance with this Part</li> <li>• proper handling of findings as per 147.B.130</li> <li>• granting access to the competent authority</li> <li>• certificate not being surrendered or revoked</li> </ul> <p>Approval to be returned to the competent authority upon surrender or</p>	



		revocation.	
	<b>147.B.120 Continued validity procedure Full contents</b>	Each organisation must be completely audited for compliance with this Part at periods not exceeding 24 months. Findings shall be processed in accordance with 147.B.130.	
<b>CHANGES</b>	<b>147.A.150 Changes to the maintenance training organisation Full contents</b>	MTO shall notify the competent authority of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the competent authority to determine continued compliance with this Part and to amend if necessary the MTO approval certificate. The competent authority may prescribe the conditions under which the MTO may operate during such changes unless the competent authority determines that the MTO approval must be suspended. Failure to inform the competent authority of such changes may result in suspension or revocation of the MTO approval certificate backdated to the actual date of the changes.	
	<b>147.B.115 Variation procedure Full contents</b>	The variation procedure is 147.B.110, restricted to the extent of the variation.	
	<b>GM 147.B.115 Variation procedure Full contents</b>	Management of changes to the MTO - Detailed requirements in case of: <ul style="list-style-type: none"> <li>• change of name of the MTO.</li> <li>• change of accountable manager</li> <li>• change of any of the senior personnel specified in 147.A.105(b)</li> <li>• change of any of the examination staff in 147.A.105 (e)</li> <li>• change in the MTOE</li> <li>• change of location of the MTO</li> <li>• complete or partial re-organisation of a MTO</li> <li>• any additional basic or aircraft type training courses.</li> </ul>	
<b>REVOCATION, SUSPENSION, LIMITATION</b>	<b>147.B.200 Revocation, suspension and limitation of the maintenance training organisation approval Full contents</b>	The competent authority shall: <ul style="list-style-type: none"> <li>• suspend an approval on reasonable grounds in the case of potential safety threat; or</li> <li>• suspend, revoke or limit an approval pursuant to 147.B.130 [Findings].</li> </ul>	