

CAP1528 Guidance Material

Guidance for assessing the qualifications, skills,
competency and the revalidation of Part 147
Instructors, Knowledge Examiners, Exam
Invigilators and Practical Assessors
(Replaces CAA Standards Document 46 v1)

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Abbreviations and Terms

AMC	Acceptable means of Compliance
EI	Engineering instructors
GM	Guidance material
KE	Knowledge examiners
MTOE	Maintenance Training Organisation Exposition
NVQC	National Vocational Council
NPA	Notice of Proposed Amendment
PA	Practical assessors

1. General

This document is intended to provide guidance to UK Part 147 training organisations, for the initial assessment of qualifications, competencies and skills for the appointment of Engineering Instructors, Knowledge Examiners, Practical Assessors and Invigilators in respect of compliance with EC Regulation 1321/2014. This document re-affirms the guidance given in EASA UG.CAO.00014-002. It also provides guidance for the Continuance / Revalidation of existing Part 147 Instructors, Knowledge Examiners, Practical Assessors and Invigilators.

The Assessment process and the Continuance / Revalidation process should be developed by the Maintenance Training Organisation and referenced in the relevant Maintenance Training Organisation Exposition (MTOE).

Training organisations should retain a record of the Instructors, Knowledge Examiners, Practical Assessors and Invigilators training, qualifications and experience for an indefinite period as well as ensuring that ALL instructional staff are issued with copies of their Personal Authorisation Certificates.

A record system should be established within the organisation to record the skills, proficiencies and competencies for the continuance / revalidation of Instructors, Knowledge examiners, Practical assessors and Invigilators within the approved training organisation. Periodicity of these checks should be recorded and retained in the individual's personal training record file.

The UK Civil Aviation Authority (CAA) or any representative assigned by EASA shall have access to these records during compliance audits.

2. Definitions

The definitions are drawn from the rule and defined in [EASA FAQ's](#) which refer to [Joint practical guide of the European parliament](#) which defines the following definitions:

"**Expect**" and "**Should**" are used to indicate strong obligation.

"**May**" is used to indicate discretion.

Qualification assessment: A check of the authenticity of the applicants Curriculum Vitae (CV), Training certificates and experience.

Revalidation Check: A periodic review carried out by the training organisation to check instructors' recency in accordance with the Part 147 regulation.

Terms of Reference: A personal approval document (commonly referred to as a Personal Authorisation Certificate or PAC) indicates the scope of approval for each instructor / examiner / practical assessor. The document should list subjects and or modules that the individual is approved to deliver / examine / assess. This document must be issued to the instructor/assessor/examiner and be produced to a member of the competent authority upon request.

"**Shall**" and "**Must**" are used to indicate a mandatory requirement.

Skills Test: demonstration of knowledge and skill.

Update training: The scope of this training can include, but is not restricted to: changes in technologies, new instructional techniques and knowledge of aircraft maintenance processes etc.

3. Engineering Instructor requirements

General

All Aircraft Basic skills and type training Instructors whether permanently or temporally employed, must have undergone an Instructional techniques training course and be able to demonstrate a comprehensive understanding of the EASA Part 66 and 147 regulatory requirements. Additionally, they should have a practical working knowledge of the Maintenance Training Organisations Exposition (MTOE) and associated training procedures.

All Engineering instructors, Knowledge examiners and Practical assessors permanently employed within the Part 147 must be listed in Part 1.5 of the MTOE, (List of Maintenance Training Instructors, Knowledge Examiners and Practical Assessors). EASA Form 4's are required for Training Manger, Quality Manager, Examination Manager and Examiners (See Para 4 Knowledge Examiners).

Engineering instructors may with the approval of the CAA also hold other positions within the training organisations, i.e. Knowledge examiner, Practical assessor; these other roles must be clearly identified against the individual within the relevant MTOE and annotated on their Personal Authorisation Certificates.

All sub contracted Basic and Type instructors are to be vetted and assessed prior to the commencement or delivery of any training. The assessment process is to consist of a face to face event with the training manager or deputy. The process should also include a presentation demonstration to ascertain the applicant's levels of subject knowledge; delivery skills and techniques. All such assessment is to be recorded and retained by the training organisation.

Type Training Theory Instructor

The basic criteria for an aircraft Type training instructor must be, either:

- a) Hold an aircraft maintenance engineer's licence acceptable to the competent authority and successfully completed an instructional techniques / 'train the trainer' course to a nationally recognised standard or to a standard agreed by the competent authority
- or
- b) Hold an aeronautical / electrical or mechanical engineering degree and successfully completed an instructional techniques / 'train the trainer' course to a nationally recognised standard or to a standard agreed by the competent authority
- or
- c) Have evidence of previous employment as an aeronautical type-training instructor. (See Section 9) - Grandfather Rights will be given to any individual who can satisfactorily demonstrate previous employment as an Instructor however before being permitted to instruct they must demonstrate satisfactory update training.
- and
- d) 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...). This requirement does not necessarily apply for new type- certified aircraft. Contact the competent Authority for these specific cases.

With respect to para: b) and c) above the prospective Type training instructor should undergo a type course specific to the category and type to be taught. This must be evidenced by:

- i) A Part 147 Certificate of Recognition** (training + exam) issued by an approved Part 147 maintenance training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical. The Certificate of recognition should address the category of licence corresponding to the specialty of the instructor (i.e. B2 for an avionic instructor)
- and
- ii) A refresher/update course 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.

To avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise its privileges, unless specific measures are taken and accepted by the competent Authority to demonstrate that the integrity of the examination is ensured.

The instructor should attend a number of lesson “sit-ins” of the type-training course on the material he or she is to deliver. This number may vary with each organisation, depending upon the experience of the instructor and their approved procedures.

The instructor should then prepare and deliver a training session in a monitored environment, attended and assessed either by the training manager or his delegated representative as part of the organisations assessment process, prior to the instructor being approved to deliver a course, (commonly referred to as a competency assessment).

Acceptance of other type-training courses and their Accreditation

Other type-training courses received in a non-Part 147 organisation (including theory and practical elements) can only be considered for acceptance when the curriculum/level of the course is equivalent to Part 66 Appendix 3.

To get these courses accredited for the purpose of satisfying qualification requirements, the equivalency of the course shall be demonstrated by the maintenance training organization by following these principles:

When a Part 147 maintenance training organisation intends to nominate training staff not having attended the relevant type training course in an approved Part 147 maintenance training organisation (so the instructor does not hold a Part 147 type training certificate), the internal Quality system of the Part 147 organisation has to demonstrate the equivalency of the other course by reviewing and assessing the following items:

- 1. Type training syllabus:**
Syllabus levels for the type training should be assessed for equivalence to Part 66 Appendix III for the relevant licence-category;
- 2. Type training course length:**
Verify that the course length is equivalent to an EASA Part 147 course for the same or similar aircraft type.
- 3. Type training course provider:**
Record the course provider. Assess as far as it is possible that the training documentation/ material came from a reputable source.
- 4. Category of type training:**
Ensure that course completed by the Type instructor is relevant to the scope of the licence category intended for the course that is to be included in the individual's approval (e.g. avionics = avionics type training course and not Airframe/power plant).
- 5. Theoretical and practical training:**
Verify that the course covered the theoretical and practical elements. If the training covered only the theoretical aspect, then the practical training shall be justified separately. In this case it should be noted that the practical training may have been carried out in the past as an structured OJT when the applicant was under the control of an approved maintenance organisation before CR(EU)1149/2011 became effective.
- 6. Examination:**