

CIVIL AVIATION AUTHORITY OF NEPAL



NEPALESE CIVIL AIRWORTHINESS REQUIREMENTS

NCAR PART-147

Approved Maintenance Training Organisations

January, 2016

Issue 2

FOREWORD

Nepalese Civil Airworthiness Requirements Part-147, known hereafter as NCAR Part-147 is issued by the Civil Aviation Authority of Nepal in Pursuance of the Rule 82 of the Civil Aviation Regulation 2002 (2058 B.S.) and its amendments.

This NCAR Part-147 has been prepared in accordance with the memorandum of understanding reached between the Civil Aviation Authorities/ Directors General of Civil Aviation of the state participating in Cooperative Development of Operational Safety and Continuing Airworthiness Program- South Asia (COSCAP-SA) on establishment of regulation for the maintenance of aircraft by harmonizing the Rules and Regulations relating to Civil Aviation in SAARC countries based on EASA Part-147.

After the Initial Issue of these Requirements as NCAR Part-147, this Issue 02 of the NCAR Part-147 has been prepared in close consultation with South Asian Regional Initiative (SARI), which is working to achieve the objective stated above. This Issue 02 of NCAR Part-147 is complete in its contents and is structured as follows.

Chapter 1: Requirements
(Section A: Technical Requirements, Section B: Procedure for Competent Authority)

Chapter 2: Acceptable Means of Compliance to NCAR Part-147
(Section A: Technical Requirements, Section B: Procedure for Competent Authority)

Chapter 3: Guidance Material to NCAR Part-147

NCAR Part-147, requirements for Approval of Maintenance Training Organisations, establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in NCAR Part-66. These requirements shall apply to all Maintenance Training Organization. In the case of conflict between NCAR Part-147 and current issue of NCAR, NCAR Part-147 shall prevail and the Civil Aviation Act and Regulation shall prevail over NCAR Part-147.

These requirements shall be fully implemented by 1st March 2016. The current issue of NCAR Part-147 shall be revised as necessary and redundant requirements contained therein shall be repealed. All organizations affected by these requirements shall prepare to be fully compliant with these requirements by the stipulated date.

In the texts the use of the male gender implies the female gender and vice a versa.

Sanjiv Gautam
Director General
Civil Aviation Authority of Nepal

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Issue 01	All	March 2009		
Issue 02	All	January 2016		

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CHAPTER 1- REQUIREMENTS
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SUBPART A
GENERAL

NCAR Part-147.A.1 General

This is a requirement for the Approval of Maintenance Training Organisations.

For the purpose of NCAR Part-147, the Competent Authority for organizations having their principal place of business in Nepal shall be Civil Aviation Authority of Nepal;

Within the scope of this requirement, the following definitions shall apply:

- (a) 'Aircraft' means any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface;
- (b) 'Certifying staff' means personnel responsible for the release of an aircraft or a component after maintenance;
- (c) 'Component' means any engine, propeller, part or appliance;
- (d) 'Maintenance' means any one or combination of overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection;
- (e) 'Organisation' means a natural person, a legal person or part of a legal person. Such an organisation may hold more than one NCAR Part-147 approval.
- (f) 'Training organization' means an organisation or part of an organisation registered as a legal entity.

NCAR 147.A.5 Scope

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

NCAR 147.A.15 Application

- (a) An application for an approval or for the change of an existing approval shall be made on a form and in a manner established by the CAA Nepal.
- (b) An application for an approval or change to an approval shall include the following information:
 - 1. the registered name and address of the applicant;
 - 2. the address of the organisation requiring the approval or change to the approval;
 - 3. the intended scope of approval or change to the scope of approval;
 - 4. the name and signature of the accountable manager;
 - 5. the date of application.

SUBPART B
ORGANISATIONAL REQUIREMENTS

NCAR 147.A.100 Facility requirements

- (a) 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.
- (b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 - 1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
 - 2. 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.
- (c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) 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. CAA Nepal shall require access to any such contracted organisation and the written agreement shall specify this access.
- (e) 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 NCAR 147.A.115(d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (g) 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.
- (h) 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 NCAR 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- (i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

NCAR 147.A.105 Personnel requirements

- (a) 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 NCAR Part-147.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance with the requirements of NCAR Part-147, 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 paragraph (a).

- (c) 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.
- (d) By derogation to paragraph (c), 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.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).
- (f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by CAA Nepal.
- (g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.
- (h) 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.

NCAR 147.A.110 Records of instructors, examiners and assessors

- (a) 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.
- (b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

NCAR 147.A.115 Instructional equipment

- (a) 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.

- (b) The basic training workshops and/or maintenance facilities as specified in NCAR 147.A.100(d) must have all tools and equipment necessary to perform the approved scope of training.
- (c) The basic training workshops and/or maintenance facilities as specified in NCAR 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.
- (d) The aircraft type training organisation as specified in NCAR 147.A.100(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

NCAR 147.A.120 Maintenance training material

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
 - 1. the basic knowledge syllabus specified in NCAR Part-66 for the relevant aircraft maintenance licence category or subcategory and,
 - 2. the type course content required by NCAR Part-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- (b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in NCAR 147.A.100(i).

NCAR 147.A.125 Records

The organisation shall keep all student training, examination and assessment records for an unlimited period following completion of the particular student's course.

NCAR 147.A.130 Training procedures and quality system

- (a) The organisation shall establish procedures acceptable to CAA Nepal to ensure proper training standards and compliance with all relevant requirements in NCAR Part-147.
- (b) The organisation shall establish a quality system including:
 - 1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
 - 2. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in NCAR 147.A.105(a) to ensure, as necessary, corrective action.

NCAR 147.A.135 Examinations

- (a) The examination staff shall ensure the security of all questions.
- (b) 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 the examination and may not take any examination for at least 12 months after the date of the incident. CAA Nepal shall be informed of any such incident together with the details of any enquiry within one calendar month.
- (c) 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 and the examination declared void. CAA Nepal must be informed of any such occurrence within one calendar month.

NCAR 147.A.140 Maintenance training organisation exposition

- (a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:
 - 1. 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 NCAR Part-147 and shall be complied with at all times.

2. the title(s) and name(s) of the person(s) nominated in accordance with NCAR 147.A.105(b).
 3. the duties and responsibilities of the person(s) specified in subparagraph 2, including matters on which they may deal directly with CAA Nepal on behalf of the maintenance training organisation.
 4. a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(2).
 5. a list of the training instructors, knowledge examiners and practical assessors.
 6. 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 NCAR 147.A.145(b).
 7. a list of the maintenance training courses which form the extent of the approval.
 8. the maintenance training organisation's exposition amendment procedure.
 9. the maintenance training organisation's procedures, as required by NCAR 147.A.130(a).
 10. the maintenance training organisation's control procedure, as required by NCAR 147.A.145(c), when authorised to conduct training, examination and assessments in locations different from those specified in NCAR 147.A.145(b).
 11. a list of the locations pursuant to NCAR 147.A.145(b).
 12. a list of organisations, if appropriate, as specified in NCAR 147.A.145(d).
- (b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by CAA Nepal.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

NCAR 147.A.145 Privileges of the maintenance training organisation

- (a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
1. basic training courses to the NCAR Part-66 syllabus, or part thereof.
 2. aircraft type/task training courses in accordance with NCAR Part-66.
 3. the examinations on behalf of CAA Nepal, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation.
 4. the issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable.
- (b) 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.

- (c) By derogation to paragraph (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the paragraph (b) 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.
- (d)
 - 1. 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.
 - 2. The subcontracting of basic theoretical training and examination is limited to NCAR Part-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
 - 3. The subcontracting of type training and examination systems.
- (e) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.
- (f) By derogation from point (e), an organization approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

NCAR 147.A.150 Changes to the maintenance training organization

- (a) The maintenance training organisation shall notify the CAA Nepal of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable CAA Nepal to determine continued compliance with NCAR Part-147 and to amend if necessary the maintenance training organisation approval certificate.
- (b) CAA Nepal may prescribe the conditions under which the maintenance training organisation may operate during such changes unless CAA Nepal determines that the maintenance training organisation approval must be suspended.
- (c) Failure to inform CAA Nepal of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

NCAR 147.A.155 Continued validity

- (a) An approval shall be issued for a maximum period of one year. It shall remain valid subject to:
 - 1. the organisation remaining in compliance with NCAR Part-147, in accordance with the provisions related to the handling of findings as specified under NCAR 147.B.130; and
 - 2. CAA Nepal being granted access to the organisation to determine continued compliance with NCAR Part-147; and
 - 3. the certificate not being suspended, surrendered or revoked.
- (b) Upon suspension, surrender or revocation, the approval shall be returned to CAA Nepal.

NCAR 147.A.160 Findings

- (a) A level 1 finding is one or more of the following:
 - 1. any significant non-compliance with the examination process which would invalidate the examination(s),
 - 2. *reserved*
 - 3. the lack of an accountable manager,
 - 4. a significant non-compliance with the training process.
- (b) A level 2 finding is any non-compliance with NCAR Part-147 other than level 1 findings.
- (c) After receipt of notification of findings according to NCAR 147.B.130, the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAA Nepal within a period agreed with CAA Nepal.

SUBPART C
APPROVED BASIC TRAINING COURSE

NCAR 147.A.200 The approved basic training course

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b) The knowledge training elements shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in NCAR Part-66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (d) 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 NCAR Part-66 complete module.
- (e) 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.
- (f) The duration of basic training courses shall be in accordance with Appendix I.
- (g) 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.

NCAR 147.A.205 Basic knowledge examinations

Basic knowledge examinations shall:

- (a) be in accordance with the standard defined in NCAR 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 NCAR Part-66.

NCAR 147.A.210 Basic practical assessment

- (a) 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.
- (b) The student shall achieve an assessed pass with respect to NCAR 147.A.200(e).

SUBPART D
AIRCRAFT TYPE/TASK TRAINING

NCAR 147.A.300 Aircraft type/task training

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

NCAR 147.A.305 Aircraft type examinations and task assessments

A maintenance training organization approved in accordance with NCAR 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in NCAR Part-66 subject to compliance with the aircraft type and/or task standard specified in NCAR 66.A.45.

CHAPTER 1- REQUIREMENT

SECTION B

PROCEDURES FOR COMPETENT AUTHORITIES

SUBPART A

GENERAL

NCAR 147.B.05 Scope

This section establishes the administrative *procedures* to be followed by CAA Nepal when exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of NCAR Part-147 maintenance organisation approvals.

NCAR 147.B.10 Competent Authority

1. General

Nepal shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of NCAR Part-147 certificates. CAA Nepal shall establish documented procedures and an organisational structure.

2. Resources

CAA Nepal shall be appropriately staffed to carry out the requirements of NCAR Part-147.

3. Procedures

CAA Nepal shall establish procedures detailing how compliance with NCAR Part-147 is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

4. Qualification and training

All staff involved in approvals related to NCAR Part-147 must be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.

NCAR 147.B.15 Acceptable Means of Compliance

When the applicant uses the AMC of NCAR Part-147, CAA Nepal shall consider the requirements of the rule as met.

NCAR 147.B.20 Record-keeping

(a) CAA Nepal shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.

(b) The records for the oversight of maintenance training organisations shall include as a minimum:

1. the application for an organisation approval.
2. the organisation approval certificate including any changes.
3. a copy of the audit program listing the dates when audits are due and when audits were carried out.

4. continued oversight records including all audit records.
 5. copies of all relevant correspondence.
 6. details of any exemption and enforcement actions.
 7. any report from other competent authorities relating to the oversight of the organisation.
 8. organisation exposition and amendments.
- (c) The minimum retention period for the paragraph (b) records shall be four years.

NCAR 147.B.25 Exemptions

Any exemptions granted by CAA Nepal regarding NCAR Part-147 shall be recorded and retained by CAA Nepal.

SUBPART B

ISSUE OF AN APPROVAL

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

NCAR 147.B.110 Procedure for approval and changes to the approval

- (a) Upon receipt of an application, CAA Nepal shall:
 - 1. review the maintenance training organisation exposition; and
 - 2. verify the organisation's compliance with the requirement of NCAR Part-147.
- (b) All findings identified shall be recorded and confirmed in writing to the applicant.
- (c) All findings shall be closed in accordance with point NCAR 147.B.130 before the approval is issued.
- (d) The reference number shall be included on the approval certificate in a manner specified by CAA Nepal.

NCAR 147.B.120 Continued validity procedure

- (a) Each organisation must be completely audited for compliance with NCAR Part-147 at periods not exceeding 24 months. This shall include the monitoring of at least one training course and one examination performed by the maintenance training organization.
- (b) Findings shall be processed in accordance with NCAR 147.B.130.

NCAR 147.B.125 Maintenance training organisation approval certificate

The maintenance training organisation approval certificate format shall be as detailed in Appendix II.

NCAR 147.B.130 Findings

- (a) Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by CAA Nepal, of the maintenance training organisation approval in whole or in part.
- (b) Action shall be taken by CAA Nepal to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by CAA Nepal in the case of a level 2 finding.

SUBPART C

**REVOCATION, SUSPENSION AND LIMITATION OF THE MAINTENANCE
TRAINING ORGANISATION APPROVAL**

**NCAR 147.B.200 Revocation, suspension and limitation of the maintenance
training organisation approval**

CAA Nepal 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 NCAR 147.B.130.

Requirements-Appendix I

Basic Training Course Duration

Minimum duration of complete basic courses

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2400	50 to 60
B1.2	2000	50 to 60
B1.3	2400	50 to 60
B1.4	2400	50 to 60
B2	2400	50 to 60
B3	1000	50 to 60

Requirement- Appendix II

Maintenance Training Organisation Approval referred to in NCAR Part-147

CAAN FORM 11

CIVIL AVIATION AUTHORITY OF NEPAL

**MAINTENANCE TRAINING AND EXAMINATION ORGANISATION
APPROVAL CERTIFICATE**

Reference: [(*)].MTO.[XXXX]

Pursuant to CAA Nepal requirements for the time being in force and subject to the condition specified below, the “CAA Nepal hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance training organization in compliance with NCAR PART-147, approved to provide training and conduct examinations listed in the attached approval schedule and issue related certificates of recognition to students using the above references.

CONDITIONS:

1. This approval is limited to that specified in the scope of work section of the approved maintenance training organization exposition as referred to in NCAR PART-147 and
2. This approval requires compliance with the procedures specified in the approved maintenance training organization exposition; and
3. This approval is valid whilst the approved maintenance training organization remains in compliance with NCAR Part-147
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for maximum period of one year unless the approval has been renewed or previously surrendered, superseded, suspended or revoked.

Date of initial issue:

Date of renewal:

Date of expiry:

Signed:

For CAA Nepal

**MAINTENANCE TRAINING AND EXAMINATION ORGANISATION
APPROVAL CERTIFICATE**

Reference: [(*)].MTO. [XXXX]

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	LICENCE CATEGORY	LIMITATION	
BASIC(**)	B1(**)	TB1.1(**) TB1.2(**) TB1.3(**) TB1.4(**)	AEROPLANES TURBINE(**) AEROPLANES PISTON(**) HELICOPTERS TURBINE(**) HELICOPTERS PISTON(**)
	B2(**)	TB2(**)	AVIONICS(**)
	B3(**)	TB3(**)	PISTON-ENGINE NON-PRESSURISED AEROPLANES 2 000 KG MTOM AND BELOW(**)
	A (**)	TA.1(**) TA.2(**) TA.3(**) TA.4(**)	AERPLANES TURBINE(**) AEROPLANES PISTON(**) HELICOPTERS TURBINE(**) HELICOPTERS PISTON(**)
TYPE / TASK(**)	C(**)	T4(**)	(QUOTE AIRCRAFT TYPE)(***)
	B1(**)	T1(**)	(QUOTE AIRCRAFT TYPE)(***)
	B2(**)	T2(**)	(QUOTE AIRCRAFT TYPE)(***)
	A(**)	T3(**)	(QUOTE AIRCRAFT TYPE)(***)

This approval schedule is limited to those trainings and examinations specified in the scope of work section of the approved maintenance training organisation exposition,

Maintenance Training Organisation Exposition reference:

Date of initial issue:

Date of renewal:

Date of expiry:

Date of last revision approved: Revision No:

Signed:

For CAA Nepal:

Requirement- Appendix III

Certificate of Recognition referred to in NCAR Part 147 – NCAR Form 148 & 149

1. Basic Training / Examination

The NCAR Part-147 basic training certificate template detailed below is to be used for recognition of completion of either the basic training, the basic examination or both the basic training and basic training examination.

The training certificate shall clearly identify each individual module examination by date passed together with the corresponding version of Appendix I to NCAR Part-66.

Certificate of Recognition N ^o This Certificate of recognition is issued to : [NAME] [DATE, PLACE OF BIRTH]	
By (may be pre-printed).....	
a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance NCAR Part-147 by	
(may be pre-printed).....	
Approval reference	
This Certificate confirms that the above named person either successfully passed the approved basic training course or the basic examination stated below:	
[BASIC TRAINING COURSE or/and BASIC EXAMINATION LIST OF NCAR PART-66 MODULES/ DATE COMPLETED or PASSED]	
Signed.....	Certificate No.....
For (May be Pre-printed).....	Date.....

2. Type Training/ Examination

The NCAR Part-147 type training certificate template detailed below is to be used for recognition of completion of either the theoretical elements, the practical elements or both the theoretical and practical elements of the type-training course.

The certificate shall indicate the airframe / engine combination for which the training was imparted.

The appropriate references shall be deleted as applicable and the course type box shall detail whether only the theoretical elements or the practical elements were covered or whether theoretical and practical elements were covered.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or power plant or avionics / electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course for AE20 technicians. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.

Certificate of Recognition N ^o	
This Certificate of recognition is issued to : [NAME] [DATE, PLACE OF BIRTH]	
By (may be pre-printed).....	
a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with the requirements of NCAR Part-147 by	
(may be pre-printed).....	
Approval Reference.....	
This Certificate confirms that the above named person either successfully passed the approved type training course stated below and the related examinations in compliance with NCAR Part-147 for the time being in force:	
AIRCRAFT TYPE TRAINING COURSE START & END DATES	
SPECIFY THEORITICAL ELEMENTS OR PRACTICAL ELEMENTS And / or AIRCRAFT TYPE EXAMINATION END DATE	
Signed.....	Certificate No.....
For (May be Pre-printed).....	Date.....

CHAPTER 2- ACCEPTABLE MEANS OF COMPLIANCE

This section contains Acceptable Means of Compliance (AMC) to NCAR Part-147 Section A & B– Requirements. Acceptable Means of Compliance (AMC) illustrate a means, or several alternative means, but not necessarily the only possible means by which a requirement can be met.

A numbering system has been used in which the Acceptable Means of Compliance uses the same number as the paragraph in NCAR Part-147 Section A & B to which it refers. The number is preceded by the letters AMC to distinguish the material from the NCAR Part-147 Section A & B themselves.

SECTION A - REQUIREMENT

SUBPART A

GENERAL

AMC 147.A.15 Application

In a form and in a manner prescribed by CAA Nepal means that the application should be made on a CAAN Form 12.

SUBPART B
ORGANISATIONAL REQUIREMENTS

AMC 147.A.100(i) Facility requirements

1. For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all NCAR Parts and Nepalese Civil Aviation Regulations, Nepalese Airworthiness Requirements, notices and circulars issued by the CAA Nepal, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.
2. Except for all NCAR Parts, Nepalese Civil Aviation Regulations, Nepalese Airworthiness Requirements, notices and circulars issued by the CAA Nepal the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

AMC 147.A.105 Personnel requirements

1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more at any one time) 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 paragraph NCAR 147.A.130(b) and an examination manager with the responsibility of managing the relevant NCAR Part-147 Subpart C or Subpart D examination system. Such person(s) may also be an instructor and/or examiner.
2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students at any one time) may combine any or all of the sub-paragraph (1) positions subject to CAA Nepal verifying and being satisfied that all functions can be properly carried out in combination.
3. When the organisation is also approved against other NCAR Parts which contain some similar functions then such functions may be combined.

AMC 147.A.105(b) Personnel requirements

With the exception of the accountable manager, a CAAN Form 4 should be completed for each person nominated to hold a position required by NCAR 147.A.105(b).

AMC 147.A.105(f) Personnel requirements

Any person currently accepted by CAA Nepal prior to NCAR Part -147 coming into force may continue to be accepted in accordance with NCAR 147.A.105(f).

AMC 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.

AMC 147.A.110 Records of instructors, examiners and assessors

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
 - (a) Name
 - (b) Date of Birth
 - (c) Personnel Number
 - (d) Experience
 - (e) Qualifications
 - (f) Training history (before entry)
 - (g) Subsequent Training
 - (h) Scope of activity
 - (i) Starting date of employment/contract
 - (j) If appropriate – ending date of employment/contract.
2. The record may be kept in any format but should be under the control of the organisations quality system.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. CAA Nepal is an authorized person when investigating the records system for issuance of initial and continued renewed approval or when the CAA Nepal has cause to doubt the competence of a particular person.

AMC 147.A.115 (c) Instructional equipment

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of NCAR Part-66 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.
2. Appropriate aircraft, engines, aircraft parts and avionic equipment means appropriate in relation to the particular subject module or sub-module of NCAR Part-66 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.
3. “Access” may be interpreted to mean, in conjunction with the facilities requirement of NCAR 147.A.100(d), that there may be an agreement with a maintenance organisation approved under NCAR Part-145 to access such parts, etc.

AMC 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.

AMC 147.A.130 (b) Training procedures and quality system

1. The independent audit procedure should ensure that all aspects of NCAR 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.
2. In a small maintenance training organisation the independent audit function may be contracted to another maintenance training organisation approved under NCAR Part-147 or a competent person acceptable to CAA Nepal. 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.
3. Where the maintenance training organisation is also approved under another NCAR Parts requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the sub-contract control system:
 - i. a pre audit procedure should be established whereby the NCAR 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 NCAR Part-147
 - ii. a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the NCAR Part-147 standard.
 - iii. the sub-contract control procedure should record audits of the subcontractor and to have a corrective action follow-up plan.
5. 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.

AMC 147.A.135 Examinations

1. Examinations may be computer or hard copy based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.

AMC 147.A.140 Maintenance training organisation exposition

1. A recommended format of the exposition is included in AMC Appendix I.
2. When the maintenance training organisation is approved in accordance with any other NCAR Parts which also requires an exposition, the exposition required by the other NCAR Parts 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 NCAR 147.140 and a cross reference index is included based upon AMC Appendix I.
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 NCAR 147.A.140(a)(12) and detailed in AMC Appendix I item 1.7.
4. CAA Nepal may approve a delegated exposition approval system for all changes other than those affecting the approval.

AMC 147.A.145 (d) Privileges of the maintenance training organisation

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 NCAR 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 NCAR Part-147 approved maintenance training organisation's students should meet requirements of NCAR Part-147 for the duration of that training or examination and it remains the NCAR Part-147 organisation's responsibility to ensure such requirements are satisfied.

2. The maintenance training organisation approved under NCAR 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 NCAR Part-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of NCAR Part-66 and the aircraft technologies as appropriate.
3. The contract between the maintenance training organisation approved under NCAR Part-147 and the sub-contractor should contain:
 - (a) a provision for the CAA Nepal to have right of access to the sub-contractor;
 - (b) a provision for the sub-contractor to inform the NCAR Part-147 approved maintenance training organisation of any change that may affect its NCAR Part-147 approval, before any such change takes place.

AMC 147.A.145(f) Privileges of the maintenance training organisation

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

- The development and the conduct of the type examination;
- The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

SUBPART C
THE APPROVED BASIC TRAINING COURSE

AMC 147.A.200 (b) The approved basic training course

Each licence 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 NCAR 147.A.200(f) and (g) inclusive being satisfied.

AMC 147.A.200 (d) The approved basic training course

1. Where the maintenance training organisation approved under NCAR Part-147 sub-contracts the practical training element either totally or in part to another organisation in accordance with NCAR 147.A.100(d), the approved organization should ensure that the practical training elements are properly carried out.
2. At least 30% of the practical training element should be carried out in an actual maintenance working environment.

AMC 147.A.200(f) The approved basic training course

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the CAANepal may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:
 - Theoretical and practical training are performed at the same time;
 - Training and normal maintenance duty/apprenticeship are performed at the same time.
2. The minimum participation time for the trainee to meet the objectives of the course should not be less than 90 % of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition should not be issued.

AMC 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 NCAR Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding a NCAR Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 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 NCAR Part-66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 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 NCAR Part-66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 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 NCAR Part-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.

AMC 147.A.205 Basic knowledge examinations

CAA Nepal may accept that the maintenance training organisation approved under NCAR Part-147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

AMC 147.A.210 (a) Basic practical assessment

Where the maintenance training organisation approved under NCAR Part-147 sub-contracts the practical training element either totally or in part to another organisation in accordance with NCAR 147.A.100(d) and chooses to nominate practical assessors from the other organisation, the NCAR Part-147 approved organization should ensure that the basic practical assessments are carried out.

AMC 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 NCAR 147.A.200(e). 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, and 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 show an appreciation 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.

SUBPART D
AIRCRAFT TYPE / TASK TRAINING

AMC 147.A.300 Aircraft type/task training

Aircraft type training may be sub-divided in airframe type training, powerplant type training, or avionic systems type training. A maintenance training organisation approved under NCAR Part-147 may be approved to conduct airframe type training only, powerplant type training only or avionics systems type training only or any combination thereof.

1. Airframe type training means type training including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant and avionics.
2. Powerplant type training means type training on the bare engine, including the build-up to a quick engine change unit.
3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
4. Avionic/electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

SECTION B – PROCEDURE FOR COMPETENT AUTHORITIES

AMC147.B.10 (a) CAA Nepal – General

1. In deciding upon the required organisational structure, CAA Nepal should review the number of certificates to be issued, the number and size of potential NCAR Part-147 approved maintenance training organisations within Nepal, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Nepal's aviation industry.
2. CAA Nepal should retain effective control of important surveillance functions and not delegate them in such a way that NCAR Part-147 organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of CAA Nepal are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of CAA Nepal should also be guaranteed in case of illness, accident or leave of individual employees.

AMC 147.B.10 (b) CAA Nepal – Qualification and training

1. CAA Nepal surveyors should have:
 - 1.1 Practical experience and expertise in the application of aviation safety standards and safe operating practices.
 - 1.2 Comprehensive knowledge of:
 - a. NCAR Part 21, NCAR Part-M, NCAR Part-145, NCAR Part-66 and NCAR Part-147;
 - b. CAA Nepal's procedures;
 - c. The rights and obligations of a surveyor;
 - d. Quality systems;
 - e. Continuing airworthiness management;
 - 1.3 Training on auditing techniques.
 - 1.4 Five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the qualification of 1.5.
 - 1.5 A relevant engineering degree or an aircraft maintenance qualification or training qualification with additional education. A 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to maintenance and continuing airworthiness of aircraft / aircraft components.
 - 1.6 Knowledge of a relevant sample of aircraft types.
 - 1.7 Knowledge of maintenance training standards.
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.
3. A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.

AMC 147.B.10 (c) CAA Nepal – Procedures

The documented procedures should contain the following information:

- (a) Designation of the competent authority(ies)
- (b) The title(s) and name(s) of the manager(s) of CAA Nepal 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 CAA Nepal ensures(s) compliance with NCAR Part-147

AMC 147.B.20 Record-keeping

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way through out CAA Nepal (chronological, alphabetical order, etc.).
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.
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 the necessary data continues to be accessible at least through the full period specified in NCAR 147.B.20.

AMC 147.B.110 (a) Procedure for approval and changes to the approval

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.
2. The audit report should be made on a CAAN Form 22 (see Appendix III).

AMC 147.B.110 (b) Procedure for approval and changes to the approval

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

AMC 147.B.120(a) Continued validity procedure

1. Audits should be conducted to ensure the continuity of the approval; it is not necessary to sample all basic and type training courses, but the CAA Nepal should sample, as appropriate, one basic and one type training course to establish that training is conducted in an appropriate manner. Nevertheless, the duration of the sampling for each course 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.
2. It is not necessary to sample all examinations associated with a training course but the CAA Nepal should sample, as appropriate, one basic and one type training course examination.

AMC 147.B.130 (b) Findings

1. In the case of a level 2 finding, CAA Nepal may give up to 6 months notice of the need for rectification. Dependent upon seriousness of the level 2 finding(s) CAA Nepal may choose a notice period less than 6 months.
2. When CAA Nepal 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.

AMC to Appendix II to Part-147 “Maintenance Training Organisation Approval referred to in Annex IV (Part-147)”

The following fields on page 2 “Maintenance Training and Examination Approval Schedule” of the maintenance training and examination organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition.
- Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

AMC to Appendix III to Part-147 “Certificates of Recognition referred to in Annex IV (Part-147) – EASA Forms 148 and 149”

As stated in Appendix III to Part-147, the EASA Form 148 “Certificate of Recognition for Basic Training/Examination” may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an EASA Form 148 could be issued are the following:

- After successful completion of a full basic course in one licence (sub)category including successful completion of the examinations of all the corresponding modules.
- After successful completion of a full basic course in one licence (sub)category without performing examinations. The examinations may be performed at a different Part-147 organisation (this organisation will issue the corresponding Certificate of Recognition for those examinations) or at the CAA Nepal.
- After successful completion of all module examinations corresponding to a licence (sub)category.
- After successful completion of certain modules/sub-modules/subjects.

It must be noted that “successful completion of a course” (without the module examinations) means successful completion of the theoretical and practical training including the corresponding practical assessment.

AMC Appendix I

Maintenance training organisation exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by NCAR 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 NCAR parts of CAA Nepal 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 NCAR 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 CAA Nepal
- 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
- 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 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

AMC Appendix II

CAAN Form 4

CIVIL AVIATION AUTHORITY OF NEPAL

Details of Management Personnel required to be accepted as specified in NCAR Part-147

1. Name:
2. Position:
3. Qualifications relevant to the item (2) position:
4. Work experience relevant to the item (2) position:
5. Organization:

Signature: Date:

On completion, please send this form under confidential cover to the CAA Nepal with necessary *enclosures.

For CAA Nepal use only

Name and signature of authorised CAA Nepal staff member accepting this person:

Signature: Date:

Name: Office:

AMC Appendix III

CAAN Form 12

CAAN Form 12

CIVIL AVIATION AUTHORITY NEPAL

NCAR Part- 147

Application for:

Initial grant
Change
Renewal

1. Registered name of applicant:

2. Trading name (if different):

3. Postal Address:

4. Address(es) requiring approval:

5. Contact Detail:

Tel..... Fax..... E-mail.....

6. Scope of NCAR Part-147 Approval relevant to this application (see page 2 for possibilities):

7. Does the organization hold approval under NCAR Part-145*/ NCAR Part- M*? –Yes / No

(* Cross out if not applicable)

If yes, provide details of Approval and scope:

8. Staff Number

(a) Total number of staff employed by the organization in order to comply with NCAR Part-147

(b) Number of contracted staff associated with the proposed approval.

Main Site

Additional Location

(Please detail all additional sites)

a) Employees

b) Contracted staff

9. Position and name of the (proposed*) Accountable Manager:

10. Signature of the (proposed*) Accountable Manager:

Place: Date:

**NCAR PART-147 APPROVAL RECOMMENDATION REPORT
CAAN FORM 22**

Part 2: NCAR Part-147 Compliance Audit Review

The five columns may be labeled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. Against each column used of the following NCAR Part-147 subparagraphs please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject				
NCAR 147.A.100	Facility requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.105	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.110	Records of instructors, examiners and assessors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.115	Instructional equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.120	Maintenance training material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.125	Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.130	Training procedures and quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.135	Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCAR 147.A.145	Privileges of the maintenance training organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NCAR PART-147 Approved Maintenance Training Organisations
Chapter 2 : Acceptable Means of Compliance**

NCAR 147.A.150	Changes to the maintenance training organisation	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.160	Findings	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.200	Approved basic training course	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.205	Basic knowledge examinations	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.210	Basic practical assessment	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.300	Aircraft type/task training	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
NCAR 147.A.305	Aircraft type examinations and task assessments	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>										
CAA Nepal surveyor(s):		Signature(s):										
CAA Nepal office:		Date of CAAN Form 22 Part 2 completion:										

NCAR PART-147 APPROVAL RECOMMENDATION REPORT

CAAN FORM 22

PART 3: Compliance with NCAR Part-147 maintenance training organisation exposition (MTOE)

Please either tick (√) the box if satisfied with compliance, or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Part 1 MANAGEMENT

1.1	<input type="checkbox"/>	Corporate commitment by accountable Manager
1.2	<input type="checkbox"/>	Management personnel
1.3	<input type="checkbox"/>	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
1.4	<input type="checkbox"/>	Management personnel organisation chart
1.5	<input type="checkbox"/>	List of instructional and examination staff
1.6	<input type="checkbox"/>	List of approved addresses
1.7	<input type="checkbox"/>	List of subcontractors as per NCAR 147.A.145(d)
1.8	<input type="checkbox"/>	General description of facilities of paragraph 1.6 addresses
1.9	<input type="checkbox"/>	Specific list of courses and type examinations approved by the CAA Nepal
1.10	<input type="checkbox"/>	Notification procedures regarding changes to organisation
1.11	<input type="checkbox"/>	Exposition and associated manuals amendment procedures

Part 2 TRAINING AND EXAMINATION PROCEDURES

2.1	<input type="checkbox"/>	Organisation of courses
2.2	<input type="checkbox"/>	Preparation of course material
2.3	<input type="checkbox"/>	Preparation of classrooms and equipment
2.4	<input type="checkbox"/>	Preparation of workshops/maintenance facilities and equipment
2.5	<input type="checkbox"/>	Conduct of theoretical training & practical training (during basic knowledge training and type/task training)
2.6	<input type="checkbox"/>	Records of training carried out
2.7	<input type="checkbox"/>	Storage of training records
2.8	<input type="checkbox"/>	Training at locations not listed in paragraph 1.6
2.9	<input type="checkbox"/>	Organisation of examinations
2.10	<input type="checkbox"/>	Security and preparation of examination material
2.11	<input type="checkbox"/>	Preparation of examination rooms

2.12	<input type="checkbox"/>	Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)
2.13	<input type="checkbox"/>	Conduct of practical assessments (during basic knowledge training and type/task training)
2.14	<input type="checkbox"/>	Marking and record of examinations
2.15	<input type="checkbox"/>	Storage of examination records
2.16	<input type="checkbox"/>	Examinations at locations not listed in paragraph 1.6
2.17	<input type="checkbox"/>	Preparation, control & issue of basic training course certificates.
2.18	<input type="checkbox"/>	Control of subcontractors.

Part 3 TRAINING SYSTEM QUALITY PROCEDURES

3.1	<input type="checkbox"/>	Audit of training
3.2	<input type="checkbox"/>	Audit of examinations
3.3	<input type="checkbox"/>	Analysis of examination results.
3.4	<input type="checkbox"/>	Audit and analysis remedial action
3.5	<input type="checkbox"/>	Accountable manager annual review
3.6	<input type="checkbox"/>	Qualifying the instructors
3.7	<input type="checkbox"/>	Qualifying the examiners and the assessors
3.8	<input type="checkbox"/>	Records of qualified instructors & examiners.

Part 4 APPENDICES

4.1	<input type="checkbox"/>	Example of documents and forms used.
4.2	<input type="checkbox"/>	Syllabus of each training course.
4.3	<input type="checkbox"/>	Cross-reference index - if applicable.

MTOE reference:

MTOE amendment:

CAA Nepal audit staff:

Signature(s):

CAA Nepal office:

Date of CAAN Form 22 Part 3 completion:

NCAR PART-147 APPROVAL RECOMMENDATION REPORT
CAAN FORM 22

Part 4: Findings regarding Part-147 compliance status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

NCAR PART-147 APPROVAL RECOMMENDATION REPORT
CAAN FORM 22

Part 5: NCAR Part-147 approval or continued approval or change recommendation

Name of organisation:

Approval reference:

Audit reference(s):

Applicable Part-147 amendment status:

The following Part-147 scope of approval is recommended for this organisation:

Or, it is recommended that the Part-147 scope of approval specified in EASA Form 11 referenced
..... be continued.

Name of recommending CAA Nepal surveyor:

Signature of recommending CAA Nepal surveyor:

CAA Nepal office:

Date of recommendation:

Form 22 review (quality check) :

Date:

CHAPTER 3- GUIDANCE MATERIAL

SECTION A

TECHNICAL REQUIREMENT

GM to 147.A.10 General

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

GM to 147.A.100 (i) Facility requirements

Where the organisation has an existing library of regulations, manuals and documentation required by another Part of NCAR it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

GM to 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.

GM to 147.A.105 (f) Personnel requirements

It is recommended that potential instructors be trained in instructional techniques.

GM to 147.A.105 (g) Personnel requirements

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

GM to 147.A.105 (h) Personnel requirements

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

GM to 147.A.110 Records of instructors, examiners and assessors

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

GM to 147.A.115 (a) Instructional equipment

1. Synthetic training devices are working models of a particular system or component and include computer simulations.
2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.

GM to 147.A.130 (b) Training procedures and quality system

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 NCAR Part-147.
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.
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 department(s) for rectification action giving 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.
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.
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.

GM to 147.A.135 Examinations

CAA Nepal will determine when or if the disqualified examiner may be reinstated.

GM to 147.A.145 (d) Privileges of the maintenance training organisation

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in NCAR Part-147 and NCAR Part-66.
2. The fundamental reason for allowing a maintenance training organisation approved under NCAR Part-147 to sub-contract certain basic theoretical training course is to permit the approval of maintenance training organisations which may not have the capacity to conduct training courses on all NCAR Part-66 modules.
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 NCAR 147.A.200 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 NCAR 147.A.200. The intent of the "limited subcontracting" option as specified in NCAR 147.A.145 is to grant NCAR Part-147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

GM 147.A.145(d)3 Privileges of the maintenance training organisation

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionic systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the Part-147 organisation itself).

SECTION B

PROCEDURE FOR COMPETENT AUTHORITIES

GM to 147.B.110 Procedure for approval and changes to the approval

1. A meeting should be arranged between the applicant and CAA Nepal who issue NCAR Part-147 approvals to determine if the applicant's training activities justify the investigation for issue of NCAR Part-147 approval and to ensure that the applicant understands what needs to be done for NCAR Part-147 approval. This meeting is not intended to establish compliance but rather to see if the activity is a NCAR Part-147 activity.
2. Assuming that the applicant's activities come within the scope of NCAR Part-147 approval, instructions should be sent to CAA Nepal 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 CAA Nepal staff who grant approval unless these are the same staff. CAA Nepal 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 NCAR Part-145/147 organisation is the possibility to combine the audits.
3. Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organization address(es) in accordance with NCAR 147.A.145(c), then a sample audit should be carried out by CAA Nepal 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 organization address(es).
4. The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for NCAR 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.
5. 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 organization 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.
6. 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. Upon receipt of the application and the organisation exposition, CAA Nepal should reissue the approval certificate valid only up to the current expiry date.
7. A name change alone does not require CAA Nepal to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.
8. A change of accountable manager requires the maintenance training organization to submit such fact to CAA Nepal as a matter of urgency together with the amendment to the Accountable Manager exposition statement.
9. A change of any of the senior personnel specified in NCAR 147.A.105(b) requires the maintenance training organisation to submit a CAAN Form 4 in respect of the particular

person to CAA Nepal. If satisfied that the qualifications and experience meet the standard required by NCAR Part-147, CAA Nepal should indicate acceptance in writing to the maintenance training organisation.

10. A change in the maintenance training organisation's exposition requires CAA Nepal to establish that the procedures specified in the exposition are in compliance with NCAR Part-147 and then to establish if these are the same procedures intended for use within the training facility.
11. Any change of location of the maintenance training organisation requires the organisation to make a new application to CAA Nepal together with the submission of an amended exposition. CAA Nepal should follow the procedure specified in NCAR 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new NCAR Part-147 approval certificate.
12. The complete or partial re-organisation of a training organisation should require the re-audit of those elements that have changed.
13. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to CAA Nepal 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. CAA Nepal should follow the procedure of paragraph 11 in so far as the change affects such procedures unless CAA Nepal 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 paragraph 11 procedure.