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| *C:\Users\astrosfr\Desktop\breytt eyðublöð\SGSlogo isl.enskt.jpg* | **EASA Part-147 MTOE CHECKLIST** | **LHD-242**  **Dags. 01.06.2020** |

1. **Scope**

The purpose of the Maintenance Training Organisation Exposition (MTOE) compliance checklist and user guide is to assist organisation wishing to obtain EASA Part-147 approval (MTO). This document is complementary to the requirements of Implementing Rule (IR) - Regulation EU 1321/2014 Annex IV, Part-147 “as amended” and does not supersede or replace the information defined within the IR.

The checklist includes suggested subject headings and all the relevant information as detailed in 147.A.140 and its AMC, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “MTOE reference / comment” where the information in the MTOE is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft MTOE.

1. **Important warning**

This user guide is designed to be used by:

* Part-147 MTO - To assist them in the production and/or maintaining of their own MTOE
* ICETRA - As a comparison document for MTOEs submitted to them for approval; and

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part-147. It is the responsibility of the organisation to ensure compliance with the IR. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MTOE, the MTO should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE should be written in the English language.

1. **Exposition format**

The MTOE may be produced in hardcopy or electronic format;

* Hardcopy: ICETRA does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers. (recto/verso can be used)
* Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the ICETRA to facilitate the document study.

1. **Structure of the Maintenance Training Organisation Exposition**

The MTOE may be produced in the form of a single document or may consist of several separate documents.

* Single document: The standard MTOE produced i.a.w. Appendix I to AMC 147.A.140 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed training and examination procedures and detailed training system quality procedures (see 147.A.140, AMC 147.A.140 and Appendix I to AMC 147.A.140).
* Several documents: The MTOE must contain at least the information as detailed in Appendix I to AMC 147.A.140 Part 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MTOE. In this case:
  + The MTOE should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
  + These associated documents must meet the same rules as described for the MTOE.
  + This/these associated document(s), procedure(s) and form(s) etc. must be provided to the ICETRA for approval, as Part of the MTOE.

For some organisations certain sections of the headings defined within Appendix I to AMC 147.A.140 may be ‘not applicable’. In this case they should be annotated as such within the MTOE.

1. **Exposition pages’ presentation**

Each page of the MTOE should be identified as follows (this information may be added in the header or footer;

* the name of the organisation (official name as defined on the EASA Form 11 approval certificate)
* the issue number of the MTOE
* the amendment/revision number of the MTOE
* the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MTOE)
* the chapter of the MTOE
* the page number
* the name of the document " Maintenance Training Organisation Exposition”

At the beginning of the volume, the Cover page should specify:

* Maintenance Training Organisation Exposition;
* The name of the organisation (the official one defined on the EASA Form 11 approval certificate)
* The approval reference of the MTO
* The copy number from the distribution list

1. **Corporate commitment by Accountable Manger**

Prior to submission of the ‘draft’ MTOE to the ICETRA for approval, the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment the ICETRA for approval.

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| **MTOE Reference** |  | | |
| **Organisation Official Name** |  | | |
| **Date** |  | | |
| **Summited by** |  | **Signature** |  |

**MTOE checklist**

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| **Compl** | **Content** | **IR reference** | **MTOE reference / comment** |
|  | Cover page |  |  |
|  | Maintenance Training Organisation Exposition |  |  |
|  | The official name of the organisation as defined on EASA Form 11 |  |  |
|  | The approval reference of the MTO |  |  |
|  | The copy number from the distribution list |  |  |
|  | Introduction |  |  |
|  | Foreword |  |  |
|  | Table of content |  |  |
|  | List of effective pages |  |  |
|  | List of issues / amendments or record of revision |  |  |
|  | ICETRA Letter of Approval (LOA) |  |  |
|  | Internal organisation approval page signed by QM and TM   * Internal approval statement * Title, name, date and signature (QM and TM) |  |  |
|  | Revision highlights / Summary of changes |  |  |
|  | Effective date of the current revision   * The effective date is the date that the amendment introduced in this amendment takes effect * The effective date can be established just prior to the final approval of the MTOE by ICETRA or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc. |  |  |
|  | Distribution list   * MTOE copy number * Location of copies * Holders of the copies * Format of copies (PDF, Electronic database, * CD-ROM, Paper etc.) |  |  |
|  | Abbreviation, terminology and definitions |  |  |
|  | Cross reference list from the MTOE to Appendix I to AMC 147.A.140, if applicable |  |  |
|  | Organisation information i.e.:   * Address of approved locations (Head Office) * Mailing Address(es) * Telephone number(s) * E-mail address of the Head Office |  |  |
|  | Part 1 Management |  |  |
|  | * 1. Corporate commitment by the accountable manger   When the AM is not the CEO of the organisation then such CEO shall countersign the statement | 147.A.140(a) 1. |  |
|  | * 1. Management personnel * Accountable Manager (AM) – insert name * Training Manager (TM) – insert name (EASA Form 4 holder) * Quality Manger (QM) – insert name (EASA Form 4 holder) * Knowledge Examiner(s) – insert name(s) (EASA Form 4 holder) * Practical Assessor(s) – insert name(s) * Other (as required) – insert name(s) * Put in bracket behind the title and name “(EASA Form 4 holder)” as example above or by other means to make it clear who is EASA Form 4 holder and therefore subject to change approval as per point 147.A.150 | 147.A.105(a)(b)(c)(g) / 147.A.150 |  |
|  | * 1. Duties and Responsibilities of management personnel, including matters on which they may deal directly with the competent authority on behalf of the maintenance training organisation * Duties and Responsibilities (job functions)   + Accountable Manager (AM)   + Training Manager (TM)   + Quality Manager (QM)   + Instructors   + Knowledge Examiners   + Practical Assessor | 147.A.105(a)(b)(c) |  |

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|  | * 1. Management personnel Organisation Chart * Management personnel organisation chart showing associated chains of responsibility of management personnel. The Form 4 holders should be identified in the chart * The names of the management personnel may be included in the boxes of the organisation chart, but this is optional * Quality Assurance personnel must be shown to be independent from Training Manager and Knowledge Examiners   A flow chart should provide a comprehensive understanding of the whole training organisation. It should give further details on the management system, and should clearly show the independence of the quality monitoring system, including the links between the Quality assurance department and the other departments.  This flow chart may be combined or subdivided as necessary, depending on the size and the complexity of the organisation. | 147.A.140(a) 4. |  |
|  | * 1. List of instructional and examination staff * List of the training instructors - insert name(s) * List of the knowledge examiners - insert name(s) * List of the practical assessor(s) insert name(s)   Note: A separate document may be referenced. That document become part of the MTOE and must be revision controlled (revision number and date) and subject to approval. The list must reflect the scope of the approval, showing adequate staff to support the scope of the approval. | 147.A.140(a) 5. |  |
|  | * 1. List of approved addresses   This paragraph should list those address(s) at which instruction and/or practical training are to be carried out for the duration of the Part-147 course.  The names, address(s) and approval numbers of any proposed Aircraft Maintenance Part-145 Organisation at which it is proposed to carry out student practical training in order to fulfil the requirements of PART-147 may be kept in another document or procedure and cross referenced here. This arrangement should include written agreement with relevant Part 145 MO. | 147.A.100 / 147.A.140(a) 11. / 147.A.145(b) |  |
|  | * 1. List of sub-contractors as per 147.A.145(d) * List name of subcontractor(s) * List address of subcontractor(s)   This paragraph should list name of organisation and those address(s) at which training beyond the capacity of the Part-147 Organisation may be carried out.  Part-66 Modules 1 to 6 inclusive and 8 to 10 inclusive may be sub-contracted to organisations not specialising in aircraft maintenance and where the Part-147.A.200 practical training element does not apply. | 147.A.100 / 147.A.140(a) 12. / 147.A.145(b) |  |
|  | * 1. General description of facilities of paragraph 1.6 addresses * General description of facilities of paragraph 1.6 addresses * General description of facilities of paragraph 1.7 addresses * Location of facilities * General description   + Layout of premises and size   + Office accommodations   + Classrooms for the instruction of theory   + Library   + Practical training workshop   + Knowledge Examinations rooms   + Type/task training facility   + Secure storage facilities   Include here the facilities such as desks, chairs, lockers, overhead projectors, other teaching aids etc. for each of the offices, classrooms, practical training workshops and examination rooms provided. | 147.A.100 / 147.A.140(a) 6. / 147.A.145(b) |  |
|  | * 1. Specific list of courses and type examinations approved by the competent authority. Note: Licence category/subcategory L is approved for examination only.   This paragraph must contain a list of the Part-147 course(s) and type examination for which approval is held.  This should also include “Differences” courses.  E.g. Airbus A319/320/321 (CFM 56) B1 - differences to A319/320/321 (V2500) B1. | 147.A.140(a) 7. |  |
|  | * 1. Notification procedure regarding changes to the organisation * Changes   + Organisation name and location   + Organisation additional location   + The group of person as specified in 1.2   + Operation, facilities, procedures, work scope, staff and arrangements, as far as they may affect the approval * Notification before such changes take place | 147.A.150 / 147.A.130(a) |  |

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|  | * 1. Exposition amendment procedure   Exposition Amendment Procedures (including, delegated procedures)   * Person responsible for amending the Exposition.   + Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the ICETRA * Sources of proposed amendments within the organisation * Internal approval process   + Verifying and validation of amended procedures before use   + Training Manager and Quality Manager sign the internal approval page, see introduction * Approval process with ICETRA * Revision acknowledge receipt process * Definition of minor amendments to the Exposition that can be amended without the prior approval of the ICETRA, if applicable and agreed   + In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MTOE is approved by ICETRA. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part-147 requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure cannot be detailed in the MTOE before the first 2-year period has been completed. In any case the ICETRA must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved. * Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable * Effective date of the amendment * MTOE Review   After ICETRA has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective | 147.A.140 / Appendix I to AMC |  |

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|  | PART 2 TRAINING AND EXAMINATION PROCEDURES |  |  |
|  | * 1. Organisation of courses   In this paragraph the organisation should detail the procedures in place in order to organise the courses and to ensure that all necessary means are available to deliver in good conditions and by appropriately qualified staff all the course elements as required by the Part-66 syllabus.  Such procedures may include a formalised review of the availability of required appropriate training rooms, materials, STDs, specialists... and resulting in tuition programme. | 147.A.200 |  |
|  | * 1. Preparation of course material   Training material should meet the requirements of Part-66. It should also state how the approved company produces a course for a new aircraft type. This would typically include the production of the Training Needs Analysis i.a.w. Part 66 appendix III  For Basic training ICETRA Form LHD 430 needs to be completed and submitted with training material for each module in order to demonstrate compliance with Part 66 Appendix I.  For category L licence and relevant subcategories approval is issued for examination only. Reference to source material for examination questions shall be referenced on Form LHD-430-L  In order to get the course approved a set of multi-choice questions/and or essay questions must be submitted.  This procedure should also be utilised to list the responsibilities by Part-66 module for the production, review & amendment of lecture notes.  NOTE for Aircraft Type Training:  Theoretical training and examination and practical training and assessment shall comply with the relevant elements defined in the mandatory part of the operational suitability data (OSD) established in accordance with Regulation (EU) No 748/2012 or, if such elements are not available, the standard described in point 3.1 and 3.2 of Appendix III.  Type training courses shall include operational suitability data (OSD) for the relevant type not later than 18 December 2017 or within two years after the operational suitability data was approved, whichever is the latest.  The operational suitability data includes mandatory training elements for type rating training of maintenance certifying staff. Those elements should be the basis for developing type training courses. | 147.A.120 |  |
|  | * 1. Preparation of classrooms and equipment   Cross reference to any procedures for the preparation of classrooms and reporting of faults to any classroom equipment, general maintenance procedures and the control of the teaching environment. | 147.A.115 |  |
|  | * 1. Preparation of workshop/maintenance facilities and equipment   Cross reference to any procedures for the reporting of faults to any workshop equipment, general maintenance procedures and the control of the teaching environment.  Cross reference to procedures for the ordering and storage of aircraft release standard consumable materials used in the production of practical tasks, and for the ordering and acquisition of any new equipment required to complete the tasks.  Cross reference to the procedures for ensuring that all test equipment and/or tooling requiring calibration are correctly forecast and expedited. Also cross reference to the procedure for ensuring that all electrical equipment power supply feeder cables (from wall socket to equipment) throughout the organisation are tested as required. | 147.A.100 |  |
|  | * 1. Conduct of Basic/Type knowledge and practical training   Describe the method utilised in teaching the Basic/Type knowledge and practical training courses for which the organisation is approved.  Cross refer to the low level document referred to in 2.1 above. | 147.A.200 |  |
|  | * 1. Records of training carried out   Cross refer to procedures for the production, maintenance and security of student files.  These should include details of all student attendance, final knowledge examinations, practical assessments and any re-examination carried out and their results by Part-66 complete module for Basic Licence courses and for Type Training, information of those courses completed, their content and at which levels at which they were instructed and examined.  There should be reference to the Basic work experience records required to be kept by the student whilst he is undergoing his live operating aircraft experience.  The use of an “Aircraft Maintenance Engineers Log Book” is a good example. | 147.A.125 |  |
|  | * 1. Storage of Records   Cross refer to procedures for the storage of staff and students records.  These may be electronically based provided that adequate safeguards are in place to prevent unauthorised access and alteration. | 147.A.100 |  |
|  | * 1. Training at locations not listed in paragraph 1.6   Should the Management wish to contract out Part of the practical training (not including live operating aircraft experience), control procedures must be in place. These procedures should effectively reflect those of the Part-147 Organisation.  Any training carried out at address not listed at 1.6 above must be approved by the ICETRA and control procedures must be in place to ensure that the proposed contract organisation is in compliance with the requirements of Part-66 & Part-147.  A contract must be in place with the proposed organisation in which it is agreed that access is granted to the ICETRA for the purpose of auditing.  Basic examinations of students who did not attend the basic training course at the maintenance training organisation is not allowed unless;   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 or MTOE as applicable    * + the examination shall be provided through a European Central Question Bank (ECQB), or      + in the absence of an ECQB, the competent authority selects the questions for the examinations.   Note: the “APPLICATION TO CONDUCT TYPE TRAINING/EXAMINATIONS\* AT A LOCATION REMOTE FROM THE Part-147 APPROVED SITE” Form should be annexed to the MTOE. | 147.A.145 |  |
|  | * 1. Organisation of examinations:   For Aircraft Maintenance Licence (AML) course a High level document detailing the course examinations, when each Part-66 module is to be examined and to what Part-66 level. This should include the knowledge, practical and ´on job ‘training elements and how the number of hours of each comply with the percentage requirements of AMC 147.A.200.  For aircraft type training, the course syllabus should be used to prepare an examination schedule. The examination schedule should detail the examinations to be set at the end of each major phase within the syllabus. A final examination should be conducted at the end of the type training course. The final examination should be recorded. Refer to applicable part to Part 66 Appendix III. | 147.A.135/147.A.205 |  |
|  | * 1. Security and preparation of examination material   For AML courses detail the preparation and security of Examination papers. Number of Questions and Timing must be in accordance with Part-66 Appendix II.  Cross reference to procedures for the production of examination questions, their validation and security of the data bank.  For Type training it is sufficient to detail the preparation and security procedures in place for the production and storage of examination papers | 147.A.100/135 |  |
|  | * 1. Preparation of examination rooms   Cross refer to procedure to be followed by the Examiner and Invigilator in preparing the examination room for examinations.  An invigilator´s ready reference sheet for briefing the candidates prior to the examination should be available in procedures and cross referenced here. | 147.A.100b |  |
|  | * 1. Conduct of examinations   Any student found during a knowledge examination to be cheating or in possession of material pertaining to the subject of the examination, other than that supplied for the examination, will be disqualified from passing the examination and may not then retake the examination for at least 12 months.  Any examiner/invigilator found to be providing answers to examination questions to any student will be immediately disqualified from acting as an examiner/invigilator, and the ICETRA will be informed within 1 calendar month.  Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner.  Examination paper security should be assured by a numbering system, e.g. “1 of 15” etc.  A procedure should be in place for checking that all the pages of each examination paper are complete at examination completion and that all examination papers are accounted for. Both the written element and the multi-choice question elements should be marked to 75% with no penalty marking. Ref Annex III (Part-66) Appendix II.  Nothing other than the actual examination/answer paper is permitted to be on the candidate´s desk.  All wall charts and/or other visual teaching aids should be removed from the examination room. | 147.A.135/205 |  |
|  | * 1. Conduct of Basic/Type practical assessments   Cross refer to procedures used for assessment of student hand skills, and the standard tasks set throughout the course. A set number of mandatory tasks should be assessed to have been completed to a satisfactory standard. | 147.A.210/305 |  |
|  | * 1. Marking and records of examinations   Cross refer to procedures for the marking of completed examination papers and the recording of results.  Cross refer to a procedure for practical assessments and recording of results. | 147.A.100/125 |  |
|  | * 1. Storage of examination results   A copy of each examination paper, the student number/identification list, a practical task results list, an examination results list and all examination papers for each complete module must be stored for a period of five years.  Electronic means of storage may be utilised as required, provided the usual computer security systems are in place. | 147.A.100/125 |  |
|  | * 1. Examinations at locations not listed in paragraph 1.6   Cross refer to the control procedure in common with Part 2.8 above. This location must comply with the requirements of 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15 above.  Consideration is needed for the security/control of examinations and their completed examination papers and/or practical assessment results. | 147.A.100/140/145 |  |
|  | * 1. Preparation, control and issue of Basic/Type training course certificates   The certificates should be prepared to reflect that illustrated in Annex IV (Part-147) appendix III and tightly controlled prior to issue, with a system in place to ensure that each copy is numbered as Part of a sequence and recorded as issued to a candidate by name. | 147.A.145 |  |
|  | * 1. Control of sub-contractors   Cross refer to procedures for the control of sub-contractors as appropriate. | 147.A.100 and 147.A.145 |  |

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|  | PART 3 TRAINING SYSTEM QUALITY PROCEDURES |  |  |
|  | * 1. Audit of training   As per the AMC Part 147.A.130 (2), an external auditor may be contracted by the smaller organisation for the purposes of the quality audit.  The purpose of the audit plan is to meet Part of the needs of the Part-147 approval.  The approved organisation should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of Part-147 have been reviewed during the audit process. The audit plan should indicate applicability of the various activities to be monitored and more than one list may be necessary (rolling audite). Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed. A complete audit of the Part-147 organisation must be completed every 12 months, including independent audit(s) of the quality system.  Cross refer to the various procedures required for quality auditing, reporting findings and levels with any corrective actions required. A management control and follow up system must also be in place and may not be contracted out.  Cross reference to any quality procedures manual if available is permitted, but this system must relate to and make reference to the relevant Part-147 paragraphs.  Cross refer to procedure for quality audit personnel, including:   * Nominated personnel * Required experience * Required training e.g. relevant legislation, quality system theory and auditing techniques, MTOE procedures, on-the-job training etc. * Required competence * Required recurrent / continuation training * Examination, test and assessment procedures (as necessary) * Assessment must ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with Part-147 identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part-147. * Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality * Retention of records   + Duration / location   + Type of documents * This paragraph must describe how the Quality system personnel are managed and competency is ensured and assessed | 147.A.130 |  |
|  | * 1. Audit of examinations   Must be audited annually, but may be Part of the rolling audit procedure. | 147.A.130 |  |
|  | * 1. Analysis of examination results   Examination results should be analysed on completion of each examination and any questions amended as necessary. Cross refer to procedures detailing responsibilities. | 147.A.130 |  |
|  | * 1. Audit and analysis remedial action   Procedures for the reporting of findings and for corrective actions.  This paragraph must describe the procedures reporting of findings and of follow up of corrective actions including adequate root cause analysis to ensure proper corrective and preventive actions.  Analysis to the root cause is an essential part of implementing satisfactory corrective actions and subsequently achieving and remaining an adequate quality and safety system. | 147.A.130 |  |
|  | * 1. Accountable Manager annual review   Points discussed on a set date should include:   * Projects requiring financial support * Sufficient staff employed to meet foreseen training program. * Part-147 organisation review. * Examinations and assessments. * Student achievements. * Student support. * Quality Assurance review. | 147.A.130 |  |
|  | * 1. Qualifying the Instructors   List acceptable staff qualifications\*:  Include procedures for the induction of inexperienced instructors as required.  Where relevant include procedures for the employment of part time or contract instructors.  All staff should have an appreciation of the contents of Part-66 and Part-147.  Cross refer to the list of present staff/qualification. Note: Staffs employed prior to Part-147 application who´s qualifications were previously acceptable, will continue to be accepted.  Cross refer to procedures for staff development.  \*Note: Guidance for acceptable qualifications is proposed in the Annex I to the present MTOE guidance. | 147.A.105 |  |
|  | * 1. Qualifying the Examiners/Assessors   Examiners should have a full understanding of all the requirements of Part-66 and Part-147.  Cross refer to procedures for staff development.  Cross refer to the list of staff/qualifications.  Practical work assessors should be assessed as being competent in accordance with an approved process.  \*Note: Guidance for acceptable qualifications is proposed in the Annex I to the present MTOE guidance. | 147.A.105 |  |
|  | * 1. Records of qualified Instructors, Examiners and Assessors   The company must maintain a record of all training staff which must include details of the scope of their authorisation.  Training staff must be provided with evidence of the scope of their authorisation.  The following minimum information should be kept on record in respect of each instructor:   * Name * Date of Birth * Personnel Number * Experience * Qualifications relevant to the approval * Training History (before entry) * Training (Basic Training, Type Training, Continuation Training) * Scope of activity * Date of first issue of the authorisation * If appropriate - expiry date of the authorisation * Starting date of employment   The records may be kept in any format (hard copy or computer based) subject to the usual security requirements.  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.  The instructor should be given reasonable access on request to his/her own records.  The authorisation document should be in a style that makes its scope clear to instructors and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document should be readily available.  Instructional staffs are not required to carry the authorisation document at all times but should produce it within a reasonable time of a request from an authorised person. Authorised persons, a part from the organisation´s department must include EASA and the ICETRA.  Any member of the ICETRA is classed as an authorised person when investigating the records system for initial and continued approval or when the ICETRA has cause to doubt the competence of a Particular instructor. | 147.A.110 |  |
|  | PART 4 APPENDICES |  |  |
|  | * 1. Examples of documents and forms used   This section should include examples of all documents and forms used by the organisation in the conduct of its Part-147 function.  Some examples are listed below:   * Student attendance record * Course certificate(s) * Certificate(s) of training * Classroom plan (exam purposes) * Course critique * Course results * Course design/change plan * Exam answer sheet * Exam results * Internal audit procedure * Internal audit schedule * Internal audit report * Application to conduct courses/examinations at a remote location * Interview report form * MTOE amendment request * MTOE amendment request log * Staff training record (to include qualifications, history and subjects taught). * Staff terms of reference * Student training/examination and assessment form * Training course review * Quality system * Aircraft visit form | Appendix I to AMC 147.A.140 |  |
|  | * 1. Syllabus/Training Needs Analysis (TNA) of each training course   This section should contain the signed approval document issued by the Agency for each approved course. | Appendix I to AMC 147.A.140 |  |
|  | * 1. Cross reference Index - if applicable   Self-explanatory. | Appendix I to AMC 147.A.140 |  |

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**Annex 1**

**Experience & Qualifications**

**Of**

**Instructors, Knowledge Examiners & Practical Assessors**

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**Introduction**

Part 147.A.105 Personnel requirements quotes: „(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.“ The purpose of this Appendix I is to establish the criteria applicable to instructors, examiners and assessors exercising their activity in Part 147 Maintenance Training Organisations approved by the Icelandic Transport Authority (ICETRA).

These apply to concerned staff of the Maintenance Training Organisation approved under Part 147, as well as to any instructors, examiners and assessors sub-contracted by the approved organization.

The tables in this Appendix provide minimum standard and criteria established by ICETRA for instructors, examiners and assessors in Part 147 organisations approved by ICETRA. Other means of demonstrating the competency may be accepted by ICETRA provided these guarantee and equivalent level of confidence in the actual competency of the candidates.

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| **Basic Training** | | |
| Table 1 a | Modules 1,2,3,4 | Basic Training Theoretical Element Instructors |
| Table 1 b | Modules 5,6,8 |
| Table 1 c | Module 7 |
| Table 1 d | Module 9 |
| Table 1 e | Module 10 |
| Table 1 f | Modules 11, 12, 13, 14, 15, 16, 17 |
| Table 2 |  | Basic Training Practical knowledge Instructors |
| Table 3 |  | Basic Training Theoretical knowledge Examiners |
| Table 4 |  | Basic Training Practical knowledge Assessors |
| **Type Training** | | |
| Table 5 |  | Type Training Theoretical element Instructors |
| Table 6 |  | Type Training Practical knowledge Instructors |
| Table 7 |  | Type Training Theoretical knowledge Examiners |
| Table 8 |  | Type Training Practical knowledge Assessors |

**Qualification and experience requirements of Instructors, Knowledge examiners and Practical assessors**

Preamble

The competency of the instructors, examiners and assessors is an essential factor contributing to the quality of a training course and only adequately qualified staffs should be assigned by the Training Organization to carry out the training and examination tasks.

It is therefore important to assess the competency of the proposed staffs, and the following criteria establishes the parameters that ICETRA intend to use to measure the level of competency of training/examination staffs.

Rather than require strict educational background or pre-determined professional experience the criteria address qualities – or skills – that are expected to be owned by the staffs, and which must be demonstrated to ICETRA.

Note: The means to demonstrate that a proposed instructor, examiner or assessor owns these qualities is addressed in “Assessment and Acceptance of staffs”

**Definitions**

To better understand the criteria and which categories of staff are subject to compliance, the following definitions are proposed for:

* Instructor: a nominated person who will deliver a Part 66 module (i.a.w. Part 66 appendix I), a Part 66 element (i.a.w. Part 66 appendix III), or part thereof. The instructor is not necessarily the person involved into the drafting of the course material (content, duration and etc.), however he must be involved at some point into the organization of the lessons themselves (creation of the instructor notes, slides, sequencing and etc.).
* Examiner: a nominated person who will determine the level of theoretical knowledge of the trainees on a particular module, element, or part thereof. The function may include the drafting and/or the selection of questions (MCQs and Essays), the performance of the examination exercise itself for essay question, the evaluation of the correctness of answers (except when correct answers are pre-determined) and the final judgement regarding the level of knowledge demonstrated by the trainee. Persons solely supervising an exam session consisting of pre-selected MCQ questions are not considered as examiners but are considered as support staffs (invigilators), and are therefore not subject to the knowledge and experience requirements, but need to be trained to the examination procedure described in the MTOE.
* Practical Assessor: a nominated person who will determine the level of practical knowledge/practical skills of the trainees on a particular module, element, or part thereof. The function may include the drafting and/or the selection of practical tasks, the performance of the
* Scope of privileges (Terms of Reference (TofR)): the part of a course that an individual is authorized by the training organisation to instruct, examine or assess; this scope can cover a full course or be reduced to a particular module or element, or even be limited to a part thereof (i.e. sub-module, a specific area within a sub-module and etc.).

**Standard**

Instructors

To be deemed as competent, the instructors should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of instruction, but also about the rules and specific procedures (MTOE etc..) governing the teaching in a controlled environment (Part 147 organisations)
2. Pedagogic and should know how to organize a lesson and how to efficiently deliver a course that clearly highlights the fundamental points; they should also be able to adapt his communication to a particular audience, what may require efforts to bypass, for instance, the language barrier or the very variable profiles of trainees in a same class (in terms of pre-existing knowledge/experience…)
3. Convincing and therefore should have the required experience proving that he has a good command of the subjects taught, at least sufficient to convince trainees that for instance may themselves have a pre-existing experience of the aircraft types to be taught. He should be in a position to understand, and possibly answer, a number of questions asked by trainees, and should be able to expose the links between the academic training delivered to the trainees and the actual maintenance tasks that these will have to accomplish all along his career. The instructor should also keep and promote the “appropriate attitude” towards regulation and procedures, and in particular the strict adherence to approved maintenance practices and quality standards that can only be acquired through his own experience in a regulated (or governed) aviation environment.
4. Proficient and particular should be familiar with the tools or the training techniques used by the training organisation to support the lessons. They should also have a good command of the languages used in aviation literature such as A/C maintenance instructions and that will be used by trainees in an international Part 145 environment.

Knowledge Examiners

To be deemed as competent, the knowledge examiners should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of examination, but also about the rules and specific procedures (MTOE and etc.) governing the organisation and performance of exams in a controlled environment (Part 147 organisations),
2. Trained to examination techniques. The examiner should be fully aware of the aim of the examination and conduct an examination in such a way that the true abilities of the candidate are demonstrated. These involve technical knowledge, but through the essay questions the examiner should also determine the ability for the candidate to satisfactorily cope with the necessary “documentary phase” of a maintenance action (ability to fully understand maintenance entries such as task requests or maintenance reports, and to report in an understandable and complete manner the tasks performed or decision taken i.e. troubleshooting). The examiner should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the examination, for example by providing undue assistance or clarification to a candidate.
3. Proficient and in particular should be familiar with the tools or the examination techniques used by the training organisation to perform the exams (paper system, computerised systems ……….)

Practical assessors (see also Appendix III to AMC to Part 66)

To be deemed competent, the practical assessors should be:

1. Fully knowledgeable in order to build a solid judgement regarding the abilities of the assessed trainees, the assessor should have the required knowledge and experience of the tasks to be assessed. He should also be able to determine if the trainee accomplishes the tasks i.a.w. current regulation, utilizing approved procedures, maintenance practices etc… He should additionally be knowledgeable about the rules and specific procedures (MTOE etc.) governing performance of assessments in a controlled environment (Part 147 organisations).
2. Trained to assessment techniques. The assessor should be fully aware of the aim of the assessment and conduct a practical assessment in such a way that the true abilities of the candidate are demonstrated. These involve technical abilities but also the ability for the candidate to satisfactorily perform the tasks in an actual maintenance environment where basic principles of human factors apply (such as work performed under stressful conditions i.e. time or management pressure etc…). Therefore, the assessor should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the assessment, for example by providing assistance to a stressed candidate.
3. Proficient, and in particular the assessor should be familiar with the tools or the techniques used by the training organisation to assess the practical abilities of trainees (maintenance simulators, mock up and etc.).

Assessment and acceptance of staff

Assessment and acceptance of Instructors, examiners and assessors shall be performed, and documented by the approved training organisation in accordance with dedicated procedure described in the MTOE. Proposed candidates shall be physically interviewed by the appropriate staff or the training organisation in order to ensure its competency. Once completed, de detailed result of this assessment, including any supporting documents (diplomas, Part 66 licence, etc…) must be filed in accordance with MTOE procedure. The staff shall be listed in MTOE with intended scope instruction, examination or assessment detailed in TofR.

Continued qualification

The qualification criteria and experience requirements only address the initial acceptance of instructor, examiners and assessors. The training organisation must develop and document a program in accordance with control procedure in MTOE to ensure the continued qualification and competence of these staff. The recurrent training program shall as a minimum comply with Part 147.A.105(h) i.e.: “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.”

Extension of the scope of instruction, examination and assessment

If the scope of privileges of an instructor, examiner or assessor is extended, an assessment must be performed by the organisation and documented in order to demonstrate that the additional qualification and experience requirements induced by the extended scope of privileges are fulfilled.

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| **Table 1a** | **Basic Training – Theoretical elements instructors**  **Modules 1,2,3,4** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Knowledge level attested by a school speciality diploma\* that is recognised by Icelandic Transport Authority (ICETRA), or an acceptable equivalent,  or  **Option 2:** EASA Part 66 Licence endorsed with relevant category (i.e. B1 for B1 instructors)  or  **Option 3:** Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (i.e. Module 1 level 2 for a B1/B2 instructor in module 1 class. The scope of instruction will be limited to the passed modules. | \* I.e. college, university, etc. The diploma’s speciality must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught. |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  .  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE. |  |
| **Speciality experience** | Nil | However practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive (i.e. for a mathematics instructor, the practical applications may be the reading of inflation charts, the conversation of units (metric system…) or determination of a centre of gravity etc…) |

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| **Table 1b** | **Basic Training – Theoretical elements instructors**  **Modules 5,6,8** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Knowledge level attested by a school speciality diploma\* that is recognised by Icelandic Transport Authority (ICETRA), or an acceptable equivalent,  and  A training received to gain knowledge about the design, function and the operation of relevant typical aircraft systems and components  or  **Option 2:** EASA Part 66 Licence endorsed with relevant category (i.e. B1 for B1 instructors)  or  **Option 3:** Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (i.e. Module 1 level 2 for a B1/B2 instructor in module 1 class.\* The scope of instruction will be limited to the passed modules. | \* I.e. college, university etc.. The diploma’s speciality must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught. |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE. |  |
| **Speciality experience** | Nil | However practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive. |

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| **Table 1c** | **Basic Training – Theoretical elements instructors**  **Module 7A & 7B** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Knowledge level attested by a school\* that issues Aircraft Maintenance & engineering speciality diploma and is recognised by Icelandic Transport Authority (ICETRA). The training syllabus should meet the Part 66 appendix 1 elements at the appropriate level and for the adequate category/subcategory (i.e. B1.3)  and  At least completed A/C type training i.a.w. Part 66 Standard or equivalent, which must be representative of the category/sub-category (i.e. B1.3)  or  **Option 2:** Part 66 Basic Licence endorsing the relevant category (i.e. B1.1 for B1.1 instructors)  or  **Option 3:** Part 147 Certificates of recognition (training + exam) for module 7, level 3  and  At least completed A/C type training i.a.w. Part 66 Standard or equivalent, which must be representative of the category/sub-category (i.e. B1.3)  or  **Option 4:** Specialised training received from acceptable training organisations/institutions for specialised services (i.e. for welding, NDT, etc.)\*\* | \* Curriculum must be consistent with the syllabus of module 7A or 7B, as applicable, level 3.  \*\* The purpose is to facilitate the use of instructors – non maintenance specialised providing very specialised training (i.e. on welding) as part of the module 7 training. The scope of instruction is limited to the concerned sub-module(s). |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A level of English compatible with the A/C maintenance activity. \*  and  A training on EASA regulation: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE. | \* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured. |
| **Speciality experience** | 3 years of relevant experience in civil aviation environment (aeronautical maintenance) or acceptable equivalent; the experience must be representative of the subject(s) to be taught. |  |

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| **Table 1d** | **Basic Training – Theoretical elements instructors**  **Module 9A & 9B** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** A documented training on Human Factors in Aviation, of a minimum of 2 days. The syllabus of the training must comply with Part 66 appendix 1.  or  **Option 2:** A certificate of recognition for the module 9 at level 2 (training + exam) |  |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | Training on EASA regulations: Part 66 (basic) and Part 145 (detailed)  and  A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE. |  |
| **Speciality experience** | N/A\* | \*Experience in an environment that is representative of human factors affecting aviation maintenance (i.e. Line & Base maintenance experience) is advantageous |

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| **Table 1e** | **Basic Training – Theoretical elements instructors**  **Module 10** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | A documented training on regulations described in Part 66 Appendix 1, Module 10 |  |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE. |  |
| **Speciality experience** | N/A\* | \*Experience in an environment that is representative of human factors affecting aviation maintenance (i.e. Line & Base maintenance experience) is advantageous |

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| **Table 1f** | **Basic Training – Theoretical elements instructors**  **Modules 11, 12, 13, 14, 15, 16, 17** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Knowledge level attested by an aviation engineering diploma\* recognised by Icelandic Transport Authority and covering the4 subject to be taught, or an acceptable equivalent,  or  **Option 2:** Part 66 Basic Licence endorsing the category (i.e. B1 for B1 instructors)  or  **Option 3:** Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level. Scope of instruction will be limited to the passed module(s)  or  **Option 4:** Specialised training received from acceptable training organisations or institutions \*\*\*. | \* Diploma’s speciality must be consistent with the modules to be taught (the curriculum must include Part 66 Appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught.  \*\* The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a complete module. The instruction will be limited to the concerned sub-modules. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc.. |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A level of English compatible with the A/C maintenance activity. \*  and  A training on EASA regulation: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE. | \* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured. |
| **Speciality experience** | **Option 1:** 1 year of relevant experience in civil aviation environment (aeronautical maintenance). The experience must be adapted to cover the subjects to be taught and gained in an aviation engineering department or in MO.  or  **Option 2:** Part 66 Basic Licence endorsing the category (i.e. B1.3, B1.4 for module 12, etc.) |  |

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| **Table 2** | **Basic Training – Practical elements instructors** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Part 66 Basic Licence endorsing the appropriate category / sub-category (i.e. B1.1 for B1.1 instructors)  and  A/C type endorsed on the appropriate category / sub-category of licence, for each aircraft type used for the purpose of the training.  or  **Option 2:** Part 147 Certificates of Recognition (Category B1 or B2 as applicable) covering training & exam at level 3 for the module 7, level 2 for modules 9 and 10, and at the level defined by Part 66 appendix 1 for module 11 to 17 \*.  and  Approved type training (theory + practical) passed in the appropriate category / sub-category for each aircraft type used for the purpose of the training.  or  **Option 3:** Specialised training received from acceptable training organisations / institutions to cover specialised services (i.e. welding, NDT inspections etc..). \*\*.  The instruction will be limited to the subjects / methods covered by the specialised training(s). NDT instructors should be holder of a valid licence i.a.w. EN4179 (level 2 minimum) or acceptable equivalent.  or  **Option 4:** A documented release to service authorisation (or an internal certification authorisation) granted by an approved Part 145 organisation iaw the approved MOE and covering the subjects to be taught. For aircraft maintenance instructors the authorisation should include privileges for A/C certification that are comparable to B1 or B2 certifying staff as applicable and include each aircraft type used for the purpose of the training. For shop (i.e. structure, components) & specialised services the qualifications must meet the standard as exposed in the organisation’s MOE. The instruction will be limited to the subjects covered by the AMO authorisation(s). | \* The required level depends on the instructor speciality (airframe or avionics)  \*\*The purpose is to facilitate the use of instructors – non maintenance specialised – providing very specialised training (i.e. on welding) as part of the module 7 training and under the oversight of the module 7 maintenance instructor(s). The instruction will be limited to the concerned sub-modules. |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A level of English compatible with the A/C maintenance activity. \*  and  A training on EASA regulation: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE. | \* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured. |
| **Speciality experience** | 3 years of relevant experience. The experience must be representative of the subject(s) to be taught and gained as following:   1. A/C maintenance instructor: experience to be gained in a regulated civil aviation environment or acceptable equivalent, including line and/or base maintenance experience; 2. Shop maintenance instructors (component / structural elements etc.): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3. For specialised services (welding, NDT etc. ): relevant experience to be gained in industry\* | \* Care should be exercised that the experience gained in a non-aeronautical industry is relevant and transferable to aviation maintenance practices. |

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| **Table 3** | **Basic Training – Knowledge examiners** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | Knowledge examiners should meet the same criteria as the theoretical instructor of the concerned modules (i.e. examiner for Module 11 meet the criteria of instructor for Module 11) |  |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “train the trainer” course  and  Assessment performed and documented by the Training Organisation’s Training Manager (if himself appropriately qualified as knowledge examiner and in accordance with a MTOE procedure). | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A training on EASA regulation: Part 66 (basic), 147 (basic), addressing examinations and documented familiarisation with the specific training procedures and requirements as described in the approved MTOE. |  |
| **Speciality experience** | N/A\* | \*However practical experience in A/C maintenance, design or production activities is advantageous |

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| **Table 4** | **Basic Training – Practical assessors** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | Practical assessors should meet the same criteria as the practical instructor of the concerned modules (i.e. examiner for module 11 meet the criteria of instructor module 11) |  |
| **Pedagogical skills** | Criteria as described in Appendix III to AMC to Part 66  and  Assessment performed and documented in accordance with a MTOE procedure). |  |
| **Other knowledge** | A training on EASA regulation: Part 66 (basic), 147 (basic), addressing assessment and documented familiarisation with the relevant procedures and requirements as described in the approved MTOE. |  |
| **Speciality experience** | 3 years of relevant experience. The experience must be representative of the subject(s) to be assessed and gained as following:   1. A/C maintenance assessor: experience to be gained in a regulated civil aviation environment or acceptable equivalent, including line and/or base maintenance experience; 2. Shop maintenance assessor (component / structural elements etc.): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3. For specialised services (welding, NDT etc. ): relevant experience to be gained in industry\* | \* Care should be exercised that the experience gained in a non-aeronautical industry is relevant and transferable to aviation maintenance practices. |

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| **Table 5** | **Type Training – Theoretical elements instructors** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Part 66 licence endorsed with relevant type rating (level 3) corresponding to the speciality of the instructor (i.e. B2 for an avionic instructor)  and  A refresher/update course, or documented self-study on applicable aircraft training material/manuals on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 2:** A Part 147 Certificate of Recognition (training + exam) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical (if candidate is holder of Part 66 licence with similar type rating endorsement the practical training can be exluded\*\*\*)The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (i.e. B2 for an avionics)  and  A refresher/update course, or documented self-study on applicable aircraft training material/manuals on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 3:** a type training (theory + practical) received in a non-Part 147 organisation on the relevant A/C type(s) \* The curriculum/ level of the course must be equivalent to Part 66 appendix 3.  and  A refresher/update course, or documented self-study on applicable aircraft training material/manuals on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 4:** a specialised training (i.e. hydraulics) on the relevant A/C type(s)\*\* The curriculum/ level of the course must comply with at least with Part 66 appendix 3. the scope of instruction must be limited to the relevant speciality.  and  A refresher/update course, or documented self-study on applicable aircraft training material/manuals on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation. | \* i.e. training delivered by aircraft manufacturer that is not Part 147 approved.  \*\* The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a type training syllabus. The instruction will be limited to the concerned type training syllabus items. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc.  \*\*\* Two aircraft can be considered as similar when they have similar technology,  construction and comparable systems, which means equally equipped with the following (as  applicable to the licence category):   * Propulsion systems (piston, turboprop, turbofan, turboshaft, jet-engine or push   propellers); and   * Flight control systems (only mechanical controls, hydro-mechanically powered controls   or electro-mechanically powered controls); and   * Avionic systems (analogue systems or digital systems); and * Structure (manufactured of metal, composite or wood). |

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| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  and  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A level of English compatible with the A/C maintenance activity. \*  and  A training on EASA regulation: Part 66 (basic), 147 (basic) and 145 and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE.  and  A documented training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers etc…)  and  Relevant MTOE training | \* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured. |
| **Speciality experience** | 3 years of relevant experience, including 1 year of experience on the relevant A/C type(s)\*. The experience must be representative of the elements(s) to be taught and gained in civil aviation environment or acceptable equivalent (maintenance, engineering, design organisation etc..; ) | \* Does not apply for new type certified aircraft. Contact Icelandic Transport Authority for these specific cases. |

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| **Table 6** | **Type Training – Practical elements instructors** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | **Option 1:** Part 66 licence endorsed with relevant type rating (level 3) corresponding to the speciality of the instructor (i.e. B2 for an avionic instructor)  and  A refresher/update course, or documented self-study on applicable documentation used for practical training on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 2:** A Part 147 Certificate of Recognition (training + exam + practical assessment) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s). The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (ice B2 for an avionic instructor)  and  A refresher/update course, or documented self-study on applicable documentation used for practical training on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 3:** a type training (theory + practical) received in a non-Part 147 organisation\*. The curriculum/ level of the course must be equivalent to Part 66 appendix 3.  and  A refresher/update course, or documented self-study on applicable documentation used for practical training on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation.  or  **Option 4:** a specialised training (i.e. hydraulics) on the relevant A/C type(s)\*\* The curriculum/ level of the course must comply with at least with Part 66 appendix 3. the scope of instruction must be limited to the relevant speciality.  and  A refresher/update course, or documented self-study on applicable documentation used for practical training on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding its employment in the current 147 organisation. | \* i.e. training delivered by aircraft manufacturer that is not Part 147 approved.  \*\* The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a type training syllabus. The instruction will be limited to the concerned type training syllabus items. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc. |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “Train the trainer course”  or  or  Be assessed by the MTO for practical competence in real training before being accepted as qualified instructor | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |

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| **Other knowledge** | A level of English compatible with the A/C maintenance activity. \*  and  A training on EASA regulation: Part 66 (basic), 147 (basic) and 145 and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE  and  A documented training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers etc…)  and  Relevant MTOE training | \* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured. |
| **Speciality experience** | **Option 1:** 3 years of relevant experience, including 1 year of experience on the relevant A/C type(s)\*. The experience must be representative of the elements(s) to be instructed and gained in civil aviation environment or acceptable equivalent, including line and/or base maintenance experience;  or  **Option 2:** 3 years of experience on similar aircraft types  and  Additional experience on the particular type gained through type trainings etc. | \* Does not apply for new type certified aircraft. Contact Icelandic Transport Authority for these specific cases. |

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| **Table 7** | **Type Training – Knowledge examiners** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | Knowledge examiners should meet the same criteria as the theoretical type training instructor. |  |
| **Pedagogical skills** | **Option 1:** Instructor Certificate delivered by a legal entity\* recognised by Icelandic Transport Authority  or  **Option 2:** Completion of a “train the trainer” course  and  Be assessed by the MTO for practical competence in real examination before being accepted as qualified examiner | \*Teacher education from University of Iceland etc. or an acceptable equivalent. Certificates obtained outside Iceland will need evaluation. |
| **Other knowledge** | A training on EASA regulation: Part 66 (basic), 147 (basic), addressing examinations and documented familiarisation with the specific training procedures and requirements as described in the approved MTOE. |  |
| **Speciality experience** | N/A\* | \* However practical experience in A/C maintenance, design or production activities is advantageous |

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| **Table 8** | **Type Training – Practical assessors** | |
| **Qualification /experience** | **Acceptable mean of compliance** | **Comments / limitations** |
| **Speciality knowledge** | Practical assessors should meet the same criteria as the practical instructor of the concerned aircraft types. |  |
| **Pedagogical skills** | Criteria as described in Appendix III to AMC to Part 66  and  Be assessed by the MTO for practical competence in real assessment before being accepted as qualified assessor |  |
| **Other knowledge** | A training on EASA regulation: Part 66 (basic), 147 (basic) and Part 145 addressing assessment and documented familiarisation with the relevant procedures and requirements as described in the approved MTOE. |  |
| **Speciality experience** | 3 years of relevant experience including 1 year of experience on the relevant A/C type(s). The experience must be representative of the tasks to be assessed and gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience; |  |