



PART-147 **APPROVED TRAINING ORGANISATIONS**

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Consolidated Version

including

Commission Regulation (EU) No 1149/2011 of 21 October 2011

and

Decision No 2011/011/R of 28 November 2011

This document is meant purely as a documentation tool and Q.C.M. does not assume any liability for its contents.

Reason for Revision 1 of 01 March 2012:

This Revision 1 implements Commission Regulation (EU) No 1149/2011 of 21 October 2011.

CONTENTS OF ANNEX II (PART-145)

COMMISSION REGULATION (EC) No 2042/2003 of 20 November 2003

Article 1	Objective and scope
Article 2	Definitions
Article 3	Continuing airworthiness requirements
Article 4	Maintenance organisation approvals
Article 5	Certifying staff
Article 6	Training organisation requirements
Article 7	Entry into force
Article 8	Agency measures

ANNEX IV (PART-147)

147.1	General
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SECTION A TECHNICAL REQUIREMENTS

SUBPART A GENERAL

147.A.05	Scope
147.A.10	General
147.A.15	Application

SUBPART B ORGANISATIONAL REQUIREMENTS

147.A.100	Facility requirements
147.A.105	Personnel requirements
147.A.110	Records of instructors, examiners and assessors
147.A.115	Instructional equipment
147.A.120	Maintenance training material
147.A.125	Records
147.A.130	Training procedures and quality system
147.A.135	Examinations
147.A.140	Maintenance training organisation exposition
147.A.145	Privileges of the maintenance training organisation
147.A.150	Changes to the maintenance training organisation
147.A.155	Continued validity
147.A.160	Findings

SUBPART C APPROVED BASIC TRAINING COURSE

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

CONTENTS OF ANNEX II (PART-145)

147.A.205 Basic knowledge examinations

147.A.210 Basic practical assessment

SUBPART D AIRCRAFT TYPE/TASK TRAINING

147.A.300 Aircraft type/task training

147.A.305 Aircraft type examinations and task assessments

SECTION B PROCEDURES FOR COMPETENT AUTHORITIES

SUBPART A GENERAL

147.B.05 Scope

147.B.10 Competent authority

147.B.20 Record-keeping

147.B.25 Exemptions

SUBPART B ISSUE OF AN APPROVAL

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

147.B.120 Continued validity procedure

147.B.125 Maintenance training organisation approval certificate

147.B.130 Findings

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

Appendix I Basic Training Course Duration

Appendix II Maintenance Training Organisation Approval referred to in Annex IV (Part-147) — EASA Form 11

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



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FOLLOWING THE CONSOLIDATED VERSION OF ANNEX II (PART-147)

**Commission Regulation (EC) No 2042/2003 of 20
November 2003**

including

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March 2007

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October 2008

Commission Regulation (EU) No 127/2010 of 5
February 2010

Commission Regulation (EU) No 962/2010 of 26
October 2010

[Commission Regulation (EU) No 1149/2011 of 21
October 2011]

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Decision No 2006/11/R of 18-12-2006

Decision No 2007/002/R of 13 March 2007

Decision No 2009/007/R of 24 March 2009

Decision No 2010/002/R of 28 April 2010

Decision No 2010/006/R of 31 August 2010

Decision No 2011/011/R of 28 November 2011

TABLE OF CONTENTS

PARA / TITLE

	(TOC)
PART-147 APPROVED TRAINING ORGANISATIONS.....	1
TABLE OF CONTENTS	3
COMMISSION REGULATION (EC) No 2042/2003 of 20 November 2003	7
Article 1 - Objective and scope	7
Article 2 - Definitions	7
Article 3 - Continuing airworthiness requirements	8
Article 4 - Maintenance organisation approvals.....	8
Article 5 - Certifying staff.....	9
Article 6 - Training organisation requirements.....	9
Article 7 - Entry into force	10
[Article 8 - Agency measures]	11
ANNEX IV (PART-147)	13
147.1 General	13
147.1	13
SECTION A TECHNICAL REQUIREMENTS	15
SUBPART A GENERAL	15
147.A.05 Scope.....	15
147.A.05	15
147.A.10 General	15
147.A.10	15
GM to 147.A.10.....	15
147.A.15 Application	15
AMC 147.A.15.....	15
147.A.15(a).....	15
147.A.15(b).....	15
SUBPART B ORGANISATIONAL REQUIREMENTS	16
147.A.100 Facility requirements.....	16
147.A.100(a).....	16
147.A.100(b).....	16
147.A.100(c).....	16
147.A.100(d).....	17
147.A.100(e).....	17
147.A.100(f).....	17
147.A.100(g).....	17
147.A.100(h).....	17
147.A.100(i)	17
AMC 147.A.100(i); GM 147.A.100(i).....	17
147.A.105 Personnel requirements	18
AMC 147.A.105.....	18
147.A.105(a).....	19
147.A.105(b).....	19
AMC 147.A.105(b)	19
147.A.105(c)	19
GM to 147.A.105(c).....	19
147.A.105(d).....	19
147.A.105(e).....	19
147.A.105(f).....	19
AMC 147.A.105(f)	19
GM 147.A.105(f)	20
147.A.105(g).....	20
GM to 147.A.105(g)	20
147.A.105(h).....	20
AMC 147.A.105(h)	20
GM 147.A.105(h)	20
147.A.110 Records of instructors, examiners, and assessors.....	20

PARA / TITLE

(TOC)	
AMC 147.A.110	20
GM to 147.A.110	21
147.A.110(a)	21
147.A.110(b)	21
147.A.110 Instructional equipment.....	21
147.A.115(a)	21
GM to 147.A.115(a).....	21
147.A.115(b)	22
147.A.115(c)	22
AMC 147.A.115(c).....	22
147.A.115(d)	22
147.A.120 Maintenance training material.....	23
147.A.120(a)	23
AMC 147.A.120(a)	23
147.A.120(b)	23
147.A.125 Reords.....	23
147.A.125.....	23
147.A.130 Training procedures and quality system.....	23
147.A.130(a)	23
147.A.130(b)	23
AMC 147.A.130(b)	23
GM to 147.A.30(b).....	24
147.A.135 Examinations	25
AMC 147.A.135	25
GM to 147.A.35	25
147.A.135(a)	25
147.A.135(b)	26
147.A.135(c)	26
147.A.140 Maintenance training organisation exposition.....	26
AMC 147.A.140	26
147.A.140(a)	27
147.A.140(b)	27
147.A.140(c)	28
147.A.145 Privileges of the maintenance training organisation	28
147.A.145(a)	28
147.A.145(b)	28
147.A.145(c)	28
147.A.145(d)	29
AMC 147.A.145(d)	29
GM to 147.A.145(d).....	29
147.A.145(e)	30
[147.A.145(f)]	30
147.A.150 Changes to the maintenance training organisation	30
147.A.150(a)	30
147.A.150(b)	30
147.A.150(c)	30
147.A.155 Continued validity.....	31
147.A.155(a)	31
147.A.155(b)	31
147.A.160 Findings.....	31
147.A.160(a)	31
147.A.160(b)	31
147.A.160(c)	32
[SUBPART C APPROVED BASIC TRAINING COURSE]	32
147.A.200 The approved basic training course.....	32
AMC 147.A.200	32
147.A.200(a)	32
147.A.200(b)	32
AMC 147.A.200(b)	32
147.A.200(c)	32
147.A.200(d)	32

PARA / TITLE

	(TOC)	
AMC 147.A.200(d)	32
147.A.200(e)	33
147.A.200(f)	33
147.A.200(g)	33
AMC 147.A.200(g)	33
147.A.205 Basic knowledge examinations	34
147.A.205	34
AMC 147.A.205	34
147.A.205(a)	34
147.A.205(b)	34
147.A.205(c)	34
147.A.210 Basic practical assessment	34
147.A.210(a)	34
AMC 147.A.210(a)	34
147.A.210(b)	34
AMC 147.A.210(b)	34
SUBPART D AIRCRAFT TYPE/TASK TRAINING	35
147.A.300 Aircraft type/task training	35
147.A.300	35
AMC 147.A.300	35
147.A.305 Aircraft type examinations and task assessments	35
147.A.305	35
[SECTION B PROCEDURES FOR COMPETENT AUTHORITIES]	37
SUBPART A GENERAL	37
147.B.05 Scope	37
147.B.05	37
147.B.10 Competent authority	37
147.B.10(a)	37
AMC 147.B.10(a)	37
147.B.10(b)	37
AMC 147.B.10(b)	37
147.B.10(c)	38
AMC 147.B.10(c)	38
147.B.10(d)	39
147.B.15 Acceptable means of compliance	39
147.B.15	39
147.B.20 Record-keeping	39
AMC 147.B.20	39
147.B.20(a)	40
147.B.20(b)	40
147.B.20(c)	40
SUBPART B ISSUE OF AN APPROVAL	40
147.B.100 General	40
147.B.105 Application for an approval or variation	40
147.B.110 Procedure for approval and changes to the approval	41
GM 147.B.110	41
147.B.110(a)	43
AMC 147.B.110(a)	43
147.B.110(b)	43
AMC 147.B.110(b)	43
147.B.110(c)	43
147.B.110(d)	44
147.B.115 Variation procedure	44
147.B.120 Continued validity procedure	44
147.B.120(a)	44
147.B.120(b)	44
147.B.125 Maintenance training organisation approval certificate	44
147.B.125	44
147.B.130 Findings	44
147.B.130(a)	44
147.B.130(b)	45

PARA / TITLE

	(TOC)	
AMC 147.B.130(b)	45
SUBPART C REVOCATION, SUSPENSION AND LIMITATION OF THE MAINTENANCE TRAINING ORGANISATION APPROVAL	45
147.B.200 Revocation, suspension and limitation of the maintenance training organisation approval	45
147.B.200	45
147.B.200(a)	45
147.B.200(b)	45
APPENDICES TO PART-147	47
Part-147: Appendix I - Basic Training Course Duration	49
Part-147: Appendix II - Maintenance Training Organisation Approval referred to in Annex IV (Part-147) - EASA Form 11	51
AMC to Appendix II to Part-147 Maintenance Training Organisation Approval referred to in Annex IV (Part-147)	53
[Part-147: Appendix III - Certificates of Recognition referred to in Annex IV (Part-147) – EASA Forms 148 and 149]	55
[Commission Regulation (EU) No 1149/2011 of 21 October 2011]	55
APPENDICES TO AMC TO PART-147	57
AMC to Part-147: Appendix I: Maintenance training organisation exposition (MTOE)	59
AMC to Part-147: Appendix II EASA Form 4	61
AMC to Part-145: Appendix III EASA Form 22	63
AMC to Part-147: Appendix IV EASA Form 12	69

COMMISSION REGULATION (EC) No 2042/2003 of 20 November 2003

on the continuing airworthiness of aircraft, aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks

◀ (Back to Table of Contents)

Article 1 - Objective and scope

1. This Regulation establishes common technical requirements and administrative procedures for ensuring the continuing airworthiness of aircraft, including any component for installation thereto, which are:

- (a) registered in a Member State; or
- (b) registered in a third country and used by an operator for which a Member State ensures oversight of operations.

2. Paragraph 1 shall not apply to aircraft 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.

3. The provisions of this Regulation related to commercial air transport are applicable to licensed air carriers as defined by Community law.

◀ (Back to Table of Contents)

Article 2 - Definitions

Within the scope of the basic Regulation, the following definitions shall apply:

- (a) 'aircraft' means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) 'certifying staff' means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) 'component' means any engine, propeller, part or appliance;
- (d) 'continuing airworthiness' means all of the processes ensuring that, at any time in its operating life, the aircraft complies with the airworthiness requirements in force and is in a condition for safe operation;
- (e) 'JAA' means 'Joint Aviation Authorities';
- (f) 'JAR' means 'Joint Aviation Requirements';
- (g) 'large aircraft' means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter;
- (h) 'maintenance' means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (i) 'organisation' means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States;
- (j) 'pre-flight inspection' means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight;
- (k) 'ELA1 aircraft' means the following European Light Aircraft:
 - (i) an aeroplane, sailplane or powered sailplane with a Maximum Take-off Mass (MTOM) less than 1 000 kg that is not classified as complex motor-powered aircraft;
 - (ii) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m³ for hot air balloons, 1 050 m³ for gas balloons, 300 m³ for tethered gas balloons;
 - (iii) an airship designed for not more than two occupants and a maximum design lifting gas or hot air volume of not more than 2 500 m³ for hot air airships and 1 000 m³ for gas airships;
- (l) 'LSA aircraft' means a light sport aeroplane which has all of the following characteristics:
 - (i) a Maximum Take-off Mass (MTOM) of not more than 600 kg;

- (ii) a maximum stalling speed in the landing configuration (VS0) of not more than 45 knots Calibrated Airspeed (CAS) at the aircraft's maximum certificated take-off mass and most critical centre of gravity;
- (iii) a maximum seating capacity of no more than two persons, including the pilot;
- (iv) a single, non-turbine engine fitted with a propeller;
- (v) a non-pressurised cabin;
- (m) 'principal place of business' means the head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.

◀ (Back to Table of Contents)

Article 3 - Continuing airworthiness requirements

1. The continuing airworthiness of aircraft and components shall be ensured in accordance with the provisions of Annex I.
2. Organisations and personnel involved in the continuing airworthiness of aircraft and components, including maintenance, shall comply with the provisions of Annex I and where appropriate those specified in Articles 4 and 5.
3. By derogation from paragraph 1, the continuing airworthiness of aircraft holding a permit to fly shall be ensured on the basis of the specific continuing airworthiness arrangements as defined in the permit to fly issued in accordance with the Annex (Part 21) to Commission Regulation (EC) No 1702/2003.
4. For aircraft not used in commercial air transport, any airworthiness review certificate or equivalent document issued in accordance with the Member State requirements and valid on 28 September 2008 shall be valid until its expiration date or until 28 September 2009, whichever comes first. After the expiration of its validity, the competent authority may further re-issue or extend one time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. Upon further expiration, the competent authority may further re-issue or extend one more time the airworthiness review certificate or equivalent document for one year, if allowed by the Member State requirements. No further re-issuance or extension is allowed. If the provisions of this point have been used, when transferring the registration of the aircraft within the EU, a new airworthiness review certificate shall be issued in accordance with M.A.904.

◀ (Back to Table of Contents)

Article 4 - Maintenance organisation approvals

1. Organisations involved in the maintenance of large aircraft or of aircraft used for commercial air transport, and components intended for fitment thereto, shall be approved in accordance with the provisions of Annex II.
2. Maintenance approvals issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid before the entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 145.B.50(2) under Annex II, level 2 findings associated with the differences between JAR 145 and Annex II may be closed within one year. Certificates of release to service and authorised release certificates issued by an organisation approved under JAA requirements during that one-year period shall be deemed to have been issued under this Regulation.
3. Personnel qualified to carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components, on the basis of any standard recognised by a Member State prior to the entry into force of this Regulation as providing an equivalent level of qualification, may continue to carry out and/or control such tests.
4. Certificates of release to service and authorised release certificates issued before the date of entry into force of this Regulation by a maintenance organisation approved under the Member State requirements shall be deemed equivalent to those required under points M.A.801 and M.A.802 of Annex I (Part-M) respectively.

◀ (Back to Table of Contents)

Article 5 - Certifying staff

1. Certifying staff shall be qualified in accordance with the provisions of Annex III, except as provided for in points M.A.606(h), M.A.607(b), M.A.801(d) and M.A.803 of Annex I and in point 145.A.30(j) of Annex II (Part 145) and Appendix IV to Annex II (Part 145).

2. Any aircraft maintenance licence and if any, the technical limitations associated with that licence, issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation, shall be deemed to have been issued in accordance with this Regulation.

[3. Certifying staff holding a licence issued in accordance with Annex III (Part-66) in a given category/sub-category are deemed to have the privileges described in point 66.A.20(a) of this Annex corresponding to such a category/sub-category. The basic knowledge requirements corresponding to these new privileges shall be deemed as met for the purpose of extending such licence to a new category/sub-category.]

4. Certifying staff holding a licence including aircraft which do not require an individual type rating may continue to exercise his/her privileges until the first renewal or change, where the licence shall be converted following the procedure described in point 66.B.125 of Annex III (Part-66) to the ratings defined in point 66.A.45 of this Annex.

5. Conversion reports and Examination credit reports complying with the requirements applicable before this Regulation applies shall be deemed to be in compliance with this Regulation.

6. Until such time as this Regulation specifies requirements for certifying staff:

(i) for aircraft other than aeroplanes and helicopters;

(ii) for components;

the requirements in force in the relevant Member State shall continue to apply, except for maintenance organisations located outside the European Union where the requirements shall be approved by the Agency.]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

Article 6 - Training organisation requirements

1. Organisations involved in the training of personnel referred to in Article 5 shall be approved in accordance with Annex IV to be entitled:

(a) to conduct recognised basic training courses; and/or

(b) to conduct recognised type training courses; and

(c) to conduct examinations; and

(d) to issue training certificates.

2. Any maintenance training organisation approval issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid at the time of entry into force of this Regulation shall be deemed to have been issued in accordance with this Regulation. For this purpose, by derogation from the provisions of 147.B.130(b) under Annex IV, level 2 findings associated with the differences between JAR 147 and Annex IV may be closed within one year.

[3. Basic training courses complying with the requirements applicable before this Regulation applies may be started until 1 year after date by which this Regulation applies. Basic knowledge examinations conducted as part of these courses may comply with the requirements applicable before this Regulation applies.]

4. Basic knowledge examinations complying with the requirements applicable before this Regulation applies and conducted by the competent authority or conducted by a maintenance training organisation approved in accordance with Annex IV (Part-147) while not being part of a basic training course, may be conducted until 1 year after the date by which this Regulation applies.]

5. Type training courses and type examinations complying with the requirements applicable before this Regulation applies shall be started and finished not later than 1 year after the date by which this Regulation applies.]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

Article 7 - Entry into force

1. This Regulation shall enter into force on the day following that of its publication in the Official Journal of the European Union.

2. By way of derogation from paragraph 1:

(a) the provisions of Annex I, except for points M.A.201(h)(2) and M.A.708(c), shall apply from 28 September 2005;

(b) point M.A.201(f) of Annex I shall apply to aircraft not involved in commercial air transport operated by third country carriers as from 28 September 2009.

3. By way of derogation from paragraph 1 and 2, Member States may elect not to apply:

(a) the provisions of Annex I to aircraft not involved in commercial air transport, until 28 September 2009;

(b) the provisions of Annex I(l) to aircraft involved in commercial air transport, until 28 September 2008;

(c) the following provisions of Annex II, until 28 September 2006:

— 145.A.30(e), human factors elements,

— 145.A.30(g) as applicable to large aircraft with a maximum take-off mass of more than 5 700 kg,

— 145.A.30(h)(1) as applicable to aircraft with a maximum take-off mass of more than 5 700 kg,

— 145.A.30(j)(1), Appendix IV,

— 145.A.30(j)(2), Appendix IV;

(d) the following provisions of Annex II, until 28 September 2008:

— 145.A.30(g) as applicable to aircraft with a maximum take-off mass of 5 700 kg or below,

— 145.A.30(h)(1) as applicable to aircraft with a maximum take-off mass of 5 700 kg or below,

— 145.A.30(h)(2);

(e) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass above 5 700 kg until 28 September 2005;

(f) the provisions of Annex III, as applicable to aircraft with a maximum take-off mass of 5 700 kg or below until 28 September 2006;

(g) for aircraft not involved in commercial air transport other than large aircraft, the need to comply with Annex III (Part 66) in the following provisions, until 28 September 2011:

— M.A.606(g) and M.A.801(b)2 of Annex I (Part-M),

— 145.A.30(g) and (h) of Annex II (Part-145).

[(h) for the maintenance of piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below not involved in commercial air transport:

(i) until 28 September 2012, the requirement for the competent authority to issue aircraft maintenance licences in accordance with Annex III (Part-66), as new or as converted pursuant to point 66.A.70 of this Annex;

(ii) until 28 September 2014, the requirement to have certifying staff qualified in accordance with Annex III (Part-66) contained in the following provisions:

— M.A.606(g) and M.A.801(b)2 of Annex I (Part-M),

— 145.A.30(g) and (h) of Annex II (Part-145);

(i) for the maintenance of ELA1 aeroplanes not involved in commercial air transport, until 28 September 2015:

(i) the requirement for the competent authority to issue aircraft maintenance licences in accordance with Annex III (Part-66), as new or as converted pursuant to point 66.A.70 of this Annex;

(ii) the requirement to have certifying staff qualified in accordance with Annex III (Part- 66) contained in the following provisions:

— M.A.606(g) and M.A.801(b)2 of Annex I (Part-M),

— 145.A.30(g) and (h) of Annex II (Part- 145).]

4. Member States may issue approvals with regard to Annex II and Annex IV of a limited duration until 28 September 2007.

5. When a Member State makes use of the provisions of paragraphs 3 or 4 it shall notify the Commission and the Agency.

6. The Agency shall make an evaluation of the implication of the provisions of Annex I to this Regulation with a view to submitting an opinion to the Commission, including possible amendments to it, before 28 March 2005.

7. By way of derogation from paragraph 1:

(a) the provisions of point M.A.706(k) of Annex I (Part-M) shall apply as from 28 September 2010;

(b) the provisions of point 7.7 of Appendix I to Annex III (Part-66) shall apply as from 28 September 2010;

(c) maintenance organisations approved in accordance with Section A of subpart F of Annex I (Part-M) or Section A of Annex II (Part-145) may continue to issue Authorised Release Certificates by using the EASA Form 1 original issue, as laid down in Appendix II to the Annex I (Part-M) as well as Appendix I to the Annex II (Part 145), until 28 September 2010;

(d) competent authorities may continue to issue certificates, previous issue, as laid down in Appendices III, V and VI to Annex I (Part-M), Appendix III to Annex II (Part-145), Appendix V to Annex III (Part-66) or Appendix II to Annex IV (Part-147) to Regulation (EC) No 2042/2003 in force prior to the entry into force of this regulation, until 28 September 2010;

[...]

[8. For the purpose of time limits contained in points 66.A.25, 66.A.30 and Appendix III of Annex III (Part-66) related to basic knowledge examinations, basic experience, theoretical type training and examinations, practical training and assessment, type examinations and on the job training completed before this Regulation applies, the origin of time shall be the date by which this Regulation applies.]

9. The Agency shall submit an opinion to the Commission including proposals for a simple and proportionate system for the licensing of certifying staff involved in the maintenance of ELA1 aeroplanes as well as aircraft other than aeroplanes and helicopters.]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

[Article 8 - Agency measures]

[1. The Agency shall develop acceptable means of compliance (hereinafter called “AMC”) that competent authorities, organisations and personnel may use to demonstrate compliance with the provisions of the Annexes to this Regulation.]

2. The AMC issued by the Agency shall neither introduce new requirements nor alleviate the requirements of the Annexes to this Regulation.]

3. Without prejudice to Articles 54 and 55 of Regulation (EC) No 216/2008, when the acceptable means of compliance issued by the Agency are used, the related requirements of the Annexes to this Regulation shall be considered as met without further demonstration.]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

This Regulation shall be binding in its entirety and directly applicable in all Member States.

◀ (Back to Table of Contents)

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ANNEX IV (PART-147)

147.1 General

◀ (Back to Table of Contents)

147.1

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

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

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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SECTION A TECHNICAL REQUIREMENTS

[◀ \(Back to Table of Contents\)](#)

SUBPART A GENERAL

[◀ \(Back to Table of Contents\)](#)

147.A.05 Scope

[◀ \(Back to Table of Contents\)](#)

147.A.05

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

[◀ \(Back to Table of Contents\)](#)

147.A.10 General

[◀ \(Back to Table of Contents\)](#)

147.A.10

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

GM to 147.A.10

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

[◀ \(Back to Table of Contents\)](#)

147.A.15 Application

[◀ \(Back to Table of Contents\)](#)

AMC 147.A.15

The application form should contain the information required on the EASA Form 12.

[ED Decision 2010/002/R of 28 April 2010]

[◀ \(Back to Table of Contents\)](#)

147.A.15(a)

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

[Commission Regulation (EU) No 127/2010 of 5 February 2010]

[◀ \(Back to Table of Contents\)](#)

147.A.15(b)

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

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.15(b)</u>	
<ol style="list-style-type: none"> 1. the registered name and address of the applicant; 2. the address of the organisation requiring the approval or change to the approval; 3. the intended scope of approval or change to the scope of approval; 4. the name and signature of the accountable manager; 5. the date of application. <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	

◀ (Back to Table of Contents)

SUBPART B ORGANISATIONAL REQUIREMENTS

◀ (Back to Table of Contents)

<u>147.A.100 Facility requirements</u>	
<u>147.A.100(a)</u>	
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.	

◀ (Back to Table of Contents)

<u>147.A.100(b)</u>	
<p>Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.</p> <ol style="list-style-type: none"> 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. 	

◀ (Back to Table of Contents)

<u>147.A.100(c)</u>	
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.	

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.100(d)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.100(e)</u>	
<p>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).</p>	
◀ (Back to Table of Contents)	
<u>147.A.100(f)</u>	
<p>The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.</p>	
◀ (Back to Table of Contents)	
<u>147.A.100(g)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.100(h)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.100(i)</u>	<i>AMC 147.A.100(i)</i>
<p>A library shall be provided containing all technical material appropriate to the scope and level of training</p>	<p>1. For approved basic maintenance training courses this means holding and ensuring reasonable access to</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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<u>147.A.100(i)</u>	<i>AMC 147.A.100(i)</i>
undertaken.	<p>copies of all Parts and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, airworthiness directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.</p> <p>2. Except for the Parts and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.</p>

◀ (Back to Table of Contents)

	<i>GM 147.A.100(i)</i>
	<p>GM to147.A.100(i) Facility requirements</p> <p>Where the organisation has an existing library of regulations, manuals and documentation required by another Part it is not necessary to duplicate such a facility subject to student access being under controlled supervision.</p>

◀ (Back to Table of Contents)

<u>147.A.105 Personnel requirements</u>
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◀ (Back to Table of Contents)

	<i>AMC 147.A.105</i>
	<p>1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organisation on a day to day basis. Such person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph 147.A.130(b) and an examination manager with the responsibility of managing the relevant Part147 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.</p> <p>2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the subparagraph (1) positions subject to the competent authority verifying and being satisfied that all functions can be properly carried out in combination.</p> <p>3. When the organisation is also approved against other Parts which contain some similar functions then such functions may be combined.</p>

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.105(a)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.105(b)</u>	<i>AMC 147.A.105(b)</i>
<p>A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in paragraph (a).</p>	<p>With the exception of the accountable manager, an EASA Form 4 should be completed for each person nominated to hold a position required by 147.A.105(b). An example of an EASA Form 4 is included in Appendix II to AMC.</p> <p>[ED Decision 2010/002/R of 28 April 2010]</p>
◀ (Back to Table of Contents)	
<u>147.A.105(c)</u>	<i>GM to 147.A.105(c)</i>
<p>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.</p>	<p>The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.</p>
◀ (Back to Table of Contents)	
<u>147.A.105(d)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.105(e)</u>	
<p>Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).</p>	
◀ (Back to Table of Contents)	
<u>147.A.105(f)</u>	<i>AMC 147.A.105(f)</i>
<p>The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the competent authority.</p> <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	<p>Any person currently accepted by the competent authority in accordance with the national aviation regulations in force prior to Part 147 coming into force may continue to be accepted in accordance with 147.A.105(f).</p> <p>[ED Decision 2010/002/R of 28 April 2010]</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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◀ (Back to Table of Contents)

	GM 147.A.105(f)
	It is recommended that potential instructors be trained in instructional techniques.

◀ (Back to Table of Contents)

<u>147.A.105(g)</u>	GM to 147.A.105(g)
The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.	Examiners should demonstrate a clear understanding of the examination standard required by Part-66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured. [ED Decision 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

<u>147.A.105(h)</u>	AMC 147.A.105(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.	Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner.

◀ (Back to Table of Contents)

	GM 147.A.105(h)
	<p>1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.</p> <p>2. The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.</p>

◀ (Back to Table of Contents)

<u>147.A.110 Records of instructors, examiners, and assessors</u>
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◀ (Back to Table of Contents)

	AMC 147.A.110
	<p>1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:</p> <p>(a) Name</p> <p>(b) Date of Birth</p> <p>(c) Personnel Number</p> <p>(d) Experience</p> <p>(e) Qualifications</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	AMC 147.A.110
	<p>(f) Training history (before entry)</p> <p>(g) Subsequent Training</p> <p>(h) Scope of activity</p> <p>(i) Starting date of employment/contract</p> <p>(j) If appropriate – ending date of employment/contract.</p> <p>2. The record may be kept in any format but should be under the control of the organisations quality system.</p> <p>3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.</p> <p>4. 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.</p>
◀ (Back to Table of Contents)	
	GM to 147.A.110
	<p>Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.</p> <p>[ED Decision 2006/01/R of 16 May 2006]</p>
◀ (Back to Table of Contents)	
<u>147.A.110(a)</u>	
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.	
◀ (Back to Table of Contents)	
<u>147.A.110(b)</u>	
Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.	
◀ (Back to Table of Contents)	
<u>147.A.110 Instructional equipment</u>	
◀ (Back to Table of Contents)	
<u>147.A.115(a)</u>	GM to 147.A.115(a)
Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and	1. Synthetic training devices are working models of a particular system or component and include computer simulations.

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.115(a)</u>	<i>GM to 147.A.115(a)</i>
<p>figures from any position in the classroom.</p> <p>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.</p>	<p>2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.</p>
◀ (Back to Table of Contents)	
<u>147.A.115(b)</u>	
<p>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.</p>	
◀ (Back to Table of Contents)	
<u>147.A.115(c)</u>	<i>AMC 147.A.115(c)</i>
<p>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.</p>	<p>1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.</p> <p>2. Appropriate aircraft, engines, aircraft parts and avionic equipment means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.</p> <p>3. "Access" may be interpreted to mean, in conjunction with the facilities requirement of 147.A.100(d), that there may be an agreement with a maintenance organisation approved under Part 145 to access such parts, etc.</p>
◀ (Back to Table of Contents)	
<u>147.A.115(d)</u>	
<p>The aircraft type training organisation as specified in 147.A.100(e) must have access to the appropriate aircraft type.</p> <p>Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.</p>	
◀ (Back to Table of Contents)	

147.A.120 Maintenance training material

◀ (Back to Table of Contents)

<u>147.A.120(a)</u>	AMC 147.A.120(a)
<p>Maintenance training course material shall be provided to the student and cover as applicable:</p> <ol style="list-style-type: none"> 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. 	<p>Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided a written warning to this effect should be given.</p>

◀ (Back to Table of Contents)

<u>147.A.120(b)</u>	
<p>Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100(i).</p>	

◀ (Back to Table of Contents)

147.A.125 Records

◀ (Back to Table of Contents)

<u>147.A.125</u>	
<p>[The organisation shall keep all student training, examination and assessment records for <i>an unlimited period</i>.]</p> <p>[Commission Regulation (EU) No 1149/2011 of 21 October 2011]</p>	

◀ (Back to Table of Contents)

147.A.130 Training procedures and quality system

◀ (Back to Table of Contents)

<u>147.A.130(a)</u>	
<p>The organisation shall establish procedures acceptable to the competent authority to ensure proper training standards and compliance with all relevant requirements in this Part.</p>	

◀ (Back to Table of Contents)

<u>147.A.130(b)</u>	AMC 147.A.130(b)
<p>The organisation shall establish a quality system including:</p> <ol style="list-style-type: none"> 1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy 	<ol style="list-style-type: none"> 1. The independent audit procedure should ensure that all aspects of Part-147 compliance should be checked at least once in every 12 months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.130(b)</u>	<i>AMC 147.A.130(b)</i>
<p>of the procedures, and</p> <p>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.</p>	<p>2. In a small maintenance training organisation the independent audit function may be contracted to another maintenance training organisation approved under Part-147 or a competent person acceptable to the competent authority. Where the small training organisation chooses to contract the audit function it is conditional on the audit being carried out twice in every 12 month period with one such audit being unannounced.</p> <p>3. Where the maintenance training organisation is also approved to another Part requiring a quality system, then such quality systems may be combined.</p> <p>4. When training or examination is carried out under the sub-contract control system:</p> <p>(i) a pre audit procedure should be established whereby the Part 147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of Part 147.</p> <p>(ii) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the Part-147 standard.</p> <p>(iii) the sub-contract control procedure should record audits of the subcontractor and to have a corrective action follow-up plan.</p> <p>5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.</p>

◀ (Back to Table of Contents)

	<i>GM to 147.A.30(b)</i>
	<p>1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with Part147.</p> <p>2. The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.</p> <p>3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.</p> <p>4. A large training organisation (an organisation with the</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	GM to 147.A.30(b)
	<p>capacity to provide training for 50 students or more)]should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an organisation with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.</p> <p>5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance.</p> <p>Apart from rectification of findings the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.</p>
◀ (Back to Table of Contents)	
<u>147.A.135 Examinations</u>	
◀ (Back to Table of Contents)	
	AMC 147.A.135
	<p>1. Examinations may be computer or hard copy based or a combination of both.</p> <p>2. The actual questions to be used in a particular examination should be determined by the examination staff.</p>
◀ (Back to Table of Contents)	
	GM to 147.A.35
	The competent authority will determine when or if the disqualified examiner may be reinstated.
◀ (Back to Table of Contents)	
<u>147.A.135(a)</u>	
The examination staff shall ensure the security of all questions.	
◀ (Back to Table of Contents)	

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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<u>147.A.135(b)</u>	
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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.

◀ (Back to Table of Contents)

<u>147.A.135(c)</u>	
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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.

◀ (Back to Table of Contents)

<u>147.A.140 Maintenance training organisation exposition</u>
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◀ (Back to Table of Contents)

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

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.140(a)</u>	
<p>The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:</p> <ol style="list-style-type: none"> 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). 	
◀ (Back to Table of Contents)	
<u>147.A.140(b)</u>	
<p>The maintenance training organisation's exposition and any subsequent amendments shall be approved by the competent authority.</p>	
◀ (Back to Table of Contents)	

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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<u>147.A.140(c)</u>	
Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).	

◀ (Back to Table of Contents)

147.A.145 Privileges of the maintenance training organisation

◀ (Back to Table of Contents)

<u>147.A.145(a)</u>	
<p>The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:</p> <ol style="list-style-type: none"> 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. 	

◀ (Back to Table of Contents)

<u>147.A.145(b)</u>	
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.	

◀ (Back to Table of Contents)

<u>147.A.145(c)</u>	
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.	

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.145(d)</u>	<i>AMC 147.A.145(d)</i>
<p>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.</p> <p>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.</p> <p>3. The subcontracting of type training and examination is limited to powerplant and avionic systems.</p>	<p>1. When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the Part-147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the Part-147 approved maintenance training organisation's students should meet requirements of Part-147 for the duration of that training or examination and it remains the Part-147 organisation's responsibility to ensure such requirements are satisfied.</p> <p>2. The maintenance training organisation approved under Part-147 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 should be given to ensuring that the training that is delivered also meets the requirements of Part 66 and the aircraft technologies as appropriate.</p> <p>3. The contract between the maintenance training organisation approved under Part-147 and the sub-contractor should contain:</p> <ul style="list-style-type: none"> - a provision for the Agency and the competent authority to have right of access to the sub-contractor; - a provision for the sub-contractor to inform the Part-147 approved maintenance training organisation of any change that may affect its Part-147 approval, before any such change takes place.
◀ (Back to Table of Contents)	
	<i>GM to 147.A.145(d)</i>
	<p>1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in Parts 147 [and Part-]66.</p> <p>2. The fundamental reason for allowing a maintenance training organisation approved under Part-147 to subcontract certain basic theoretical training courses is to permit the approval of maintenance training organisations which may not have the capacity to conduct training courses on all Part-66modules.</p> <p>3. The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in 147.A.200 does not apply to them. On the contrary training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in 147.A.200. The intent of the "limited subcontracting" option as specified in 147.A.145 is to grant Part-147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	GM to 147.A.145(d)
	specific matters. [ED Decision 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

<u>147.A.145(e)</u>	
[An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.] [Commission Regulation (EU) No 127/2010 of 5 February 2010; Commission Regulation (EU) No 1149/2011 of 21 October 2011]	

◀ (Back to Table of Contents)

<u>[147.A.145(f)]</u>	
[By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.] [Commission Regulation (EU) No 1149/2011 of 21 October 2011]	

◀ (Back to Table of Contents)

147.A.150 Changes to the maintenance training organisation

◀ (Back to Table of Contents)

<u>147.A.150(a)</u>	
(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.	

◀ (Back to Table of Contents)

<u>147.A.150(b)</u>	
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.	

◀ (Back to Table of Contents)

<u>147.A.150(c)</u>	
Failure to inform the competent authority of such changes may result in suspension or revocation of the maintenance training organisation approval certificate	

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.150(c)</u>	
backdated to the actual date of the changes.	

◀ (Back to Table of Contents)

147.A.155 Continued validity

◀ (Back to Table of Contents)

<u>147.A.155(a)</u>	
<p>An approval shall be issued for an unlimited duration. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 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. 	

◀ (Back to Table of Contents)

<u>147.A.155(b)</u>	
Upon surrender or revocation, the approval shall be returned to the competent authority.	

◀ (Back to Table of Contents)

147.A.160 Findings

◀ (Back to Table of Contents)

<u>147.A.160(a)</u>	
<p>A level 1 finding is one or more of the following:</p> <ol style="list-style-type: none"> 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. 	

◀ (Back to Table of Contents)

<u>147.A.160(b)</u>	
A level 2 finding is any non-compliance with the training process other than level 1 findings.	

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.160(c)</u>	
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.	

◀ (Back to Table of Contents)

[SUBPART C APPROVED BASIC TRAINING COURSE]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

147.A.200 The approved basic training course

◀ (Back to Table of Contents)

	AMC 147.A.200
	For the purpose of this paragraph, a training hour means 60' training, without pauses.

◀ (Back to Table of Contents)

<u>147.A.200(a)</u>	
The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.	

◀ (Back to Table of Contents)

<u>147.A.200(b)</u>	AMC 147.A.200(b)
[The knowledge training element shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in Annex III (Part-66).] [Commission Regulation (EU) No 1149/2011 of 21 October 2011]	Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of 147.A.200 (f) and (g) being satisfied. [ED Decision 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

<u>147.A.200(c)</u>	
The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.	

◀ (Back to Table of Contents)

<u>147.A.200(d)</u>	AMC 147.A.200(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	1. Where the maintenance training organisation approved under Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 147.A.100(d), the organisation in

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.200(d)</u>	<i>AMC 147.A.200(d)</i>
maintenance activities being carried out relevant to the particular Part-66 complete module.	<p>question should ensure that the practical training elements are properly carried out.</p> <p>2. At least 30% of the practical training element should be carried out in an actual maintenance working environment.</p> <p>[ED Decision 2010/002/R of 28 April 2010]</p>

◀ (Back to Table of Contents)

<u>147.A.200(e)</u>	
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.	

◀ (Back to Table of Contents)

<u>147.A.200(f)</u>	
The duration of basic training courses shall be in accordance with Appendix I.	

◀ (Back to Table of Contents)

<u>147.A.200(g)</u>	<i>AMC 147.A.200(g)</i>
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.	<p>Typical conversion durations are given below:</p> <p>(a) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding a Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.</p> <p>(b) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80% and 85% knowledge training.</p> <p>(c) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50% and 60% knowledge training.</p> <p>(d) The approved basic training course to qualify for conversion from holding a Part-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.</p>

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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147.A.205 Basic knowledge examinations

◀ (Back to Table of Contents)

<u>147.A.205</u>	<i>AMC 147.A.205</i>
Basic knowledge examinations shall:	The competent authority may accept that the maintenance training organisation approved under Part-147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

◀ (Back to Table of Contents)

<u>147.A.205(a)</u>	
be in accordance with the standard defined in Part-66.	

◀ (Back to Table of Contents)

<u>147.A.205(b)</u>	
be conducted without the use of training notes.	

◀ (Back to Table of Contents)

<u>147.A.205(c)</u>	
cover a representative cross section of subjects from the particular module of training completed in accordance with Part-66.	

◀ (Back to Table of Contents)

147.A.210 Basic practical assessment

◀ (Back to Table of Contents)

<u>147.A.210(a)</u>	<i>AMC 147.A.210(a)</i>
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.	Where the maintenance training organisation approved under Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 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.

◀ (Back to Table of Contents)

<u>147.A.210(b)</u>	<i>AMC 147.A.210(b)</i>
The student shall achieve an assessed pass with respect to 147.A.200(e).	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). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.210(b)</u>	AMC 147.A.210(b)
	any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

◀ (Back to Table of Contents)

SUBPART D AIRCRAFT TYPE/TASK TRAINING

◀ (Back to Table of Contents)

147.A.300 Aircraft type/task training

◀ (Back to Table of Contents)

<u>147.A.300</u>	AMC 147.A.300
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.	<ol style="list-style-type: none"> 1. Aircraft type training may be sub-divided in airframe type training, powerplant type training, or avionic systems type training. A maintenance training organisation approved under Part-147 may be approved to conduct airframe type training only, powerplant type training only or avionics systems type training. 2. Airframe type training means type training including all relevant aircraft structure and systems excluding the powerplant. 3. Powerplant type training means type training on the bare engine, including the build-up to a quick engine change unit. 4. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training. 5. Avionic systems type training means type training on avionics systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 25, 27, 31, 33, 34, 45, 46, 73 and 77 or equivalent.

◀ (Back to Table of Contents)

147.A.305 Aircraft type examinations and task assessments

◀ (Back to Table of Contents)

<u>147.A.305</u>	
A maintenance training organisation approved in accordance with 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or	

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.A.305</u>	
aircraft task assessments specified in Part-66 subject to compliance with the aircraft type and/or task standard specified in Part-66.A.45.	

◀ (Back to Table of Contents)

SECTION B PROCEDURES FOR COMPETENT AUTHORITIES

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

SUBPART A GENERAL

◀ (Back to Table of Contents)

147.B.05 Scope

◀ (Back to Table of Contents)

147.B.05

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.

◀ (Back to Table of Contents)

147.B.10 Competent authority

◀ (Back to Table of Contents)

147.B.10(a)

AMC 147.B.10(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.

Competent authority - General

1. In deciding upon the required organisational structure, the competent authority should review the number of certificates to be issued, the number and size of potential Part-147 approved maintenance training organisations within that Member State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry.

2. The competent authority should retain effective control of important surveillance functions and not delegate them in such a way that Part-147 organisations, in effect, regulate themselves in airworthiness matters.

3. The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority are not relying on individuals.

That means that a continuing and undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

◀ (Back to Table of Contents)

147.B.10(b)

AMC 147.B.10(b)

Resources

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

Competent authority – Qualification and training

1. competent authority surveyors should have:

1.1 practical experience and expertise in the application

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.B.10(b)</u>	<i>AMC 147.B.10(b)</i>
	<p>of aviation safety standards and safe operating practices;</p> <p>1.2 comprehensive knowledge of:</p> <p>a. relevant parts of implementing rules, certification specifications and guidance material;</p> <p>b. the competent authority's procedures;</p> <p>c. the rights and obligations of a surveyor;</p> <p>d. quality systems;</p> <p>e. continuing airworthiness management.</p> <p>1.3 training on auditing techniques.</p> <p>1.4 five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification.</p> <p>1.5 a relevant engineering degree or an aircraft maintenance or training qualification with additional education. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.</p> <p>1.6 knowledge of a relevant sample of aircraft types</p> <p>1.7 knowledge of maintenance training standards.</p> <p>2. In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.</p> <p>3. A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.</p>

◀ (Back to Table of Contents)

<u>147.B.10(c)</u>	<i>AMC 147.B.10(c)</i>
<p><i>Procedures</i></p> <p>The competent authority shall establish procedures detailing how compliance with this Part is accomplished.</p> <p>The procedures shall be reviewed and amended to ensure continued compliance.</p>	<p>Competent authority - Procedures</p> <p>The documented procedures should contain the following information:</p> <p>(a) The Member State's designation of the competent authority(ies).</p> <p>(b) The title(s) and name(s) of the manager(s) of the competent authority and their duties and responsibilities.</p> <p>(c) Organisation chart(s) showing associated chains of responsibility of the senior persons.</p> <p>(d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.B.10(c)</u>	<i>AMC 147.B.10(c)</i>
	<p>(e) A general description of the facilities.</p> <p>(f) Procedures specifying how the competent authority(ies) ensure(s) compliance with Part-147.</p>

◀ (Back to Table of Contents)

<u>147.B.10(d)</u>	
<p><i>Qualification and training</i></p> <p>All staff involved in approvals related to this Annex must:</p> <ol style="list-style-type: none"> 1. Be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks. 2. Have received training and continuation training on Annex III (Part-66) and Annex IV (Part-147) where relevant, including its intended meaning and standard. <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	

◀ (Back to Table of Contents)

147.B.15 Acceptable means of compliance

◀ (Back to Table of Contents)

<u>147.B.15</u>	
<p>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.</p>	

◀ (Back to Table of Contents)

147.B.20 Record-keeping

◀ (Back to Table of Contents)

	<i>AMC 147.B.20</i>
	<ol style="list-style-type: none"> 1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way through out the competent authority (chronological, alphabetical order, etc.). 2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data. 3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	AMC 147.B.20
	continues to be accessible at least through the full period specified in 147.B.20.

◀ (Back to Table of Contents)

<u>147.B.20(a)</u>	
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.	

◀ (Back to Table of Contents)

<u>147.B.20(b)</u>	
<p>The records for the oversight of maintenance training organisations shall include as a minimum:</p> <ol style="list-style-type: none"> 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. 	

◀ (Back to Table of Contents)

<u>147.B.20(c)</u>	
The minimum retention period for the paragraph (b) records shall be four years.	

◀ (Back to Table of Contents)

SUBPART B ISSUE OF AN APPROVAL

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

◀ (Back to Table of Contents)

<u>147.B.100 General</u>

Deleted with Commission Regulation (EU) No 127/2010 of 5 February 2010 and ED Decision 2010/002/R of 28 April 2010.

◀ (Back to Table of Contents)

<u>147.B.105 Application for an approval or variation</u>
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Deleted with Commission Regulation (EU) No 127/2010 of 5 February.

◀ (Back to Table of Contents)

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

◀ (Back to Table of Contents)

GM 147.B.110

Approval procedure

1. A meeting should be arranged between the applicant and the Member State who issue Part-147 approvals 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. This meeting is not intended to establish compliance but rather to see if the activity is a Part-147 activity.

2. Assuming that the applicant's activities come within the scope of Part-147 approval, instructions should be sent to the competent authority staff requesting that an audit of the applicant be carried out and when satisfied that compliance has been established, a recommendation for the issue of approval should be submitted to the competent authority staff who grant approval unless these are the same staff. The competent authority should determine how and by whom the audit shall be conducted.

For example, if the applicant is a large training organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single person audits is most appropriate for the particular situation. A further consideration in the case of a combined Part-145/147 organisation is the possibility to combine the audits.

3. It is not necessary to sample all basic and type training courses that will be approved, but it is necessary to sample, as appropriate, one basic and one type training course for as long as is necessary to establish that training is conducted in an appropriate manner, except that the minimum sampling time for the course being sampled should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.

4. Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organisation address(es) in accordance with 147.A.145(c), then a sample audit should be carried out by the competent authority from time to time of the process to ensure that procedures are followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organisation address(es).

5. It is not necessary to sample all examinations associated with a training course, but it is necessary to sample, as appropriate, one basic and one type training

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	GM 147.B.110
	<p>course examination</p> <p>6. The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for Part-147 approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation [should] be debriefed at the end of the audit visit on the findings made during the audit.</p> <p>7. There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation [should] be informed about possible non-compliance at the time of audit and the fact that the situation will be reviewed before a decision is made. The organisation [should] be informed of the decision within 2 weeks of the audit visit in writing if the decision is a confirmation of non-compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.</p> <p>[8. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. Upon receipt of the application and the organisation exposition, the competent authority should reissue the approval certificate valid only up to the current expiry date.</p> <p>9. A name change alone does not require the competent authority to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.</p> <p>10. A change of accountable manager requires the maintenance training organisation to submit such fact to the competent authority as a matter of urgency together with the amendment to the Accountable Manager exposition statement.</p> <p>11. A change of any of the senior personnel specified in 147.A.105(b) requires the maintenance training organisation to submit a Form 4 in respect of the particular person to the competent authority. If satisfied that the qualifications and experience meet the standard required by Part-147, the competent authority should indicate acceptance in writing to the maintenance training organisation.</p> <p>12. A change in the maintenance training organisation's exposition requires the competent authority to establish that the procedures specified in the exposition are in compliance with Part-147 and then to establish if these are the same procedures intended for use within the training facility.</p> <p>13. Any change of location of the maintenance training</p>

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
	GM 147.B.110
	<p>organisation requires the organisation to make a new application to the competent authority together with the submission of an amended exposition. The competent authority should follow the procedure specified in 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new Part-147 approval certificate.</p> <p>14. The complete or partial re-organisation of a training organisation should require the re-audit of those elements that have changed.</p> <p>15. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the competent authority together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The competent authority should follow the procedure of paragraph 13 in so far as the change affects such procedures unless the competent authority is satisfied that the maintenance training organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 13 procedure.]</p> <p>[ED Decision 2010/002/R of 28 April 2010]</p>
◀ (Back to Table of Contents)	
<u>147.B.110(a)</u>	AMC 147.B.110(a)
<p>Upon receipt of an application, the competent authority shall:</p> <ol style="list-style-type: none"> review the maintenance training organisation exposition; and verify the organisation's compliance with the requirement of Annex IV (Part-147). <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	<p>Approval procedure</p> <p>1 The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.</p> <p>2 The audit report should be made on an EASA Form 22 (see appendix III).</p>
◀ (Back to Table of Contents)	
<u>147.B.110(b)</u>	AMC 147.B.110(b)
<p>All findings identified shall be recorded and confirmed in writing to the applicant.</p> <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	<p>Approval procedure</p> <p>The date each finding was rectified should be recorded together with the reference document.</p>
◀ (Back to Table of Contents)	
<u>147.B.110(c)</u>	
<p>All findings shall be closed in accordance with point 147.B.130 before the approval is issued.</p> <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	
◀ (Back to Table of Contents)	

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.B.110(d)</u>	
<p>The reference number shall be included on the approval certificate in a manner specified by the Agency.</p> <p>[Commission Regulation (EU) No 127/2010 of 5 February 2010]</p>	

◀ (Back to Table of Contents)

147.B.115 Variation procedure

Deleted with Commission Regulation (EU) No 127/2010 of 5 February 2010 and ED Decision 2010/002/R of 28 April 2010.

◀ (Back to Table of Contents)

147.B.120 Continued validity procedure

◀ (Back to Table of Contents)

<u>147.B.120(a)</u>	
Each organisation must be completely audited for compliance with this Part at periods not exceeding 24 months.	

◀ (Back to Table of Contents)

<u>147.B.120(b)</u>	
Findings shall be processed in accordance with 147.B.130.	

◀ (Back to Table of Contents)

147.B.125 Maintenance training organisation approval certificate

◀ (Back to Table of Contents)

<u>147.B.125</u>	
The maintenance training organisation approval certificate format shall be as detailed in Appendix II.	

◀ (Back to Table of Contents)

147.B.130 Findings

◀ (Back to Table of Contents)

<u>147.B.130(a)</u>	
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.	

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
<u>147.B.130(b)</u>	<i>AMC 147.B.130(b)</i>
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.	<p>1. In the case of a level 2 finding, the competent authority may give up to 6 months notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s) the competent authority may choose a notice period less than 6 months.</p> <p>2. When the competent authority chooses to allow 6 months, the initial notification should be of 3 months duration to the quality manager followed by the final 3 months notice to the accountable manager.</p>

◀ (Back to Table of Contents)

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

◀ (Back to Table of Contents)

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

◀ (Back to Table of Contents)

<u>147.B.200</u>	
The competent authority shall:	

◀ (Back to Table of Contents)

<u>147.B.200(a)</u>	
suspend an approval on reasonable grounds in the case of potential safety threat; or	

◀ (Back to Table of Contents)

<u>147.B.200(b)</u>	
suspend, revoke or limit an approval pursuant to 147.B.130.	

◀ (Back to Table of Contents)

Regulation (EC) No 2042/2003 incl. Amendments	ED Decision 2003/19/RM incl. Amendments
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APPENDICES TO PART-147

◀ (Back to Table of Contents)

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Part-147: Appendix I - Basic Training Course Duration

[◀ \(Back to Table of Contents\)](#)

[The minimum duration of a complete basic training courses shall be as follows:]

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2 400	50 to 60
B1.2	2 000	50 to 60
B1.3	2 400	50 to 60
B1.4	2 400	50 to 60
B2	2 400	50 to 60
B3	1 000	50 to 60

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

[◀ \(Back to Table of Contents\)](#)

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**Part-147: Appendix II - Maintenance Training Organisation Approval referred to in Annex IV (Part-147) -
EASA Form 11**

◀ (Back to Table of Contents)

Page 1 of 2
<p>[MEMBER STATE (*)]</p> <p>A Member of the European Union (**)</p> <p>MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL CERTIFICATE</p> <p>Reference: [MEMBER STATE CODE (*)].147.[XXXX]</p> <p>Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Commission Regulation (EC) No 2042/2003 for the time being in force and subject to the condition specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (*)] hereby certifies:</p> <p>[COMPANY NAME AND ADDRESS]</p> <p>as a maintenance training organisation in compliance with Section A of Annex IV (Part-147) of Regulation (EC) No 2042/2003, approved to provide training and conduct examinations listed in the attached approval schedule and issue related certificates of recognition to students using the above references.</p> <p>CONDITIONS:</p> <ol style="list-style-type: none"> 1. This approval is limited to that specified in the scope of work section of the approved maintenance training organisation exposition as referred to in Section A of Annex IV (Part-147); and 2. This approval requires compliance with the procedures specified in the approved maintenance training organisation exposition; and 3. This approval is valid whilst the approved maintenance training organisation remains in compliance with Annex IV (Part-147) of Regulation (EC) No 2042/2003; 4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked. <p>Date of original issue:</p> <p>Date of this revision:</p> <p>Revision No:</p> <p>Signed:</p> <p>For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]</p>

EASA Form 11 Issue 3

(*) or EASA if EASA is the competent authority
(**) Delete for non-EU Member States or EASA

[Commission Regulation (EU) No 127/2010 of 5 February 2010; Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

◀ (Back to Table of Contents)

Page 2 of 2

MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL SCHEDULE

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

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION	
BASIC (**)	B1 (**)	TB1.1 (**) TB1.2 (**) TB1.3 (**) TB1.4 (**)	AEROPLANES TURBINE (**) AEROPLANES PISTON (**) HELICOPTERS TURBINE (**) HELICOPTERS PISTON (**)
	B2 (**)	TB2 (**)	AVIONICS (**)
	B3 (**)	TB3 (**)	PISTON-ENGINE NON-PRESSURISED AEROPLANES 2 000 KG MTOM AND BELOW (**)
	A (**)	TA.1 (**) TA.2 (**) TA.3 (**) TA.4 (**)	AEROPLANES TURBINE (**) AEROPLANES PISTON (**) HELICOPTERS TURBINE (**) HELICOPTERS PISTON (**)
TYPE/TASK (**)	C (**)	T4 (**)	[QUOTE AIRCRAFT TYPE] (***)
	B1 (**)	T1 (**)	[QUOTE AIRCRAFT TYPE] (***)
	B2 (**)	T2 (**)	[QUOTE AIRCRAFT TYPE] (***)
	A (**)	T3 (**)	[QUOTE AIRCRAFT TYPE] (***)

This approval shedule is limited to those trainings and examinations specified in the scope of work section of the approved maintenance training organisation exposition,

Maintenance Training Organisation Exposition reference:

Date of original issue:

Date of last revision approved: Revision No:

Signed:

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]

EASA Form 11 Issue 3

(*) or EASA if EASA is the competent authority
 (**) Delete as appropriate if the organisation is not approved.
 (***) Complete with the appropriate rating and limitation.

◀ (Back to Table of Contents)

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

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

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

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

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[Part-147: Appendix III - Certificates of Recognition referred to in Annex IV (Part-147) – EASA Forms 148 and 149]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

[1. Basic Training/Examination]

The Part-147 basic training certificate template detailed below is to be used for recognition of completion of either the basic training, the basic examination or both the basic training and basic training examinations.

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

Page 1 of 1

CERTIFICATE OF RECOGNITION

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

This certificate of recognition is issued to:

[NAME]
[DATE and PLACE OF BIRTH]

By:

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

a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with Annex IV (Part-147) of Regulation (EC) No 2042/2003.

This certificate confirms that the above named person either successfully passed the approved basic training course (**) or the basic examination (**) stated below in compliance with Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Commission Regulation (EC) No 2042/2003 for the time being in force.

[BASIC TRAINING COURSE (**)] or/and [BASIC EXAMINATION (**)]
[LIST OF PART-66 MODULES/DATE OF EXAMINATION PASSED]

Date:

Signed:

For: [COMPANY NAME]

EASA Form 148 Issue 1

(*) or EASA if EASA is the competent authority.
(**) Delete as appropriate.

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

◀ (Back to Table of Contents)

2. Type Training/Examination

The Part-147 type training certificate template detailed below is to be used for recognition of completion of either the theoretical elements, the practical elements or both the theoretical and practical elements of the type rating training course.

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

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

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

Page 1 of 1

CERTIFICATE OF RECOGNITION

Reference: [MEMBER STATE CODE (*)], 147. [XXXX]. [YYYY]

This certificate of recognition is issued to:

[NAME]
[DATE and PLACE OF BIRTH]

By:

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

a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with Annex IV (Part-147) of Regulation (EC) No 2042/2003.

This certificate confirms that the above named person either successfully passed the theoretical (**) and/or practical elements (**) of the approved type training course stated below and the related examinations in compliance with Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Commission Regulation (EC) No 2042/2003 for the time being in force.

[AIRCRAFT TYPE TRAINING COURSE (**)]
[START and END DATES]
[SPECIFY THEORETICAL ELEMENTS OR PRACTICAL ELEMENTS]
and/or
[AIRCRAFT TYPE EXAMINATION (**)]
[END DATE]

Date:

Signed:

For: [COMPANY NAME]

EASA Form 149 Issue 1

(*) or EASA if EASA is the competent authority.
(**) Delete as appropriate.

[...]

[Commission Regulation (EU) No 1149/2011 of 21 October 2011]

APPENDICES TO AMC TO PART-147

◀ (Back to Table of Contents)

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AMC to Part-147: Appendix I: Maintenance training organisation exposition (MTOE)

◀ (Back to Table of Contents)

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

PART 1 – MANAGEMENT

- 1.1. Corporate commitment by accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4. Management personnel organisation chart
- 1.5. List of instructional and examination staff

Note: A separate document may be referenced

- 1.6. List of approved addresses
- 1.7. List of sub-contractors as per 147.A.145(d)
- 1.8. General description of facilities at paragraph 1.6 addresses
- 1.9. Specific list of courses approved by the competent authority
- 1.10. Notification procedures regarding changes to organisation
- 1.11. Exposition and associated manuals amendment procedure

PART 2 – TRAINING AND EXAMINATION PROCEDURES

- 2.1. Organisation of courses
- 2.2. Preparation of course material
- 2.3. Preparation of classrooms and equipment
- 2.4. Preparation of workshops/maintenance facilities and equipment
- 2.5. Conduct of basic knowledge & practical training
- 2.6. Records of training carried out
- 2.7. Storage of training records
- 2.8. Training at locations not listed in paragraph 1.6
- 2.9. Organisation of examinations
- 2.10. Security and preparation of examination material
- 2.11. Preparation of examination rooms
- 2.12. Conduct of examinations
- 2.13. Conduct of basic practical assessments
- 2.14. Marking and record of examinations
- 2.15. Storage of examination records
- 2.16. Examinations at locations not listed in paragraph 1.6

2.17. Preparation, control & issue of basic training course certificates

2.18 Control of sub-contractors

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

3.1. Audit of training

3.2. Audit of examinations

3.3. Analysis of examination results

3.4. Audit and analysis remedial action

3.5. Accountable manager annual review

3.6. Qualifying the instructors

3.7. Qualifying the examiners

3.8. Records of qualified instructors & examiners

PART 4 – APPENDICES

4.1. Example of documents and forms used

4.2. Syllabus of each training course

4.3. Cross reference Index - if applicable

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

AMC to Part-147: Appendix II EASA Form 4

◀ (Back to Table of Contents)

COMPETENT AUTHORITY

Details of Management Personnel required to be accepted as specified in Part-.....

1. Name:
2. Position:
3. Qualifications relevant to the item (2) position:
4. Work experience relevant to the item (2) position:

Signature: Date:

On completion, please send this form under confidential cover to the competent authority

Competent authority use only

Name and signature of authorised competent authority staff member accepting this person:

Signature: Date:

Name: Office:

EASA Form 4

◀ (Back to Table of Contents)

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◀ (Back to Table of Contents)

PART-147 APPROVAL RECOMMENDATION REPORT		EASA FORM 22	
Part 2: Part-147 Compliance Audit Review			
<p>The five columns may be labeled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following Part-147 subparagraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.</p>			
Para	Subject		
147.A.100	Facility requirements	<input type="checkbox"/>	<input type="checkbox"/>
147.A.105	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>
147.A.110	Records of instructors, examiners and assessors	<input type="checkbox"/>	<input type="checkbox"/>
147.A.115	Instructional equipment	<input type="checkbox"/>	<input type="checkbox"/>
147.A.120	Maintenance training material	<input type="checkbox"/>	<input type="checkbox"/>
147.A.125	Records	<input type="checkbox"/>	<input type="checkbox"/>
147.A.130	Training procedures and quality system	<input type="checkbox"/>	<input type="checkbox"/>
147.A.135	Examinations	<input type="checkbox"/>	<input type="checkbox"/>
147.A.145	Privileges of the maintenance training organisation	<input type="checkbox"/>	<input type="checkbox"/>
147.A.150	Changes to the maintenance training organisation	<input type="checkbox"/>	<input type="checkbox"/>
147.A.160	Findings	<input type="checkbox"/>	<input type="checkbox"/>
147.A.200	Approved basic training course	<input type="checkbox"/>	<input type="checkbox"/>
147.A.205	Basic knowledge examination	<input type="checkbox"/>	<input type="checkbox"/>
147.A.210	Basic practical assessment	<input type="checkbox"/>	<input type="checkbox"/>
147.A.300	Aircraft type/task training	<input type="checkbox"/>	<input type="checkbox"/>
147.A.305	Aircraft type examinations and task assessments	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):	
Competent authority office:		Date of Form 22 part 2 completion:	

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

◀ (Back to Table of Contents)

PART-147 APPROVAL RECOMMENDATION REPORT		EASA FORM 22																																	
<p>PART 3: Compliance with Part-147 Maintenance training organisation exposition (MTOE)</p> <p>Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.</p>																																			
Part 1	<p>MANAGEMENT</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%; text-align: center; vertical-align: top;">1.1</td><td style="width: 10%; text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Corporate commitment by accountable manager</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.2</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Management personnel</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.3</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessors</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.4</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Management personnel organisation chart</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.5</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>List of instructional and examination staff</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.6</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>List of approved addresses</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.7</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>List of subcontractors as per 147.A.145(d)</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.8</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>General description of facilities of paragraph 1.6 addresses</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.9</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Specific list of courses approved by the competent authority</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.10</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Notification procedures regarding changes to the organisation</td></tr> <tr><td style="text-align: center; vertical-align: top;">1.11</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Exposition and associated manuals amendment procedures</td></tr> </table>		1.1	<input type="checkbox"/>	Corporate commitment by accountable manager	1.2	<input type="checkbox"/>	Management personnel	1.3	<input type="checkbox"/>	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessors	1.4	<input type="checkbox"/>	Management personnel organisation chart	1.5	<input type="checkbox"/>	List of instructional and examination staff	1.6	<input type="checkbox"/>	List of approved addresses	1.7	<input type="checkbox"/>	List of subcontractors as per 147.A.145(d)	1.8	<input type="checkbox"/>	General description of facilities of paragraph 1.6 addresses	1.9	<input type="checkbox"/>	Specific list of courses approved by the competent authority	1.10	<input type="checkbox"/>	Notification procedures regarding changes to the organisation	1.11	<input type="checkbox"/>	Exposition and associated manuals amendment procedures
1.1	<input type="checkbox"/>	Corporate commitment by accountable manager																																	
1.2	<input type="checkbox"/>	Management personnel																																	
1.3	<input type="checkbox"/>	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessors																																	
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1.6	<input type="checkbox"/>	List of approved addresses																																	
1.7	<input type="checkbox"/>	List of subcontractors as per 147.A.145(d)																																	
1.8	<input type="checkbox"/>	General description of facilities of paragraph 1.6 addresses																																	
1.9	<input type="checkbox"/>	Specific list of courses approved by the competent authority																																	
1.10	<input type="checkbox"/>	Notification procedures regarding changes to the organisation																																	
1.11	<input type="checkbox"/>	Exposition and associated manuals amendment procedures																																	
Part 2	<p>TRAINING AND EXAMINATION PROCEDURES</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%; text-align: center; vertical-align: top;">2.1</td><td style="width: 10%; text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Organisation of courses</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.2</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Preparation of course material</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.3</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Preparation of classrooms and equipment</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.4</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Preparation of workshops/maintenance facilities and equipment</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.5</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Conduct of basic knowledge and practical training</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.6</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Records of training carried out</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.7</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Storage of training records</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.8</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Training at locations not listed in paragraph 1.6</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.9</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Organisation of examinations</td></tr> <tr><td style="text-align: center; vertical-align: top;">2.10</td><td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td><td>Security and preparation of examination material</td></tr> </table>		2.1	<input type="checkbox"/>	Organisation of courses	2.2	<input type="checkbox"/>	Preparation of course material	2.3	<input type="checkbox"/>	Preparation of classrooms and equipment	2.4	<input type="checkbox"/>	Preparation of workshops/maintenance facilities and equipment	2.5	<input type="checkbox"/>	Conduct of basic knowledge and practical training	2.6	<input type="checkbox"/>	Records of training carried out	2.7	<input type="checkbox"/>	Storage of training records	2.8	<input type="checkbox"/>	Training at locations not listed in paragraph 1.6	2.9	<input type="checkbox"/>	Organisation of examinations	2.10	<input type="checkbox"/>	Security and preparation of examination material			
2.1	<input type="checkbox"/>	Organisation of courses																																	
2.2	<input type="checkbox"/>	Preparation of course material																																	
2.3	<input type="checkbox"/>	Preparation of classrooms and equipment																																	
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2.5	<input type="checkbox"/>	Conduct of basic knowledge and practical training																																	
2.6	<input type="checkbox"/>	Records of training carried out																																	
2.7	<input type="checkbox"/>	Storage of training records																																	
2.8	<input type="checkbox"/>	Training at locations not listed in paragraph 1.6																																	
2.9	<input type="checkbox"/>	Organisation of examinations																																	
2.10	<input type="checkbox"/>	Security and preparation of examination material																																	

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

PART-145 APPROVAL RECOMMENDATION REPORT		EASA FORM 6
PART 3: Compliance with Part-147 Maintenance training organisation exposition (MTOE)		
2.11	<input style="width: 100%;" type="text"/>	Preparation of examination rooms
2.12	<input style="width: 100%;" type="text"/>	Conduct of examinations
2.13	<input style="width: 100%;" type="text"/>	Conduct of basic practical assessments
2.14	<input style="width: 100%;" type="text"/>	Marking and record of examinations
2.15	<input style="width: 100%;" type="text"/>	Storage of examination records
2.16	<input style="width: 100%;" type="text"/>	Examinations at locations not listed in paragraph 1.6
2.17	<input style="width: 100%;" type="text"/>	Preparation, control and issue of basic training course certificates
2.18	<input style="width: 100%;" type="text"/>	Control of subcontractors
Part 3 TRAINING SYSTEM QUALITY PROCEDURES		
3.1	<input style="width: 100%;" type="text"/>	Audit of training
3.2	<input style="width: 100%;" type="text"/>	Audit of examinations
3.3	<input style="width: 100%;" type="text"/>	Analysis of examination results
3.4	<input style="width: 100%;" type="text"/>	Audit and analysis remedial action
3.5	<input style="width: 100%;" type="text"/>	Accountable manager annual review
3.6	<input style="width: 100%;" type="text"/>	Qualifying the instructors
3.7	<input style="width: 100%;" type="text"/>	Qualifying the examiners
3.8	<input style="width: 100%;" type="text"/>	Records of qualified instructors and examiners
Part 4 APPENDICES		
4.1	<input style="width: 100%;" type="text"/>	Example of documents and forms used
4.2	<input style="width: 100%;" type="text"/>	Syllabus of each training course
4.3	<input style="width: 100%;" type="text"/>	Cross reference Index – if applicable
MTOE reference:		MTOE amendment:
Competent authority audit staff:		Signature(s):
Competent authority office:		Date of Form 22 part 3 completion:

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

PART-147 APPROVAL RECOMMENDATION REPORT				EASA FORM 22	
Part 4: Findings regarding Part-147 Compliance status Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non rectified findings should be copied in writing to the organisation for the necessary corrective action.					
Part	Audit reference(s):	Level	Corrective action		
2 or 3 ref.	Findings		Date Due	Date Closed	Reference

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

AMC to Part-147: Appendix IV EASA Form 12

◀ (Back to Table of Contents)

EASA FORM 12 Page 1	APPLICATION FOR PART-147 INITIAL/CHANGE OF APPROVAL
<p>Registered Name and Address of Applicant:</p> <p>Trading Name (if different):</p> <p>Addresses Requiring Approval:</p> <p>Tel. No: Fax No:</p> <p>E-mail:</p>	
<p>Scope of Part-147 Approval Relevant to This Initial*/Change of * Application (See other side for training course designators to be used):</p> <p>Basic Training:</p> <p>Type Training:</p> <p>Does the organisation hold approval under Part-21*/Part-145*/Part-M*</p> <p>* Cross out whichever is not applicable.</p>	
<p>Name and Position of Accountable Manager:</p> <p>Signature of Accountable Manager:</p> <p>Date of Application:</p> <p>Please send this form with any required fee to be paid under National Legislation to your National Aviation Authority.</p>	<p>Space for official use</p>

[Decision No 2010/002/R of 28 April 2010]

◀ (Back to Table of Contents)

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