

Guidance for Part-147 Maintenance Training Organisations: Qualifications, Skills, Competency and the Revalidation of Part 147 Instructors, Knowledge Examiners, Exam Invigilators and Practical Assessors

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Abbreviations	
AMC	Acceptable Means of Compliance
GM	Guidance Material
MTOE	Maintenance Training Organisation Exposition
NPA	Notice of Proposed Amendment
EASA	European Aviation Safety Agency
CAA	Civil Aviation Authority
TNA	Training Needs Analysis

Introduction

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 and practical assessors in respect of compliance with EC Regulation 1321/2014. This document re-affirms the guidance given in EASA UG.CAO.00154-002. It also provides guidance for the continuance / revalidation of existing Part 147 instructors, knowledge examiners and practical assessors.

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 and practical assessors 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.

This document is subject to periodic revision.

Terminology

AMC	Acceptable means of compliance	Part 66	EASA Engineer Training Regulations
CAA	Civil Aviation Authority	Part 145	EASA Maintenance Regulations
CAP	Civil Aviation Publication	Part M	EASA Continued Airworthiness Regulations
CR	EU Commission Regulation	Part 21	EASA Design and Production Regulations
CS	EASA Certification Specification		
EASA	European Certification Specification		
MTO	Maintenance Training Organisation		
MTOE	Maintenance Training Organisation Exposition		
TNA	Training Needs Analysis		

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 to a nationally recognised standard e.g. ISO90001 or equivalent 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 and be familiar in their application.

Instructors, knowledge examiners, practical assessors and invigilators within the Part 147 must be listed in Part 1.5 of the MTOE.

EASA Form 4's are only required for Training Manager, Quality Manager and Examinations Manager. (In smaller organisations, a combination of these positions may be held by the same person).

Instructors may with the approval of the CAA also combine roles/ 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.

Basic Training Instructor/Examiners (Modules 1,2,3,4)

Basic Training - Theoretical Elements Instructors		
Modules 1,2,3,4		
Qualification/ Experience	Acceptable Means of Compliance	Comments/ Limitations
Specialty knowledge	-Option 1: Knowledge level attested by a school specialty diploma* that is recognised by the local Authorities, or an acceptable equivalent, or -Option 2: EASA 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 (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 specialty 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. **In order to avoid conflicts of interest, the Part 147 <u>exam</u> 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 surveyor to demonstrate that the integrity of the examination is ensured.
Pedagogical Skills	-Option 1: Instructor Techniques Training delivered by a legal entity to a nationally recognised standard or -Option 2: completion of a "Train the trainer course" to a nationally recognized standard. <u>and</u> Accepted by the Competent Authority following an in-situ audit in real training conditions.	*When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for this authority, in particular when the certificate was issued in another country.
Other Knowledge	- A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc...) as described in the approved Training organisation's	