



**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNG AIRPORT, NEW DELHI - 110 003**

CAR - 147

APPROVED MAINTENANCE TRAINING ORGANISATION

(TYPE TRAINING)

**Issue 1, Revision 0
19th September, 2014**

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GENERAL

FOREWORD

Rule 133B of the Aircraft rule 1937 stipulates that organizations engaged in the Aircraft type training shall be approved.

Subsequent to the release of CAR 66, on 1st December 2011, it was essential to harmonize training requirements for type training organizations to international standards. CAR 147 is based on EASA part 147.

CAR-147 specifies the requirements to be met by organizations seeking approval to conduct type training and examination as specified in CAR 66. The CAR 147 specifies conditions for issue, renewal, suspension and revocation of certificates attached to the approval and privileges thereof.

This CAR provides the technical standards and guidelines for the approval of aircraft maintenance type training organizations.

CAR 147 for type training organizations is issued under the provision of Rule 133A, Aircraft Rules 1937 and shall be applicable from **2nd October, 2014**.

RECORD OF REVISION

Initial Issue (Revision 0)

The CAR 147 provides the common technical standards and guidelines to conduct recognized type training courses, to conduct examinations and to issue training certificates with effective from **2nd October, 2014**.

The existing approval for type training organizations will be valid till **31st December 2014**. Subsequent to which CAR 147 approval shall have to be sought by the operators. However after release of this CAR approval also can be sought if operator desires so.

CAR-147 specifies the requirements to be met by organizations seeking approval to conduct type training and examination as specified in CAR 66. The CAR 147 specifies conditions for issue, renewal, suspension and revocation of certificates attached to the approval and privileges thereof.

SECTION - A

TECHNICAL REQUIREMENTS

SUBPART – A GENERAL

147. A.01 Applicability

For the purpose of this CAR, the competent authority shall be DGCA.

This CAR is applicable to:-

- a) Approved Aircraft /Engine manufacturing and maintenance organizations engaged in imparting Aircraft, Power plant and its system type training.
- b) Type training organizations not registered in India and approved by respective national aviation authority that is engaged in imparting Aircraft type training to personnel of Indian aircraft operators

147. A.05 Scope

This section establishes the requirements to be met by organizations seeking approval to conduct type rated training along with the examination as specified in CAR-66.

147. A.10 General

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

147. A.15 Application

- (a) An application for the approval or change of an existing approval shall be made in a manner established by DGCA and prescribed in CA Form 12 given in Appendix IV to AMC of this CAR.

The application shall be accompanied with Para wise CAR 147 compliance Report.

SUBPART-B ORGANIZATIONAL REQUIREMENTS

147. A.100 Facility Requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 - 1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
 - 2. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) Reserved.
- (e) An aircraft type/task training course access, shall be provided to appropriate facilities containing examples of aircraft type as specified in 147.A.115 (d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (g) Office accommodation shall be provided for instructor's knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- (h) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- (i) A library shall be provided containing all technical material appropriate to the scope and level of training under-taken.

147. A.105 Personnel Requirements

- (a) The organization 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 CAR.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organization is in compliance the requirements of this CAR, shall be nominated. Such person(s) must be responsible to the Accountable manager. The senior person or one person from the group of persons may also be the Accountable manager subject to meeting the requirements for the Accountable manager as defined in paragraph (a).
- (c) The maintenance training organization shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
- (d) Reserved.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).
- (f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be as per addendum 1 to CAR 147.
- (g) The knowledge examiners and practical assessors shall be specified in the Organization exposition for the acceptance of such staff.
- (h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

147. A.110 Records of Instructors, Examiners and Assessors

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

147. A.115 Instructional Equipment

- a) Each classroom shall have appropriate presentation equipment of a

standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom.

Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.

- b) Reserved
- c) Reserved.
- d) The aircraft type training organization as specified in 147.A.100 (e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

147. A.120 Maintenance Training Material

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

147. A. 125 Records

The organization shall keep all student training, examination and assessment records for an unlimited period-

147. A.130 Training Procedures and Quality System

- a) The organization shall establish procedures acceptable to the DGCA to ensure proper training standards and compliance with all relevant requirements in this CAR.
- b) The organization shall establish a quality system including:
 - 1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and

2. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in 147.A.105(a) to ensure, as necessary, corrective action.

147. A.135 Examinations

- (a) The examination staff shall ensure the security of all questions.
- (b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than examination papers and associated authorized 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 DGCA shall be informed of any such incident together with the details of any enquiry within one calendar month.
- (c) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The DGCA must be informed of any such occurrence within one calendar month.

147. A.140 Maintenance Training Organization Exposition

- (a) The organization shall provide an exposition for use by the organization describing the organization and its procedures and containing the following information:
 1. a statement signed by the accountable manager confirming that the maintenance training organization exposition and any associated manuals define the maintenance training organization's compliance with this CAR 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 DGCA on behalf of the maintenance training organization.
 4. a maintenance training organization 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 organization'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 organization's exposition amendment procedure.
9. The maintenance training organization's procedures, as required by 147.A.1 30(a).
10. The maintenance training organization's control procedure, as required by 147.A.145(c), when authorized 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. Reserved

(b) The maintenance training organization's exposition and any subsequent amendments shall be approved by the DGCA.

(c) Notwithstanding paragraph (b) DGCA may agree via a procedure stated in the amendment section of the MTOE that some defined class of amendments may be incorporated without prior approval by the DGCA.

147. A.145 Privileges of the Maintenance Training Organization

(a) The maintenance training organization may carry out the following as permitted by and in accordance with the maintenance training organization exposition:

1. Reserved
2. Aircraft type rated theoretical Knowledge training and examination in accordance with CAR-66.
3. Aircraft task training courses in accordance with CAR-66.
4. Aircraft practical tasks as listed in addendum II of CAR 66-
5. Issue of certificates in accordance with Appendix III following successful completion of the approved aircraft type training courses and examination specified in sub paragraphs (a)(2) to (a)(4), as applicable.

(b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in maintenance training organization exposition.

(c) Reserved

(d) Reserved.

(e) An organization may not be approved to conduct examination unless approved to conduct the corresponding training.

(f) Reserved

147. A.150 Changes to the Maintenance Training Organization

- (a) The maintenance training organization shall notify the DGCA of any proposed changes to the organization that affect the approval before any such change takes place, in order to enable the DGCA to determine continued compliance with this CAR and to amend if necessary the maintenance training organization approval certificate.
- (b) The DGCA may prescribe the conditions under which the maintenance training organization may operate during such changes unless the DGCA determines that the maintenance training organization approval must be suspended.
- (c) Failure to inform the DGCA of such changes may result in suspension or revocation of the maintenance training organization approval certificate backdated to the actual date of the changes. Any training conducted during suspension/revocation period shall not be recognized.

147. A.155 Continued Validity

- (a) An approval shall be issued for a period of three years. It shall remain valid subject to:
 - 1. the organization remaining in compliance with this CAR, in accordance with the provisions related to the handling of findings as specified under 147.A.160(b); and
 - 2. the DGCA officials being granted access to the organization to determine continued compliance with this CAR and
 - 3. The certificate not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval shall be returned to the DGCA.

147. A. 160 Findings

A level 1 finding is one or more of the following:

- 1. any significant non-compliance with the examination process which would invalidate the examination(s),
- 2. failure to give the DGCA officials access to the organization'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.

- (a) A level 2 finding is any non-compliance with the training process other than level 1 finding.
- (b) After receipt of notification of findings, the holder of the maintenance training organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within a period agreed by DGCA.

SUBPART - C
AIRCRAFT BASIC TRAINING
(147.A.200, 205,210)

Reserved

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SUBPART – D AIRCRAFT TYPE/TASK TRAINING

147. A. 300 Aircraft Type/Task Training

(a) A maintenance training organization shall be approved to carry out CAR-66 aircraft type and/or task training subject to compliance with the standard specified in 66.A.45.

147. A.305 Aircraft Type Examinations and Task Assessments

(a) A maintenance training organization approved in accordance with 147.A.300(a) to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in CAR-66 subject to compliance with the aircraft type and/or task standard specified in CAR-66.A.45. Knowledge examination shall be carried out as per the standard specified in CAR-66.

(Dr. Prabhat Kumar)
Director General of Civil Aviation

**Appendix to Technical Requirements
Appendix- I**

Reserved

Appendix II

<p>Government of India CA Form 11</p> <p>Directorate General of Civil Aviation</p> <p>MAINTENANCE TRAINING AND EXAMINATION ORGANISATION APPROVAL</p> <p>CERTIFICATE</p> <p>Reference No: xxxxxxxx</p> <p>Pursuant to Rule 133B of Aircraft Rules 1937 and CAR-147 for the time being in force and subject to the conditions specified below, DGCA hereby certifies:</p> <p style="text-align: center;">[COMPANY NAME AND ADDRESS]</p> <p>As maintenance training organization in compliance with Section A of CAR-147 approved to provide training and conduct examinations listed in the attached approval schedule and issue related certificates of recognition to students using the above reference.</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 organization exposition as referred to in Section A of CAR-147, and 2. This approval requires compliance with the procedures specified in the approved maintenance training organization exposition, and 3. This approval is valid whilst the approved maintenance training organization remains in compliance with CAR-147 4. Subject to compliance with the foregoing conditions, this approval shall remain valid for a period of 12 months 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>Date of expiry</p> <p>Signed</p> <p>For Directorate General of Civil Aviation Page 1 of 2</p>
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MAINTENANCE TRAINING AND EXAMINATION APPROVAL SCHEDULE

Reference No: xxxxxxxx

[COMPANY NAME AND ADDRESS]

Class	Rating	Level	Limitation ** Type training/theoretical examination
Type/Task	A*	***	[Quote aircraft type] **
	B1*	***	[Quote aircraft type] **
	B2*	***	[Quote aircraft type] **
	C*	***	[Quote aircraft type] **

This Approval schedule is limited to those trainings and examination specified in the scope of work section of the approved maintenance training organization exposition.

Maintenance Training Organization Exposition reference:

.....

Date of original issue

...

Date of last revision approved Revision No

.....

Date of expiry

Signed

For the Directorate General of Civil Aviation **Page 2 of 2**

* Delete as appropriate if the organization is not approved

** Complete with the appropriate rating and limitation

*** The appropriate level of the course conducted to be mentioned

Appendix III

CA-149

Example of Type Training Certificate

Page 1 of 1

Certificate of Recognition

CAR-147 Approved Aircraft Type Maintenance Training Course

This certificate of recognition covers the theoretical and practical of the type training course and is issued to:

By:

Name

Date, Place of Birth

Company Name & Address

DGCA Approval Reference No

A maintenance training organisation approved to provide training and conduct examinations in accordance the requirements of CAR-147.

This certificate confirms that the above named person either successfully passed the theoretical and practical elements* of the approved type training course stated below and the related examinations in compliance with CAR-66

Aircraft type course
Start and end dates
Specify theoretical elements and practical elements
Aircraft type examination
End date

Date.....

Signed.....

For: [Company name].....

*Delete as appropriate

Appendix III (Cont...)**Note:-**

The CAR -147 type training certificate as detailed above may be used for recognition of completion of either the theoretical elements, the practical elements or both the theoretical element, practical elements and theof the type 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 should detail whether only the theoretical 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 power plant or avionic/electrical course) or a difference course based upon the applicant previous experience for example A340 (CFM) course for A320 engineer. If the course is not a complete course, the certificate shall identify whether the interface areas have been covered or not.

Acceptable Means of Compliance to CAR - 147

SECTION - A

TECHNICAL REQUIREMENTS

AMC 147.A.01 Applicability

For the purpose of this CAR, DGCA is the only Competent Authority designated by Government of India and to cover all the areas of responsibility.

AMC147.A.15 Application

In a form and in a manner prescribed by the DGCA, means that the application should be made on a CA Form 12. With the following enclosures -

- a) Organization's registration certificate
- b) Soft and hard copy of MTOE and associated procedure manuals
- c) Form 4 in respect of responsible managers.
- d) Yearly Audit plan.
- e) Completed audit checklist, material evidences collected during the internal audit, findings and action taken report.
- f) Aircraft Rules and CAR-147 compliance verification report.
- g) Applicable fees.

AMC 147.A.100 (i) Facility Requirements

1. Reserved
2. Reserved

AMC 147.A.105 Personnel Requirements

1. The larger maintenance training organization (an organization with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organization on a day to day basis. Such person could also be the Accountable manager. In addition, the organization 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 CAR147 Subpart D examination system. The accountable manager, the training manager or the examination manager may also function as an instructor and /or examiner / assessor; however they shall not function as an examiner in respect of subjects delivered by them.
2. The smaller maintenance training organization (an organization with the capacity to provide training for less than 50 students) may combine any or all of the sub-paragraph (1) positions subject to the DGCA verifying and being satisfied that all functions can be properly carried out in combination. Personnel involved in quality audit functions should be independent from the functions detailed in (1)
3. When the organization is also approved against other CARs which contain some similar functions then such functions may be combined.

AMC 147.A.105 (b) Personnel Requirements

With the exception of the accountable manager, a CA Form 04 should be completed for each person nominated to hold a position required by 147.A.105(b). An example of CA form 04 is included in Appendix II to AMC.

AMC 147.A.105 (f) Personnel Requirements

Any person currently accepted by the DGCA in accordance with the regulations prior to CAR147 coming into force may continue to be accepted in accordance with 147.A.105 (f). But meet the requirements within a period of 12 months from the date of grant of Approval or conduct the next type training course whichever is early.

Paragraph 4 of addendum I to CAR 147 provides criteria to establish the qualification of Knowledge Examiner.

Paragraph 5 of addendum I to CAR 147 provides criteria to establish the qualification of Practical Assessors.

AMC 147.A.105 (h) Personnel Requirements

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

Note – *The instructors should update their knowledge from the source where the information relevant to current technology, latest training techniques and human factors are continuously updated. The procedure of updating training to the instructors should be defined in MTOE as a policy of the training organization.*

AMC 147.A.110 Records of Instructors, Examiners and Assessors

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:

- (a) Name
- (b) Date of Birth
- (c) Personnel Number
- (d) Experience
- (e) Qualifications
- (f) Training history (before entry)
- (g) Subsequent Training
- (h) Scope of activity

- (i) Starting date of employment/contract
- (j) If appropriate – ending date of employment/contract.

2. The record may be kept in any format but should be under the control of the organizations quality system.

3. Persons authorized to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorized manner or that such confidential records become accessible to unauthorized persons.

4. The DGCA may investigate the records system for issuance of initial and renewal approval or when it has cause to doubt the competence of a particular person

AMC 147.A.115(C)

Reserved

AMC 147.A.120 (a) Maintenance Training Material

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

AMC 147.A.130 (b) Training Procedures and Quality System

1. The independent audit procedure should ensure that all aspects of CAR-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.
2. The independence of audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.
3. Where the maintenance training organization is also approved to another part requiring a quality system, then such quality systems may be combined.

AMC 147.A.135 Examinations

1. Examinations may be computer or hard copy based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.
3. Aircraft type rated theoretical knowledge, practical examination are to be conducted in accordance with CAR-66 by the chief knowledge examiner/ designated knowledge examiner/ designated practical assessor as the case may be and ensure the following-

- a. Questions ATA chapter wise indicating the toughness level are prepared and data bank maintained by the training organization.
- b. Data banks are updated on a regular basis and details are maintained.
- c. Questions for examination are selected by auto random method and number of questions and toughness level for each ATA chapter predetermined and approved by the DGCA.
- d. The records of the examinations of theoretical, practical examination are maintained by the training organization.
- e. Details of questions used during each examination are maintained and repetitions of questions are avoided.

AMC 147.A.140 Maintenance Training Organization Exposition

1. A recommended format of the organization's exposition is included in Appendix 1 to AMC.
2. The DGCA may approve a delegated Organization exposition approval system for all changes other than those affecting the approval.

AMC 147.A.155 Continued Validity

1. (a). The organization should be subjected to following oversight program to remain compliant with CAR 147 for the purpose of continued validity.
 - (i) Internal audit by independent audit system of the organization.
 - (ii) Regulatory audit by DGCA
 - (iii) Surveillance of different areas of CAR 147 approval by DGCA
 - (iv) Spot Check by DGCA.
- (b) Internal audit programme for the succeeding 12 months period should provide at the time of making application for renewal of approval and audit should be submitted to DGCA within 15 days of their completion.
- (c) It will be the responsibility of training manager to ensure findings emanating from any of the oversight programme are handled as per the procedure specified under 147.A.160(b).
2. (a) DGCA should normally be authorized by the organization during working hours only.
- (b) Operational constraints may lead the organization not to authorized DGCA access to the organization's facility. In such case the organization should propose alternative dates to the DGCA to access its facility.
- (c) The organization should not reject more than two written requests from the DGCA to authorize access to its facility.

AMC 147.A.200-----Reserved

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AMC 147.A.300 Aircraft Type/Task Training

Aircraft type training may be subdivided in airframe and/or power plant and/or Avionics / electrical systems type training courses. A maintenance training organisation approved under CAR-147 may be approved to conduct airframe type training only, power plant type training only, avionics/electrical systems type training only or any combination thereof.

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

AMC to Appendix II (CA Form 11) to CAR-147 “Maintenance Training Organisation Approval”

The following fields on page 2 “Maintenance Training and Examination Approval Schedule” of the maintenance training and examination organisation 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.

Guidance Material

GM to 147.A.10 General

Such an organization may conduct business from more than one address and may hold more than one CAR approval.

GM to 147.A.100 (i) Facility Requirements

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

GM to 147.A.105 (b) Personnel Requirements

The number of post holders for CAR 147 approved organization may depend upon its size and complexity and acceptable to DGCA. DGCA may consider need for a specific person to be nominated as post holder depending upon the responsibility shared. In general guideline, in a CAR-147 organization there should be minimum-

- Training Manager (possibly his deputy in a large organization)
- Quality Manager (possibly his deputy in a large organization)
- Examination Manager

GM to 147.A.105 (c) Personnel Requirements

The maintenance training organization 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

GM to 147.A.105 (f) Personnel Requirements

It is recommended that potential instructors be trained in instructional techniques.

GM to 147.A.105 (g) Personnel Requirements

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

GM to 147.A.105 (h) Personnel Requirements

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

GM to 147.A.110 Records of Instructors, Examiners and Assessors

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

Responsible managers of the process owner should issue the terms of reference except when the responsible himself performs the instructional / examiner's function.

GM to 147.A.115 Instructional Equipment

1. Synthetic training devices are working models of a particular system or component and include computer simulations.
2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.

***Note:** Synthetic training device for maintenance training can be considered those maintenance trainers that allow access to cockpit-initiated BITE, virtual test equipment, active schematics, LRUs and a suite of malfunctions and component locations. This aircraft simulation presents the student with a full spectrum of systems, procedures, and realistic troubleshooting training opportunities.*

GM to 147.A.130 (b) Training Procedures and Quality System

1. The primary objective of the quality system is to enable the training organization to satisfy itself that it can deliver properly trained students and that the organization remains in compliance with CAR 147.
2. The independent audit is a process of routine sample checks of all aspects of the training organization's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. A large training organization (an organization with the capacity to provide training for 50 students or more)]should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified.

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 Quality audit are corrected in a timely manner and to enable the Accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings the Accountable manager should hold routine meetings to check progress on rectification except that in the large training organization 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.

GM to 147.A.135 Examinations

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

Addendum I to AMC 147.A.105 (f)

Guidance for Assessing the Qualifications, Skills, Competency and the Revalidation of CAR-147 Instructors, Knowledge Examiners and Practical Assessors

1. General

- 1.1 This document is intended to provide guidance to CAR-147 training organizations, for the initial assessment of qualifications, competencies and skills for the appointment of Engineering Instructors, Knowledge Examiners and Practical Assessors. This document also provides guidance for the Continuance / Revalidation of existing CAR-147 Instructors, Knowledge Examiners and Practical Assessors.
- 1.2 The Assessment process and the Continuance / Revalidation process should be developed by the Maintenance Training Organization and referenced in the Maintenance Training Organization Exposition (MTOE).
- 1.3 Training organizations should retain a record of the Instructors, Knowledge Examiners and Practical Assessors training, qualifications and experience.
- 1.4 A record system should be established to record the skills, proficiencies and competencies for the continuance / revalidation of Instructors, Knowledge Examiners and Practical Assessors within the approved training organization. Periodicity of these checks should be recorded and retained in the individual's personal training record file.
- 1.5 The DGCA shall have access to these records during compliance audits.

2. Definitions

- 2.1 "**Expect**" and "**Should**" are used to indicate strong obligation.
- 2.2 "**May**" is used to indicate discretion.
- 2.3 **Qualification assessment:** A check of the authenticity of the applicants Curriculum Vitae (CV), Training certificates and experience.
- 2.4 **Revalidation Check:** A periodic review carried out by the training organization to check instructors' recency in accordance with the CAR-147 regulation.
- 2.5 **Scope of approval document:** A personal approval document indicates the scope of approval for each Instructor / Examiner / Practical Assessor. The document should list subjects and or modules that the individual is approved to deliver / examine / assess.
- 2.6 "**Shall**" and "**Must**" are used to indicate a mandatory requirement.

- 2.7 **Skills Test:** demonstration of knowledge and skill.
- 2.8 **Update training:** The scope of this training can include, but is not restricted to: changes in technologies, new instructional techniques and knowledge of aircraft maintenance processes etc.

3. Engineering Instructor Requirements

3.1 General

- 3.1.1 All Type Training Instructors, whether permanently or temporally employed, must have undergone an instructor techniques course and be able to demonstrate an understanding of the CAR-66 and CAR-147 regulatory requirements. Additionally they should have a practical working knowledge of the Maintenance Training Organizations Exposition (MTOE) and associated training procedures.
- 3.1.2 All Engineering Instructors, Knowledge Examiners and Practical Assessors permanently employed within the CAR-147 must be listed in Part 1.5 of the MTOE, (List of Maintenance Training Instructors, Knowledge Examiners and Practical Assessors).
- 3.1.3 Engineering Instructors may also hold other positions within the training organizations, i.e. Knowledge Examiner, Practical Assessor; these other roles must be clearly identified against the individual within the MTOE.

3.2 Type Training Instructor

- 3.2.1 The basic criteria for an aircraft Type Training Instructor must be, to either:
- a) Hold an aircraft maintenance engineer's license endorsed with the type rating relevant to the type course being taught and successfully completed a formal instructor instructional techniques training program course.
- Or
- b) Hold an aeronautical / electrical / electronics or mechanical engineering degree and successfully completed a formal instructor instructional techniques training programme course.
- Or
- c) Have evidence of previous employment as an aeronautical type-training instructor and successfully completed a formal instructional techniques training programme.
- 3.2.2 With respect to Para: b) and c) above the prospective Type Training Instructor should undergo a type course specific to the category and type to be taught and passed the examinations.

3.2.3 The Instructor should attend a number of lesson “sit-ins” of the type-training course on the material he or she is to deliver. The instructor should then prepare and deliver a training session in a monitored environment, attended and assessed by either the Training Manager or his delegated representative as part of the organizations assessment process, prior to the instructor being approved to deliver a course.

3.3 Update Training for Type Training Instructor:

3.3.1 Update training should consist of 35 hours. It may be sub-divided over 24 months into more than one element and should include such activities as awareness of the latest training techniques, any specific technical upgrade to the aircraft type, attendance at relevant lectures and symposiums etc. Records should indicate when update training was scheduled and when it took place for each instructor / examiner and practical assessor.

3.4 Basic Skills Instructor

Reserved

3.5 Update Training for the Basic Skills Instructor

Reserved

3.6 CAR - 147 Requirements:

3.6.1 All CAR-147 Type Instructors should be listed in Part 1.5 of the MTOE (i.e. List of Training Instructors, Knowledge Examiners and Practical Assessors). This list should identify the scope of authorization for each instructor i.e. B1, B2, B757, B777, Airbus 340 etc. The CAR-147 organization should ensure that the scope of authorization for each instructor, including any sub-contracted instructor, is current and applicable to the subject being taught.

3.6.2 The CAR-147 organizations should ensure that all staff remains conversant with the requirements of CAR-66 /CAR-147 and associated AMC's and Guidance Material through update training.

3.6.3 CAR-147 training organizations that employ sub-contracted instructors should maintain a record of the courses instructed and identify the amount of experience gained in each discipline.

3.6.4 A record of instructor / examiner recency check should be retained, by the CAR-147 training organization, demonstrating at least 35 hours of update training carried out over a 24-month period.

4. Knowledge Examiner Requirements

4.1 General

4.1.1 All Knowledge Examiners must be able demonstrate an understanding of the DGCA CAR-66 and CAR-147 regulatory requirements and a practical

working knowledge of the MTOE document and associated training procedures.

4.1.2 All CAR-147 Knowledge examiners should be listed in Part 1.5 of the MTOE, (List of Training Instructors, Knowledge Examiners and Practical Assessors).

4.1.3 A Knowledge Examiner may also hold other positions within the training organization, i.e. Engineering Instructor or Practical Assessor; these other roles must be clearly identified against the individual within the MTOE.

Note: *A Knowledge Examiner shall not issue prepare an examination question paper or invigilate an examination in a subject area where he/she has acted as an Instructor.*

4.1.4 An organization may appoint a Chief Knowledge Examiner. This person should submit a DGCA CA Form 04 to the DGCA for approval prior to inclusion into the MTOE Para 1.2.

Note: *Knowledge Examiners listed in the MTOE Para 1.5, appointed by a Chief Knowledge Examiner, are not required to submit a DGCA CA Form 04.*

4.2 Qualifying the Knowledge Examiner

4.2.1 The Knowledge Examiner must be:

a) Conversant with the type course/s being taught

and

b) Conversant with the CAR-66 syllabus that details the level of number and level of questions per module

and

c) Able to compile multi-choice question papers

and

d) Able to mark and analyze the students responses and provide feedback to the instructor / training manager, detailing any inconsistencies with the examination results or process.

5. Practical Assessor Requirements

5.1 General

5.1.1 All CAR-147 nominated Practical Assessors, whether permanently or temporally employed, must demonstrate an understanding of the CAR-66 and CAR-147 regulatory requirements; additionally they should demonstrate a practical working knowledge of the MTOE document and associated training procedures.

5.1.2 Practical Assessors should be listed in Part 1.5 of the MTOE, (List of Training Instructors, Knowledge Examiners and Practical list should

identify the scope of authorization for each Practical Assessor i.e. B1, B2, B757, B777, Airbus 340 etc.

- 5.1.3 Practical Assessors may also hold other positions within the training organizations, i.e. Engineering Instructor or Knowledge Examiner; these other roles must be clearly identified against the individual within the MTOE.
- 5.1.4 The Practical Assessor should assist instructional personnel in developing the practical training tasks and assessment criteria.
- 5.1.5 An organization may appoint a Chief Practical Assessor; this person should submit a DGCA CA Form 04 to the DGCA for approval prior to inclusion into the MTOE Para 1.2.

Note: *Practical Assessors listed in the MTOE Para 1.2, appointed by the Chief Assessor are not required to submit a DGCA CA Form 04*

5.2 Qualifying the Practical assessor

5.2.1 The Practical Assessor must either:

- a) Hold a current aircraft type authorization, issued by a CAR-145 organization, on the subject aircraft being taught and successfully completed formal instructional / facilitators techniques course and completed an assessor training course.

Or

- b) Hold a supervisory position or, a position of responsibility, as an avionic or mechanical practitioner within a CAR-145 maintenance environment and can prove practical experience of 6 months within the last 24 months.

Or

- c) A person who has been nominated by a CAR-147 training organization and can demonstrate the experience and skills outlined in either a) or b) above.

5.2.2 All CAR-147 / CAR-145 nominated Practical Assessors should be listed in Part 1.5 of the MTOE (i.e. List of Training Instructors, Knowledge Examiners and Practical Assessors). This list should identify the scope of authorization for each Practical Assessor i.e. B1, B2, B757, B777, Airbus 340 etc.

6. The Continuation of An Instructor, Knowledge Examiner and Practical Assessors authorization.

6.1 General

6.1.1 CAR-147.A.105 Personnel Requirements, state: "Instructors and Knowledge examiners shall undergo update 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”.

This training should consist of a minimum of 35 hours within the 24-month period; in addition, training school personnel are to remain conversant with the latest revision of the CAR-147 regulations, AMC’s, Guidance notes. They should also be conversant with the respective organizations MTOE and associated training procedures.

- 6.1.2 CAR-147 training organizations should ensure that personnel training records, including records of qualifications, update training and experience is retained for each Instructor, Knowledge Examiner and Practical Assessor.

7. REVALIDATION OF AUTHORISATION

7.1 General

7.1.1 In order for an Instructor, Knowledge examiner or Practical assessors authorization to be revalidated following expiry/withdrawal. The maintenance-training organization should implement a reinstating procedure that will cover the relevant training disciplines associated with the authorization concerned.

7.1.2 The criteria for reinstating should take into consideration the length of time the individual has been away from that specific training environment or discipline.

7.1.3 Any Instructor, Knowledge examiner or Practical assessor who has passed 24-month period without exercising the privileges of his authorization, as a minimum, must comply with the table below:

Inactive Period	Recovery action
24 to 30 months	35 hours update training + Continuation training + Training School procedures and processes + 2 monitored training sessions with another instructor.
30 months onwards	As above plus two sit-ins on the type course for the authorization being sought.

Appendix to AMC

Appendix- I

MAINTENANCE TRAINING ORGANISATION EXPOSITION (MTOE)

1. The following subject headings form the basis of the MTOE required by CAR 147.A.140.
2. Whilst this format is recommended it is not mandatory to prepare the MTOE in this manner as long as a cross-reference index is included in the MTOE and the Part 1 items remain in Part1.
3. Part 2, 3 and 4 materials 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 organization is approved in accordance with any other Civil Aviation Requirements, 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 organization chart
- 1.5 List of instructional and examination staff
 - Note:** A separate document may be referenced
- 1.6 List of approved addresses
- 1.7 Reserved
- 1.8 General description of facilities at paragraph 1.6 addresses
- 1.9 Specific list of courses and type examinations approved by DGCA
- 1.10 Notification procedures regarding changes to organization
- 1.11 Exposition and associated manuals amendment procedure

PART 2 - TRAINING AND EXAMINATION PROCEDURES

- 2.1 Organization 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 Reserved
- 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 Organization of examinations
- 2.10 Security and preparation of examination material
- 2.11 Preparation of examination rooms
- 2.12 Conduct of examinations
- 2.13 Control of basic practical assessments
- 2.14 Marking and record of examinations
- 2.15 Storage of examination records
- 2.16 Reserved
- 2.17 Reserved

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 form used
- 4.2 Syllabus of each training course
- 4.3 Cross reference Index - if applicable

Appendix II**CA Form 04****Directorate General of Civil Aviation**

Details of Management Personnel required to be accepted as specified in CAR-147.

1. Name :

2. Position :

3. Qualification relevant to the item(2) position:

4. Work experience relevant to the item(2) position :

5. Signature :

Date:

On completion, please send this form under confidential cover to DGCA.

For DGCA use only

Name and signature of authorized DGCA Staff member accepting this person:

Signature:

Date:

Name:

Office:

Part 2: CAR-147 Compliance Audit Review;

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 CAR-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 NIA where an item is not applicable, or NIR when applicable but not reviewed.

Para:	Subject:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147.A100	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.145	Privileges of the Maintenance Training Organisation					
147.A.150	Changes to Maintenance Training Organisation					
147.A.160	Findings					
147.A.300	Aircraft Type/Task Training					
147.A.305	Aircraft Type Examinations and Task Assessment					

DGCA Officer(s): _____ Signature(s): _____

DGCA office: _____ Date of CA Form- 22 Part - 2 Completion: _____

CAR - 147 APPROVAL RECOMMENDATION REPORT		CA FORM - 22
PART 3: Compliance with CAR - 147 Maintenance Training Organisation Exposition (MTOE)		
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		Reserved
2.6		Records of training carried out
2.7		Storage of training record
2.8		Training at locations not listed in paragraph 1.6
2.9		Organisation of examinations
MTOE Reference:		MTOE Amendment:
DGCA audit staff:		Signature(s):
DGCA office:		
Rev. 0, Dated 19 th September 2014		45

CAR - 147 APPROVAL RECOMMENDATION REPORT		CA FORM - 22
PART 3: Compliance with 147 Maintenance training organisation exposition (MTOE)		
2.10		Security and preparation of examination material
2.11		Preparation of examination rooms
2.12		Conduct of examinations
2.13		<i>Reserved</i>
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Examinations at location not listed in paragraph 1.6
2.17		<i>Reserved</i>
2.18		Control of subcontractors
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
MTOE Reference:		MTOE Amendment:
DGCA audit staff:		Signature(s):
DGCA office:	Date of CA Form - 22 Part - 3 Completion:	

CAR - 147 APPROVAL RECOMMENDATION REPORT

CA FORM - 22

Part 4: Findings CAR - 147 Compliance Status

Each level 1 and 2 findings 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 2 or 3 ref	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

CAR - 147 APPROVAL RECOMMENDATION REPORT **CA FORM - 22**

PART 5: CAR - 147 Approval or Continued Approval or Change Recommendation

Name of Organisation:

Approval Reference:

Audit reference(s):

Applicable CAR-147 amendment status:

The following CAR 147 scope of approval is recommended for this organisation:

Or, it is recommended that the CAR 147 scope of approval specified in CA Form - 11 referenced be continued.

Name of recommending DGCA surveyor :

Signature of recommending DGCA Surveyor:

DGCA office:

Date of Recommendation:

CA-Form 22 Review (Quality Check)

Date:

Appendix IV

APPLICATION FOR CAR - 147 APPROVAL INITIAL / CHANGE OF APPROVAL CA FORM - 12			
1.	Registered Name of the Applicant	:	
2.	Trading name (if different)	:	
3.	Address(es) requiring approval	:	
4.	Contact Details		
	Telephone	:	
	Fax No	:	
	E Mail	:	
5.	<p>Scope of CAR-147 Approval Relevant to this Initial*/Change of* application</p> <p>Type Training:</p> <p>Does the organisation hold approval under CAR-21*/CAR-145*/CAR-M*</p> <p>*Cross out whichever is not applicable.</p>		
6.	Name and Position of Accountable Manager	:	
7.	Signature of Accountable Manager	:	
8.	Date of Application	:	
<u>This form should be sent with any required fee to be paid to DGCA</u>			
