



Civil Aviation Authority of Sri Lanka

AVIATION SAFETY NOTICE

ASN No: 084	RefNo: AWS/2005/05	File Ref: AW/20/2/2
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- Recipients : a. All Maintenance Training Organizations
b. Applicants seeking an approval for the Maintenance Training Organization.
c. Aircraft Maintenance Organisations.
01. Subject : Requirements for the Establishment and Operation of Approved Maintenance Training Organizations (AMTO).
02. Nature : Compulsory
03. Issue No : 01
04. Status : New
05. Effective Date : With immediate effect
06. Validity : Perpetual or until superseded by an amendment
07. Contact Person : Deputy Director Airworthiness, Civil Aviation Authority,
No. 64, Galle Road, Colombo 3, Sri Lanka.
Telephone: 94 11 2391305
08. Availability : A copy of this document is available for reference at the Technical Library of the Civil Aviation Authority. Copies can be collected at reproduction cost.
09. Applicability : All Maintenance Training Organizations seeking the approval for establishment and operation of an Approved Maintenance Training Organization.
10. Comments : Comments (if any) on the contents of this Aviation Safety Notice may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General.
11. Notice : All applicants seeking the approved Maintenance Training Organisation status and those who hold AMTO status of the CAA-SL shall conform to the requirements contained in the attachment hereto.

12. Action Required : For strict compliance by the Approved Maintenance Training Organizations and the applicants seeking Maintenance Training Organization Approval from the Director General of Civil Aviation.
13. Checklist : Not applicable

H M C Nimalsiri,
Director General of Civil Aviation and
Chief Executive Officer

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APPROVAL OF MAINTENANCE TRAINING ORGANIZATION

1. General

This ASN prescribes the requirements for issue of approval to a Maintenance Training Organization to conduct approved aircraft maintenance training courses as specified in ASN 083 – ‘Training Requirements and Standards Relating to Issue and Renewal of Aircraft Maintenance Licenses and Aircraft Type/Task Ratings’.

An organisation seeking approval to conduct approved basic training and/or type/task training shall comply with the requirements, standards and procedures laid down in this ASN. The requirements contained in Part 147 of European Aviation Safety Agency requirements, which is herein after referred to as EASA Part 147, supplements this Part.

2. Application for approval

An application for maintenance training organization approval or for the amendment to existing approval shall be made on Form No CAASL 08-005. The application should be included a copy of maintenance training organization exposition / training control manual as specified in this Aviation Safety Notice.

3. Organizational Requirements

3.1 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 conduct of knowledge examinations.
 - i. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
 - ii. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) In the case of basic training course, basic training workshops and/or maintenance facilities separate from training class rooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organization is unable to provide such facilities, arrangements may be made with another organization to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organization specifying the conditions of access and use thereof. The DGCA shall require access to any such contracted organization and the written agreement shall specify this access.

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- (e). In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in paragraph 3.4(d).
 - (f). The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
 - (g). Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
 - (h). Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in paragraph 3.6. The storage facilities and office accommodation may be combined, subject to adequate security.
 - (i). A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

3.2 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 Aviation Safety Notice.
- (b). A person or group of persons, whose responsibilities include ensuring that the maintenance training organization is in compliance with the requirements of this Aviation Safety Notice, 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 of DGCA.
- (d). By derogation to paragraph (c), when another organization is used to provide practical training and assessments, such other organization's staff may be nominated to carry out practical training and assessments.
- (e). Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f)
- (f). The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established as an officially recognized standards in the approves training organization exposition/ training control manual.
- (g). The knowledge examiners and practical assessors shall be specified in the maintenance training organization exposition / training control manual for the acceptance of such staff.
- (g). 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.

3.3 Records of Instructors, examiners and assessors

- (a). The organization shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.

- (b). Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

3.4 Instructional Equipment

- (a). Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/ drawings/ diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- (b). The basic training workshops and/or maintenance facilities as specified in paragraph 3.1 (d) must have all tools and equipment necessary to perform the approved scope of training.
- (c). The basic training workshops and/or maintenance facilities as specified in paragraph 3.1 (d) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.
- (d). The aircraft type training organization as specified in paragraph 3.1 (e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

3.5 Maintenance training material

- (a). Maintenance training course material shall be provided to the student and cover as applicable.
 - i. the basic knowledge syllabus specified in ASN 083 for the relevant aircraft maintenance licence category or sub-category and,
 - ii. the type course content required by ASN 083 for the relevant aircraft type and aircraft maintenance licence category or sub-category.
- (b). Students shall have access to examples of maintenance documentation and technical information of the library as specified in paragraph 3.1(i).

3.6 Records

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

3.7 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 Aviation Safety Notice.
- (b). The organization shall establish a quality system including;
 - i. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
 - ii. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred in paragraph 3.2 (a) to ensure, as necessary, the corrective action

3.8 Examinations

- (a). The examination staff shall ensure the security of all questions
- (b). Any student found during knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the 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 inquiry within one 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 24 hours.

3.9 Maintenance Training Organization Exposition / Training Control Manual

- (a) The organization shall provide an exposition for use by the organization describing the organization and its procedures and containing the following information.
 - i. a statement signed by the accountable manager confirming that the maintenance training organization exposition / training control manual and any associated manuals define the maintenance training organization's compliance with this Aviation Safety Notice and shall be complied with at all times.
 - ii. the title(s) and name(s) of the person(s) nominated in accordance with paragraph 3.2(b)
 - iii. the duties and responsibilities of the person(s) specified in subparagraph ii, including matters on which they may deal directly with the DGCA on behalf of the maintenance training organization.
 - iv. a maintenance training organization chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(ii)
 - v. a list of the training instructors, knowledge examiners and practical assessors
 - vi. 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 paragraph 3.10 (b)
 - vii. list of maintenance training courses which form the extent of approval
 - viii. the maintenance training organization's exposition /training control manual amendment procedure
 - ix. the maintenance training organization's procedures, as required by paragraph 3.7(a)
 - x. the maintenance training organization's control procedure, as required by paragraph 3.10(c), when authorized to conduct training, examination and assessments in locations different from those specified in paragraph 3.10(b)
 - xi. a list of locations pursuant to paragraph 3.10(b)
- (b). The maintenance training organization's exposition / training control manual and any subsequent amendments shall be approved by the DGCA.
- (c). Notwithstanding paragraph (b), minor amendments to the exposition may be approved through defined procedure in training organisation exposition /training control manual.

3.10 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 / training control manual:
 - i. basic training courses to the syllabus in ASN 083, or part thereof..
 - ii. aircraft type/task training courses in accordance with ASN 083.
 - iii. the issue of certificates in accordance with Appendix II, following successful completion of the approved basic course or aircraft type training courses and examinations specified in sub-paragraphs (a)(i) and (a)(ii) as applicable.
- (b). Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organization exposition /training control manual.
- (c). By derogation to paragraph (b), the maintenance training organization 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 organization exposition/training control manual.
- (d). An organization may not be approved to conduct only examinations unless approved to conduct training.

3.11 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 Aviation Safety Notice 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.

3.12 Continued validity

- (a). An approval shall be issued for a maximum period of one year from the date of issue. It shall remain valid subject to:
 - i. the organization remaining in compliance with this Aviation Safety Notice
 - ii. DGCA being granted access to the organization to determine continued compliance with this Aviation Safety Notice
 - iii the certificate not being surrendered or revoked.
- (b). Upon surrender or revocation, the approval certificate shall be returned to the DGCA.

3.13 Findings

- (a). A level 1 finding is one or more of the following:
 - i. any significant non-compliance with the examination(s) process which would invalidate the examination(s).
 - ii. failure to give the DGCA access to the organization's facilities during normal operating hours without interrupting there day to day functions.
 - iii. the lack of an accountable manager.
 - iv. a significant non compliance with the training process.
- (b). A level 2 finding is any non-compliance with the training process other than level 1 findings.
- (c). After receipt of notification of findings, 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 with the DGCA.

4. The approved basic training course.

4.1 The approved basic training course

- (a). The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b). The knowledge training element shall cover the subject matter for a category or subcategory A,B1 or B2 aircraft maintenance license as specified in ASN 083.
- (c). The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (d). The practical training element shall cover the practical use of common tooling/equipment, the disassembly /assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular complete module of ASN 083.
- (e). The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
- (f). The minimum duration of basic training courses shall be as given in Appendix 1.
- (g). The duration of conversion courses between sub-categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

4.2 Basic knowledge examinations

Basic knowledge examinations shall:

- (a). be in accordance with the standard defined in ASN 038.
- (b) be conducted without the use of training notes.
- (c) Cover a representative cross-section of subjects from the particular module of training completed in accordance with ASN 038.

4.3 Basic practical assessment

- (a). Basic practical assessment shall be carried out during the basic maintenance-training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- (b). The student shall achieve an assessed pass with respect to paragraph 4.1(e).

5. Aircraft type/task training

5.1 Aircraft type/task training

A maintenance training organizations shall be approved to carry out aircraft type and /or task training in ASN 083 subject to compliance with the standard specified in ASN 083 paragraph 8.

5.2 Aircraft type examinations and task assessments

A maintenance training organization approved in accordance with paragraph 5.1 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in ASN 083 subject to compliance with the aircraft type and/or task standard specified in of ASN 083 paragraph 8.

Appendix 1
Minimum Duration of Basic Training Course

Basic course	Duration (hours)	Theory Tran. Ratio (In %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2400	50 to 60
B1.2	2000	50 to 60
B1.3	2400	50 to 60
B1.4	2400	50 to 60
B2	2400	50 to 60

Appendix II

CERTIFICATE OF RECOGNITION

APPROVED BASIC TRAINING COURSE

This Certificate of recognition is issued to:

NAME

DATE, PLACE OF
BIRTH

By (may be pre-printed).....
an organization approved in conformity with the Air Navigation Regulations by Civil Aviation
Authority of Sri Lanka under approval reference
.....

This certificate confirms that the above named person successfully completed the approved basic
training course stated below.

SPECIFY BASIC TRAINING COURSE COMPLETED

Signed: Certificate No:

Date:

CERTIFICATE OF RECOGNITION

APPROVED AIRCRAFT TYPE MAINTENANCE TRAINING COURSE

This Certificate of recognition covers the theoretical/practical elements of the type training course and is issued to:

NAME

DATE, PLACE OF BIRTH

By (may be pre-printed).....
an organization approved in conformity with the Air Navigation Regulations by Civil Aviation Authority of Sri Lanka under approval reference
.....

This certificate confirms that the above named person successfully completed the approved type-training course stated below;

SPECIFY TYPE TRAINING COURSE COMPLETED
SPECIFY WHETHER TRAINING COVERED THEORITICAL ELEMENTS ONLY OR THEORITICAL AND PRACTICAL ELEMENTS.

Signed: Certificate No:

Date: