

THE AAR-147

MAINTENANCE TRAINING ORGANISATION APPROVAL ADVISORY PAMPHLET

State Civil Aviation Agency of Azerbaijan

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0. ADMINISTRATION AND CONTROL OF THE PANPHLET

0.1 APPROVAL PAGE

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0.4 DISTRIBUTION CONTROL

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0.5 RECORD OF AMENDMENTS AND REVISIONS

Revision №	Rev Date	Inserted by	Signature

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1. INTRODUCTION

1.1 PURPOSE

This Advisory Pamphlet (AP) prescribes the implementation policy for AAR-147 approved maintenance training organization and specifies the procedures to be followed to issue or change the AAR-147 maintenance training organization approval certificate to support the AAR-66 qualification process.

1.2 REGULATIONS

- "Azerbaijan Civil Aviation Regulation 01/2012R1 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organizations and personnel involved in these tasks"
- Annex III AAR-66
- Annex IV AAR-147

1.3 BACKGROUND

A, The AAR-147 maintenance training organization may be approved to conduct either AAR-66 approved maintenance basic training course, or AAR-66 approved aircraft type training course or both. In addition, the AAR-147 approved maintenance training organization may conduct the examinations associated with the particular training course(s) and may examine persons who have not undertaken a training course within the organisation. Only The State Civil Aviation Agency of the Republic of Azerbaijan may request the examination of a person for the purposes of qualification.

B. The State Civil Aviation Agency of the Republic of Azerbaijan (hereinafter the SCAA) applies the maintenance training organization approval procedure policy as it is described herein. This policy is based on and satisfies the conditions and provisions of the AAR-147 regulation. Furthermore, the intents of this policy are to assure standardization of procedures and methods employed within the SCAA system.

C. The procedures have been compiled according to the requirements of Annex IV (AAR-147) of SCAA 01/2012R1 regulation.

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2. APPROVAL PHASES

2.1 INITIAL ISSUE OF AN AAR-147 APPROVAL

2.1.1 OBJECTIVE

The following procedure is intended to ensure that SCAA carries out the approval process in a consistent and standard manner ensuring that the process is in accordance with the SCAA regulations and related AMC & GM.

The AAR-147 certification process consists of five phases:

(1) Pre-application Phase;
(2) Formal Application Phase;
(3) Document Compliance Phase;
(4) Demonstration and Inspection Phase; and
(5) Certification Phase.

2.2 PRE-APPLICATION PHASE

2.2.1 PROCESS INITIATION

A prospective Maintenance Training organization (hereinafter - the Applicant) should inform the SCAA in written of its intent to apply for an AAR-147 MTO Certificate Approval and pay the applicable fee. Once an *applicant's letter of intent* has been submitted to SCAA, if necessary, the latter will schedule a pre - application meeting.

2.2.2 APPLICANT ORIENTATION

A. The pre-application meeting will take place at SCAA's premises.
The Head of the Certification Department, or his delegate, will conduct and offer guidance at this pre-application meeting.
The Applicant should be represented (at a minimum), by the Accountable Manager/Deputy and the Quality Manager/Deputy.

B. The Head of the Certification Department or his delegate will give a briefing to the Applicant during this meeting on the MTO certification process, applicable regulation, including guidance on the completion of the application form and Compliance Checklist.

C. It is essential that the Applicant understands which regulations are applicable to the proposed AAR-147 activity. The Applicant should acquire and become familiar with the applicable AARs.

D. The Head of the Certification Department will also explain to the Applicant at this time the need for an appropriate person designated as the focal point for the company during the MTO certification process. One of the functions of this person will be to assure that all the findings issued by the SCAA are directed to, and properly addressed by the appropriate personnel within the company. Another function of this company focal point will be to arrange the on-site visits and ensure that the appropriate company personnel will be present and available.

E. The Applicant will be provided with the «MTO Application Package Documents» which includes the following:

(a) The AAR-147 MTO Approval Advisory Pamphlet – if not previously provided;
(b) Application Form (SCAA Form 12);
(c) AAR-147 Compliance Checklist;
(d) Management Personnel Acceptance Form (SCAA Form 4);
(e) A list of the required Manuals/Documents for submission.

Note: *The above documents, checklists and forms are available on SCAA website.*

2.3 FORMAL APPLICATION PHASE

A. For the initial issue of an AAR-147 MTO Approval Certificate, the Applicant must submit the following:

(a) Completed SCAA Form 12;
(b) Completed SCAA Form 4;
(c) Maintenance Training Organization Exposition (MTOE) (Ref. Appendix A AMC 147);
(d) AAR-147 Compliance Check list (Appendix B).

B. Upon receipt of the application documentation, the Secretary of the Head of the Certification Department forwards it to the Chairman of the Commission. The Chairman/Deputy Chairman of the Commission selects the Expert Group for the certification project and designates one of the experts to serve as the Head of the Expert Group (HEG). This information will be provided to the Applicant.

C. When submission is completed, the application will be attempted to be processed within 90 days. The 90 day period will not commence until all the documentation has been submitted. The quality of the documentation submitted will also have an effect on the 90 day period.

2.4 DOCUMENT COMPLIANCE PHASE

The Expert Group will begin a thorough evaluation of all the submitted manuals and documents.

2.4.1 FORMAL APPLICATION

The formal application shall be on the Application Form (SCAA Form 12)

2.4.2 MANAGEMENT PERSONNEL QUALIFICATION – REVIEW

The acceptance of the nominated person will be made through the acceptance of the related Form 4 and through the approval of the Maintenance Training Organization Exposition (MTOE).

2.4.3 MANUAL(S)/DOCUMENTS REVIEW

The review of the submitted Manual(s)/Documents is carried out by the Expert Group to assess its compliance to the AAR-147 & AMC requirements.

This is conducted by a general review of the documents/manual(s) submitted by the Applicant with the application as well as by a review of a submitted Statement of Compliance. This review provides the applicant with timely initial feedback and assesses the applicant's understanding of the requirements.

2.4.4 COMPLIANCE CHECKLIST

In this attachment, the applicant completes the Compliance Checklist (Appendix B) provided, which includes all AAR sections pertinent to the proposed training, referencing any applicable subpart and each relevant section of the subpart. The applicant must provide a specific reference to its manual or other document that demonstrates compliance with the regulatory requirement. The applicant may also provide a brief description of how it will comply with the requirement (if applicable).

2.4.5 MAINTENANCE TRAINING ORGANIZATION EXPOSITION (MTOE)

Maintenance Training Organization Exposition provides an exposition for use by the organization describing the organization and its procedures. The MTOE shall contain detailed information on the applicant's management, training and examination procedures, training system quality procedures, examples of documents and forms used as well as syllabuses of each training course.
It also shall contain Corporate commitment by the Accountable Manager - 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 AAR-147 and shall be complied with at all times.
Exposition approval will be accomplished when all items identified in the SCAA Form 22 have been evaluated as satisfactory.

2.5 DEMONSTRATION AND INSPECTION PHASE

An applicant must demonstrate its ability to comply with regulations and training practices before beginning actual training and examinations. To show it is capable of such compliance, the applicant must perform activities and/or trainings under Expert Group observation. During this phase, the applicant needs to demonstrate to the SCAA that the applicant is in a position to conduct the proposed activity in accordance with the procedures detailed in the documents/ manuals reviewed during the previous phase utilizing the personnel/facilities/equipment identified in the formal application. Training classrooms, basic training workshops and/or maintenance facilities will be inspected. If there are any arrangements with another organization to provide such workshops and/or maintenance facilities, the access to any such contracted organization shall be provided. In the case of an aircraft type/task training course access shall be provided to appropriate facilities containing examples of aircraft type specified in the Application Form. Training and examination records as well as instructors, knowledge examiners and assessors will be evaluated.
During these demonstrations and inspections, the Expert Group evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the applicant's manuals and other documents, with emphasis on the Training organization's management effectiveness during this phase. This phase may reveal the need for some changes, which in turn may require the applicant to make amendments to the documents originally submitted. All elements must be satisfactorily completed before proceeding to the certification phase.

2.6 CERTIFICATION PHASE

A. If the Expert Group is satisfied with the inspection results and determines there are no problems with the proposed way of training and examination conduct, the Approval Recommendation Report (SCAA Form 22) is presented to the Certification Commission. The Certification Commission authorizes issuance of an AAR147 MTO Approval Certificate and associated approval schedules for training and examinations. From that time forward, the MTO Approval Certificate holder is responsible for provision of the training in full compliance with applicable AARs. At the same time, the SCAA will arrange continued surveillance of the training organization's activity in order to ensure compliance.

B. The MTO Approval Certificate is issued for an unlimited duration and remains valid until the certificate holder remains in compliance with applicable AARs

C. The SCAA inspectors are granted access to the organization to determine continued compliance with the AARs. The MTO Approval Certificate may be surrendered or revoked. In this case the MTO Approval Certificate shall be returned to the SCAA.

3. EXPLANATION OF APPENDICES TO THIS ADVISORY PAMPHLET

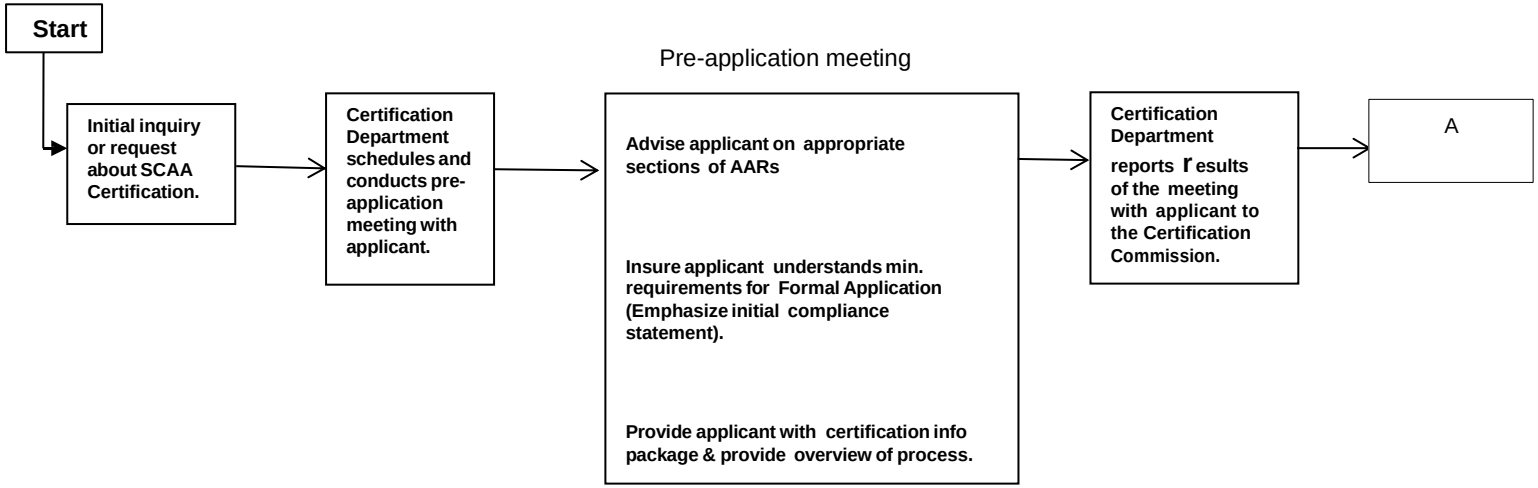
Appendix A includes a detailed flow chart of the entire certification process.

Appendix B includes the sample form of Compliance Checklist that will be distributed to all applicants.

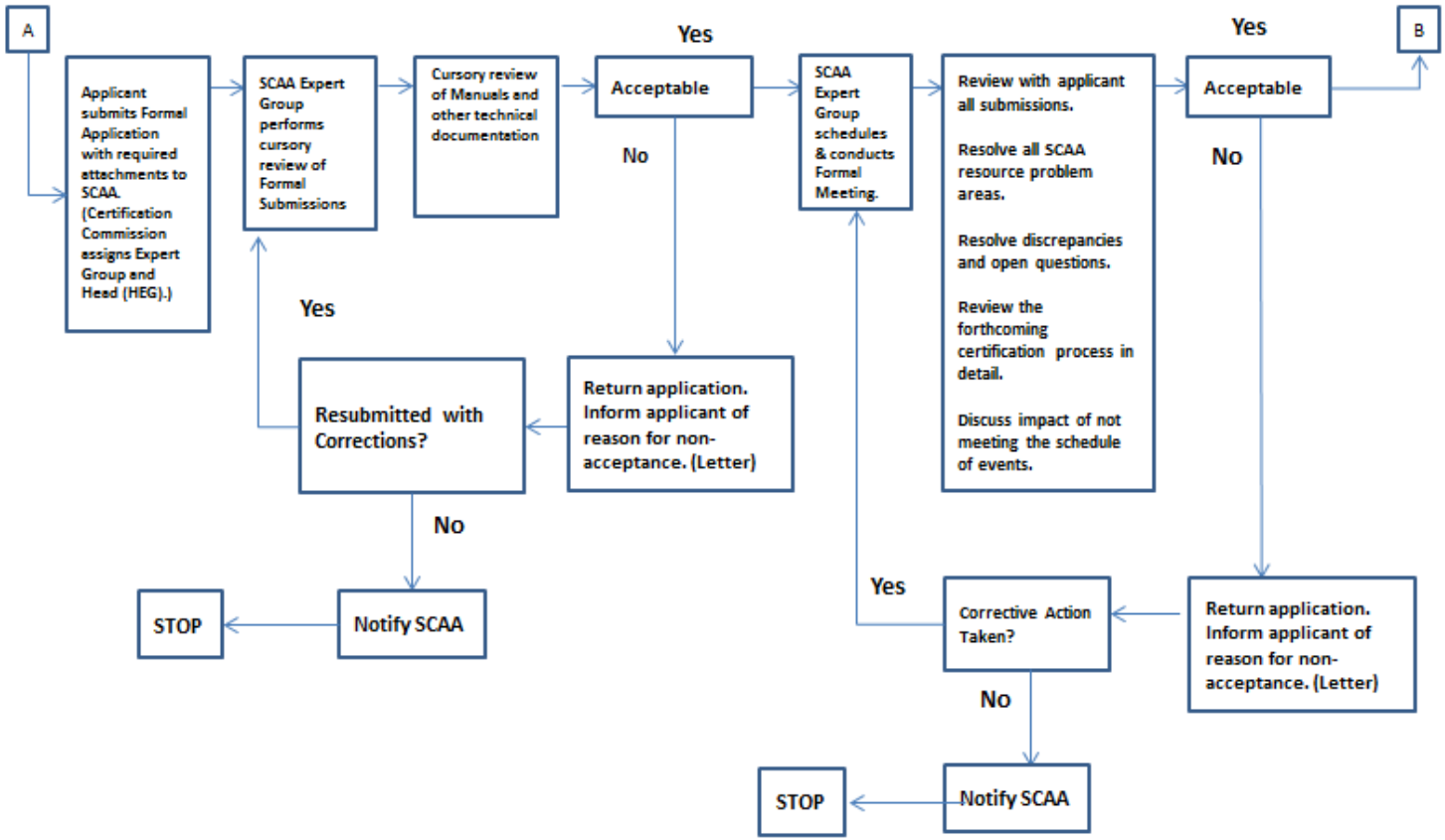
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APPENDIX A: MAINTENANCE TRAINING ORGANIZATION APPROVAL PROCESS FLOW CHART

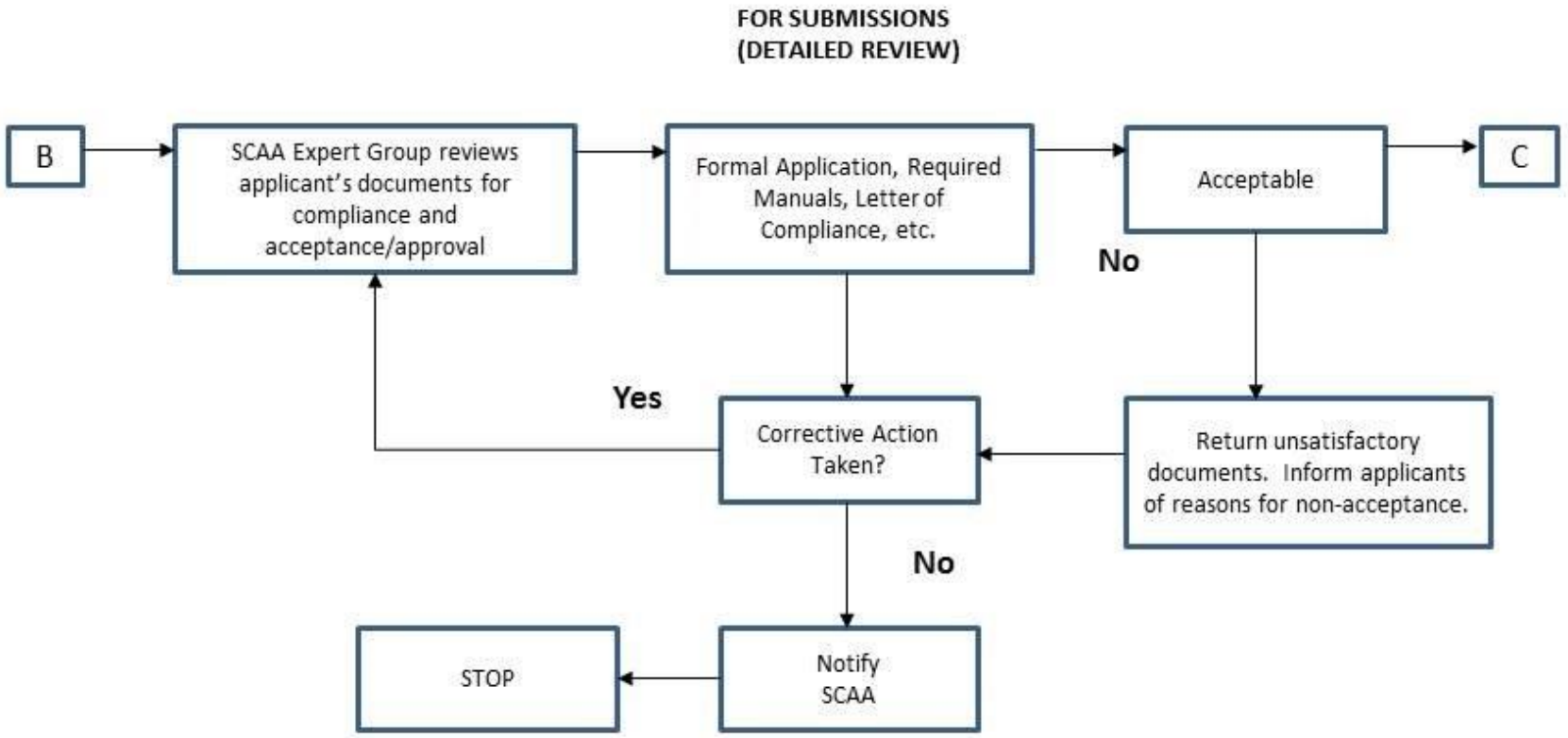
A-1: MTO CERTIFICATION PROCESS PRE-APPLICATION PHASE - 1



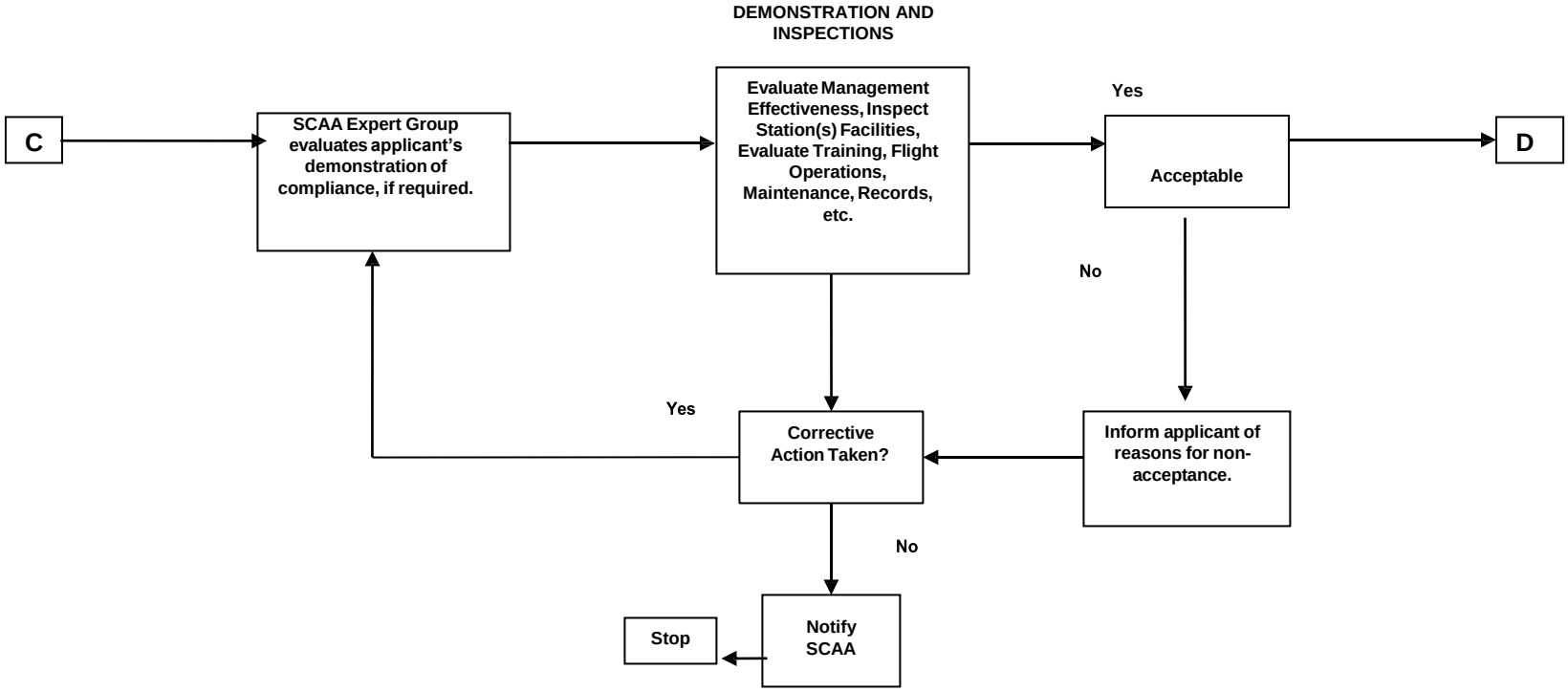
A-2: MTO CERTIFICATION PROCESS FORMAL APPLICATION PHASE – 2



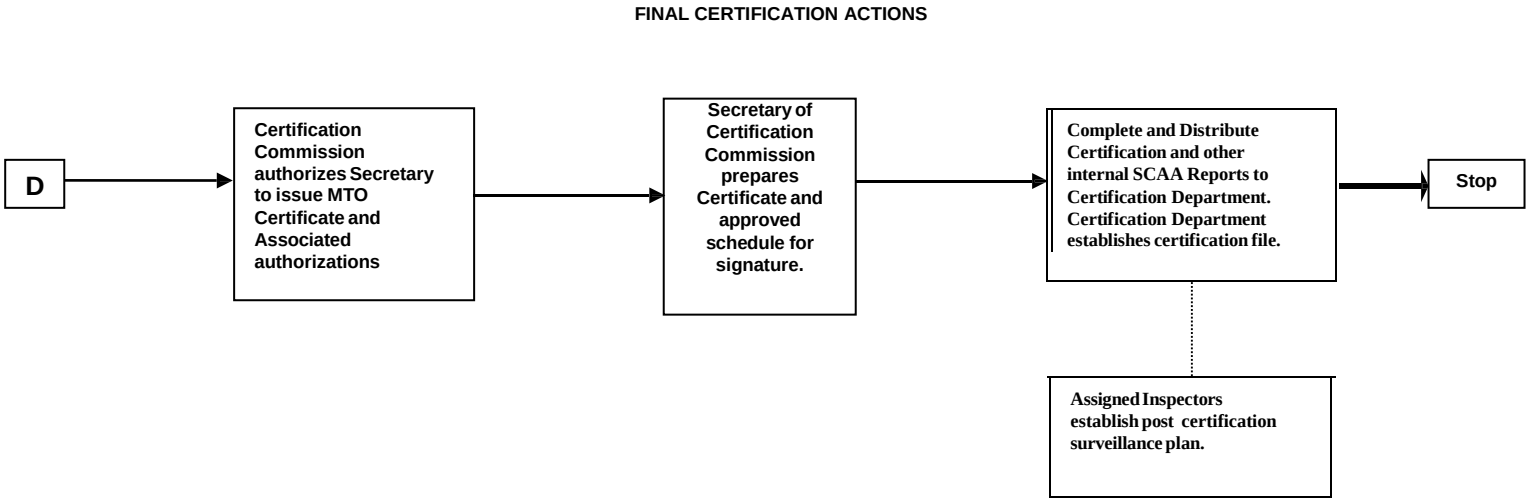
A-3: MTO CERTIFICATION PROCESS DOCUMENT COMPLIANCE PHASE – 3



A-4: MTO CERTIFICATION PROCESS DEMONSTRATION AND INSPECTION PHASE – 4



A-5: MTO CERTIFICATION PROCESS CERTIFICATION PHASE – 5



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APPENDIX B: COMPLIANCE CHECKLIST

REPUBLIC OF AZERBAIJAN
STATE CIVIL AVIATION AGENCY

AZERBAIJAN CIVIL AVIATION REGULATION 01/2012R1, ANNEX IV AAR-147 COMPLIANCE CHECK LIST

	Survey Ref No ***SCAA Use Only***

Organization Name:		**AAR-147 Approval Number:**
Address:		
Contact Name:	**Tel No:** **Email:**	
MTOE Reference:		
Compiled by (Org):	**Reviewed by: (SCAA)** ***SCAA Use Only***	**Date:**

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of AAR-147 (column 1) by indicating in column (2) the MTOE or procedure reference, if any part is not relevant then N/A should be inserted in column (2). It should be stated in the comments column (3) why the part is not applicable. Column (3) should give details of method of compliance for applicable paragraphs.

If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.

Once completed please return this document to the SCAA dealing with the AAR-147 approval.

Column (4) RESULT is for the SCAA use only.

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.05				
Scope				
Requirements to Qualify	147.A.05			
AAR-147.A.10				
General				
Legal Entity	147.A.10			
AAR-147.A.15				
Application	147.A.15			
Name-Address-Scope	147.A.15(b)			
AAR-147.A.100				
Facility				
Size and Structure	147.A.100(a)			
Adequate Accommodation (Max no of students (Theory)	147.A.100(b)			
Environment	147.A.100(c)			
Separation of facilities	147.A.100(d)			
Appropriate facilities	147.A.100(e)			
Max No. of Students (Practical)	147.A.100(f)			
Office accommodation	147.A.100(g)			
Secure Storage	147.A.100(h)			
Library	147.A.100(i)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.105				
Personnel Requirements				
Accountable Manger	147.A.105(a)			
Training & Quality Manager	147.A.105(b)			
Sufficient Staff	147.A.105(c)			
Sub contract	147.A.105(d)			
Multi Role individual	147.A.105(e)			
Experience & Qualifications	147.A.105(f)			
Examiners & Assessors	147.A.105(g)			
Continuation training	147.A.105(h)			
AAR-147.A.110				
Records Instructors/Examiners				
Records of Instructor/Assessor/Examiner	147.A.110(a)			
Terms or Ref / Scope of Approval	147.A.110(b)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.115				
Instructional Equipment				
Classroom Drawings, text, diagrams	147.A.115(a)			
Basic training tools / equipment	147.A.115(b)			
Basic training selection of parts	147.A.115(c)			
Access to type being delivered	147.A.115(d)			
AAR-147.A.120				
Maintenance training Material				
Basic knowledge syllabus / type note	147.A.120(a)			
Use of technical library	147.A.120(b)			
AAR-147.A.125				
Records				
Records retaining for unlimited duration	147.A.125			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.130 (cont.)				
Training Procedures				
Procedures acceptable to competent authority	147.A.130(a)			
Quality System audits	147.A.130(b)1			
Quality feedback system	147.A.130(b)2			
Independent audits	147.A.130(b)1			
AAR-147.A.135				
Examinations				
Exams to be paper or electronic	147.A.135			
Security of Exams	147.A.135(a)			
Student cheating	147.A.135(b)			
Examiner cheating	147.A.135(c)			
AAR-147.A.140				
Exposition				
Layout of MTOE	147.A.140(a)			
Approval of amendments	147.A.140(b)			
Indirect approval	147.A.140(c)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.145 (cont.)				
Priviledges				
Basic / Type / Examinations	147.A.145(a)			
Training at sites stated on approval certificate	147.A.145(b)			
Conduct of Remote Sites	147.A.145(c)			
Sub contract of training	147.A.145(d)			
Exam approval only if scope approved on Approval Certificate	147.A.145(e)			
Exams where training is not required	147.A.145(f)			
AAR-147.A.150				
Changes to the Organisation				
Notification to competent authority *prior* to change occuring	147.A.150(a)			
Conditions	147.A.150(b)			
AAR-147.A.155				
Continued Validity				
Validity to be *unlimited* subject to conditions	147.A.155(a)			
Approval to be returned to competent authority	147.A.155(b)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.160				
Findings				
Level 1 finding	147.A.160(a)			
Level 2 finding	147.A.160(b)			
Corrective action plan	147.A.160(c)			
AAR-147.A.200				
Basic Training				
Basic training to consist of Training/Exam/Practical	147.A.200(a)			
Knowledge of training element	147.A.200(b)			
Knowledge exam to be cross section of subject matter	147.A.200(c)			
Practical use of tooling and parts	147.A.200(d)			
Practical Assessment	147.A.200(e)			
Duration of basic course	147.A.200(f)			
Duration of conversion courses	147.A.200(g)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.205				
Basic Knowledge Exams				
Exam may be attended without attending a basic course	147.A.205			
Comply with AAR-66 Annex III	147.A.205(a)			
Basic exam without use of notes	147.A.205(b)			
Cover cross representative section of tasks as per AAR-66 Annex III	147.A.205(c)			
AAR-147.A.210				
Basic Practical Assessment				
Assessments to be carried out during course by nominated assessors	147.A.210(a)			
Student to achieve a pass as per 147.A.200(e)	147.A.210(b)			

REGULATION	AAR-147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
AAR-147.A.300				
Type/Task Training				
Type/Task training as per AAR-66 and 66.A.45	147.A.300			
AAR-147.A.305				
Type/Task Training assessment				
Type training assessments as per AAR-66 Annex III	145.A.30(a)			