

## SECTION K

### PART-147 AND APPROVED MAINTENANCE TRAINING ORGANISATIONS

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## K1 INTRODUCTION

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Commission Regulation (EC) 2042/2003 of November 2003 Annex IV (Part-147) established the requirements to be met by a Maintenance Training Organisation (MTO) for the approval to conduct training and examinations as specified in Part-66.

This section of the ELGD must, be treated as guidance only.

Maintenance Training Organisations (MTO's) may be approved to conduct basic training courses and/or type training courses in accordance with the regulations of Part-147 and Part-66 syllabuses.

**For details of approved organisations please refer to CAA-SRG website [www.caa.co.uk](http://www.caa.co.uk).**

## K2 PART-147 APPROVAL OF ORGANISATIONS TO CONDUCT BASIC LICENCE TRAINING

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An application for Part-147 Basic Training course approval for an organisation based in the United Kingdom will be assessed by the UK CAA. The basic training course shall consist of knowledge training, practical training, knowledge examination and practical assessment.

Additionally an approved basic training organisation may be approved to conduct examinations, for personnel not enrolled on an approved training course, in the subject area covered by their approval.

All examinations shall meet the requirements of Part-66 Appendix II.

Where agreed by the Authority and in accordance with Part-66, should an organisation choose to contract out an element to another Part-147 organisation, the organisation in question must take responsibility for ensuring all elements of the training course has been completed satisfactorily.

### K2.1 Knowledge Training

This element must cover the subject matter for a Part-66 category or sub-category A, B1 or B2 aircraft maintenance licence. Each Category or sub-category may be subdivided into modules of knowledge and may be inter-mixed with the practical training.

### K2.2 Knowledge Examination

Knowledge examinations must cover a representative cross section of subject matter from the relevant module syllabus detailed in Part-66 Appendix I. The examinations must comply with the requirements of

Part-66 Appendix II for number of questions and timing.

### K2.3 Practical Training

This element must cover the use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular module.

### K2.4 Practical Assessment

The practical training must be assessed to ensure student competence in the use of appropriate documentation, tooling and equipment whilst observing pertinent safety precautions.

## K3 PART-147 APPROVAL OF ORGANISATIONS TO CONDUCT TYPE TRAINING

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Type training as required by Part-66.A.45(c) must meet the requirements of Part-66 Appendix III appropriate to licence category.

Where a manufacturer provides training on their product, such as an engine type, that element must be specifically aligned to the aircraft type for licence application.

Aircraft type ratings are listed in AMC Part-66 Appendix I (currently subject to amendment).

## K4 EXPOSITION AND PROCEDURES

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### K4.1 Quality System

The organisation is required to have a quality system in place for both the management of the training and the quality audit function to ensure compliance with the requirements. A key issue is therefore the preparation of procedures to support the organisation's activities. The topics to be covered will vary according to the way in which the organisation structures itself. It is not expected however that procedures covering unrelated activities would be included in the Part-147 procedures. The information should be concise, relevant and workable.

### K4.2 Validity and Variations

Under Part-147 approvals are continuous, meaning that the approval shall be issued for an unlimited duration. The approval will remain valid subject to the following:-

- The organisation remaining in compliance with Part-147, in accordance with the provisions related to the handling of findings as specified under 147.B.130 and
- The Authority being granted access to the organisation to determine continued compliance with Part-147 and
- The certificate not being surrendered or revoked.
- The maintenance training organisation's procedures, as required by 147.A.130(a).
- 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).
- A list of the locations pursuant to 147.A.145(b).
- A list of organisations, if applicable, as specified in 147.A.145(d).

**Note: If surrendered or revoked, the approval must be returned to the Authority.**

The organisation must advise the Authority of any proposed changes to the organisation that may affect the approval, prior to the change taking place. Failure to advise the Authority of any changes may result in suspension or revocation of approval.

#### K4.3 Maintenance Training Organisation Exposition

The organisation's exposition, describing the organisation and its procedures, should include the following:-

- 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 Part-147 and shall be complied with at all times.
- The title(s) and name(s) of the person(s) nominated in accordance with 147.A.105(b).
- The duties and responsibilities of the above, including matters on which they may deal directly with the competent authority on behalf of the maintenance-training organisation.
- A maintenance training organisation chart showing associated chains of responsibility of the person(s) specified.
- A list of training instructors, knowledge examiners and practical assessors.
- 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).
- A list of the maintenance training courses which form the extent of the approval.
- The maintenance training organisation's exposition amendment procedure.

A recommended format for the exposition can be found at Appendix I to Annex IV (Part-147).

### K5 RECORDS OF TRAINING

Any training organisation should keep the records of basic training, type training, examinations and assessments, of all students training for at least 5 years after the completion of a course.

The CAA may need to inspect a student's training records before issuing a licence or rating. All records thus required will be returned.

#### K5.1 Published Syllabus

All required basic training for the issue of a Part-66 licence – category A, B1 and B2 will be conducted in accordance with the modular syllabus published in Part-66 Appendix I.

### K6 APPLICATION TO BECOME A PART-147 APPROVED ORGANISATION

An organisation wishing to become Part-147 approved must formally submit an application to the CAA. Form SRG/1009 (Form 12) may be downloaded from our web site. Use this form for the grant of a Part-147 approval for basic and/or type training, or for the extension or variation of an existing Part-147 approval.

**Note: Overseas organisations must apply directly to the European Aviation Safety Agency (EASA).**

### K6.1 Supporting Documents

**Draft Exposition** – a draft exposition must be submitted, or if you are applying for the variation of an approval, a draft amendment to the exposition which covers the scope of the variation applied for.

**Note:** A pack will be sent by the UK CAA upon request giving an example of how a Part-147 exposition should look.

**Form 4** – listing senior personnel and examiners detailing their responsibilities within the organisation as required by Part-147. This form must also be completed for any personnel changes involving those staff.