



**Ministry of Defence  
Interim Defence Standard 05-130  
Part 3**

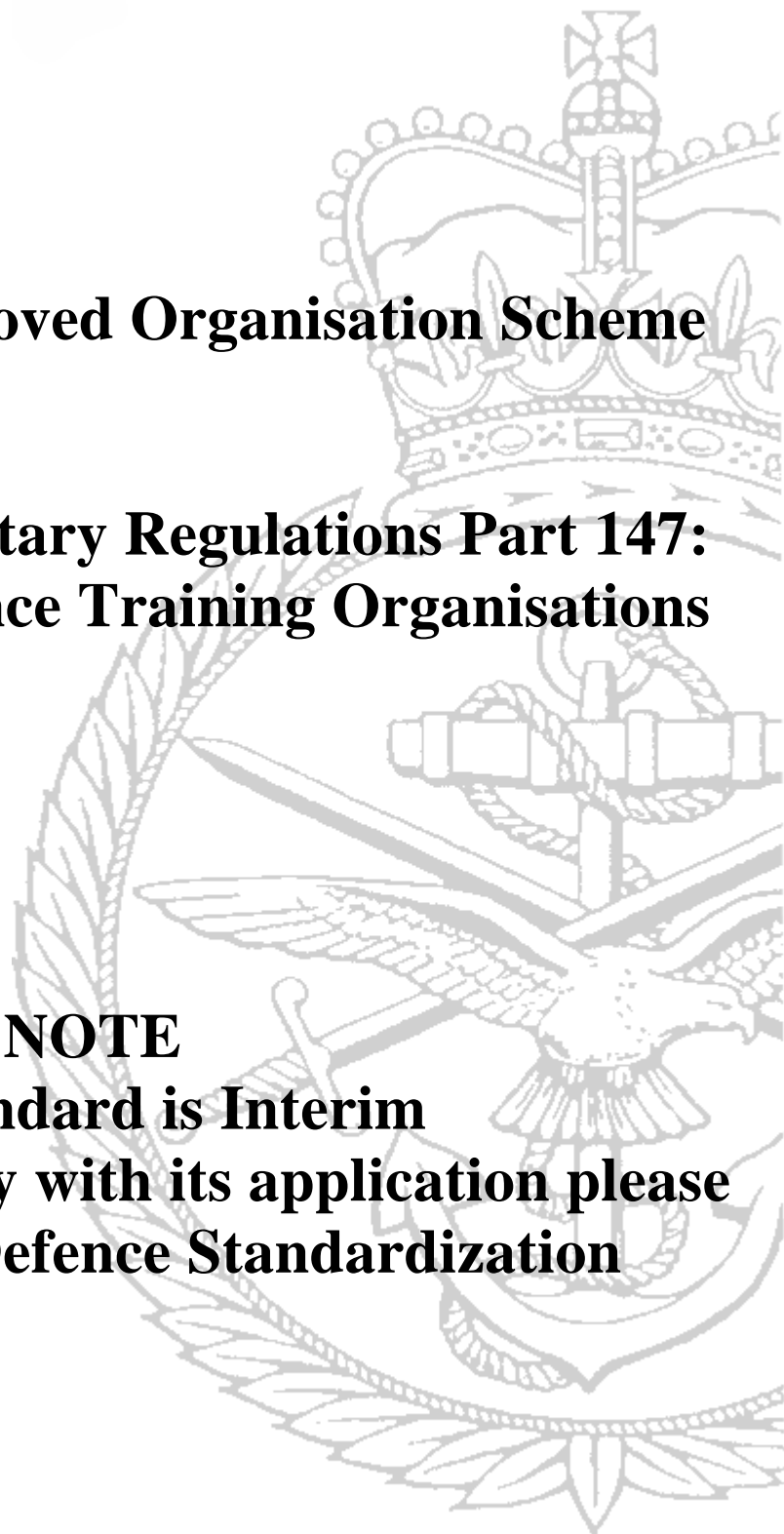
**Issue 1 Publication Date 01 April 2009**

**Maintenance Approved Organisation Scheme**

**Part 3: MAOS Military Regulations Part 147:  
Aircraft Maintenance Training Organisations**

**NOTE**

**This Standard is Interim  
If you have difficulty with its application please  
advise the UK Defence Standardization**



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**INTERIM DEFENCE STANDARD - INVITATION TO COMMENT**

Defence Standard Number: 05-130 Part 3 Issue 1 INTERIM

Title: Maintenance Approved Organisation Scheme – Part 3: MAOS Military Regulations Part 147 – Aircraft Maintenance Training Organisations

The above Defence Standard has been published as an INTERIM Standard and is provisional because it has not been agreed by all authorities concerned with its use. It shall be applied to obtain information and experience on its application which will then allow users to submit observations and comments.

The purpose of this form is to solicit any beneficial and constructive comment that will assist the author and/or working group to review the Interim Standard prior to its being converted to a normal Standard.

Please enter below your comments and any additional pertinent data which may also be of use in improving the Standard should be attached to this form and returned to writer at the above address.

No acknowledgement to comments received will normally be issued.

NAME: Glenn Cook      SIGNATURE: *Glenn Cook*      BRANCH: DSTAN SPM 5

1. Does any part of the Standard create problems or require interpretation:

YES      NO      If "yes" state under section 3:  
a. the clause number(s) and wording;  
b. the recommendation for correcting the deficiencies.

2. Is the Defence Standard restrictive:

YES      NO      If "yes" state in what way under section 3.

**Defence Equipment & Support**

3. Comments, general or any requirement considered too restrictive:

Page	Clause	Comments	Proposed Solution

4. I/We agree that this Interim Standard, subject to my/our comments being taken into consideration, when published in final form will cover my/our requirements in full. Should you find my/our comments at variance with the majority, I/we shall be glad of the opportunity to enlarge upon them before final publication.

Signature.....Representing.....

Submitted by (print or type name and address)	Telephone/Fax number(s):
	Email:
	Date:
	Our Ref:

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## Foreword

### AMENDMENT RECORD

Amd No	Date	Text Affected	Signature and Date

### REVISION NOTE

This standard is initial issue.

### HISTORICAL RECORD

*No Historical Record*

- a) This standard provides the requirements to be met by organisations seeking approval to conduct training and examination as specified in Mil Part 66.
- b) This standard has been produced on behalf of the Defence Material Standardization Committee (DMSC) by the Joint Airworthiness Committee Ad-hoc Working Group.
- c) This standard has been agreed by the authorities concerned with its use and is intended to be used whenever relevant in all future designs, contracts, orders etc. and whenever practicable by amendment to those already in existence. If any difficulty arises which prevents application of the Defence Standard, UK Defence Standardization (DStan) shall be informed so that a remedy may be sought.
- d) Any enquiries regarding this standard in relation to an invitation to tender or a contract in which it is incorporated are to be addressed to the responsible technical or supervising authority named in the invitation to tender or contract.
- e) Compliance with this Defence Standard shall not in itself relieve any person from any legal obligations imposed upon them.
- f) This standard has been devised solely for the use of the Ministry of Defence (MOD) and its contractors in the execution of contracts for the MOD. To the extent permitted by law, the MOD hereby excludes all liability whatsoever and howsoever arising (including, but without limitation, liability resulting from negligence) for any loss or damage however caused when the standard is used for any other purpose.

## 0 Introduction

**0.1** It is the MOD policy that defence contracts shall be placed only with contractors whose management, technical resources and quality assurance arrangements are demonstrably adequate to provide products and services of the required quality, economically and on time. In the case of airborne systems (i.e. aircraft, airborne weapons, unmanned air vehicles, tethered balloons and airborne forces equipment) there is an additional requirement for the establishment and maintenance of airworthiness.

**0.2** This Defence Standard, intended primarily for the guidance of contractors, defines the policy adopted by the MoD for the regulation of civilian organizations wishing to undertake maintenance of aircraft, or aircraft systems or equipment, for which responsibility is vested in the Secretary of State for Defence.

**0.3** This Defence Standard has been compiled by the Continuing Airworthiness Support Division (CASD) of Defence Engineering and Support (DE&S) on behalf of the Ministry of Defence Airworthiness and Flight Test Regulator (MAFTR).

**0.4** This Part of the Defence Standard (Part 3) is based on the framework published in European Commission Regulation No 2042/2003, Part 147.

**0.5** The arrangement of the complete series of Defence Standards comprising Def Stan 05-130 is shown below: Parts in italics are yet to be issued.

### *Part 0 - The Maintenance Approved Organisation Scheme: Introduction and General Requirements*

Not yet issued. This part will provide an introduction to the Def Stan and define general requirements to all parts of the standard.

### Part 1 - MAOS Military Regulations Part 145: Maintenance Organisations

This part establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of military aircraft or components. It contains the regulations, acceptable means of compliance and guidance material relating to MIL. Part 145 regulations.

### Part 2 - MAOS Military Regulations Part M: Continuing Airworthiness

This part establishes the measures to be taken to ensure that airworthiness is maintained, including maintenance. It also specifies the conditions to be met by the persons or organisations involved in such continuing airworthiness management.

### Part 3 - MAOS Military Regulations Part 147: Aircraft Maintenance Training Organisations

This part establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in Mil Part 66.

### *Part 4 - MAOS Military Regulations Part 66: Aircraft Maintenance Personnel*

Not yet issued. The purpose of Mil Part 66 will be to establish military aircraft maintenance approval standards for internal application by training and maintenance organisations.

# Maintenance Approved Organisation Scheme - Part 3: MAOS Military Regulations - Part 147: Aircraft Maintenance Training Organisations

## Section A - General Requirements

### 1 Scope

This Part of the Defence Standard establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in Mil Part 66.

### 2 Warning

The Ministry of Defence (MOD), like its contractors, is subject to both United Kingdom and European laws regarding Health and Safety at Work. Many Defence Standards set out processes and procedures that could be injurious to health if adequate precautions are not taken. Adherence to those processes and procedures in no way absolves users from complying with legal requirements relating to Health and Safety at Work.

### 3 Normative References

**3.1** The publications shown below are referred to in the text of this standard. Publications are grouped and listed in alpha-numeric order.

Def Stan 05-130	Part 1: MAOS Military Regulations Part 145: Maintenance Organisations
Def Stan 05-130	Part 2: MAOS Military Regulations Part M: Continuing Airworthiness Management Organisation
Def Stan 05-130	Part 4: MAOS Military Regulations Part 66: Aircraft Maintenance Personnel
Commission Reg (EC) No. 2042/2003	Continuing Airworthiness of Aircraft and Aeronautical Products

**3.2** Reference in this Standard to any normative references means in any Invitation to Tender or contract the edition and all amendments current at the date of such tender or contract unless a specific edition is indicated.

**3.3** In consideration of clause **3.2** above, users shall be fully aware of the issue and amendment status of all normative references, particularly when forming part of an Invitation to Tender or contract. Responsibility for the correct application of standards rests with users.

**3.4** DStan can advise regarding where normative references documents are obtained from. Requests for such information can be made to the DStan Helpdesk. How to contact the helpdesk is shown on the outside rear cover of Def Stans.

#### **4 Abbreviations**

DOT	Department Of Transport
EASA	European Aviation Safety Agency
EDP	Electronic Data Processing
GFE	Government Furnished Equipment
GM	Guidance Material
ICAO	International Civil Aviation Organization
IPT	Integrated Project Team
IPTL	Integrated Project Team Leader
JAP	Joint Air Publication
JAR	Joint Aviation Requirement
JSP	Joint Service Publication
LITS	Logistic Information Technology Strategy
MAOS	Maintenance Approved Organisation Scheme
MAR	Military Aircraft Release
MOD	Ministry Of Defence
MAFTR	Ministry Of Defence Flight Test Regulator
MOE	Maintenance Organisation Exposition
MTOE	Maintenance Training Organisation Exposition
NDT	Non Destructive Testing
OEM	Original Equipment Manufacturer
REG	Regulation
RTS	Release To Service
SB	Service Bulletin
SI(T)	Special Instruction (Technical)
STC	Supplemental Type Certificate
TAA	Type Airworthiness Authority
TC	Type Certificate
TCDS	Type Certificate Data Sheet

WRAM Work Recording Asset Management

## 5 Applicability

MAOS regulations are not mandatory at this time. This Defence Standard establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in Mil Part 66.

Application for MAOS Approval

An organisation seeking MAOS approval should apply in the first instance to:

Continuing Airworthiness Support Division  
 MAOS Approvals  
 Room W152, Swales Pavilion  
 RAF Wyton  
 PE28 2EA

## 6 Sub Part A - General

### 6.1 MIL. 147.A.05 - Scope

This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in Mil Part 66.

### 6.2 MIL. 147.A.10 - General

A training organisation shall be an organisation or part of an organisation registered as a legal entity.

### 6.3 MIL. 147.A.15 – Application

An application for an approval or for the amendment of an existing approval shall be made on a form and in a manner established by the Ministry of Defence Airworthiness & Flight Test Regulator (MAFTR).

## 7 Sub Part B – Organisational Requirements

### 7.1 MIL. 147.A.100 Facility Requirements

**7.1.1** The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

**7.1.2** Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.

- a) The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
- b) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.

**7.1.3** The accommodation environment (**7.1.2**) shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.

**7.1.4** In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The MAFTR shall require access to any such contracted organisation and the written agreement shall specify this access.

**7.1.5** In the case of an aircraft type/task training course access, shall be provided to appropriate facilities containing examples of aircraft type as specified in Mil.147.A.115(d), (sub-clause **7.4.4**).

**7.1.6** The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.

**7.1.7** Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.

**7.1.8** Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in Mil.147.A.125 (sub-clause **8.6**). The storage facilities and office accommodation may be combined, subject to adequate security.

**7.1.9** A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

## **7.2 MIL. 147.A.105 - Personnel Requirements**

**7.2.1** The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Part.

**7.2.2** A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in **7.2.1**.

**7.2.3** The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.

**7.2.4** By derogation to **7.2.3**, 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.

**7.2.5** Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with **7.2.6**.

**7.2.6** The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established as an officially recognised standard.

**7.2.7** The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.

**7.2.8** 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.

Note: To facilitate the transition to the MAOS, personnel employed as instructors, examiners and assessors, or any combination, prior to Mil Part 147 being mandated will be considered to have met the requirements of Mil 147.A.105(f).

### **7.3 MIL.147.A.110 - Records of Instructors, Examiners and Assessors**

**7.3.1** The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.

**7.3.2** Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

### **7.4 MIL.147.A.115 - Instructional Equipment**

**7.4.1** Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.

**7.4.2** The basic training workshops and/or maintenance facilities as specified in Mil.147.A.100(d), (sub-clause **7.1.4**) must have all tools and equipment necessary to perform the approved scope of training.

**7.4.3** The basic training workshops and/or maintenance facilities as specified in Mil.147.A.100(d), (sub-clause **7.1.4**) must have an appropriate selection of aircraft, engines, weapons, escape systems, aircraft parts and avionic equipment..

**7.4.4** The aircraft type training organisation as specified in Mil.147.A.100(e), (sub-clause **7.1.5**) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

### **7.5 MIL.147.A.120 - Maintenance Training Material**

**7.5.1** Maintenance training course material shall be provided to the student and cover as applicable:

- a) The basic knowledge syllabus specified in Mil Part 66 for the relevant aircraft maintenance approval category or subcategory and,
- b) The type course content required by Mil Part 66 for the relevant aircraft type and aircraft maintenance approval category or subcategory, or MOD equivalents.

**7.5.1** Students shall have access to examples of maintenance documentation and technical information of the library as specified in Mil.147.A.100(i), (sub-clause **7.1.9**).

### **7.6 MIL.147.A.125 - Records**

The organisation shall keep all student training, examination and assessment records for at least five years following completion of the particular student's course.

### **7.7 MIL.147.A.130 - Training Procedures and Quality System**

**7.7.1** The organisation shall establish procedures acceptable to the MAFTR to ensure proper training standards and compliance with all relevant requirements in this Part.

**7.7.2** The organisation shall establish a quality system including:

- a) An independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
- b) A feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in Mil. 147.A.105(a), (sub-clause **7.2.1**) to ensure, as necessary, corrective action.

## **7.8 MIL.147.A.135 - Examinations**

**7.8.1** The examination staff shall ensure the security of all questions.

**7.8.2** Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking that particular examination. Training schools are to maintain records of incidents and their final outcomes, which are to be presented to MAFTR audit teams.

**7.8.3** Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner. In such incidents the examination shall be declared void. Training schools are to maintain records of incidents and their final outcomes, which are to be presented to MAFTR audit teams.

## **7.9 MIL.147.A.140 - Maintenance Training Organisation Exposition**

**7.9.1** The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:

- a) A statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organisation's compliance with this Part and shall be complied with at all times.
- b) The title(s) and name(s) of the person(s) nominated in accordance with Mil. 147.A.105(b), (sub-clause **7.2.2**)
- c) The duties and responsibilities of the person(s) specified in b), including matters on which they may deal directly with the MAFTR on behalf of the maintenance training organisation.
- d) A maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in b).
- e) A list of the training instructors, knowledge examiners and practical assessors.
- f) A general description of the training and examination facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by Mil. 147.A.145(b), (sub-clause **7.10.2**)
- g) A list of the maintenance training courses which form the extent of the approval.
- h) The maintenance training organisation's exposition amendment procedure.
- i) The maintenance training organisation's procedures, as required by Mil.147.A.130(a), (sub-clause **7.7.1**).
- j) The maintenance training organisation's control procedure, as required by Mil.147.A.145(c), (sub-clause **7.10.3**) when authorised to conduct training, examination and assessments in locations different from those specified in Mil. 147.A.145(b), (sub-clause **7.10.2**).
- k) A list of the locations pursuant to Mil.147.A.145(b), (sub-clause **7.10.2**).
- l) A list of organisations, if appropriate, as specified in Mil.147.A.145(d), (sub-clause **7.10.4**).

**7.9.2** Training establishments may correct any minor errors (Typo, grammatical) in the relevant MTOE providing that the changes do not affect to the basis of the approval. This privilege also applies to the replacement of instructors, examiners and assessors. Aggregated MTOE amendments shall be submitted to the MAFTR annually on the anniversary of the granting of the approval or when the aggregation exceeds 20 minor errors or 10% of instructors, examiners or assessors.

**7.9.3** Notwithstanding **7.9.2** minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

## **7.10 MIL.147.A.145 - Privileges of the Maintenance Training Organisation**

**7.10.1** The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:

- a) Basic training courses in accordance with Mil Part 66.
- b) Aircraft type/task training courses in accordance with Mil Part 66.
- c) The examinations on behalf of the MAFTR, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation.
- d) The issue of certificates in accordance with Mil Part 66 following successful completion of the approved basic or aircraft type training courses and examinations specified in a), b) and c), as applicable.

**7.10.2** Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organisation exposition.

**7.10.3** By derogation to **7.10.2**, the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the **7.10.1** locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.

- a) The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organisation only when under the control of the maintenance training organisation quality system.
- b) The subcontracting of basic theoretical training and examination is limited to EASA Part 66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10 or equivalents.
- c) The subcontracting of type training and examination is limited to power-plant, weapons, escape systems and avionic systems.

**7.10.4** An organisation may not be approved to conduct only examinations unless approved to conduct training.

## **7.11 MIL.147.A.150 - Changes to the Maintenance Training Organisation**

**7.11.1** The maintenance training organisation shall notify the MAFTR of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the MAFTR to determine continued compliance with this Part and to amend if necessary the maintenance training organisation approval certificate.

**7.11.2** The MAFTR may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the MAFTR determines that the maintenance training organisation approval must be suspended.

**7.11.3** Failure to inform the MAFTR of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

## **7.12 MIL.147.A.155 - Continued Validity**

**7.12.1** An approval shall be issued for an unlimited duration. It shall remain valid subject to:

- a) The organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under Mil.147.B.130, (sub-clause **11.7**); and
- b) The MAFTR being granted access to the organisation to determine continued compliance with this Part; and
- c) The certificate not being surrendered or revoked.

**7.12.2** Upon surrender or revocation, the approval shall be returned to the MAFTR.

## **7.13 MIL.147.A.160 - Findings**

**7.13.1** A level 1 finding is one or more of the following:

- a) Any significant non-compliance with the examination process which would invalidate the examination(s),
- b) Failure to give the MAFTR access to the organisation's facilities during normal operating hours after two written requests,
- c) The lack of an accountable manager,
- d) A significant non-compliance with the training process.

**7.13.2** A level 2 finding is any non-compliance with the training process other than level 1 findings.

**7.13.3** After receipt of notification of findings according to Mil. 147.B.130, (sub-clause **11.7**) the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the MAFTR within a period agreed with this authority.

# **8 Sub Part C – The Approved Basic Training Course**

## **8.1 MIL.147.A.200 - The Approved Basic Training Course**

**8.1.1** The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.

**8.1.2** The knowledge training element shall cover the subject matter as specified in Mil Part 66.

**8.1.3** The knowledge examination element shall cover a representative cross section of subject matter from the **8.1.2** training element.

**8.1.4** The practical training element shall cover 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 basic training module.

**8.1.5** The 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.

**8.1.6** The duration of basic training courses shall be in accordance with Mil Part 66 Appendix I.

**8.1.7** The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

## **8.2 MIL.147.A.205 - Basic Knowledge Examinations**

Basic knowledge examinations shall:

- a) Be in accordance with the standard defined in Mil Part 66.
- b) Be conducted without the use of training notes.
- c) Cover a representative cross section of subjects from the particular module of training completed in accordance with Mil Part 66.

## **8.3 MIL.147.A.210 - Basic Practical Assessment**

**8.3.1** Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.

**8.3.2** The student shall achieve an assessed pass with respect to Mil. 147.A.200(e), (sub-clause **8.1.5**).

## **9 Sub Part D – Aircraft Type/Task Training**

### **9.1 MIL.147.A.300 - Aircraft Type/Task Training**

A maintenance training organisation shall be approved to carry out Mil Part 66 aircraft type and/or task training subject to compliance with the standard specified in Mil. Part 66. A.45.

### **9.2 MIL.147.A.305 Aircraft Type Examinations and Task Assessments**

A maintenance training organisation approved in accordance with Mil. 147.A.300, (sub-clause **9.1**) to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in Mil Part 66 subject to compliance with the aircraft type and/or task standard specified in Mil Part 66

## **Section B – Procedure for Competent Authority**

### **10 Sub Part A – General**

#### **10.1 MIL.147.B.05 - Scope**

This section establishes the administrative requirements to be followed by the MAFTR in charge of the application and the enforcement of Section A of this Part.

#### **10.2 MIL.147.B.10 - Military Regulatory Authority**

##### **10.2.1 General**

The Secretary of State for Defence shall designate a MAFTR with allocated responsibilities for the issuance, continuation, change, suspension or revocation of Mil Part 147 certificates. This MAFTR shall establish documented procedures and an organisational structure.

##### **10.2.2 Resources**

The MAFTR shall be appropriately staffed to carry out the requirements of this Part.

##### **10.2.3 Procedures**

The MAFTR shall establish procedures detailing how compliance with this Part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.

#### **10.3 MIL.147.B.15 - Acceptable Means of Compliance**

The MAFTR shall develop acceptable means of compliance with the related requirements of this Part.

#### **10.4 MIL.147.B.20 - Record-keeping**

**10.4.1** The MAFTR shall establish a system of record keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.

**10.4.2** The records for the oversight of maintenance training organisations shall include as a minimum:

- a) The application for an organisation approval.
- b) The organisation approval certificate including any changes
- c) A copy of the audit program listing the dates when audits are due and when audits were carried out.
- d) Continued oversight records including all audit records.
- e) Copies of all relevant correspondence.
- f) Details of any exemption and enforcement actions.
- g) Any report from other competent authorities relating to the oversight of the organisation.
- h) Organisation exposition and amendments.

**10.4.3** The minimum retention period for the **10.4.2** records shall be five years.

## **10.5 MIL.147.B.25 - Exemptions**

**10.5.1** The MAFTR may exempt a State education department school from:

- a) Being an organisation as specified in Mil. 147.A.10, (sub-clause **6.2**).
- b) Having an accountable manager, subject to the limitation that the department appoint a senior person to manage the training organisation and such person has a budget sufficient to operate the organisation to the standard of Mil Part-147.
- c) Having recourse to the independent audit part of a quality system subject to the department operating an independent schools inspectorate to audit the maintenance training organisation at the frequency required by this Part.

**10.5.2** All exemptions granted in accordance with Article 10(3) of the basic Regulation shall be recorded and retained by the MAFTR.

## **11 Sub Part B – Issue of an Approval**

This Sub part provides the requirements to issue or vary the maintenance training organisation approval.

### **11.1 MIL.147.B.100 - General**

**11.1.1** An application for maintenance training organisation initial approval or variation of an maintenance training organisation approval shall be made on a form and in a manner established by the MAFTR.

**11.1.2** The maintenance training organisation approval shall be granted to the organisation by the MAFTR.

### **11.2 MIL.147.B.105 - Application for an Approval or Variation**

An application for an approval or variation shall include the following information:

- a) The registered name and address of the applicant,
- b) The address requiring the approval or variation,
- c) The intended scope of approval or variation,
- d) The name and signature of the accountable manager,
- e) The date of application.

### **11.3 MIL.147.B.110 - Approval Procedure**

**11.3.1** The MAFTR shall:

- a) Review the maintenance training organisation exposition.
- b) Verify the organisation's compliance with the Mil Part 147 requirement.

**11.3.2** All findings identified during an audit visit shall be recorded and confirmed in writing to the applicant.

**11.3.3** All findings shall be closed in accordance with Mil.147.B.130, (sub-clause **11.7**) before the approval is issued.

**11.3.4** The reference number shall be included on the approval certificate in a manner specified by the MAFTR.

#### **11.4 MIL.147.B.115 - Variation Procedure**

The variation procedure is the approval procedure (at Mil.147.B.110, sub-clause **11.3**), but restricted to the extent of the variation.

#### **11.5 Mil.147.B.120 - Continued Validity Procedure**

**11.5.1** Each organisation must be completely audited for compliance with this Part at periods not exceeding 24 months.

**11.5.2** Findings shall be processed in accordance with Mil.147.B.130, (sub-clause **11.7**).

#### **11.6 MIL.147.B.125 - Maintenance Training Organisation Approval Certificate**

The maintenance training organisation approval certificate format shall be as detailed on a MAFTR Form 23.

#### **11.7 MIL.147.B.130 - Findings**

**11.7.1** Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the MAFTR, of the maintenance training organisation approval in whole or in part.

**11.7.2** Action shall be taken by the MAFTR to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the MAFTR in the case of a level 2 finding.

### **12 Sub Part C – Revocation, Suspension and Limitation of the Maintenance Training Organisation Approval**

#### **12.1 MIL.147.B.200 - Revocation, Suspension and Limitation of the Maintenance Training Organisation Approval**

The MAFTR shall:

- (a) Suspend an approval on reasonable grounds in the case of potential safety threat; or
- (b) Suspend, revoke or limit an approval pursuant to Mil.147.B.130, (sub-clause **11.7**).

## Section C – Acceptable Means of Compliance

### 13 Section A

#### 13.1 AMC MIL.147.A.100(i) - Facility Requirements

**13.1.1** For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all Parts, national aviation legislation, Military Regulation, aircraft maintenance manuals and service Bulletins, airworthiness directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.

**13.1.1** Except for the Parts of the MAOS Regulation and other military aviations regulations, the remainder of the documentation should represent typical examples of aircraft as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

#### 13.2 AMC MIL.147.A.105 - Personnel Requirements

**13.2.1** The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training Organisation on a day to day basis. Such person could also be the Accountable Manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in Mil.147.A.130(b), (sub-clause **7.7.2**) and an examination manager with the responsibility of managing the relevant Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.

**13.2.2** The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the **13.2.1** positions subject to the MAFTR verifying and being satisfied that all functions can be properly carried out in combination.

Note: for smaller as yet unidentified training establishments this will be the case.

**13.2.3** When the organisation is also approved against other Parts that contain some similar functions, then such functions may be combined.

#### 13.4 AMC MIL.147.A.105(h) - Personnel Requirements

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner.

#### 13.5 AMC MIL 147.A.115(c) - Instructional Equipment

**13.5.1** An appropriate selection of aircraft parts means appropriate in relation to the particular subject being instructed. For example the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.

**13.5.2** Appropriate aircraft, engines, weapons, escape systems, aircraft parts and avionic equipment means appropriate in relation to the particular subject being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.

**13.5.3** "Access" may be interpreted to mean, in conjunction with the facilities requirement of Mil. 147.A.100(d), (sub-clause **7.1.4**) that there may be an agreement with a maintenance organisation approved under Military Part 145 to access such parts, etc.

### **13.6 AMC MIL.147.A.120(a) - Maintenance Training Material**

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided a written warning to this effect should be given.

### **13.7 AMC MIL.147.A.130(b) - Training Procedures and Quality System**

**13.7.1** The independent audit procedure should ensure that all aspects of Mil Part 147 compliance should be checked at least once in every 12 months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.

**13.7.2** In a small maintenance training organisation, the independent audit function may be contracted to another maintenance training organisation approved under Mil Part 147 or a competent person acceptable to the MAFTR. Where the small training organisation chooses to contract the audit function it is conditional on the audit being carried out twice in every 12 month period with one such audit being unannounced.

**13.7.3** Where the maintenance training organisation is also approved to another Part requiring a quality system, then such quality systems may be combined.

**13.7.4** When training or examination is carried out under the sub-contract control system:

- a) A pre audit procedure should be established whereby the Mil Part 147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of Mil Part 147.
- b) A renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the Mil Part 147 standard.
- c) The sub-contract control procedure should record audits of the subcontractor and to have a corrective action follow-up plan.
- d) The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

### **13.8 AMC MIL.147.A.135 - Examinations**

**13.8.1** Examinations may be computer or hard copy based or a combination of both.

**13.8.2** The actual questions to be used in a particular examination should be determined by the examination staff.

### **13.9 AMC MIL.147.A.140 - Maintenance Training Organisation Exposition**

**13.9.1** A recommended format of the exposition is included in Appendix I.

**13.9.2** When the maintenance training organisation is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part may form the basis of the maintenance training organisation exposition in a combined document., as long as the other exposition contains the information required by Mil.147.A.140, (sub-clause **7.9**) and a cross reference index is included based upon Appendix I.

**13.9.3** When training or examination is carried out under the sub-contract control system the maintenance training organisation exposition should contain a specific procedure on the control of sub-contractors as per Appendix I item 2.18 plus a list of sub-contractors as required by Mil.147.A.140 (a)12, (sub-clause **7.9.1(I)**) and detailed in Appendix I item 1.7.

**13.9.4** The MAFTR may approve a delegated exposition approval system for all changes other than those affecting the approval.

**13.10 AMC MIL 147.A.145(d) - Privileges of the Maintenance Training Organisation**

**13.10.1** When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the Mil Part 147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the Mil Part 147 approved maintenance training organisation's students should meet requirements of Mil Part 147 for the duration of that training or examination and it remains the Mil Part 147 organisation's responsibility to ensure such requirements are satisfied.

**13.10.2** The maintenance training organisation approved under Mil Part 147 is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the sub-contractor meets the Mil Part 147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of Mil Part 66 and the aircraft technologies as appropriate.

**13.10.3** The contract between the maintenance training organisation approved under Mil Part 147 and the sub-contractor should contain:

- a) a provision for the MAFTR to have right of access to the sub-contractor;
- b) a provision for the sub-contractor to inform the Mil Part 147 approved maintenance training organisation of any change that may affect its Mil Part 147 approval, before any such change takes place.

**13.11 AMC MIL.147.A.200 - The Approved Basic Training Course**

For the purpose of this paragraph, a training hour means 60' training, without pauses.

**13.12 AMC MIL 147.A.200(b) - The Approved Basic Training Course**

Each approval category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of Mil Part 66

**13.13 AMC MIL 147.A.200(d) - The Approved Basic Training Course**

**13.13.1** Where the maintenance training organisation approved under Mil Part 147 contracts the practical training element either totally or in part to another organisation in accordance with Mil.147.A.100(d), (sub-clause 7.1.4) the organisation in question should ensure that the practical training elements are properly carried out.

**13.13.2** At least 30% of the practical training element should be carried in an actual maintenance working environment.

**13.14 AMC MIL.147.A.200(g) - The Approved Basic Training Course**

Typical conversion durations are given below:

- a) The approved basic training course to qualify for conversion from holding a Mil Part 66 aircraft maintenance approval in subcategory A1 (or equivalent) to subcategory B1.1 (or equivalent) or B2 should not be less than 1600 hours and for conversion from holding a Mil Part 66 aircraft maintenance approval in subcategory A1 (or equivalent) to subcategory B1.1 (or equivalent) combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.
- b) The approved basic training course to qualify for conversion from holding a Mil Part 66 aircraft maintenance approval in subcategory B1.1 (or equivalent) to B2 or category B2 to B1.1 (or equivalent) should not be less than 600 hours, and should include between 80% and 85% knowledge training.
- c) The approved basic training course to qualify for conversion from holding a Mil Part 66 aircraft maintenance approval in subcategory B1.2 to subcategory B1.1 (or equivalent) should not be less than 400 hours, and should include between 50% and 60% knowledge training.

- d) The approved basic training course to qualify for conversion from holding a Mil Part 66 aircraft maintenance approval in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.

### **13.15 AMC MIL.147.A.210(b) - Basic Practical Assessment**

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of Mil. 147.A.200(e), (sub-clause **8.1.5**) This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/ fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also demonstrate an understanding of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

### **13.16 AMC MIL.147.A.300 - Aircraft Type/Task Training**

**13.16.1** Aircraft type training may be sub-divided in airframe type training, powerplant type training, weapons type training and escape system type training or avionic systems type training. A maintenance training under Mil Part 147 may be approved to conduct airframe type training only, powerplant type training, weapons type training and escape system type training or avionics systems type training.

**13.16.2** Airframe type training means type training including all relevant aircraft structure and systems excluding the powerplant.

**13.16.3** Powerplant type training means type training on the bare engine, including the build-up to a quick engine change unit.

**13.16.4** The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training.

**13.16.5** Avionic systems type training means type training on avionics systems covered by but not necessarily limited to Radio, Radar, Laser, FGCS, ECM, RWR, Nav aids, ADR.

## Section D – Procedure for Competent Authority

### 14 Section A

#### 14.1 AMC 147.B.10(a) MAFTR - General

**14.1.1** In deciding upon the required organisational structure, the MAFTR should review the number of certificates to be issued, along with the number and size of potential Mil Part 147 approved maintenance training organisations..

**14.1.2** The MAFTR should retain effective control of important surveillance functions and not delegate them in such a way that Mil Part 147 organisations, in effect, regulate themselves in airworthiness matters.

**14.1.3** The set-up of the organisational structure should ensure that the various tasks and obligations of the MAFTR are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the MAFTR should also be guaranteed in case of illness, accident or leave of individual employees.

#### 14.2 AMC 147.B.10(b) MAFTR - Qualification and Training

**14.2.1** MAFTR surveyors should have:

- a) Practical experience and expertise in the application of aviation safety standards and safe operating practices;
- b) Comprehensive knowledge of:
  - 1) Relevant parts of implementing rules, certification specifications and guidance material.
  - 2) The MAFTR s procedures.
  - 3) The rights and obligations of a surveyor.
  - 4) Quality systems.
  - 5) Continuing airworthiness management.
- c) Training on auditing techniques.
- d) Five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training.
- e) A relevant engineering degree or an aircraft maintenance or training qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
- f) Knowledge of a relevant sample of aircraft types
- g) Knowledge of maintenance training standards.

**14.2.2** In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.

**14.2.3** A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.

### **14.3 AMC 147.B.10(c) MAFTR - Procedures**

The documented procedures should contain the following information:

- a) The Secretary of State's designation of the MAFTR.
- b) The title(s) and name(s) of the manager(s) of the MAFTR and their Duties and responsibilities.
- c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- e) A general description of the facilities.
- f) Procedures specifying how the MAFTR ensures compliance with Mil Part-147.

### **14.4 AMC 147.B.20 - Record-keeping**

**14.4.1** The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way through out the MAFTR (chronological, alphabetical order, etc.).

**14.4.2** All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.

**14.4.3** All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware or software changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in MIL.147.B.20, (sub-clause **10.4**).

### **14.5 AMC 147.B.110(a) - Approval Procedure**

**14.5.1** The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.

**14.5.2** The audit report should be made on a MAFTR Form 22

### **14.6 AMC 147.B.110(b) - Approval Procedure**

The date each finding was rectified should be recorded together with the reference document.

### **14.7 AMC 147.B.130(b) - Findings**

**14.7.1** In the case of a level 2 finding, the MAFTR may give up to 3 months notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s) the MAFTR may choose a notice period less than 6 months.

**14.7.2** When the MAFTR chooses to allow 6 months, the initial notification should be of 3 months duration to the quality manager followed by the final 3 months notice to the accountable manager.

## APPENDIX I

### Maintenance Training Organisation Exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by Mil 147.A.140
2. 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.
3. Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organisation is approved in accordance with any other Part(s) which require an exposition it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the parts 2, 3 and 4. When this method is used it is essential to include the cross reference index of Part 4 item 4.3.

#### PART 1 – MANAGEMENT

- 1.1 Corporate commitment by 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 MIL. 147.A.145(d), (sub-clause **7.10.3(a)**).
- 1.8 General description of facilities at paragraph 1.6 addresses.
- 1.9 Specific list of courses approved by the MAFTR.
- 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 knowledge & practical training.

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- 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.
- 2.11 Preparation of examination rooms.
- 2.12 Conduct of examinations.
- 2.13 Conduct of practical assessments.
- 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 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.
- 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.

## Section E – Guidance Material

### 15 Section A

#### 15.1 GM MIL 147.A.10 - General

Such an organisation may conduct business from more than one address and may hold more than one Part approval.

#### 15.2 GM MIL.147.A.105(c) - Personnel Requirements

The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

#### 15.3 GM MIL.147.A.105(g) - Personnel Requirements

Examiners should demonstrate a clear understanding of the examination standard required by Mil Part 66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

#### 15.4 GM MIL.147.A.105(h) - Personnel Requirements

15.4.1 Records should show for each instructor/examiner when the updating training was scheduled and when it took place.

15.4.2 The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.

#### 15.5 GM MIL.147.A.115 - Records of Instructors, Examiners and Assessors

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

#### 15.6 GM MIL.147.A.115(a) - Instructional Equipment

15.6.1 Synthetic training devices are working models of a particular system or component and include computer simulations.

15.6.2 A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.

#### 15.7 GM to MIL.147.A.130(b) - Training Procedures and Quality System

15.7.1 The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with Mil Part 147.

15.7.2 The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.

15.7.3 A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.

15.7.4 A large training organisation (an organisation with the capacity to provide training for 50 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an

organisation with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.

**15.7.5** The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

## **15.9 GM MIL 147.A.145(d) - Privileges of the Maintenance Training Organisation**

**15.9.1** The pre audit procedure should focus on establishing compliance with the training and examination standards set out in Mil Parts 147 and 66.

**15.9.2** The fundamental reason for allowing a maintenance training organisation approved under Mil Part 147 to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organisations which may not have the capacity to conduct training courses to satisfy all Mil Part 66 requirements.

**15.9.3** The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in Mil.147.A.200, (sub-clause **8.1**) does not apply to them. On the contrary training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in Mil.147.A.200, (sub-clause **8.1**). The intent of the "limited subcontracting" option as specified in Mil.147.A.145, (sub-clause **7.10**) is to grant Mil Part 147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

## **15.10 GM MIL.147.B.100(a) - General**

Variation of the Mil Part 147 approval means either the need to amend the schedule of approved training courses or the need to approve or accept Mil.147.A.150, (sub-clause **7.11**) changes.

## **15.11 GM MIL.147.B.110 - Approval Procedure**

**15.11.1** A meeting should be arranged between the applicant and the MAFTR to determine if the applicant's training activities justify the investigation for issue of Mil Part 147 approval and to ensure that the applicant understands what needs to be done for Mil Part 147 approval. This meeting is not intended to establish compliance but rather to see if the activity is a Mil Part 147 activity.

**15.11.2** Assuming that the applicant's activities come within the scope of Mil Part 147 approval, instructions should be sent to the MAFTR staff requesting that an audit of the applicant be carried out and when satisfied that compliance has been established, a recommendation for the issue of approval should be submitted to the MAFTR staff who grant approval unless these are the same staff. The MAFTR should determine how and by whom the audit shall be conducted. For example, if the applicant is a large training organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single person audits is most appropriate for the particular situation. A further consideration in the case of a combined Mil Part 145/147 organisation is the possibility to combine the audits.

**15.11.3** It is not necessary to sample all basic and type training courses that will be approved, but it is necessary to sample, as appropriate, one basic and one type training course for as long as is necessary to establish that training is conducted in an appropriate manner, except that the minimum sampling time for the course being sampled should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.

**15.11.4** Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organisation address(es) in accordance with Mil.147.A.145(c), (sub-clause **7.10.3**) then a sample audit should be carried out by the MAFTR from time to

time of the process to ensure that procedures are followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organisation address(es).

**15.11.5** It is not necessary to sample all examinations associated with a training course, but it is necessary to sample, as appropriate, one basic and one type training course examination.

**15.11.6** The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for Mil Part 147 approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation must be debriefed at the end of the audit visit on the findings made during the audit.

**15.11.7** There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation must be informed about possible non-compliance at the time of audit and the fact that the situation will be reviewed before a decision is made. The organisation must be informed of the decision within 2 weeks of the audit visit in writing if the decision is a confirmation of non-compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.

## **15.12 GM MIL.147.B.115 - Variation Procedure**

**15.12.1** A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. On receipt of the application and the organisation exposition, the MAFTR should reissue the approval certificate valid only up to the current expiry date.

**15.12.2** A name change alone does not require the MAFTR to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.

**15.12.3** A change of accountable manager requires the maintenance training organisation to submit such fact to the MAFTR as a matter of urgency together with the amendment to the Accountable Manager exposition statement.

**15.12.4** A change of any of the senior personnel specified in Mil.147.A.105(b), (sub-clause **7.2.2**) or the examination staff in Mil.147.A.105(e), (sub-clause **7.2.5**) requires the maintenance training organisation to submit a MAFTR Form 4 in respect of the particular person to the MAFTR. If satisfied that the qualifications and experience meet the standard required by Mil Part 147, the MAFTR should indicate acceptance in writing to the maintenance training organisation.

**15.12.5** A change in the maintenance training organisation's exposition requires the MAFTR to establish that the procedures specified in the exposition are in compliance with the intent of Mil Part 147 and then to establish if these are the same procedures intended for use within the training facility.

**15.12.6** Any change of location of the maintenance training organisation requires the organisation to make a new application to the MAFTR together with the submission of an amended exposition. The MAFTR will follow the procedure specified in Mil.147.B.110 (a) and (b), (sub-clause **11.3.1** and **11.3.2**) in so far as the change affects such procedure before issuing a new Mil Part 147 approval certificate valid for a new recommended 2 year period or with a new issue date for continuous approvals.

**15.12.7** The complete or partial re-organisation of a training organisation will require the re-audit of those elements that have changed.

**15.12.8** Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the MAFTR together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The MAFTR will follow the procedure of **15.12.2** in so far as the change affects such procedures unless the MAFTR is satisfied that the maintenance training organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the **15.12.2** procedure.

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