

**MTOE - LISTA USKLAĐENOSTI SA PART 147**

MTOE-PART 147 COMPLIANCE LIST

Ispunjena lista prilaže se uz zahtjev kod inicijalnog odobrenja ili odobrenje novog (re)izdanja MTOE-a (osim ako je već takva lista uvrštena u MTOE).

This list must be completed and enclosed with application for approval of initial issue or new (re)issue of MTOE (except if this type of List is already incorporated in exposition).

MTOE	MTOE Reference
Cover page	
Content	
List of effective pages	
Log of revision	
Log of temporary revision	
Distribution list	
Revision notice/description for every revision	

EU No. 1321/2014	Content	MTOE Reference
147.A.15	Application EASA Form 12	
147.A.100 (a)	Facility requirements The size and structure of facilities	
147.A.100(b)	Facility requirements Fully enclosed appropriate accommodation	
147.A.100(b)(1)	Facility requirements Maximum number of students shall not exceed 28.	
147.A.100(b)(2)	Facility requirements The size of accommodation for examination purposes	
147.A.100(c)(1)	Facility requirements Temperature	
147.A.100(c)	Facility requirements Students are able to concentrate on their studies or examination	
147.A.100(d)	Facility requirements Basic training workshops and/or maintenance facilities separate from training classrooms	
147.A.100(e)	Facility requirements Aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type	
147.A.100(f)	Facility requirements Maximum number of students on practical training shall not exceed 15 per supervisor or assessor	
147.A.100(g)	Facility requirements Office accommodation for instructors, knowledge examiners and practical assessors	
147.A.100(h)	Facility requirements Secure storage facilities for examination papers and training records.	
147.A.100(i)	Facility requirements Library containing all technical material appropriate to the scope and level of training undertaken.	



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147.A.105(a)	Personnel requirements Accountable manager, resources	
147.A.105(b)	Personnel requirements Nominated person or group of persons	
147.A.105(c)	Personnel requirements Sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments	
147.A.105(d)	Personnel requirements when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments	
147. A.105(e)	Personnel requirements Combination of the roles of instructor, examiner and assessor	
147.A.105(f)	Personnel requirements Established experience and qualifications of instructors, knowledge examiners and practical assessors	
147.A.105(g)	Personnel requirements Acceptance of knowledge examiners and practical assessors	
147.A.105(h)	Personnel requirements Updating training at least every 24 months	
147.A.110(a)	Records of instructors, examiners and assessors Records of all instructors, knowledge examiners and practical assessors	
147.A.110(b)	Records of instructors, examiners and assessors Terms of reference for all instructors, knowledge examiners and practical assessors	
147.A.115(a)	Instructional equipment Each classroom shall have appropriate presentation equipment	
147.A.115(b)	Instructional equipment Basic training workshops and/or maintenance facilities must have all tools and equipment necessary to perform the approved scope of training	
147.A.115(c)	Instructional equipment Basic training workshops and/or maintenance facilities must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.	
147.A.115(d)	Instructional equipment The aircraft type training organisation must have access to the appropriate aircraft type.	
147.A.120(a)(1)	Maintenance training material Course material provided to the student - basic knowledge syllabus specified in Annex III (Part-66) for the relevant AML category or subcategory	
147.A.120(a)(2)	Maintenance training material Course material provided to the student - course content required by Annex III (Part-66) for the relevant aircraft type and AML category or subcategory	
147.A.120(b)	Maintenance training material Students access to examples of maintenance documentation and technical information	
147.A.125	Records Keep training, examination and assessment records for an unlimited period	
147.A.130(a)	Training procedures and quality system Procedures acceptable to the competent authority to ensure proper training standards and compliance	
147.A.130(b)(1)	Training procedures and quality system Independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments	



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147.A.130(b)(2)	Training procedures and quality system Feedback system of audit findings to the person(s) and ultimately to the accountable manager, corrective action	
147.A.135(a)	Examinations Examination staff shall ensure the security of all questions	
147.A.135(b)	Examinations Students cheating during a knowledge examination	
147.A.135(c)	Examinations Examiner found providing question answers	
147.A.140(a)(1)	Maintenance training organisation exposition Statement signed by the accountable manager	
147.A.140(a)(2)	Maintenance training organisation exposition Titles and names of the nominated persons	
147.A.140(a)(3)	Maintenance training organisation exposition Duties and responsibilities of the nominated persons	
147.A.140(a)(4)	Maintenance training organisation exposition Organisation chart showing associated chains of responsibility	
147.A.140(a)(5)	Maintenance training organisation exposition List of the training instructors, knowledge examiners and practical assessors	
147.A.140(a)(6)	Maintenance training organisation exposition General description of the training and examination facilities	
147.A.140(a)(7)	Maintenance training organisation exposition List of the maintenance training courses	
147.A.140(a)(8)	Maintenance training organisation exposition MTOE amendment procedure	
147.A.140(a)(9)	Maintenance training organisation exposition Procedures, as required by point 147.A.130(a).	
147.A.140(a)(10)	Maintenance training organisation exposition MTOE control procedure, as required by 147.A.145(c),	
147.A.140(a)(11)	Maintenance training organisation exposition List of the locations pursuant to point 147.A.145(b)	
147.A.140(a)(12)	Maintenance training organisation exposition List of organisations, if appropriate, as specified in point 147.A.145(d)	
147.A.140(b)	Maintenance training organisation exposition MTOE and any subsequent amendments approved by the competent authority	
147.A.140(c)	Maintenance training organisation exposition Minor amendments - indirect approval	
147.A.145(a)(i)	Privileges of the maintenance training organisation MTO may carry out basic training courses to the Annex III (Part-66) syllabus	
147.A.145(a)(ii)	Privileges of the maintenance training organisation MTO may carry out aircraft type/task training courses in accordance with Annex III (Part-66)	
147.A.145(a)(iii)	Privileges of the maintenance training organisation MTO may carry out examination of students who attended the basic or aircraft type training course at MTO	
147.A.145(a)(iv)	Privileges of the maintenance training organisation MTO may carry out examination of students who did not attend the aircraft type training course at MTO	
147.A.145(a)(v)(1)	Privileges of the maintenance training organisation MTO may carry out examination of students who did not attend the basic training course at the maintenance training organisation, if examination is conducted at one of the locations identified in the approval certificate	



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147.A.145(a)(v)(2)	Privileges of the maintenance training organisation if performed at locations not identified in the approval certificate, as permitted by points (b) and (c), either — the examination is provided through a European Central Question Bank (ECQB), or — in the absence of an ECQB, the competent authority selects the questions for the examination;	
147.A.145(a)(vi)	Privileges of the maintenance training organisation MTO will issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations	
147.A.145(b)	Privileges of the maintenance training organisation Training, knowledge examinations and practical assessments carried out at the locations identified in the approval certificate and/or at any location specified in MTOE	
147.A.145(c)	Privileges of the maintenance training organisation Controlled procedure for training, examination and practical assessment carried at locations not specified in MTOE	
147.A.145(d)(1)	Privileges of the maintenance training organisation Subcontract the conduct of basic theoretical training, type training and related examinations	
147.A.145(d)(2)	Privileges of the maintenance training organisation Subcontracting of basic theoretical training and examination is limited to Annex III (Part-66), Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.	
147.A.145(d)(3)	Privileges of the maintenance training organisation subcontracting of type training and examination is limited to powerplant and avionics systems	
147.A.145(e)	Privileges of the maintenance training organisation Organisation may not be approved to conduct examinations unless approved to conduct the corresponding training	
147.A.145(f)	Privileges of the maintenance training organisation Organisation is approved to provide type examination in the cases where type training is not required.	
147.A.150(a)	Changes to the maintenance training organisation MTO shall notify the CCAA of any proposed changes to the organisation that affect the approval before any such change takes place	
147.A.150(b)	Changes to the maintenance training organisation CCAA may prescribe the conditions under which the maintenance training organisation may operate during such changes	
147.A.150(c)	Changes to the maintenance training organisation Failure to inform the CCAA of such changes may result in suspension or revocation of the maintenance training organisation approval certificate	
147.A.155(a)(1)	Continued validity Approval is valid if organisation remaining in compliance with Part-147	
147.A.155(a)(2)	Continued validity Approval is valid if CCAA being granted access to the organisation	
147.A.155(a)(3)	Continued validity Approval is valid if certificate not being surrendered or revoked	
147.A.155(b)	Continued validity Upon surrender or revocation, the approval shall be returned to the CCAA	
147.A.160(a)	Findings Level 1 finding	
147.A.160(b)	Findings Level 2 finding	



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147.A.160(c)	Findings Corrective action plan and demonstrate corrective action to the satisfaction of the CCAA within a period agreed	
147.A.200(a)	The approved basic training course Basic training course consists of knowledge training, knowledge examination, practical training and a practical assessment	
147.A.200(b)	The approved basic training course Knowledge training element covers the subject matter for a category or subcategory AML as specified in Annex III (Part-66)	
147.A.200(c)	The approved basic training course Knowledge examination element shall cover a representative cross section of subject matter	
147.A.200(d)	The approved basic training course Practical training element covers the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Part-66 complete module	
147.A.200(e)	The approved basic training course Practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals	
147.A.200(f)	The approved basic training course Ambiguous maintenance data	
147.A.200(g)	The approved basic training course Modification of maintenance instruction, CDCCL	
147.A.205(a)	Basic knowledge examinations Basic knowledge examinations are in accordance with the standard defined in Annex III (Part-66).	
147.A.205(b)	Basic knowledge examinations Basic knowledge examinations are conducted without the use of training notes.	
147.A.205(c)	Basic knowledge examinations Basic knowledge examinations cover a representative cross section of subjects from the particular module of training completed in accordance with Annex III (Part-66).	
147.A.300	Aircraft type/task training AMO approved to carry out Annex III (Part-66) aircraft type and/or task training subject to compliance with the standard specified in point 66.A.45.	
147.A.305	Aircraft type examinations and task assessments AMO approved in accordance with point 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in Annex III (Part-66) subject to compliance with the aircraft type and/or task standard specified in point 66.A.45 of (Part-66).	



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Whilst this format is recommended, it is not mandatory to assemble the MTOE in this manner as long as a cross-reference index is included in the MTOE as an Appendix and the Part 1 items remain in Part 1.	
PART 1 – MANAGEMENT	
1.1 Corporate commitment by the accountable manager.	
1.2 Management personnel	
1.3 Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor	
1.4 Management personnel organisation chart	
1.5 List of instructional and examination staff Note: A separate document may be referenced	
1.6 List of approved addresses	
1.7 List of sub-contractors as per 147.A.145(d)	
1.8 General description of facilities at paragraph 1.6 addresses	
1.9 Specific list of courses and type examinations approved by the competent authority	
1.10 Notification procedures regarding changes to organisation	
1.11 Exposition and associated manuals amendment procedure	
PART 2 – TRAINING AND EXAMINATION PROCEDURES	
2.1 Organisation of courses	
2.2 Preparation of course material	
2.3 Preparation of classrooms and equipment	
2.4 Preparation of workshops/maintenance facilities and equipment	
2.5 Conduct of theoretical training & practical training (during basic knowledge training and type/task training)	
2.6 Records of training carried out	
2.7 Storage of training records	
2.8 Training at locations not listed in paragraph 1.6	
2.9 Organisation of examinations	
2.10 Security and preparation of examination material	



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2.11 Preparation of examination rooms	
2.12 Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)	
2.13 Conduct of practical assessments (during basic knowledge training and type/task training)	
2.14 Marking and record of examinations	
2.15 Storage of examination records	
2.16 Examinations at locations not listed in paragraph 1.6	
2.17 Preparation, control & issue of basic training course certificates	
2.18 Control of sub-contractors	
PART 3 – TRAINING SYSTEM QUALITY PROCEDURES	
3.1. Audit of training	
3.2. Audit of examinations	
3.3. Analysis of examination results	
3.4. Audit and analysis remedial action	
3.5. Accountable manager annual review	
3.6. Qualifying the instructors	
3.7. Qualifying the examiners and the assessors	
3.8. Records of qualified instructors & examiners	
PART 4 – APPENDICES	
4.1. Example of documents and forms used	
4.2. Syllabus of each training course	
4.3. Cross-reference index - if applicable	

Organisation / Operator's name:	Signature:	Date:	MTOE revision:
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