

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

Title: Requirements to be satisfied by Maintenance Training Organization for Approval

Reference No. : IS - 147

SLCAIS: 065

Date: 08th November 2017

Pursuant to Sec.120 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the Act, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standard for the purpose of giving effect to any provision in the CA Act, Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation specified in the Schedule to the CA Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the Implementing Standards on **Requirements to be satisfied by Maintenance Training Organization for Approval** as mentioned in the Attachment hereto (Ref: Attachment No. IS-147-Att.), elaborating the requirements to be satisfied for the effective implementation of the International Standard on "Approved Training and approved Training Organization" which is specified under paragraph 1.2.8 and supplemented under Appendix 2 of Annex 01- "Personnel Licensing" to the Convention.

This Implementing Standard shall be applicable to every organizations involved in the basic Maintenance Training and/or Aircraft Type Training and shall be approved in accordance with the provisions of this part.

The IS-147 shall be effective on 01st December 2017 and will be applicable on 01st December 2018 and it will replace the requirement in Aviation Safety Notice (ASN) 84.

Attention is also drawn to Sec 49 and Sec 103 of the Act, and section A of guidance material of the IS-147 which state inter alia that failure to comply with Implementing Standard is an offence.

H. M. C. Nimalsiri
Director General of Civil Aviation and
Chief Executive Office

Civil aviation Authority Of sri Lanaka
No 04 ,Hunupitiya Road ,
Colombo -02
Enclosure : Attachment No. IS-147-Att

Implementing Standards

SLCAIS – 065: Requirements to be satisfied by Maintenance Training Organization for Approval

01. APPLICABILITY

This Implementing Standard shall be applicable to every organizations involved in the Aircraft maintenance training (Basic and/or aircraft Type) shall be approved in accordance with the provisions of this part

02. ORGANIZATION OF THE IMPLEMENTING STANDARDS

This Implementing Standard is organized in the following manner

- a) **Section A** – The requirements that needs to be complied with
- b) **AMC** – Acceptable means of Compliance; method of meeting the intent of the regulation
- c) **Guidance Material** – Information for industry guidance

03. DOCUMENTS REPEALED

The following ASNs will be repealed with effect from 01-12-2017 on the effective date of applicability of this Implementing Standard.

ASN 84 : Requirements for the establishments of an Approved Maintenance Training Organization (147 Approval)

04. DEFINITIONS

‘Maintenance Training Organization Exposition’ means Training and Procedure manual referred to in ICAO ANNEX 01 Appendix 2 paragraph 2.

LIST OF AMENDMENTS

Amendment No.:	Section and Page No:	Issue date:	Date Inserted:	Inserted By:	Date Removed:	Removed By:
Initial Issue	N/A	N/A	N/A	N/A	N/A	N/A

TABLE OF CONTENTS

LIST OF AMENDMENTS	3
SUBPART A - GENERAL	5
147.A.1 GENERAL	5
147.A.5 SCOPE	6
GM 147.A.10 GENERAL.....	6
147.A.15 APPLICATION.....	6
AMC 147.A.15 APPLICATION.....	6
SUBPART B - ORGANIZATIONAL REQUIREMENTS	7
147.A.100 FACILITY REQUIREMENTS	7
AMC 147.A.100 (i) FACILITY REQUIREMENTS	7
GM 147.A.100(i) FACILITY REQUIREMENTS.....	8
147.A.105 PERSONNEL REQUIREMENTS	8
AMC 147.A.105 PERSONNEL REQUIREMENTS	8
AMC 147.A.105 (b) & (g) PERSONNEL REQUIREMENTS	9
GM 147.A.105 (c) PERSONNEL REQUIREMENTS	9
GM 147.A.105 (g) PERSONNEL REQUIREMENTS	9
AMC 147.A.105 (f) PERSONNEL REQUIREMENTS	9
GM 147.A.105 (f) PERSONNEL REQUIREMENTS.....	9
AMC 147.A.105 (h) PERSONNEL REQUIREMENTS.....	9
GM 147.A.105 (h) PERSONNEL REQUIREMENTS	9
147.A.110 RECORDS OF INSTRUCTORS, EXAMINERS AND ASSESSORS	9
AMC 147.A.110 RECORDS OF INSTRUCTORS, EXAMINERS AND ASSESSORS	10
GM 147.A.110 RECORDS OF INSTRUCTORS, EXAMINERS AND ASSESSORS.....	10
147.A.115 INSTRUCTIONAL EQUIPMENT	10
AMC 147.A.115(c) INSTRUCTIONAL EQUIPMENT	11
GM 147.A.115 (a) INSTRUCTIONAL EQUIPMENT	11
147. A.120 MAINTENANCE TRAINING MATERIAL.....	11
AMC 147.A.120 (a) MAINTENANCE TRAINING MATERIAL	11
147.A.125 RECORDS	11
147.A.130 TRAINING PROCEDURES AND QUALITY SYSTEM	11
AMC 147.A.130 (b) TRAINING PROCEDURES AND QUALITY SYSTEM.....	12
GM 147.A.130 (b) TRAINING PROCEDURES AND QUALITY SYSTEM	12

147.A.135 EXAMINATIONS	13
AMC 147.A.135 EXAMINATIONS	13
GM to 147.A.135 EXAMINATIONS	13
147.A.140 MAINTENANCE TRAINING ORGANIZATION EXPOSITION	13
AMC 147.A.140 MAINTENANCE TRAINING ORGANIZATION EXPOSITION	14
147.A.145 PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION	14
AMC 147.A.145 (d) PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION.....	15
GM 147.A.145 (d) PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION	15
147.A.150 CHANGES TO THE MAINTENANCE TRAINING ORGANIZATION.....	16
147.A.155 CONTINUED VALIDITY.....	16
147.A.160 FINDINGS	16
SUBPART C - THE APPROVED BASIC TRAINING COURSE.....	17
147.A.200 THE APPROVED BASIC TRAINING COURSE	17
AMC 147.A.200 THE APPROVED BASIC TRAINING COURSE	17
AMC 147.A.200 (b) THE APPROVED BASIC TRAINING COURSE	17
AMC 147.A.200 (d) THE APPROVED BASIC TRAINING COURSE	17
AMC 147.A.200 (g) THE APPROVED BASIC TRAINING COURSE	18
147.A.205 BASIC KNOWLEDGE EXAMINATIONS	18
AMC 147.A.205 BASIC KNOWLEDGE EXAMINATIONS	18
147.A.210 BASIC PRACTICAL ASSESSMENT	18
AMC 147.A.210 (a) BASIC PRACTICAL ASSESSMENT.....	18
AMC 147.A.210 (b) BASIC PRACTICAL ASSESSMENT.....	19
SUBPART D - AIRCRAFT TYPE/TASK TRAINING	19
147.A.300 AIRCRAFT TYPE/TASK TRAINING	19
AMC 147.A.300 AIRCRAFT TYPE/TASK TRAINING	19
147. A.305 AIRCRAFT TYPE EXAMINATIONS AND TASK ASSESSMENTS.....	19
AMC Appendix I	20
AMC Appendix II.....	22
AMC Appendix III	23
Regulation Appendix I	30
Regulation Appendix II	31
Regulation Appendix III	33

SUBPART A - GENERAL

147.A.1 GENERAL

This is a regulation to state of Sri Lanka for the Approval of Maintenance Training Organizations.

For organizations having their principle place of business in Sri Lanka, Competent Authority shall be DGCA of Sri Lanka.

For the purpose of this IS, IS -66 shall be for Aircraft Maintenance licenses issued by CAASL

For the purpose of this IS, Competent Authority Form 11 shall be : for organizations approved by CAASL, CAASL Form 11

For the purpose of this IS, Competent Authority Form 12 shall be : for organizations approved by CAASL, CAASL Form 12

For the purpose of this IS, Competent Authority Form 4 shall be : for organizations approved by CAASL, CAASL Form 4

Within the scope of this regulation, the following definitions shall apply:

- (a) 'Aircraft' means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) 'Certifying staff' means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) 'Component' means any engine, propeller, part or appliance;
- (d) 'Maintenance' means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (e) 'Organization' means a natural person, a legal person or part of legal person. Such an organization may hold more than one IS 147 approval.
- (f) 'Training organization' means an organization or part of an organization registered as a legal entity.
- (g) 'Examination' means an examination conducted by the approved maintenance training organization only for issuance of training course completion certificate.

147.A.5 SCOPE

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

GM 147.A.10 GENERAL

Such an organization may conduct business from more than one address and may hold more than one IS 147 approval.

147.A.15 APPLICATION

- (a) An application for an approval or for the change of an existing approval shall be made on a form and in a manner established by Competent Authority.
- (b) An application for an approval or change to an approval shall include the following information:
 - 1. The registered name and address of the applicant;
 - 2. The address of the organization requiring the approval or change to the approval;
 - 3. The intended scope of approval or change to the scope of approval;
 - 4. The name and signature of the accountable manager;
 - 5. The date of application.

AMC 147.A.15 APPLICATION

In a form and in a manner prescribed by the CAASL means that the application should be made on a CAASL Form 12.

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 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) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the 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 Competent Authority shall require access to any such contracted organization and the written agreement shall specify this access.
- (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 IS 147.A.1 15(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 IS 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 undertaken.

AMC 147.A.100 (i) FACILITY REQUIREMENTS

- 1. For approved basic maintenance training courses this means holding and ensuring access to copies of all ISs and national aviation legislation, examples of typical aircraft maintenance manuals, service bulletins, airworthiness directives, aircraft and component records, release documentation procedures manuals and aircraft maintenance program.
- 2. Except for the ISs and national aviation regulations the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and

helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

GM 147.A.100(i) FACILITY REQUIREMENTS

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

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 IS.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organization is in compliance the requirements of this IS, 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) 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 in accordance with criteria published or in accordance with a procedure and to a standard agreed by the Competent Authority.
- (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.

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 at any one time) 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 IS-147.130(b) and an examination manager with the responsibility of managing the relevant IS-147 Section 1 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner. 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 at any one time) may combine any or all of the subparagraph (1) positions subject to the Competent Authority verifying and being satisfied that all functions can be properly carried out in combination. Personnel involved in quality audit functions should be independent from the functions detailed in (1).
3. When the organization is also approved against other ISs which contain some similar functions then such functions may be combined.

AMC 147.A.105 (b) & (g) PERSONNEL REQUIREMENTS

With the exception of the accountable manager, a CAASL Form 4 should be completed for each person nominated to hold a position required by IS-147.105(b).

GM 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 147.A.105 (g) PERSONNEL REQUIREMENTS

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

AMC 147.A.105 (f) PERSONNEL REQUIREMENTS

Any person currently accepted by COMPETENT AUTHORITY prior to IS -147 coming into force may continue to be accepted in accordance with IS-147.105(f).

GM 147.A.105 (f) PERSONNEL REQUIREMENTS

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

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.

GM 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.

147.A.110 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.

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 organization's 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 Competent Authority 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.

GM 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.

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) The basic training workshops and/or maintenance facilities as specified in IS 147.A.100(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 IS 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.
- (d) The aircraft type training organization as specified in IS 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.

AMC 147.A.115(c) INSTRUCTIONAL EQUIPMENT

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of IS-66 being instructed. For example the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.
2. Appropriate aircraft, engines, aircraft Parts and avionics equipment means appropriate in relation to the particular subject module or sub-module of IS-66 being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.
3. “Access” may be interpreted to mean, in conjunction with the facilities requirement of IS-147.100(d), that there may be an agreement with a maintenance organization approved under IS-145 to access such parts, etc.

GM 147.A.115 (a) 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.

147. A.120 MAINTENANCE TRAINING MATERIAL

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
 1. The basic knowledge syllabus specified in IS-66 for the relevant aircraft maintenance License category or subcategory and,
 2. The type course content required by IS-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 IS 147.A.100 (i).

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.

147.A.125 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.

147.A.130 TRAINING PROCEDURES AND QUALITY SYSTEM

- (a) The organization shall establish procedures acceptable to the Competent Authority to ensure proper training standards and compliance with all relevant requirements in this IS.
- (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 IS 147.A.105(a) to ensure, as necessary, corrective action.

AMC 147.A.130 (b) TRAINING PROCEDURES AND QUALITY SYSTEM

1. The independent audit procedure should ensure that all aspects of IS-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. In a small maintenance training organization the independent audit function may be contracted to another maintenance training organization approved under IS-147 or a competent person acceptable to Competent Authority. Where the small training organization chooses to contract the audit function it is conditional on the audit being carried out twice in every 12-month period with one such audit being unannounced.
3. Where the maintenance training organization is also approved under another IS of the CAASL Regulation requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the sub-contract control system:
 - (i) A pre audit procedure should be established whereby the IS-147 approved maintenance training organization' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of IS-147.
 - (ii) A renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the IS-147.
 - (iii) The sub-contract control procedure should record audits of the subcontractor and to have a corrective action follow-up plan.
5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

GM 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 IS 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. For the

small training organization (an organization with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.

5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. 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.

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 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 Competent Authority 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 Competent Authority must be informed of any such occurrence within one calendar month.

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 examination staff.

GM to 147.A.135 EXAMINATIONS

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

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 IS and shall be complied with at all times.
 2. The title(s) and name(s) of the person(s) nominated in accordance with IS 147.A.105 (b).

3. The duties and responsibilities of the person(s) specified in subparagraph 2, including matters on which they may deal directly with the COMPETENT AUTHORITY on behalf of the maintenance training 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 IS 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 IS 147.A.130 (a).
 10. The maintenance training organization's control procedure, as required by IS 147.A.145(c), when authorized to conduct training, examination and assessments in locations different from those specified in IS 147.A.145 (b).
 11. A list of the locations pursuant to IS 147.A.145 (b).
 12. A list of organizations, if appropriate, as specified in IS 147.A.145 (d).
- (b) The maintenance training organization's exposition and any subsequent amendments shall be approved by Competent Authority.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

AMC 147.A.140 MAINTENANCE TRAINING ORGANIZATION EXPOSITION

1. A recommended format of the exposition is included in AMC Appendix 1.
2. When the maintenance training organization is approved in accordance with any other SARI-IS which also requires an exposition, the exposition required by the other SARI-IS may form the basis of the maintenance training organization exposition in a combined document, as long as the other exposition contains the information required by IS147.140 and a cross reference index is included based upon AMC Appendix 1.
3. When training or examination is carried out under the sub-contract control system the maintenance training organization exposition should contain a specific procedure on the control of sub-contractors as per Appendix 1 item 2.18 plus a list of sub-contractors as required by IS-147.140(a) (12) and detailed in AMC Appendix 1 item 1.7.
4. The Competent Authority may approve a delegated exposition approval system for all changes other than those affecting the approval.

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. Basic training courses to the IS-66 syllabus, or part thereof.
 2. Aircraft type/task training courses in accordance with IS-66.

3. The issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable.
- (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.
- (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. Such locations need not be listed in the maintenance training organization exposition.
- (d)
 1. The maintenance training organization may subcontract the conduct of basic theoretical training, type training and related examinations to a non-maintenance training organization only when under the control of the maintenance training organization quality system.
 2. The subcontracting of basic theoretical training and examination is limited to IS-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
 3. The subcontracting of type training and examination systems.

AMC 147.A.145 (d) PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION

1. When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the IS-147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those ISs of the sub-contractor's facilities, personnel and procedures involved with the IS-147 approved maintenance training organization's students should meet requirements of IS-147 for the duration of that training or examination and it remains the IS -147 organization's responsibility to ensure such requirements are satisfied.
2. The maintenance training organization approved under IS-147 is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the sub-contractor meets the IS-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of IS-66 and the aircraft technologies as appropriate.
3. The contract between the maintenance training organization approved under IS-147 and the sub-contractor should contain:
 - (a) A provision for Competent Authority to have right of access to the sub-contractor;
 - (b) A provision for the sub-contractor to inform the IS-147 approved maintenance training organization of any change that may affect its IS-147 approval, before any such change takes place.

GM 147.A.145 (d) PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in IS-147 and IS-66.

2. The fundamental reason for allowing a maintenance training organization approved under IS-147 to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organizations which may not have the capacity to conduct training courses on all IS-66 modules.
3. The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organizations not specialized in aircraft maintenance and the practical training element as specified in 147.A.200 does not apply to them. On the contrary training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in 147.A.200. The intent of the “limited subcontracting” option as specified in 147.A.145 is to grant IS-147 approvals only to those organizations having themselves at least the capacity to teach on aircraft maintenance specific matters.

147.A.150 CHANGES TO THE MAINTENANCE TRAINING ORGANIZATION

- (a) The maintenance training organization shall notify the Competent Authority of any proposed changes to the organization that affect the approval before any such change takes place, in order to enable the Competent Authority to determine continued compliance with this IS and to amend if necessary the maintenance training organization approval certificate.
- (b) The Competent Authority may prescribe the conditions under which the maintenance training organization may operate during such changes unless the Competent Authority determines that the maintenance training organization approval must be suspended.
- (c) Failure to inform the Competent Authority of such changes may result in suspension or revocation of the maintenance training organization approval certificate backdated to the actual date of the changes.

147.A.155 CONTINUED VALIDITY

- (a) An approval shall be issued for *a maximum period of one year*. It shall remain valid subject to:
 1. The organization remaining in compliance with this IS, in accordance with the provisions related to the handling of findings as specified under IS 147.B.130 in SLCAP 6100; and
 2. The Competent Authority being granted access to the organization to determine continued compliance with this IS; and
 3. The certificate not being suspended, surrendered or revoked.
- (b) Upon suspension, surrender or revocation, the approval shall be returned to the Competent Authority.

147.A.160 FINDINGS

- (a) 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. The lack of an accountable manager,
 3. A significant non-compliance with the training process.

- (b) A level 2 finding is any non-compliance with this IS other than level 1 findings.
- (c) After receipt of notification of findings according to IS 147.B.130 in SLCAP 6100, the holder of the maintenance training organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Competent Authority within a period agreed with Competent Authority.

SUBPART C - THE APPROVED BASIC TRAINING COURSE

147.A.200 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, B3, B 1 or B2 aircraft maintenance license as specified in IS-66.
- (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 IS-66 complete module.
- (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 duration of basic training courses shall be in accordance with Appendix I.
- (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.

AMC 147.A.200 THE APPROVED BASIC TRAINING COURSE

For the purpose of this paragraph, a training hour means 60 minutes training, without pauses.

AMC 147.A.200 (b) THE APPROVED BASIC TRAINING COURSE

Each license category or subcategory basic training course may be subdivided into modules or sub - modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of IS-147.200(f) to (g) inclusive being satisfied.

AMC 147.A.200 (d) THE APPROVED BASIC TRAINING COURSE

1. Where the maintenance training organization approved under IS-147 sub-contracts the practical training element either totally or in part to another organization in accordance with IS-147.100(d), the approved organization should ensure that the practical training elements are properly carried out.
2. At least 30% of the practical training element should be carried out in an actual maintenance working environment.

AMC 147.A.200 (g) THE APPROVED BASIC TRAINING COURSE

Typical extension durations are given below:

- (a) The approved basic training course to qualify for extension from holding a IS-66 aircraft maintenance license in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for extension from holding a IS-66 aircraft maintenance license in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2400 hours. The course should include between 60% and 70% knowledge training.
- (b) The approved basic training course to qualify for extension from holding a IS-66 aircraft maintenance license in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80% and 85% knowledge training.
- (c) The approved basic training course to qualify for extension from holding a IS-66 aircraft maintenance license in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50% and 60% knowledge training.
- (d) The approved basic training course to qualify for extension from holding a IS-66 aircraft maintenance license in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.

147.A.205 BASIC KNOWLEDGE EXAMINATIONS

Basic knowledge examinations shall:

- (a) Be in accordance with the standard defined in IS-66.
- (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 IS-66.

AMC 147.A.205 BASIC KNOWLEDGE EXAMINATIONS

Competent Authority may not accept that the maintenance training organization approved under IS-147 can conduct examination of students who did not attend an approved basic course at the organization in question.

147.A.210 BASIC PRACTICAL ASSESSMENT

- (a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- (b) The student shall achieve an assessed pass with respect to IS 147.A.200 (e).

AMC 147.A.210 (a) BASIC PRACTICAL ASSESSMENT

Where the maintenance training organization approved under IS-147 sub-contracts the practical training element either totally or in part to another organization in accordance with IS-147.100(d) and chooses to nominate practical assessors from the other organization, the IS 147 approved organization should ensure that the basic practical assessments are carried out.

AMC 147.A.210 (b) BASIC PRACTICAL ASSESSMENT

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of IS-147.200(e). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

SUBPART D - AIRCRAFT TYPE/TASK TRAINING**147.A.300 AIRCRAFT TYPE/TASK TRAINING**

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

AMC 147.A.300 AIRCRAFT TYPE/TASK TRAINING

1. Aircraft type training may be sub-divided in airframe type training, power plant type training, or avionics systems type training. A maintenance training organization approved under IS-147 may be approved to conduct airframe type training only, power plant type training only or avionics systems type training only.
2. Airframe type training means type training including all relevant aircraft structure and systems excluding the power plant and avionics.
3. Power plant type training means type training on the bare engine, including the build-up to a quick engine change unit.
4. The interface of the engine/airframe systems should be addressed by either airframe or power plant type training.
5. Avionic systems type training means type training on avionics systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

147. A.305 AIRCRAFT TYPE EXAMINATIONS AND TASK ASSESSMENTS

A maintenance training organization approved in accordance with IS 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in IS-66 subject to compliance with the aircraft type and/or task standard specified in IS-66.A.45.

AMC Appendix I

Maintenance training organisation exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by IS-147.140.
2. Whilst this format is recommended it is not mandatory to assemble the MTOE in this manner as long as a cross reference index is included in the MTOE as an appendix and the Part 1 items remain in Part 1.
3. Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organisation is approved in accordance with any other parts of the competent authority which require an exposition it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the parts 2, 3 and 4. When this method is used it is essential to include the cross reference index of Part 4 item 4.3.

PART 1 – MANAGEMENT

- 1.1 Corporate commitment by accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4 Management personnel organisation chart
- 1.5 List of instructional and examination staff
(Note: A separate document may be referenced)
- 1.6 List of approved addresses
- 1.7 List of sub-contractors as per 147.145(d)
- 1.8 General description of facilities at paragraph 1.6 addresses
- 1.9 Specific list of courses approved by the competent authority
- 1.10 Notification procedures regarding changes to organisation
- 1.11 Exposition and associated manuals amendment procedure

PART 2 – TRAINING AND EXAMINATION PROCEDURES

- 2.1 Organisation of courses
- 2.2 Preparation of course material
- 2.3 Preparation of classrooms and equipment
- 2.4 Preparation of workshops/maintenance facilities and equipment
- 2.5 Conduct of basic knowledge & practical training

- 2.6 Records of training carried out
- 2.7 Storage of training records
- 2.8 Training at locations not listed in paragraph 1.6
- 2.9 Organisation of examinations
- 2.10 Security and preparation of examination material
- 2.11 Preparation of examination rooms
- 2.12 Conduct of examinations
- 2.13 Conduct of basic practical assessments
- 2.14 Marking and record of examinations
- 2.15 Storage of examination records
- 2.16 Examinations at locations not listed in paragraph 1.6
- 2.17 Preparation, control & issue of basic training course certificates
- 2.18 Control of sub-contractors

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

- 3.1 Audit of training
- 3.2 Audit of examinations
- 3.3 Analysis of examination results
- 3.4 Audit and analysis remedial action
- 3.5 Accountable manager annual review
- 3.6 Qualifying the instructors
- 3.7 Qualifying the examiners
- 3.8 Records of qualified instructors & examiners

PART 4 – APPENDICES

- 4.1 Example of documents and forms used
- 4.2 Syllabus of each training course
- 4.3 Cross reference index - if applicable

AMC Appendix II



CIVIL AVIATION AUTHORITY OF SRI LANKA

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

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

Signature:

Date:

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

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

Signature: Date:

Name: Office:

AMC Appendix III



**CIVIL AVIATION AUTHORITY OF SRI LANKA
CAASL FORM 12**

Application for Approval

(Check appropriate)

Initial Renewal/Change

1. Registered Name of applicant:
2. Trading name (if different):
3. Postal Address:
4. Address(es) requiring approval:
5. Contact Details:
Tel.....
Fax.....
Email
6. Scope of Approval relevant to this application:
7. Does the organization hold approval under IS M and IS 145 - Yes / No

*cross out if not applicable

If yes, provide details of Approval and scope:

8. Staff Number
 - (a). the total number of staff employed by the organization in order to comply with IS 147.
 - (b). the number of contracted staff associated with the proposed approval

	Main Site	Additional Location Please detail all additional sites
a) Employees		
b) Contractors		

9. Name and Position of the (proposed*) Accountable Manager :
10. Signature of the (proposed*) Accountable Manager :

Place :

Date :



MTO APPROVAL RECOMMENDATION REPORT – CAASL FORM 22

Part 1: General

Name of organization:

Approval reference:

Requested approval rating / Form 11
dated*:

Other approvals held (if app.)

Address of facility audited:

Audit period: from _____ to _____

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

AW Inspector(s) Names:

Signature(s):

Date of Form 22 Part 1 completion:

MTO APPROVAL RECOMMENDATION REPORT - CAASL FORM 22

IS 2: MTO Compliance Audit Review

The five columns may be labeled and used as necessary to record the approved training, facility, including subcontractor's, reviewed. Against each column used of the following MTO subparagraphs please either tick () the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
IS 147. A.100	Facility requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.105	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.110	Records of instructors, examiners and assessors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.115	Instructional equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.120	Maintenance training material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.125	Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.130	Training procedures and quality systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.135	Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.145	Privileges of the maintenance training organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.150	Changes to the maintenance training organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.160	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.200	Approved basic training course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.205	Basic knowledge examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.210	Basic practical assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.300	Aircraft type/task training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS 147. A.305	Aircraft type examinations and task assessments					

Airworthiness Inspector/Surveyor(s):

Signature(s):

Date of Form 22 Part 2 completion:

MTO APPROVAL RECOMMENDATION REPORT - CAASL FORM 22

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

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		Conduct of basic knowledge and practical training
2.6		Records of Training carried out
2.7		Storage of training records
2.8		Training at locations not listed in paragraph 1.6
2.9		Organization of examinations
2.10		Security and preparation of examination material

MTO APPROVAL RECOMMENDATION REPORT - CAASL FORM 22

Part 2: Compliance with IS 147 maintenance training organization exposition (MTOE)

2.11	<input type="checkbox"/>	Preparation of examination rooms
2.12	<input type="checkbox"/>	Conduct of examinations
2.13	<input type="checkbox"/>	Conduct of basic practical assessments
2.14	<input type="checkbox"/>	Marking and record of examinations
2.15	<input type="checkbox"/>	Storage of examination records
2.16	<input type="checkbox"/>	Examinations at locations not listed in paragraph
2.17	<input type="checkbox"/>	Preparation, control and issue of basic training course certificates
2.18	<input type="checkbox"/>	Control of subcontractors

Part 3 TRAINING SYSTEM QUALITY PROCEDURES

3.1	<input type="checkbox"/>	Audit of training
3.2	<input type="checkbox"/>	Audit of examinations
3.3	<input type="checkbox"/>	Analysis of examination results
3.4	<input type="checkbox"/>	Audit and analysis remedial action
3.5	<input type="checkbox"/>	Accountable manager annual review
3.6	<input type="checkbox"/>	Qualifying the instructors
3.7	<input type="checkbox"/>	Qualifying the examiners
3.8	<input type="checkbox"/>	Records of qualified instructors and examiners

Part 4 APPENDICES

4.1	<input type="checkbox"/>	Example of documents and forms used
4.2	<input type="checkbox"/>	Syllabus of each training course
4.3	<input type="checkbox"/>	Cross reference Index — if applicable

MTOE reference:

MTOE amendment:

AW inspector:

Signature(s):

Competent Authority office

Date of Form 22 Part 3 completion:

MTO PPROVAL RECOMMENDATION REPORT - CAASL FORM 22

Part 4: Findings regarding IS - 147 compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organization for the necessary corrective action.

Part 2 or 3 ref.	Audit Reference(s): Findings	Level	Corrective action		
			Date	Date	
			Due	Closed	Reference

MTO APPROVAL RECOMMENDATION REPORT - CAASL FORM 22

MTO approval or continued approval or change recommendation

Name of organization:

Approval reference:

Audit reference(s):

Applicable IS 147 amendment status:

The following MTO scope of approval is recommended for this organization:

Or, it is recommended that the MTO scope of approval specified in DGCA Form 11 referenced
..... be continued.

Name of recommending Airworthiness Inspector/ Officer:

Signature of head of Airworthiness:

Competent Authority office:

Date of recommendation:

Form 22 review (quality check) :

Date:

*Regulation Appendix I***Basic Training Course Duration**

Minimum duration of complete basic courses

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	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
B3	1000	50 to 60

Regulation Appendix II

Maintenance Training Organization Approval referred to IS-147 CAA SL FORM 11



CIVIL AVIATION AUTHORITY OF SRI LANKA

MAINTENANCE TRAINING ORGANISATION

APPROVAL CERTIFICATE

Reference:[MTO :AI/147/--]

Pursuant to Sri Lanka Civil Aviation Regulation for the time being in force and subject to the condition specified below, the Civil Aviation Authority hereby certifies:

[COMPANY NAME AND ADDRESS]

As a maintenance training organization in compliance with IS-147, approved to provide training listed in the attached approval schedule and issue related certificates of recognition to students using the above references.

CONDITIONS:

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 IS-147and
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 IS-147
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for *maximum period of one year* unless the approval *has been renewed or* previously surrendered, superseded, suspended or revoked.

Date of *initial* issue:

Date of *renewal*:.....

Date of *expiry (if approval less than 1 year)*:

For Director General of Civil Aviation

**MAINTENANCE TRAINING AND EXAMINATION ORGANISATION
APPROVAL CERTIFICATE**

Reference :[.MTO: AI/147/--]

Organization: [COMPANY NAME AND ADDRESS]

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

This approval schedule is limited to those trainings specified in the scope of work section of the approved maintenance training organization exposition,

Maintenance Training Organization Exposition reference:

Date of *initial* issue:

Date of renewal:

Date of expiry (if approval less than 1 year):

Date of last revision approved: Revision No:

.....
For Director General of Civil Aviation

Regulation Appendix III

Certificate of Recognition referred to in IS 147 – CAA SL Form 148 & 149

1. Basic Training / Examination

The IS-147 basic training certificate template detailed below is to be used for recognition of completion of the basic training,

The training certificate shall clearly identify each individual module examination by date passed together with the corresponding version of Appendix I to IS-66.

Certificate of Recognition

This Certificate of recognition is issued to:

[NAME]

[DATE, PLACE OF BIRTH]

By (may be pre-printed).....

a maintenance training organisation approved to provide training within its approval schedule and in accordance with IS-147 by

(May be pre-printed).....

Approval reference)

This Certificate confirms that the above named person either successfully passed the approved basic training course stated below:

**[BASIC TRAINING COURSE
LIST OF IS- 66 MODULES / DATE COMPLETED]**

Signed Certificate No.....

For (may be Pre Printed)..... Date.....

2. Type Training / Examination

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

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

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

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

Certificate of Recognition

N°:

This Certificate of recognition is issued to:

[NAME]

DATE, PLACE OF BIRTH]

By (may be pre-printed)

A maintenance training organisation approved to provide training within its approval schedule and in accordance with the requirements of IS-147 by

(May be pre-printed).....

Approval reference

This Certificate confirms that the above named person either successfully passed the approved type training course stated below and the related examinations in compliance with IS-147 for the time being in force:

AIRCRAFT TYPE TRAINING COURSE

START & END DATES

-SPECIFY THEORITICAL ELEMENTS OR PRACTICAL ELEMENTS

END DATE

Signed..... Certificate No.....

For (may be pre-printed) Date.....