AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

ƏMR

№ 77

Bakı şəhəri "10" dekabr 2021 il

"Azerbaijan Aviation Rules for Maintenance Training Organisations" (AAR-147) adlı sənədə düzəlişlərin qüvvəyə minməsi barədə

Texniki xidmət üzrə təlim təşkilatlarına dair tələbləri beynəlxalq norma və prinsiplər, habelə mütərəqqi xarici təcrübəyə uyğunlaşdırmaq məqsədilə "Azerbaijan Aviation Rules for Maintenance Training Organisations" ("Texniki xidmət üzrə təlim təşkilatlarına dair Azərbaycan Aviasiya Qaydaları) adlı sənədin 2-ci nəşri işlənib hazırlanıb.

Sözügedən sənədin tətbiqini təmin etmək məqsədilə "Azərbaycan Respublikasının Nəqliyyat, Rabitə və Yüksək Texnologiyalar Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqında Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq,

əmr edirəm:

1. "Azerbaijan Aviation Rules for Maintenance Training Organisations" (AAR-147) sənədinin 2-ci nəşri 01.01.2022-ci il tarixindən qüvvəyə minsin.
2. Sənədin birinci nəşrinə uyğun olaraq verilmiş sertifikatlar 01.02.2022-ci il tarixinə qədər yenisi ilə əvəz edilsin.
3. Sənəddə göstərilən tələblərə uyğun olaraq, bütün zəruri prosedurların tətbiqi təmin edilsin.
4. Sənədin Dövlət Mülki Aviasiya Agentliyinin (DMAA) və "Mülki Aviasiyada Uçuşların Təhlükəsizliyi üzrə Dövlət Müfəttişliyi" publik hüquqi şəxsin aidiyyəti mütəxəssisləri tərəfindən öyrənilməsi və bununla bağlı bütün zəruri prosedurların təmin edilməsi təşkil edilsin.
5. Sənədin yenilənmiş versiyası DMAA-nın rəsmi internet saytında yerləşdirilsin.
6. Əmr bütün şəxsi heyətə çatdırılsın.
7. Əmrin icrasına nəzarət direktorun müavini Hacıağa Hacıyevə həvalə edilsin.

Direktor **Arif Məmmədov**

APPROVED
by SCAA Director Order
№ 77 dd. 10 December 2021

AZERBAIJAN AVIATION RULES FOR MAINTENANCE TRAINING ORGANISATIONS (AAR-147)

State Civil Aviation Agency of the Republic of Azerbaijan

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0.3. Distribution and Control

Copy #	Type of Copy	Department	Location
Master	**(S)**	QC & Rulemaking Department	Quality Control and Rulemaking
1	**(S)**	QC & Rulemaking Department	SCAA Q-Pulse
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S) Soft Copy - (electronic version)

(H) Hard Copy – (printed version)

Note: *Electronic and hard copies are considered "uncontrolled" if printed or not included in this distribution list.*

0.4. Records of Amendments and Revisions

Ed./Rev. №:	Effective date:	Entered into force by:	Reason
Edition № 02	01.JAN.2022	Dir.Order № 77 dd. 10.12.2021	

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

0.5. Abbreviation

AMC	Acceptable Means of Compliance
AAR	Azerbaijan Aviation Rules
FSTD	Flight Simulation Training Device
GM	Guidance Material
SCAA	State Civil Aviation Agency of the Republic of Azerbaijan
MSTD	Maintenance Simulation Training Device
MTD	Maintenance Training Device
STD	Synthetic Training Device
CBT	Computer-based training
OEM	Original Equipment Manufacturer
MTOE	Mainteance Training Organisation Exposition
ATA	Air Transport Association

0.6. Acceptable Means of Compliance (AMC)

AMCs are non-binding standards adopted by the SCAA to illustrate means to establish compliance with Azerbaijan Aviation Rules.

The AMCs issued by the SCAA are not of a legislative nature. They cannot create additional obligations on the regulated persons, who may decide to show compliance with the applicable requirements using other means. In this case, however, they lose the presumption of compliance provided by the SCAA AMC, and need to demonstrate to the SCAA that they do comply with the law.

0.7. Administration and Control

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

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SUBPART A – GENERAL

147.05 Scope

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

147.10 General

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

GM to 147.10 General

Such an organisation may conduct business from more than one address and may hold more than one AAR approval.

147.15 Application

(a) An application for an approval or for the change or renewal of an existing approval shall be made on a form and in a manner established by the SCAA.

(b) An application for an approval or for the change or renewal of an existing approval shall include the following information:

1. the registered name and address of the applicant;
2. the address of the organisation;
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 to 147.15 Application

The application form should contain the information required in the SCAA Form 12.

The application for renewal of an existing approval should be made at least 20 working days before the expiry date of the approval.

GM to 147.15 Application

The SCAA may only issue the approval after all findings identified during the audit for compliance with AAR-147 are closed. This requirement does not apply to renewal.

147.20 Means of compliance

(a) Alternative means of compliance to the AMC adopted by the SCAA may be used by an organisation to establish compliance with these Rules.

(b) When an organisation wishes to use an alternative means of compliance, it shall, prior to using it, provide the SCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with these Rules

The organisation may use these alternative means of compliance subject to prior approval by the SCAA, and upon receipt of the notification.

SUBPART B – ORGANISATION REQUIREMENTS

147.100 Facility requirements

(a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

(b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.

1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.

2. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.

(c) The point (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 organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The SCAA shall require access to any such contracted organisation 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 point 147.115(d).

(f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.

(g) Office accommodation shall be provided for 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 point 147.125. 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 to 147.100(i) Facility requirements

1. For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all relevant AARs, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.

2. Except for the relevant AARs, 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 to 147.100(i) Facility requirements

Where the organisation has an existing library of regulations, manuals and documentation required by another AAR (other than AAR-147), it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

147.105 Personnel requirements

(a) The organisation 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 these Rules.

(b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of these Rules, 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 point (a).

(c) The maintenance training organisation 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 point (c), when another organisation is used to provide practical training and assessments, such other organisation'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 point (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 SCAA.

(g) The knowledge examiners and practical assessors shall be specified in the organisation 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 to 147.105 Personnel requirements

1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organisation on a day-to-day basis. Such a person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in point 147.130(b) and an examination manager with the responsibility of managing the relevant AAR-147 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.

2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the sub-paragraph (1) positions subject to the SCAA verifying and being satisfied that all functions can be properly carried out in combination.

3. When the organisation is also approved against other AARs which contain some similar functions then such functions may be combined.

AMC to 147.105(b) Personnel requirements

With the exception of the accountable manager, an SCAA Form 4 should be completed for each person nominated to hold a position required by point 147.105(b). An example of an SCAA Form 4 is included in Appendix II to AMC.

GM to 147.105(c) Personnel requirements

The maintenance training organisation 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.

AMC to 147.105(f) Personnel requirements

Point 3 of Appendix III to AMC to AAR-66 provides criteria to establish the qualification of assessors.

GM to 147.105(f) Personnel requirements

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

GM to 147.105(g) Personnel requirements

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

AMC to 147.105(h) Personnel requirements

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

GM to 147.105(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.

147.110 Records of instructors, examiners and assessors

(a) The organisation 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 to 147.110 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 organisations quality system.

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

4. The SCAA is an authorised person when investigating the records system for initial and continued approval or when the SCAA has cause to doubt the competence of a particular person.

GM to 147.110 Records of instructors, examiners and assessors

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

147.115 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 point 147.100(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 point 147.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.

(d) The aircraft type training organisation as specified in point 147.100(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

GM to 147.115(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.

AMC to 147.115(c) Instructional equipment

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of AAR-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 avionic equipment means appropriate in relation to the particular subject module or sub-module of AAR-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 point 147.100(d), that there may be an agreement with a maintenance organisation approved under AAR-145 to access such parts, etc.

147.120 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 AAR-66 for the relevant aircraft maintenance licence category or subcategory and,
2. the type course content required by AAR-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.

(b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in point 147.100(i).

AMC to 147.120(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.

147.125 Records

The organisation shall keep all student training, examination and assessment records for an unlimited period.

147.130 Training procedures and quality system

(a) The organisation shall establish procedures acceptable to the SCAA to ensure proper training standards and compliance with all relevant requirements in these Rules.

(b) The organisation 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 point 147.105(a) to ensure, as necessary, corrective action.

AMC to 147.A.130(a) Training procedures and quality system

This guidance material provides some clarifications for the incorporation of new training methods and training technologies in the procedures for aircraft maintenance training.

The classic training method is a teacher lecturing the pupils in a classroom. Commonly the training tools are a blackboard and training manuals. New technologies make it possible to develop new training methods and use other training tools, e.g. multimedia-based training and virtual reality. A combination of several training methods/tools is recommended in order to increase the overall effectiveness of the training.

Simulation cannot be eligible as a sole training or assessment tool for basic hand skills such as wiring, welding, drilling, filing, wire locking, riveting, bonding or any other skill where competence may only be achievable by performing a hands-on activity.

Three tables are provided to illustrate the possibilities for the use of different training methods and tools:

– Table 1: Training tools
– Table 2: Training methods
– Table 3: Combination of training methods and tools and their use

Table 1 lists existing training tools that may be selected for basic training.

Table 1: Training tools

Training tools		Description
1	Slideshow presentation	A structured presentation of slides.
2	Manuals	Comprehensive and controlled publication of a particular topic.
3	Computer (desktop PC, laptop, etc.)	An electronic processing device that can hold and display information in various media.
4	Mobile devices (such as, but not limited to, tablets, smart phones, etc.)	A mobile electronic processing device that can hold and display information in various media.
5	Videos	Electronic media for broadcasting moving visual images.

Training tools		Description
6	MSTD — Maintenance simulation training device	A training device that is intended to be used in maintenance training, examination, and/or assessment for a component, system or entire aircraft. The MSTD may consist of hardware and software elements.
7	Mock-up	A scaled or full-size replica of a component, system or entire aircraft that preserves (i.e. is an exact replica of) the geometrical, operational or functional characteristics of the real component, system or entire aircraft for which maintenance training is delivered with the use of such a replica.
8	Virtual reality	A computer-generated three-dimensional (3D) environment which can be explored and possibly interacted with.
9	MTD — Maintenance training device	Maintenance training device is any training device other than an MSTD used for maintenance training and/or examination and/or assessment. It may include mock-ups.
10	Real aircraft	A suitable aircraft whose condition allows teaching a selection of maintenance tasks that are representative of the particular aircraft or of the aircraft category. 'Suitable' means an aircraft of the type or licence (sub)category (if the licence (sub)category aircraft is outfitted with the same equipment subject to the particular lesson module(s) and is sufficiently similar so that the lesson objective(s) can be satisfactorily accomplished) for type training, or an aircraft representative of the licence (sub)category for basic training, and excludes 'virtual aircraft'. 'Condition' means that the aircraft is equipped with its main components and that the systems can be activated/operated when this is required by the learning objectives.
11	Aircraft component	A suitable aircraft component used to teach specific maintenance tasks off-the-wing. This may include but is not limited to tasks such as borescope inspections, minor repairs, testing, or the assembly/disassembly of sub-components. 'Suitable' means that the condition of the component should fit the learning objectives of the tasks and, when appropriate, may feature existing defects or damages.
12	Augmented reality	An enhancement (modification, enrichment, alteration or manipulation) of one's current perception of reality elements of a physical, real-world environment following user's inputs picked up by sensors transferred to rapid streaming computer images. By contrast, virtual reality replaces the real world with a simulated one.

Training tools		Description
13	Embedded training	A maintenance training function that is originally integrated into the aircraft component's design (i.e. a centralised fault display system).
14	Classroom	A physical, appropriate location where learning takes place.
15	Virtual classroom	A simulated, not physical, location where synchronous learning takes place.
16	Virtual aircraft	A simulated, not physical, aircraft that may be used in theoretical training, practical training, examination or assessment.
Note: Synthetic training devices (STDs) is a generic term used for systems using hardware and/or software, simulating the behaviour of one or more aircraft systems or a complete aircraft, such as maintenance simulation training devices (MSTDs), maintenance training devices (MTDs) and flight simulation training devices (FSTDs).		

Table 2 lists existing training methods that may be selected for basic training.

Table 2: Training methods

Training method	Description	Instructor – centred(1)	Student – centred(2)	Blended – centred(3)
Assisted learning (mentoring)	Assisted learning or mentorship represents an ongoing, close relationship of dialogue and learning between an experienced /knowledgeable instructor and a less experienced/knowledgeable student in order to develop experience/knowledge of students.	X	X	X
Computer-based training (CBT)	CBT is any interactive means of structured training using a computer to deliver a content. (Note: Not to be confused with competency-based training that also uses the acronym 'CBT')	X	X	X

Training method	Description	Instructor – centred(1)	Student – centred(2)	Blended – centred(3)
Demonstration	A method of teaching by example rather than explanation.	X		X
Distance learning asynchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is asynchronous if the teacher and the students do not interact at the same time.		X	X
Distance learning synchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is synchronous if the teacher and the students interact at the same time (real time).	X		X
e-learning	Training via a network or electronic means, with or without the support of instructors (e-tutors).	X	X	X
Lecturing (instructor-led/face to face)	Practice of face-to-face delivery of training and learning material between an instructor and students, either individuals or groups.	X		X
Mobile learning (M-learning)	Any sort of learning that happens when the student is not at a fixed, predetermined location, using mobile technologies.	X	X	X
Multimedia-based training(4)	Any combined use of different training media.	X	X	X
Simulation	Any type of training that uses a simulator imitating a real-world process or system.	X	X	X

Training method	Description	Instructor – centred(1)	Student – centred(2)	Blended – centred(3)
Web-based training (WBT)	Generic term for training or instruction delivered over the internet or an intranet using a web browser.	X	X	X

Note: The purpose of this table is to provide a short definition for each associated training method and to relate each method to the focus of the learning. It is not meant to comprehensively explore and identify the capabilities of each training method herein included.

(1) 'Instructor-centred' means that the instructor is responsible for teaching the student.

(2) 'Student-centred' means that the student is responsible for the learning progress.

(3) 'Blended training' includes different instructional methods and tools, different delivery methods, different scheduling (synchronous/asynchronous) or different levels of guidance. Blended training allows the integration of a range of learning opportunities.

(4) 'Multimedia-based training' by definition uses various media to achieve its objective, thus, none of the le media listed is per se a complete solution for training.

Table 3 presents the combination of training methods and tools that may be taken into account for theoretical and practical training.

The table is intended to support potential delivery methods. Additional training methods and further use of those methods could be acceptable to the SCAA when demonstrated as supporting learning objectives.

Table 3: Combination of training methods and tools and their use.

Training method	Training tools	Theoretical elements			Practical elements	OJT	Learning objectives		
See Table 2	See Table 1	Level 1	Level 2	Level 3			Knowledge	Skills	Attitude
Lecturing (instructor – led / face – to – face)	1, 2, 3, 4, 5, 6, ,7 ,8, 9, 10, 11, 12, 13, 14, 16	X	X	X	X	X Only type	X	X	X Only type
Assisted learning (mentoring)	1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12 ,13, 14, 15, 16	X	X	X	X	X Only type	X	X	X Only type
e-learning	1, 2, 3, 4, 5, 8, 12, 14, 15, 16	X	X	X(1)	X(1)		X	X(1)	X(1)
Computer – based training	1, 2, 3, 4, 5, 8, 12, 14, 15, 16	X	X	X	X(1)		X Only type	X(1)	

Training method	Training tools	Theoretical elements			Practical elements	OJT	Learning objectives		
See Table 2	See Table 1	Level 1	Level 2	Level 3			Knowledge	Skills	Attitude
Multimedia – based training	1, 2, 3, 4, 5, 8, 12, 13, 14, 15, 16	X	X	X	X(1)		X Only type	X(1)	X(1)
Web – based training (WBT)	1, 2, 3, 4, 5, 8, 12, 13, 14, 15, 16	X	X	X(1)	X(1)		X Only type	X(1) Only type	X(1)
M-learning	1, 2, 3, 4, 5, 12, 15, 16	X	X	X(1)	X(1		X(1) Type unlimited	X(1)	
Distance learning synchrono-us	1, 2, 3, 4, 5, 8, 15, 16	X	X	X(1)	X(1)		X(1) Type unlimited	X(1)	X(1) Only type
Distance learning asynchrono-us	1, 2, 3, 4, 5, 8, 16	X	X	X(1)			X(1) Type unlimited	X(1)	X(1) Only type
Demonstra-tion	1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	X	X	X(1)	X	X(1) Only type	X	X	X(1) Only type
Simulation	1, 3, 4, 6, 7, 8, 9, 10, 12, 14, 15(1), 16	X	X	X(1)	X		X	X	X Only type

This table relates a given training method to a list of acceptable training tools (code), oriented to deliver the theoretical elements, practical elements or on-the-job training associated with their specific learning objectives.

(1) Limited suitability. It means that the respective training method may be used but with limited results, thus requiring the support of a complementary training method to fulfil the learning objectives.

NOTE: Instructor (human) involvement should be considered in Basic Knowledge Modules 9A/9B.

AMC to 147.130(b) Training procedures and quality system

1. The independent audit procedure should ensure that all aspects of AAR-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 organisation the independent audit function may be contracted to another maintenance training organisation approved under AAR-147 or a competent person acceptable to the SCAA. Where the small training organisation 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 organisation is also approved to another AAR 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 AAR-147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of AAR-147.

   (ii) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the AAR-147 standard.

   (iii) the sub-contract control procedure should record audits of the sub-contractor 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 to 147.130(b) Training procedures and quality system

1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with AAR-147.

2. The independent audit is a process of routine sample checks of all aspects of the training organisation'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 organisation (an organisation 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 organisation (an organisation 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 organisation 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.

147.135 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 authorised 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 SCAA 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 SCAA must be informed of any such occurrence within one calendar month.

AMC to 147.135 Examinations

1. Examinations may be computer- or hard-copy-based or a combination of both.

2. The actual questions to be used in a particular examination should be determined by the examiners.

GM to 147.135 Examinations

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

147.140 Maintenance training exposition

(a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:

1. 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 these Rules and shall be complied with at all times; and
2. the title(s) and name(s) of the person(s) nominated in accordance with point 147.105(b); and
3. the duties and responsibilities of the person(s) specified in point 2, including matters on which they may deal directly with the SCAA on behalf of the maintenance training organisation; and
4. a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in point (a)(2); and
5. a list of the training instructors, knowledge examiners and practical assessors; and
6. 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 point 147.145(b); and
7. a list of the maintenance training courses which form the extent of the approval; and
8. the maintenance training organisation's exposition amendment procedure; and
9. the maintenance training organisation's procedures, as required by point 147.130(a); and
10. the maintenance training organisation's control procedure, as required by point 147.145(c), when authorised to conduct training, examination and assessments in locations different from those specified in point 147.145(b); and
11. a list of the locations pursuant to point 147.145(b); and
12. a list of organisations, if appropriate, as specified in point 147.145(d).

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

(c) Notwithstanding point (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

AMC to 147.140 Maintenance training organisation exposition

1. A recommended format of the exposition is included in Appendix I.
2. When the maintenance training organisation is approved in accordance with any other AAR which also requires an exposition, the exposition required by the other AAR may form the basis of the maintenance training organisation exposition in a combined document, as long as the other exposition contains the information required by point 147.140 and a cross reference index is included based upon Appendix I.
3. When training or examination is carried out under the sub-contract control system the maintenance training organisation 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 point 147.140(a)(12) and detailed in Appendix I item 1.7.
4. The SCAA may approve a delegated exposition approval system for all changes other than those affecting the approval.

147.145 Privileges of the maintenance training organisation

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

(i) basic training courses to the AAR-66 syllabus, or part thereof;

(ii) aircraft type/task training courses in accordance with AAR-66;

(iii) the examination of students who attended the basic or aircraft type training course at the maintenance training organisation;

(iv) the examination of students who did not attend the aircraft type training course at the maintenance training organisation;

(v) the examination of students who did not attend the basic training course at the maintenance training organisation, provided that:

(1) the examination is conducted at one of the locations identified in the approval certificate, or

(2) if performed at locations not identified in the approval certificate, as permitted by points (b) and (c), the SCAA selects the questions for the examination;

(vi) 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 points (a)(i), (a)(ii), (a)(iii), (a)(iv) and (a)(v), 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 organisation exposition.

(c) By derogation to point (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the point (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.

(d) 1. The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organisation only when under the control of the maintenance training organisation quality system.

2. The subcontracting of basic theoretical training and examination is limited to AAR-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.

3. The subcontracting of type training and examination is limited to powerplant and avionic systems.

(e) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.

(f) By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

AMC 147.145(d) Privileges of the maintenance training organisation

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 AAR-147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the AAR-147 approved maintenance training organisation's students should meet requirements of AAR-147 for the duration of that training or examination and it remains the AAR-147 organisation's responsibility to ensure such requirements are satisfied.

2. The maintenance training organisation approved under AAR-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 AAR-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of AAR-66 and the aircraft technologies are appropriate.

3. The contract between the maintenance training organisation approved under AAR-147 and the sub-contractor should contain:

   – a provision for the SCAA to have right of access to the sub-contractor;

   – a provision for the sub-contractor to inform the AAR-147 approved maintenance training organisation of any change that may affect its AAR-147 approval, before any such change takes place.

GM to 147.145(d) Privileges of the maintenance training organisation

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

2. The fundamental reason for allowing a maintenance training organisation approved under AAR-147 to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organisations, which may not have the capacity to conduct training courses on all AAR-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 organisations not specialised in aircraft maintenance and the practical training element as specified in point 147.200 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 point 147.200. The intent of the 'limited subcontracting' option as specified in point 147.145 is to grant AAR-147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

GM to 147.145(d)(3) Privileges of the maintenance training organisation

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionic systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the AAR-147 organisation itself).

AMC to 147.A.145(f) Privileges of the maintenance training organisation

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

− The development and the conduct of the type examination;

− The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

147.150 Changes to the maintenance training organisation

(a) The maintenance training organisation shall notify the SCAA of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the SCAA to determine continued compliance with these Rules and to amend if necessary the maintenance training organisation approval certificate.

(b) The SCAA may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the SCAA determines that the maintenance training organisation approval must be suspended.

(c) Failure to inform the SCAA of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

147.155 Continued validity

(a) An approval shall be issued for a period of 2 years. It shall remain valid subject to:

1. the organisation remaining in compliance with these Rules; and
2. the SCAA being granted access to the organisation to determine continued compliance with this AAR-147; and
3. the certificate not being surrendered or revoked.

(b) Upon surrender or revocation, the approval shall be returned to the SCAA.

GM to 147.155(a) Continued validity

The expiry date of the approval may only be extended after the SCAA audit the organisation for compliance with all relevant requirements of AAR-147. Therefore, the expiry date will not change if any revisions are made to the approval certificate during its validity period.

147.60 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. failure to give the SCAA access to the organisation's facilities during normal operating hours after two written requests,
3. the lack of an accountable manager,
4. a significant non-compliance with the training process.

(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 organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the SCAA within a period agreed with the SCAA.

AMC to 147.60(a) Findings

Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the SCAA, of the maintenance training organisation approval in whole or in part.

AMC to 147.60(b) Findings

1. In the case of a level 2 finding, the SCAA may give up to the six-month notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s) the SCAA may choose a notice period of less than six months.
2. When the SCAA chooses to allow six months, the initial notification should be of three-month duration to the quality manager, followed by the final three-month notice to the accountable manager.

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SUBPART C – APPROVED BASIC TRAINING COURSE

147.200 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 aircraft maintenance licence as specified in AAR-66.

(c) The knowledge examination element shall cover a representative cross section of subject matter from the point (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 AAR-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 to 147.200(b) The approved basic training course

Each licence 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 points 147.200(f) and (g) being satisfied.

AMC to 147.200(d) The approved basic training course

1. Where the maintenance training organisation approved under AAR-147 contracts the practical training element either totally or in part to another organisation in accordance with point 147.100(d), the organisation in question 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 to 147.200(f) The approved basic training course

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the SCAA may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:

   – Theoretical and practical training are performed at the same time;

   – Training and normal maintenance duty/apprenticeship are performed at the same time.

2. The minimum participation time for the trainee to meet the objectives of the course should not be less than 90 % of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition should not be issued.

AMC to 147.200(g) The approved basic training course

Typical conversion durations are given below:

(a) The approved basic training course to qualify for conversion from holding an AAR-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding an AAR-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.

(b) The approved basic training course to qualify for conversion from holding an AAR-66 aircraft maintenance licence 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 conversion from holding an AAR-66 aircraft maintenance licence 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 conversion from holding an AAR-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours and should include between 30% and 40% knowledge training.

(e) The approved basic training course to qualify for conversion from holding an AAR-66 aircraft maintenance licence in any subcategory A to category B2L (with any system rating) should not be less than 800 hours and should include between 60 and 70% of knowledge training.

147.205 Basic knowledge examinations

Basic knowledge examinations shall:

(a) be in accordance with the standard defined in AAR-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 AAR-66.

AMC to 147.205 Basic knowledge examinations

The SCAA may accept that the maintenance training organisation approved under AAR-147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

147.210 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 point 147.200(e).

AMC to 147.210(a) Basic practical assessment

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

AMC to 147.210(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 point 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.

Appendix III to AMC to AAR-66 provides criteria for the competence assessment performed by the designated assessors (and their qualifications).

SUBPART D – AIRCRAFT TYPE/TASK TRAINING IRCRAFT TYPE/TASK TRAINING

147.300 Aircraft type/task training

A maintenance training organisation shall be approved to carry out AAR-66 aircraft type and/or task training subject to compliance with the standard specified in point 66.45 of AAR-66.

AMC to 147.300 Aircraft type/task training

Aircraft type training may be sub-divided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under AAR-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

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

147.305 Aircraft type examinations and task assessments

A maintenance training organisation approved in accordance with point 147.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in AAR-66 subject to compliance with the aircraft type and/or task standard specified in point 66.45 of AAR-66.

APPENDICES TO AAR-147

Appendix I – Basic training course duration

The minimum duration of a complete basic training course shall be as follows:

Basic Course	Duration (in hours)	Theoretical Training Ratio (in %)
A1	800	30–35
A2	650	30–35
A3	800	30–35
A4	800	30–35
B1.1	2 400	50–60
B1.2	2 000	50–60
B1.3	2 400	50–60
B1.4	2 400	50–60
B2	2 400	50–60
B2L	1 500 (*)	50–60
B3	1 000	50–60

(*) This number of hours shall be increased as follows, depending on the additional system ratings selected:

Basic Course	Duration (in hours)	Theoretical Training Ratio (in %)
COM/NAV	90	50-60
INSTRUMENTS	55	
AUTOFLIGHT	80	
SURVEILLANCE	40	
AIRFRAME SYSTEMS	100	

Appendix II – Maintenance Training Organisation Approval – SCAA Form 11

REPUBLIC OF AZERBAIJAN

MAINTENANCE TRAINING ORGANISATION APPROVAL CERTIFICATE

Reference: AZ.147.[XXXX]

Pursuant to "Azerbaijan Aviation Rules for Maintenance Training Organisations" (AAR-147), for the time being in force and subject to condition specified below, the State Civil Aviation Agency of the Republic of Azerbaijan hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance training organisation in compliance with AAR-147, approved to provide training and conduct examinations listed in the approval schedule attached and to issue related certificates of recognition to students using the above references.

CONDITIONS:

1. This approval is limited to what is specified in the scope of work section of the approved maintenance training organisation exposition as referred to in AAR-147; and

2. This approval requires compliance with the procedures specified in the approved maintenance training organisation exposition; and

3. This approval is valid whilst the approved maintenance training organisation remains in compliance with AAR-147; and

4. Subject to compliance with the foregoing conditions, this approval shall remain valid until the expiry date unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue: .....

Date of this revision: .....

Revision No: .....

Expiry date: .....

Signed: .....

For the SCAA: .....

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MAINTENANCE TRAINING ORGANISATION APPROVAL SCHEDULE

Reference: AZ.147.[XXXX]

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	LICENCE CATEGORY	LIMITATION	
BASIC (*)	B1 (*)	TB1.1 (*)	AEROPLANES TURBINE (*)
		TB1.2 (*)	AEROPLANES PISTON (*)
		TB1.3 (*)	HELICOPTERS TURBINE (*)
		TB1.4 (*)	HELICOPTERS PISTON (*)
	B2 (*)/(***)	TB2 (*)	AVIONICS (*)
	B2L (*)	TB2L (*)	AVIONICS (indicate system ratings) (*)
	B3 (*)	TB3 (*)	PISTON ENGINE NON-PRESSURISED AEROPLANES OF 2 000 KG MTOM AND BELOW (*)
	A (*)	TA.1 (*)	AEROPLANES TURBINE (*)
		TA.2 (*)	AEROPLANES PISTON (*)
		TA.3 (*)	HELICOPTERS TURBINE (*)
		TA.4 (*)	HELICOPTERS PISTON (*)
	L (*) (Only examination)	TL (*)	[QUOTE THE SPECIFIC LICENCE SUB-CATEGORY] (*)
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 and examinations specified in the scope of work section of the approved maintenance training organisation exposition.

Maintenance training organisation reference: .....

Date of original issue: .....

Date of last revision approved: .....

Revision No: .....

Name: .....

Signed: .....

For the SCAA: .....

(*) Delete as appropriate if the organisation is not approved.
(**) Complete with the appropriate rating and limitation.
(***) The approval for the Basic B2 course/examination includes approval for B2L course/examination for all system ratings.

AMC to Appendix II to AAR-147 – Maintenance Training Organisation Approval referred to in AAR-147

The following fields on page 2 ‘Maintenance Training and Examination Approval Schedule’ of the maintenance training organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition
- Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

Appendix III – Certificates of Recognition referred to in AAR-147 – SCAA Form 148 and 149

1. Basic Training / Examination

The basic training certificate template shall be used for recognition of completion of either the basic training or the basic examination, or both the basic training and basic training examinations.

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

CERTIFICATE OF RECOGNITION

Reference: AZ.147.[XXXX].[YYYY]

This certificate of recognition is issued to:

[NAME]
[DATE and PLACE OF BIRTH]

by a maintenance training organisation specified below approved to provide training and conduct examinations within its approval schedule and in accordance with "Azerbaijan Aviation Rules for Maintenance Training Organisations" (AAR-147)

[COMPANY NAME AND ADDRESS]
Reference: AZ.147.[XXXX]

This certificate confirms that the above named person either successfully passed the approved basic training course (*) or the basic examination (*) stated below.

[BASIC TRAINING COURSE (*)] or/and [BASIC EXAMINATION (*)]
[LIST OF AAR-66 MODULES / DATE OF EXAMINATION PASSED]

(*) delete as appropriate

Name: .....

Position: .....

Date: .....

Signature: .....

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2. Type Training / Examination (Appendix III to AAR-147)

The type training certificate template shall be used for recognition of completion of either the theoretical elements or the practical elements, or both the theoretical and practical elements of the type rating 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 whether 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 powerplant 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

Reference: AZ.147.[XXXX].[YYYY]

This certificate of recognition is issued to:

[NAME]
[DATE and PLACE OF BIRTH]

by a maintenance training organisation specified below approved to provide training and conduct examinations within its approval schedule and in accordance with "Azerbaijan Aviation Rules for Maintenance Training Organisations" (AAR-147)

[COMPANY NAME AND ADDRESS]
Reference: AZ.147.[XXXX]

This certificate confirms that the above named person either successfully passed the theoretical (*) and/or the practical elements (*) of the approved type training course stated below and the related examinations

[AIRCRAFT TYPE TRAINING COURSE (*)]
[START and END DATES]
[SPECIFY THEORETICAL ELEMENTS AND/OR PRACTICAL ELEMENTS]

or

[AIRCRAFT TYPE EXAMINATION (*)]
[END DATE]

(*) delete as appropriate

Name: .....

Position: .....

Date: .....

Signature: .....

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AMC to Appendix III to AAR-147 – Certificates of Recognition referred to in AAR-147 – SCAA Forms 148 and 149

As stated in Appendix III to AAR-147, the SCAA Form 148 'Certificate of Recognition for Basic Training/Examination' may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an SCAA Form 148 could be issued are the following:

- After successful completion of a full basic course in one licence (sub) category including successful completion of the examinations of all the corresponding modules.
- After successful completion of a full basic course in one licence (sub) category without performing examinations. The examinations may be performed at a different AAR-147 organisation (this organisation will issue the corresponding Certificate of Recognition for those examinations) or at the SCAA.
- After successful completion of all module examinations corresponding to a licence (sub) category.
- After successful completion of certain modules/sub-modules/subjects. It must be noted that 'successful completion of a course' (without the module examinations) means successful completion of the theoretical and practical training, including the corresponding practical assessment.

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APPENDICES TO AMC TO AAR-147

Appendix I – Maintenance training organisation exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by point 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 AARs 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 point 147.145(d)

1.8. General description of facilities at paragraph 1.6 addresses

1.9. Specific list of courses and type examinations approved by the SCAA

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 theoretical training & practical training (during basic knowledge training and type/task 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 (basic knowledge examinations, type/task training examinations and type examinations)

2.13. Conduct of practical assessments (during basic knowledge training and type/task training)

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 and the assessors

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

Appendix II – SCAA Form 4

SCAA FORM 4

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

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 SCAA

SCAA use only
Name and signature of authorized SCAA staff member accepting this person

Signature: ..... **Date:** .....

Name: ..... **Position:** .....

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Appendix III – Reserved

Appendix IV – SCAA Form 12

APPLICATION FOR AAR-147 INITIAL / CHANGE OF APPROVAL / RENEWAL OF APPROVAL

Registered Name & Address of Applicant: .....

.....

.....

Trading Name (if different): .....

.....

Addresses Requiring Approval: .....

.....

Tel No: .....

Fax No: .....

Email: .....

Scope of AAR-147 Approval Relevant to this Application

Basic Training: .....

.....

.....

Type Training: .....

.....

.....

Provide reference to other approvals issued in accordance with Azerbaijan Aviation Rules (if any):

.....

Name & Position of Accountable Manager: .....

Signature of Accountable Manager: .....

Date of Application: .....

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