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## 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 when a Maintenance Training Organisation (MTO) seeks approval to conduct training and examinations as specified in Part-66.

This Section of the guidance document must, in particular, be treated as guidance information only. For the full requirements on establishing, manning and approving Part-147 organisations, Annex IV to Commission Regulation (EC) 2042/2003 (Part-147) must be referred to.

Maintenance training organisations (MTO's) offer training for maintenance certifying staff to the Part-66 standard.

MTO's are approved to conduct basic training and examinations required by Part-66, they may also be approved to carry out aircraft type training as specified in Part-66.A.45.

**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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The CAA will assess an organisation within the United Kingdom for the approval of a Part-147 basic training course, which must consist of knowledge training, knowledge examination, practical training and practical assessment. The Authority may however, exempt the organisation from having to give knowledge and/or practical training in one or more of the subjects covered by the approved basic training course subject to its being satisfied that the subject matter was or is to be taught to the Part-66 standard elsewhere.

The Authority may, in addition, accept that the maintenance training organisation approved under Part-147 conduct examination of students who did not attend that organisation's approved basic training course.

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 or sub-modules of knowledge and may be inter-mixed with the practical training.

### K2.2 Knowledge Examination

This element must cover a representative cross section of subject matter from the relevant training. Requirements for basic knowledge exams can be found in Part-66 Appendix I, which determines the appropriate module examinations and level of knowledge to be examined for any particular licence category.

### 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

This element must cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.

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

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Aircraft type training may be sub-divided in Airframe, Powerplant or Avionic Systems. The organisation may be approved to conduct training for all or one of the above elements.

Airframe Type Training means type training including all relevant aircraft structures and systems including powerplant.

Powerplant Type Training means type training on the bare engine, including the build-up to a quick engine change.

Avionic Systems Type Training means type training on avionics systems covered by Autoflight, Communications, Equipment and Furnishings, Flight Controls, Instruments, Lighting, Navigation, BITE, APU, Fuel Control, and Indication (or equivalent). Type training may not necessarily be limited to the above.

## K4 EXPOSITION AND PROCEDURES

### 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 figure 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.

**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.
- 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)

A recommended format for the exposition can be found at Appendix I to Annex IV (Part-147). In addition the CAA has available, an example Part-147 exposition as guidance when applying for approval, which can be found on our web site.

## 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

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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.