



CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

Checklist for Approval of Maintenance Training Organization Exposition (MTOE) (Part I)

The purpose of the Maintenance Training Organisation Exposition (MTOE) is to assist organisation wishing to obtain NCAR Part-147 approval (MTO). This document is complementary to the requirements of NCAR Part-147 “as amended” and does not supersede or replace the information defined within the NCAR Part-147.

The checklist includes suggested subject headings and all the relevant information as detailed in NCAR 147.A.140 and its AMC. This checklist, when completed, should be submitted with the initial draft MTOE. The MTOE should be written in the English language.

This Checklist is designed to be used by:

- NCAR Part-147 MTO - To assist them in the production and/or maintaining of their own MTOE
- CAA Nepal - As a comparison document for MTOEs submitted to them for approval; and

The checklist is provided for asguidance to CAA Nepal for approval only and should be customised by each organisation to demonstrate how they comply with NCAR Part-147. It is the responsibility of the organisation to ensure compliance with the NCAR Part-147.

For each detailed procedure described within the MTOE, the MTO should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE may be produced in hardcopy or electronic format;

- Hardcopy: CAA Nepal does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAA Nepal to facilitate the document study.

The MTOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MTOE produced i.a.w. Appendix I to AMC 147.A.140 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed training and examination procedures and detailed training system quality procedures (see NCAR 147.A.140, AMC 147.A.140 and Appendix I to AMC 147.A.140).
- Several documents: The MTOE must contain at least the information as detailed in Appendix I to AMC 147.A.140 Part 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MTOE. In this case:

- The MTOE should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
- These associated documents must meet the same rules as described for the MTOE.
- This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAA Nepal for approval, as Part of the MTOE.

For some organisations certain sections of the headings defined within Appendix I to AMC 147.A.140 may be 'not applicable'. In this case they should be annotated as such within the MTOE and N/A part of this checklist should be ticked.

Each page of the MTOE should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the CAAN Form 11 approval certificate)
- the issue number of the MTOE
- the amendment/revision number of the MTOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MTOE)
- the chapter of the MTOE
- the page number
- the name of the document " Maintenance Training Organisation Exposition"

At the beginning of the volume, the Cover page should specify:

- Maintenance Training Organisation Exposition;
- The name of the organisation (the official one defined on the NCAR Form 11 approval certificate)
- The approval reference of the MTO
- The copy number from the distribution list

Please either tick (✓) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify in the CAA Nepal Remarkor enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

MTOE Reference			
Organisation Official Name			
Organisation Address			
Date			
Submitted by		Signature	

1. Corporate commitment by Accountable Manger

Prior to submission of the 'draft' MTOE to the CAA Nepal for approval, the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager the new incumbent should sign the document and submit a suitable amendment the CAA Nepal for approval.

	Checklist Items	Regulatory Reference	YES	NO	N/A	CAA Nepal Remark
	<p>Check whether the Cover Page of the MTOE contains following details:</p> <ul style="list-style-type: none"> a) NCAR Part-147 Maintenance Training Organization Exposition b) The name of the organization c) The address, telephone, fax number and email address of the organization. d) The copy number from the distribution list e) The approval reference of the Organization 					
	<p>Check whether each page of the MTOE contains following details:</p> <ul style="list-style-type: none"> a) The name of the organization b) The issue /amendment/revision number of MTOE c) The date of issue/amendment/revision d) The chapter of the CAME e) The page number f) The name of the document "Maintenance Training Organization Exposition " 					
	<p>Check whether the Accountable Manager has signed the Corporate Commitment Statement.</p>					
	<p>Check whether the organization has submitted para-wise compliance report with the MTOE ensuring compliance with NCAR Part-147 requirements.</p>					

	<p>Check whether the MTOE has included following:</p> <ul style="list-style-type: none"> a) Table of Contents is as per M.A. 704 b) List of Effective Page c) List of Issue/Amendment/Revision records d) Distribution List <p>(Verify document includes a distribution list to ensure proper distribution of the manual and to demonstrate to CAA Nepal that all personnel involved in continuing airworthiness has access to the relevant information. This does not mean that <u>all</u> personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual.</p> <p>Accordingly, the Maintenance Training Organization Exposition should be distributed to:</p> <ul style="list-style-type: none"> - the organisation’s management personnel and any person at a lower level as necessary; and, - CAA Nepal) <ul style="list-style-type: none"> e) Abbreviations and Definitions f) MTOE – Structure and Associated Manuals 					
	<p>Organisation information i.e.</p> <p>Verify following are included in the MTOE.</p> <ul style="list-style-type: none"> • Address of approved locations (Head Office) • Mailing Address(es) • Telephone number(s) • Fax number(s) • E-mail address of the Head Office 					
Part 1	MANAGEMENT					

1.1	<p>Corporate commitment by the accountable manger</p> <p>a) Check whether corporate commitment by the Accountable Manager covers the intent, of NCAR Part 147.</p> <p>b) Is it signed and dated?</p> <p>c) If the accountable manager is not the highest level responsible of the organization, then check whether latter must has countersign the statement.</p>	NCAR 147.A.140(a) 1				
1.2	<p>Management personnel</p> <p>Verify following management personnel (as applicable) have been included in MTOE</p> <ul style="list-style-type: none"> • Accountable Manager (AM) • Training Manager (TM) • Quality Manger (QM) • Knowledge Examiner(s) • Practical Assessor(s) • Other (as required) 	NCAR 147.A.105(a)(b)(c)(g)				
1.3	<p>Duties and Responsibilities of management personnel, including matters on which they may deal directly with the competent authority on behalf of the maintenance training organisation</p> <p>Verify duties and responsibilities (job functions) of following management personnel have been included in MTOE.</p> <ul style="list-style-type: none"> • Accountable Manager (AM) • Continuing Airworthiness Manager (TM) • Quality Manager (QM) • Instructors • Knowledge Examiners • Practical Assessor 	NCAR 147.A.105(a)(b)(c)				
1.4	<p>Management personnel Organisation Chart</p> <p>Verify the organization has included Management personnel organisation chart showing associated chains of responsibility of management personnel.</p>	NCAR 147.A.140(a) 4				

	<p>A flow chart should provide a comprehensive understanding of the whole training organisation. It should give further details on the management system, and should clearly show the independence of the quality monitoring system, including the links between the Quality assurance department and the other departments.</p> <p>This flow chart may be combined or subdivided as necessary, depending on the size and the complexity of the organisation.</p>					
1.5	<p>List of instructional and examination staff</p> <p>Verify whether the organization has included following instructional and examination staff in MTOE.</p> <ul style="list-style-type: none"> • List of the training instructors • List of the knowledge examiners • List of the practical assessors 	NCAR 147.A.140(a) 5				
1.6	<p>List of approved addresses</p> <p>Verify whether the organization has listed those address(s) at which instruction and/or practical training are to be carried out for the duration of the NCAR Part-147 course.</p> <p>The names, address(s) and approval numbers of any proposed Part-145 Aircraft Maintenance Organisation at which it is proposed to carry out student practical training in order to fulfil the requirements of NCAR Part-147 may be kept in another document or procedure and cross referenced here. This arrangement should include written agreements with relevant Part-145 AMO.</p>	NCAR 147.A.100 / NCAR 147.A.140 (a) 11/ NCAR 147.A.145(b)				
1.7	<p>List of sub-contractors as per 147.A.145(d)</p> <ul style="list-style-type: none"> • List name of subcontractor(s) • List address of subcontractor(s) <p>Verify whether the organization has listed name of organisation and those address(s) at which training beyond the capacity of the NCAR Part-147 Organisation may be carried out.</p>	NCAR 147.A.100 / NCAR 147.A.140(a) 12/ NCAR 147.A.145(b)				
1.8	<p>General description of facilities of paragraph 1.6 addresses</p>	NCAR 147.A.100 / NCAR 147.A.140(a) 6/				

	<p>Verify the organization includes following in MTOE</p> <ul style="list-style-type: none"> • General description of facilities of paragraph 1.6 addresses • General description of facilities of paragraph 1.7 addresses • Location of facilities • General description <ul style="list-style-type: none"> • Layout of premises and size • Office accommodations • Classrooms for the instruction of theory • Library • Practical training workshop • Knowledge Examinations rooms • Type/task training facility • Secure storage facilities <p>Ensure the organization Includes here the facilities such as desks, chairs, lockers, overhead projectors, other teaching aids etc. for each of the offices, classrooms, practical training workshops and examination rooms provided.</p>	NCAR 147.A.145(b)				
1.9	<p>Specific list of courses and type examinations approved by the CAA Nepal</p> <p>Verify whether this section of MTOE contains a list of the NCAR Part-147 course(s) and type examination for which approval is held.</p> <p>Ensure this section of MTOE should also include “Differences” courses.</p> <p>E.g. Airbus A319/320/321 (CFM 56) B1 - differences to A319/320/321 (V2500) B1.</p>	NCAR 147.A.140(a) 7				
1.10	<p>Notification procedure regarding changes to the organisation</p> <p>Verify following are included in MTOE</p> <ul style="list-style-type: none"> • Changes <ul style="list-style-type: none"> • Organisation name and location • Organisation additional location • The group of person as specified in 1.2 • Operation, facilities, procedures, work scope, staff and arrangements, as far as they may affect the approval • Notification before such changes take place 	NCAR 147.A.150 / NCAR 147.A.130(a)				

<p>1.11</p>	<p>Exposition amendment procedure</p> <p>Verify the organization has included Exposition Amendment Procedures (including, delegated procedures) in MTOE</p> <ul style="list-style-type: none"> • Person responsible for amending the Exposition. <ul style="list-style-type: none"> • Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAA Nepal. • Sources of proposed amendments within the organisation • Internal approval process <ul style="list-style-type: none"> • Verifying and validation of amended procedures before use • Approval process with CAA Nepal. • Revision acknowledges receipt process. • Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAA Nepal, if applicable and agreed. <ul style="list-style-type: none"> • In case of minor amendment the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MTOE is approved by CAA Nepal. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the NCAR Part-147 requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the MTOE before the first 2 year period has been completed. In any case the CAA Nepal must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved. • Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable • Effective date of the amendment • MTOE Review <p>After CAA Nepal has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.</p>	<p>NCAR 147.A.140 / Appendix I to AMC</p>				
--------------------	--	---	--	--	--	--

Part 2	TRAINING AND EXAMINATION PROCEDURES					
2.1	<p>Organisation of courses</p> <p>Ensure the organisation has detailed the procedures in place in order to organise the courses and to ensure that all necessary means are available to deliver in good conditions and by appropriately qualified staff all the course elements as required by the Part-66 syllabus.</p> <p>Such procedures may include a formalised review of the availability of required appropriate training rooms, materials, STDs, specialists and resulting in tuition programme.</p>	NCAR 147.A.200				
2.2	<p>Preparation of course material</p> <p>Ensure the Training material meets the requirements of NCAR Part-66. It should also state how the approved company produces a course for a new aircraft type. This would typically include the production of the Training Needs Analysis i.a.w. NCAR Part-66 appendix III.</p> <p>For Basic training the organization has submitted training material for each module in order to demonstrate compliance with NCAR Part 66 Appendix I.</p> <p>Verify the organization has submitted a set of multi-choice questions/and or essay questions to get the course approved.</p> <p>Verify whether this procedure is also be utilised to list the responsibilities by NCAR Part-66 module for the production, review & amendment of lecture notes.</p>	NCAR 147.A.120				
2.3	<p>Preparation of classrooms and equipment</p> <p>Ensure the organization has procedures for the preparation of classrooms and reporting of faults to any classroom equipment, general maintenance procedures and the control of the teaching environment.</p>	NCAR 147.A.115				
2.4	<p>Preparation of workshop/maintenance facilities and equipment</p> <p>Ensure the organization has procedures for the reporting of faults to any workshop equipment, general maintenance procedures and the control of the teaching environment.</p>	NCAR 147.A.100				

	<p>Ensure the organization has procedures for the ordering and storage of <u>aircraft release standard</u> consumable materials used in the production of practical tasks, and for the ordering and acquisition of any new equipment required to complete the tasks.</p> <p>Ensure the organization has procedures for ensuring that all test equipment and/or tooling requiring calibration are correctly forecast and expedited. Also cross reference to the procedure for ensuring that all electrical equipment power supply feeder cables (from wall socket to equipment) throughout the organisation are tested as required.</p>					
2.5	<p>Conduct of Basic/Type knowledge and practical training</p> <p>Ensure the organization has included method utilised in teaching the Basic/Type knowledge and practical training courses for which the organisation is approved.</p> <p>Cross refer to the low level document referred to in 2.1 above.</p>	NCAR 147.A.200				
2.6	<p>Records of training carried out</p> <p>Ensure the organization has procedures for the production, maintenance and security of student files.</p> <p>Ensure these should include details of all student attendance's, final knowledge examinations, practical assessments and any re-examination carried out and their results by NCAR Part-66 complete module for Basic Licence courses and for Type Training, information of those courses completed, their content and at which levels at which they were instructed and examined.</p> <p>Ensure there is reference to the Basic work experience records required to be kept by the student whilst he is undergoing his live operating aircraft experience.</p> <p>(The use of an "Aircraft Maintenance Engineers Log Book" is a good example)</p>	NCAR 147.A.125				
2.7	<p>Storage of Records</p> <p>Ensure the organization has procedures for the storage of staff and students records.</p> <p>These may be electronically based provided that adequate safeguards are in place to prevent unauthorised access and alteration.</p>	NCAR 147.A.100				

	Backup procedure to safeguard important records.					
2.8	<p>Training at locations not listed in paragraph 1.6</p> <p>Ensure the organization has procedure if Management wishes to contract out Part of the practical training (not including live operating aircraft experience), control procedures must be in place. These procedures should effectively reflect those of the NCAR Part-147 Organisation.</p> <p>Ensure any training carried out at address not listed at 1.6 above must be approved by the CAA Nepal and control procedures must be in place to ensure that the proposed contract organisation is in compliance with the requirements of NCAR Part-66 & NCAR Part-147.</p> <p>Ensure a contract must be in place with the proposed organisation in which it is agreed that access is granted to the CAA Nepal for the purpose of auditing.</p>	NCAR 147.A.145				
2.9	<p>Organisation of examinations</p> <p>Ensure the organization has included following:</p> <p>For Aircraft Maintenance Licence (AML) course a High level document detailing the course examinations, when each NCAR Part-66 module is to be examined and to what NCAR Part-66 level. This should include the knowledge, practical and 'on job' training elements and how the number of hours of each comply with the percentage requirements of AMC 147.A.200.</p> <p>Note: This is currently N/A as Module exams are conducted by CAA Nepal until such time where CAA Nepal accepts organization to conduct module exam; however the organization can propose to have internal examination after completion of each module to analyse the knowledge level of candidates.</p> <p>For aircraft type training, the course syllabus should be used to prepare an examination schedule. The examination schedule should detail the examinations to be set at the end of each major phase within the syllabus. A final examination should be conducted at the end of the type training course. The final examination should be recorded. Refer to applicable part to Part 66 Appendix III.</p> <p>Note: This is currently N/A as Type course exams are conducted by CAA Nepal until such time where CAA Nepal accepts the organization to conduct type training examination; however the organization can propose to have internal examination</p>	NCAR 147.A.135/ NCAR 147.A.205				

	after completion of each module to analyse the knowledge level of candidates.					
2.10	<p>Security and preparation of examination material</p> <p>Ensure the following procedures are included in organization MTOE.</p> <p>For AML courses detail the preparation and security of Examination papers. Number of Questions and Timing must be in accordance with NCAR Part-66 Appendix II.</p> <p>Note: This is currently N/A as Module exams are conducted by CAA Nepal until such time where CAA Nepal accepts organization to conduct module exam; however the organization can propose to have internal examination after completion of each module to analyse the knowledge level of candidates.</p> <p>Ensure the organization has included procedures for the production of examination questions, their validation and security of the data bank.</p> <p>For Type training it is sufficient to detail the preparation and security procedures in place for the production and storage of examination papers.</p> <p>Note: This is currently N/A as Type course exams are conducted by CAA Nepal until such time where CAA Nepal accepts the organization to conduct type training examination; however the organization can propose to have internal examination after completion of each module to analyse the knowledge level of candidates.</p>	<p>NCAR 147.A.100/ NCAR 147.A.135</p>				
2.11	<p>Preparation of examination rooms</p> <p>Ensure the organization has included procedure to be followed by the Examiner and Invigilator in preparing the examination room for examinations.</p> <p>Ensure An invigilator’s ready reference sheet for briefing the candidates prior to the examination should be available in procedures.</p>	<p>NCAR 147.A.100b</p>				
2.12	<p>Conduct of examinations</p> <p>Ensure following procedure has been included in MTOE.</p> <ul style="list-style-type: none"> Any student found during a knowledge examination to be cheating or in possession of material pertaining to the subject of the examination, other than that supplied for the examination, will be disqualified from passing the examination and may not then retake the examination for at least 12 months. 	<p>NCAR 147.A.135/NCAR A.147.205</p>				

	<ul style="list-style-type: none"> Any examiner/invigilator found to be providing answers to examination questions to any student will be immediately disqualified from acting as an examiner/invigilator, and the CAA Nepal will be informed within 1 calendar month. Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner. Examination paper security should be assured by a numbering system, e.g. "1 of 15" etc. A procedure should be in place for checking that all the pages of each examination paper are complete at examination completion and that all examination papers are accounted for. Both the written element and the multi-choice question elements should be marked to 75% with no penalty marking. Ref Annex III (Part-66) Appendix II. Nothing other than the actual examination/answer paper is permitted to be on the candidate's desk. All wall charts and/or other visual teaching aids should be removed from the examination room. 					
2.13	<p>Conduct of Basic/Type practical assessments</p> <p>Ensure the organization has procedures for assessment of student hand skills, and the standard tasks set throughout the course. A set number of mandatory tasks should be assessed to have been completed to a satisfactory standard.</p>	NCAR 147.A.210/NCAR 147.A.305				
2.14	<p>Marking and records of examinations</p> <p>Ensure the organization has procedures for the marking of completed examination papers and the recording of results.</p> <p>Ensure the organization has procedure for practical assessments and recording of results.</p>	NCAR 147.A.100/NCAR 147.A.125				
2.15	<p>Storage of examination results</p> <p>Ensure the organization has following procedure in MTOE:</p> <ul style="list-style-type: none"> A copy of each examination paper, the student number/identification list, a practical task results list, an examination results list and all examination papers for each complete module must be stored for a period of five years. 	NCAR 147.A.100/NCAR 147.A.125				

	<ul style="list-style-type: none"> Electronic means of storage may be utilised as required, provided the usual computer security systems are in place. 					
2.16	<p>Examinations at locations not listed in paragraph 1.6</p> <p>Ensure the organization has control procedure in common with Part 2.8 above. (This location must comply with the requirements of 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15 above)</p> <p>Ensure the organization has taken Consideration for the security/control of examinations and their completed examination papers and/or practical assessment results.</p>	<p>NCAR 147.A.100/NCAR 147.A.140/NCAR 147.A.145</p>				
2.17	<p>Preparation, control and issue of Basic/Type training course certificates</p> <p>Ensure that the certificates has been prepared to reflect that illustrated in Annex IV (NCAR Part-147) appendix III and tightly controlled prior to issue, with a system in place to ensure that each copy is numbered as Part of a sequence and recorded as issued to a candidate by name.</p>	<p>NCAR 147.A.145</p>				
2.18	<p>Control of sub-contractors</p> <p>Ensure the organization has procedures for the control of sub-contractors as appropriate.</p>	<p>NCAR 147.A.100 & NCAR 147.A.145</p>				
Part 3	TRAINING SYSTEM QUALITY PROCEDURES					
3.1	<p>Audit of training</p> <p>Ensure the organization has included following procedures in MTOE:</p> <ul style="list-style-type: none"> As per the AMC Part 147.A.130 (2), an external auditor may be contracted by the smaller organisation for the purposes of the quality audit. The purpose of the audit plan is to meet Part of the needs of the NCAR Part-147 approval. The approved organisation should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of NCAR Part-147 have been reviewed during the audit process. The audit plan should indicate applicability of the various activities to be monitored and 	<p>NCAR 147.A.130</p>				

	<p>more than one list may be necessary (rolling audit). Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed. A complete audit of the NCAR Part-147 organisation must be completed every 12 months.</p> <ul style="list-style-type: none"> • Ensure the organization has various procedures required for quality auditing, reporting findings and levels with any corrective actions required. A management control and follow up system must also be in place and may not be contracted out. • Ensure if the organization has quality procedures manual (or quality procedure is included in MTOE itself), but this system must relate to and make reference to the relevant NCAR Part-147 paragraphs. 					
3.2	<p>Audit of examinations</p> <p>Ensure the organization has procedure to audit annually, it may be Part of the rolling audit procedure.</p>	NCAR 147.A.130				
3.3	<p>Analysis of examination results</p> <p>Ensure the organization has procedure for analysing Examination results on completion of each examination and any questions amended as necessary.</p> <p>Ensure the organization has procedure detailing responsibilities.</p>	NCAR 147.A.130				
3.4	<p>Audit and analysis remedial action</p> <p>Ensure the organization has procedures for the reporting of findings and for corrective actions.</p>	NCAR 147.A.130				
3.5	<p>Accountable Manager annual review</p> <p>Ensure following Points are discussed on a set date:</p> <ul style="list-style-type: none"> • Projects requiring financial support • Sufficient staff employed to meet foreseen training program. • NCAR Part-147 organisation review. • Examinations and assessments. • Student achievements. • Student support. 	NCAR 147.A.130				

	<ul style="list-style-type: none"> Quality Assurance review. 					
3.6	<p>Qualifying the Instructors</p> <p>Ensure the organization has following procedure for qualifying the Instructors:</p> <ul style="list-style-type: none"> Procedures for the induction of inexperienced instructors as required. Procedures for the employment of part time or contract instructors. All staff should have an appreciation of the contents of NCAR Part-66 and NCAR Part-147. List of present staff/qualification. <p>Note: Staffs employed prior to NCAR Part-147 application who's qualifications were previously acceptable, will continue to be accepted.</p> <p>Ensure the organization has procedures for staff development.</p>	NCAR 147.A.105				
3.7	<p>Qualifying the Examiners/Assessors</p> <p>Ensure the organization has following policy/procedure:</p> <ul style="list-style-type: none"> Examiners should have a full understanding of all the requirements of NCAR Part-66 and NCAR Part-147. Procedures for staff development. List of staff/qualifications. Practical work assessors should be assessed as being competent in accordance with an approved process. 	NCAR 147.A.105				
3.8	<p>Records of qualified Instructors, Examiners and Assessors</p> <p>Ensure the organization has procedure to maintain a record of all training staff which must include details of the scope of their authorisation.</p> <p>Ensure that the Training staffs has been provided with evidence of the scope of their authorisation.</p> <p>Ensure following minimum information should be kept on record in respect of each instructor:</p> <ul style="list-style-type: none"> Name Date of Birth Personnel Number 	NCAR 147.A.110				

	<ul style="list-style-type: none"> • Experience • Qualifications relevant to the approval • Training History (before entry) • Training (Basic Training, Type Training, Continuation Training) • Scope of activity • Date of first issue of the authorisation • If appropriate - expiry date of the authorisation • Starting date of employment <p>Ensure that the the records may be kept in any format (hard copy or computer based) subject to the usual security requirements.</p> <p>Ensure 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.</p> <p>Ensure the instructor must be given reasonable access on request to his/her own records.</p> <p>Ensure the authorisation document must be in a style that makes its scope clear to instructors and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document should be readily available.</p> <p>Ensure the organization has policy regarding Instructional staffs are not required to carry the authorisation document at all times but should produce it within a reasonable time of a request from an authorised person. Authorised persons, a part from the organisation’s department must include CAA Nepal.</p> <p>Any member of the CAA Nepal is classed as an authorised person when investigating the records system for initial and continued approval or when the CAA Nepal has cause to doubt the competence of a particular instructor.</p>					
Part 4	APPENDICES					
4.1	Examples of documents and forms used <p>Ensure that this section of MTOE should include examples of all documents and forms used by the organisation in the conduct of its NCAR Part-147 function.</p>	Appendix I to AMC 147.A.140				

	<p>Some examples are listed below:</p> <ul style="list-style-type: none"> • Student attendance record • Course certificate(s) • Certificate(s) of training • Classroom plan (exam purposes) • Course critique • Course results • Course design/change plan • Exam answer sheet • Exam results • Internal audit procedure • Internal audit schedule • Internal audit report • Application to conduct courses/examinations at a remote location • Interview report form • MTOE amendment request • MTOE amendment request log • Staff training record.(to include qualifications, history and subjects taught). • Staff terms of reference • Student training/examination and assessment form • Training course review • Quality system • Aircraft visit form 					
4.2	<p>Syllabus/Training Needs Analysis (TNA) of each training course</p> <p>Ensure this section should contain the signed approval document issued by the CAA Nepal for each approved course.</p>	<p>Appendix I to AMC 147.A.140</p>				
4.3	<p>Cross reference Index - if applicable</p> <p>Self explanatory.</p>	<p>Appendix I to AMC 147.A.140</p>				
	Comment on MTOE					

--	--	--

--	--	--

Completed By:
Signed:
Date:

Verified By (*for CAA Nepal*):
Signed:
Date:



CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

Checklist for Approval of Maintenance Training Organization Exposition (MTOE) (Part II)

The purpose of the Maintenance Training Organisation Exposition (MTOE) is to assist organisation wishing to obtain NCAR Part-147 approval (MTO). This document is complementary to the requirements of NCAR Part-147 “as amended” and does not supersede or replace the information defined within the NCAR Part-147.

The checklist includes suggested subject headings and all the relevant information as detailed in NCAR 147.A.140 and its AMC. This checklist, when completed, should be submitted with the initial draft MTOE. The MTOE should be written in the English language.

This Checklist is designed to be used by:

- NCAR Part-147 MTO - To assist them in the production and/or maintaining of their own MTOE
- CAA Nepal - As a comparison document for MTOEs submitted to them for approval; and

The checklist is provided for as guidance to CAA Nepal for approval only and should be customised by each organisation to demonstrate how they comply with NCAR Part-147. It is the responsibility of the organisation to ensure compliance with the NCAR Part-147.

For each detailed procedure described within the MTOE, the MTO should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE may be produced in hardcopy or electronic format;

- Hardcopy: CAA Nepal does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAA Nepal to facilitate the document study.

The MTOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MTOE produced i.a.w. Appendix I to AMC 147.A.140 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed training and examination procedures and detailed training system quality procedures (see NCAR 147.A.140, AMC 147.A.140 and Appendix I to AMC 147.A.140).
- Several documents: The MTOE must contain at least the information as detailed in Appendix I to AMC 147.A.140 Part 1.1 to 1.11 (Management). The additional material may be published in separate documents which must be referenced from the MTOE. In this case:

- The MTOE should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
- These associated documents must meet the same rules as described for the MTOE.
- This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAA Nepal for approval, as Part of the MTOE.

For some organisations certain sections of the headings defined within Appendix I to AMC 147.A.140 may be 'not applicable'. In this case they should be annotated as such within the MTOE and N/A part of this checklist should be ticked.

Each page of the MTOE should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the CAAN Form 11 approval certificate)
- the issue number of the MTOE
- the amendment/revision number of the MTOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MTOE)
- the chapter of the MTOE
- the page number
- the name of the document " Maintenance Training Organisation Exposition"

At the beginning of the volume, the Cover page should specify:

- Maintenance Training Organisation Exposition;
- The name of the organisation (the official one defined on the NCAR Form 11 approval certificate)
- The approval reference of the MTO
- The copy number from the distribution list

Please tick (✓) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify it in CAA Nepal Remark column; or N/A where an item is not applicable; Indicate N/R when applicable but not reviewed in CAA Remark Column.

MTOE Reference			
Organisation Official Name			
Organisation Address			
Date			
Submitted by		Signature	

This Part of the checklist has to be filled by organization while submitting Amendment/ Revision of MTOE detailing highlight of all the changes of each

page/section/part of MTOE. The Airworthiness Inspector has to ensure all the requirements of the particular section detailed in Part I has been met by completing particular section of checklist Part I. The format below is sample document (to be submitted by organization).

S/N	ITEM	Action to be taken	Justification/ Reason for amendment /revision	CAA Nepal Remark
1.	Introduction Page A	Replace with new page dated.....	Introduction of new Aircraft	
2.	Introduction Page B	Replace with new page dated.....	Introduction of New Procedure	
3.	Page 45- Item E12	Replace with new page dated.....	Revision of forms	
<p>Signed: Position: Date:</p> <p>Organization: On behalf of:</p>				

The above requested amendments/revisions are approved, with the exception of (if any):

.....

Signed on behalf of CAA Nepal:

Name:

Date:

Stamp: