

ANNEX IV

(Part-147)**147.1**

For the purpose of this Part, the competent authority shall be:

1. for the organisations having their principle place of business located in the territory of a Member State, the authority designated by that Member State;
2. for the organisations having their principle place of business located in a third country, the Agency.

SECTION A

SUBPART A

GENERAL

147.A.05 Scope

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

147.A.10 General

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

147.A.15 Application

An application for an approval or for the amendment of an existing approval shall be made on a form and in a manner established by the competent authority.

SUBPART B

ORGANISATIONAL REQUIREMENTS

147.A.100 Facility requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
 2. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The competent authority shall require access to any such contracted organisation and the written agreement shall specify this access.
- (e) In the case of an aircraft type/task training course access, shall be provided to appropriate facilities containing examples of aircraft type as specified in 147.A.115(d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.

- (g) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- (h) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- (i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

147.A.105 Personnel requirements

- (a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Part.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance with the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in paragraph (a).
- (c) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
- (d) By derogation to paragraph (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).
- (f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established as an officially recognised standard.
- (g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.
- (h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

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

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

147.A.115 Instructional equipment

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

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.
- (b) The basic training workshops and/or maintenance facilities as specified in 147.A.100(d) must have all tools and equipment necessary to perform the approved scope of training.
- (c) The basic training workshops and/or maintenance facilities as specified in 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.
- (d) The aircraft type training organisation as specified in 147.A.100(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

147.A.120 Maintenance training material

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
1. the basic knowledge syllabus specified in Part-66 for the relevant aircraft maintenance licence category or subcategory and,
 2. the type course content required by Part-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- (b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100(i).

147.A.125 Records

The organisation shall keep all student training, examination and assessment records for at least five years following completion of the particular student's course.

147.A.130 Training procedures and quality system

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

147.A.135 Examinations

- (a) The examination staff shall ensure the security of all questions.
- (b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. The competent authority shall be informed of any such incident together with the details of any enquiry within one calendar month.
- (c) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The competent authority must be informed of any such occurrence within one calendar month.

147.A.140 Maintenance training organisation exposition

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

11. a list of the locations pursuant to 147.A.145(b).
 12. a list of organisations, if appropriate, as specified in 147.A.145(d).
- (b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by the competent authority.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

147.A.145 Privileges of the maintenance training organisation

- (a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
1. basic training courses to the Part-66 syllabus, or part thereof.
 2. aircraft type/task training courses in accordance with Part-66.
 3. the examinations on behalf of the competent authority, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation.
 4. the issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable.
- (b) 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 maintenance training organisation exposition.
- (c) By derogation to paragraph (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the paragraph (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.
- (d) 1. The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organisation only when under the control of the maintenance training organisation quality system.
2. The subcontracting of basic theoretical training and examination is limited to Part-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
3. The subcontracting of type training and examination is limited to powerplant and avionic systems.
- (e) An organisation may not be approved to conduct only examinations unless approved to conduct training.

147.A.150 Changes to the maintenance training organisation

- (a) The maintenance training organisation 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 maintenance training organisation approval certificate.
- (b) The competent authority may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the competent authority determines that the maintenance training organisation approval must be suspended.
- (c) Failure to inform the competent authority of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

147.A.155 Continued validity

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

147.A.160 Findings

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

SUBPART C

*THE APPROVED BASIC TRAINING COURSE***147.A.200 The approved basic training course**

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b) The knowledge training element shall cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in Part-66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (d) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module.
- (e) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
- (f) The duration of basic training courses shall be in accordance with Appendix I.
- (g) The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

147.A.205 Basic knowledge examinations

Basic knowledge examinations shall:

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

147.A.210 Basic practical assessment

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

SUBPART D

*AIRCRAFT TYPE/TASK TRAINING***147.A.300 Aircraft type/task training**

A maintenance training organisation 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.

147.A.305 Aircraft type examinations and task assessments

A maintenance training organisation approved in accordance with 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.

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

SUBPART A

GENERAL

147.B.05 Scope

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

147.B.10 Competent Authority(a) *General*

The Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of Part-147 certificates. This competent authority shall establish documented procedures and an organisational structure.

(b) *Resources*

The competent authority shall be appropriately staffed to carry out the requirements of this Part.

(c) *Procedures*

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

The procedures shall be reviewed and amended to ensure continued 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.

147.B.20 Record-keeping

(a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.

(b) The records for the oversight of maintenance training organisations shall include as a minimum:

1. the application for an organisation approval.
2. the organisation approval certificate including any changes.
3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
4. continued oversight records including all audit records.
5. copies of all relevant correspondence.
6. details of any exemption and enforcement actions.
7. any report from other competent authorities relating to the oversight of the organisation.
8. organisation exposition and amendments.

(c) The minimum retention period for the paragraph (b) records shall be four years.

147.B.25 Exemptions

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

SUBPART B

ISSUE OF AN APPROVAL

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

147.B.100 General

- (a) An application for maintenance training organisation initial approval or variation of an maintenance training organisation approval shall be made on a form and in a manner established by the competent authority.
- (b) The maintenance training organisation approval shall be granted to the organisation by the competent authority.
- (c) Notwithstanding the above, an organisation not registered as an EU legal person shall make an application for initial approval or variation of a maintenance training organisation approval on a form and in a manner established by the Agency.

147.B.105 Application for an approval or variation

An application for an approval or variation shall include the following information:

1. the registered name and address of the applicant,
2. the address requiring the approval or variation,
3. the intended scope of approval or variation,
4. the name and signature of the accountable manager,
5. the date of application.

147.B.110 Approval procedure

- (a) The competent authority shall:
1. review the maintenance training organisation exposition, and
 2. verify the organisation's compliance with the Part-147 requirement.
- (b) All findings identified during an audit visit shall be recorded and confirmed in writing to the applicant.
- (c) All findings shall be closed in accordance with 147.B.130 before the approval is issued.
- (d) The reference number shall be included on the approval certificate in a manner specified by the Agency.

147.B.115 Variation procedure

The variation procedure is 147.B.110, restricted to the extent of the variation.

147.B.120 Continued validity procedure

- (a) Each organisation must be completely audited for compliance with this Part at periods not exceeding 24 months.
- (b) Findings shall be processed in accordance with 147.B.130.

147.B.125 Maintenance training organisation approval certificate

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

147.B.130 Findings

- (a) Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the competent authority, of the maintenance training organisation approval in whole or in part.
- (b) 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.

SUBPART C

*REVOCATION, SUSPENSION AND LIMITATION OF THE MAINTENANCE TRAINING ORGANISATION APPROVAL***147.B.200 Revocation, suspension and limitation of the maintenance training organisation approval**

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat; or
 - (b) suspend, revoke or limit an approval pursuant to 147.B.130.
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