

Foreign Part-145 approvals - Aircraft Type Training (Theoretical and Practical)

UG.CAO.00122-003

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DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

Applicable requirements are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

b) Internal documents

Applicable document are listed in the form "FO.CAO.00136-XXX - Foreign Part-145 approvals – Documentation Index".

Log of issues					
Issue	Issue date	Change description			
001	13/11/2013	First issue. This document is aimed to provide the applicant with guidance material supporting the application/approval, and as such has been reviewed by Rulemaking Product Support Continuing Airworthiness Section (R.4.2).			
002	01/09/2014	Update of Quality documents to implement the new corporate image of the Agency and the changes to the organization structure.			
003	22/10/2015	Endorsement of comments received from stakeholders.			





0. Introduction.





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0.2. Definitions and abbreviations.

AMC	ACCEPTABLE MEANS OF COMPLIANCE	
AMO	APPROVED MAINTENANCE ORGANISATION	
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION	
AOG	AIRCRAFT ON GROUND	
BIPM	INTERNATIONAL BUREAU OF WEIGHTS AND MEASUREMENTS	
CAO	CONTINUING AIRWORTHINESS ORGANISATION	
САР	CORRECTIVE ACTION PLAN	
CIPM	INTERNATIONAL COMMITTEE ON WEIGHTS AND MEASUREMENTS	
C/S	CERTIFYING STAFF	
CC/S	COMPONENT CERTIFYING STAFF	
EASA	EUROPEAN AVIATION SAFETY AGENCY	
EU	EUROPEAN UNION	
GM	GUIDANCE MATERIAL	
ILAC	INTERNATIONAL LABORATORY ACCREDITATION COOPERATION	
IORS	INTERNAL OCCURENCE REPORTING SYSTEM	
MOA	MAINTENANCE ORGANISATION APPROVAL	
MOAP	MAINTENANCE ORGANISATION APPROVAL PROCEDURES	
MOC	MAINTENANCE OVERSIGHT COORDINATOR	
MOE	MAINTENANCE ORGANISATION EXPOSITION	
MOR	MANDATORY OCCURRENCE REPORTING	
MRA	MUTUAL RECOGNITION ARRANGEMENT	
NAA	NATIONAL AVIATION AUTHORITY	
NRAB	NATIONAL RECOGNISED ACCREDITATION BODY	
OEM	ORIGINAL EQUIPMENT MANUFACTURER	
PPB	PRINCIPAL PLACE OF BUSINESS	
QE	QUALIFIED ENTITY	
RAB	REGIONAL ACCREDITATION BODY	
s/s	SUPPORT STAFF	
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER	
ТСН	TYPE CERTIFICATE HOLDER	
WH	WORKING HOURS	
WHOC	WORKING HOURS EASA OVERSIGHT COORDINATOR	



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0.3. Scope and applicability.

EASA is the Competent Authority for maintenance organisations having their principal place of business located outside the EU, as established by EASA Part 145.1 "General" and is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how EASA Part-145 applications and approvals are managed.

This user Guide is applicable to EASA Part-145 applicant and EASA Part-145 AMOs' (hereafter referred as maintenance organisations) having their principal place of business located outside the EU Member States and which are not certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this user guide are complementary to the requirements of Part-145 regulation "as amended" and does not supersede or replace the associated regulatory requirements.

The tables of the Annex I to this user guide provide guidance on acceptable type training standard for A/C Certifying Staff (C/S) and Support Staff (S/S) qualified to Appendix IV to EASA Part-145 depending on the revision status of this Appendix at the time the EASA Part-145 C/S-S/S individual authorisation is/was granted/extended by the maintenance organisation

0.4. Purpose.

This user guide is designed to be used by maintenance organisations and the assigned inspector when:

- The maintenance organisation is evaluating A/C Certifying staff (C/S) and support staff (S/S) type training for the purpose of an initial issuance or extension of an EASA Part-145 C/S-S/S individual authorisation;
- Assigned inspector is evaluating by sampling the A/C Certifying staff (C/S) and support staff (S/S) type training for the purpose of an initial issuance or extension of an EASA Part-145 C/S-S/S individual authorisation;

0.5. Entry into force.

This user guide does not introduce new requirements and comes into force on the day of publication in the EASA website.

0.6. Associated user guides.

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the maintenance organisation or NAA / QE / EASA, is addressed in the current revision of the "Foreign Part-145 approvals – documentation Index", FO.CAO.00136-XXX (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and maintenance organisation are made available on the EASA Web site (http://easa.europa.eu) - Continuing Airworthiness Organisations page.

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with grey text.

0.7. Communication.

All documents and correspondences between the maintenance organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.





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1. Aircraft type training.





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1.1. Definition of A/C type training.

An A/C type training is made up of two parts:

- the theoretical element is composed by theoretical training and examination;
- the practical element¹ is composed by practical training and assessment.

Depending on the previous type training received, the type training for a new A/C to be endorsed in an EASA Part-145 C/S-S/S individual authorisation may take the form of:

- the full aircraft type training or;
- difference(s) type training under the conditions specified in **the** "Foreign Part-145 approvals Aircraft certifying staff and support staff UG.CAO.00121-XXX".

1.2. Theoretical type training and examination.

1.2.1. Training received from an EASA Part-147 AMTO.

When the theoretical type training has been received and examination passed in an approved EASA Part-147 AMTO and the relevant certificate of recognition is produced, the proposed A/C C/S and S/S is considered compliant with the theoretical element of the type training requirements addressed in the Appendix IV paragraph 1.(e) (f) without further need of investigation.

1.2.2. Training not received from an EASA Part-147 AMTO.

Aircraft type training, as per EASA Part-66, can only be delivered by an EASA Part-147 AMTO or as directly approved by the competent authority (being the authority designated by the EU Member State for the issuance of an aircraft maintenance license).

EASA, not being a licensing authority, cannot issue a direct approval for an A/C type training.

Therefore, in the case of a maintenance organisation for which EASA is the competent authority, the standard requirement to be met and to be reflected in the MOE 3.4 "certifying staff and support staff qualification and training procedures" is that the theoretical element of the aircraft type training is completed in an EASA Part-147 AMTO.

However, in exceptional cases as defined in the Annex I of this User guide, the possibility to accept C/S and S/S having received the theoretical element of the type training not completed in an EASA Part-147 AMTO, may be considered.

The maintenance organisation shall demonstrate to the assigned inspector that the syllabus, the level and the examination standard for the theoretical element of the type training are compliant to the syllabus and the level of Appendix III to Annex III (EASA Part-66), by using the process² described in this User Guide.

² The successful completion of this process shall be formalized through a deviation to the MOE procedure requested by the maintenance organisation, recommended by the allocated inspector and approved by EASA CAO section.



¹ This point (b) is not applicable to level 1 type training



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1.2.2.1. Detailed procedure.

The organisation providing the theoretical type training shall demonstrate that it is carried out according to a detailed procedure³.

The procedure shall describe how the type training is delivered (i.e. classrooms, training equipment, instructors qualifications, Training Need Analysis etc.) meeting the requirements of EASA Part-66 and EASA Part-147, as appropriate.

1.2.2.2. Course content and duration.

The compliance of the course content and duration shall be demonstrated by:

- a detailed Syllabus showing the levels for each chapter of the type training, which shall be assessed for equivalence to EASA Part-66 Appendix III for the relevant certifying staff category;
- verifying that the theoretical training tuition hours are at least equivalent to minimum ones addressed in the EASA Part-66 Appendix III paragraph (3) (c);
- verifying that both content and duration are justified through a comprehensive Training Need Analysis as described in EASA Part-66 Appendix III.

1.2.2.3. Course provider.

Evidence need to be in place that the following elements are addressed/described by the course provider:

- the teaching methods and instructional equipment;
- the material and documentation provided to the student (Assess where possible if the training documentation/material came from a reputable source);
- the qualification of instructors, examiners;
- the documentation and records provided to the student to justify the satisfactory completion of the training course and related assessment.

1.2.2.4. Category of type training.

Make sure that the Licensed Aircraft Engineers have completed type training:

- related to the scope of the national license (e.g. avionic = avionic type training course and not Airframe/power plant);
- related to the scope of the EASA Part-145 C/S-S/S individual authorisation.

1.2.2.5. Examination.

Review, the examination paper and assess the multi choice questions (number of multi choice question per hour of training, pertinence of the questions). And verification that:

- the individual training course certificates and the associated examination results are available;
- verification that the exam result is at least equivalent to EASA Part-66 Appendix III paragraph (4) requirements.

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³ In no case the MOE of a maintenance organisation can be used to approve procedures for the purpose of delivering aircraft type training.



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1.2.2.6. Check list for theoretical type training, examination in a non-approved EASA Part-147 AMTO.

Certifying Staff Name:		aff Name: Purpose of the review Initial grant Extension		<pre>ope of EASA Part-145 C/S-S/S thorisation: ry A", "B1", "B2" or "C"</pre>	A/C type:
	EASA PART-145 regulation / Requirement	is	Checked & compliant	Reference of the document provided	Additional comments
type training procedure		ing how the type training is delivered (i.e. classrooms, training raining Need Analysis etc.) meeting the requirements of EASA Part-			
	Is the course content equivalent to EASA	A Part-66 Appendix III?			
	Are the course syllabus levels equivalent	t to EASA Part-66 Appendix III?			
course content and duration	Are the theoretical training tuition hour Appendix III paragraph (3) (c)	s compliant with the minimum ones addressed in the EASA Part-66			
	Are both content and duration justified EASA Part-66 Appendix III?	through a comprehensive Training need Analysis as described in			
	Record the name of the course supplier	(Manufacturer, training school, other)			
course provider	 The qualification of instruction The documentation and 	d instructional equipment; entation provided to the student;			
Category of	Is the type training related to the scope and not Airframe/power plant).?	e of the national license (e.g. avionic = avionic type training course			
type training	Is the type training related to the scope	of the EASA Part-145 C/S-S/S individual authorisation?			
	Is the minimum pass mark 75 %?				
Examination	•	s per hour of training and the level of questions for each chapter ASA Part-66 Appendix III paragraph (4) and are they type related?			
	Is the number of alternative answer to Part-66 Appendix III paragraph (4). (Nun	each multi choice question equal to the one addressed in the EASA her of answers is 3).			

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Certifying Staff Name:		Purpose of the review Initial grant Extension	22/10/2015	Inter		pe of EASA Part-145 C/S-S/S chorisation:	A/C type:
EASA PART-145 regulation / Requiremen				EASA Check compl	ed &	y A", "B1", "B2" or "C" Reference of the document provided	Additional comments
Theoretical / practical training	Does the type course cover the theoretical ar Note: If the training covers only the theoreti	d practical aspects? cal aspect then the practical training shall be assessed sep	parately.	Y D	N D		If No, refer to paragraph 1.3 "practical type training" of this instruction.





1.3. Practical type training and assessment

The Practical element may be performed either following or integrated with the theoretical elements. However, it is not considered acceptable that practical element is performed before the theoretical element.

1.3.1. Training completed in an EASA Part-147 AMTO.

When the practical element of the type training has been received from an approved EASA Part-147 AMTO and the relevant certificate of recognition is produced, the proposed A/C C/S and S/S are considered compliant with the practical element of the type training requirements addressed in the Appendix IV paragraph 1.(e) (f) without further need of investigation.

1.3.2. Training not completed in an EASA Part-147 AMTO.

Aircraft type training, as per EASA Part-66, can only be delivered by an EASA Part-147 AMTO or as directly approved by the competent authority (being the authority designated by the EU Member State for the issuance of an aircraft maintenance license).

EASA, not being a licensing authority, cannot issue a direct approval for an A/C type training.

Therefore, in the case of a maintenance organisation for which EASA is the competent authority, the standard requirement to be met and to be reflected in the MOE 3.4 "certifying staff and support staff qualification and training procedures" is that the practical element of the aircraft type training is completed in an EASA Part-147 AMTO.

However, in exceptional cases as defined in the Annex I of this User guide, the possibility to accept C/S and S/S having received the practical element of the type training not completed in an EASA Part-147 AMTO may be considered.

The maintenance organisation shall demonstrate to the assigned inspector that the practical element of the type training including the assessment with the person involved (trainers / assessors) are compliant with the requirements addressed in the Appendix III to Annex III (EASA Part-66) by using the process⁴ described below:

- the maintenance organisation providing the practical element of the type training holds a valid EASA Part-145 certificate which includes the relevant A/C type at the time the training takes place.
- the specific aircraft type is available for the proposed training dates;
- the EASA Part-145 AMO providing the practical training shall demonstrate that the practical type training is carried out according to a detailed procedure and standard⁵, covering the following minimum elements:
 - content and duration is in accordance with Appendix III to EASA Part-66 (paragraph 3.2 Practical element of type training and related AMC). In any case, for aeroplanes with a MTOM equal or above 30000kg, the duration shall be not be less than two weeks;
 - a "generic" ⁶practical training logbook (to record content and duration) for the relevant A/C type and for the relevant staff category, including:
 - Personnel and practical training data;
 - Logbook filling instruction;

⁶ It is intended that the procedures shall specify the logbook format and its use



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⁴ The successful completion of this process shall be formalized through a deviation to the MOE procedure requested by the maintenance organisation, recommended by the allocated inspector and approved by EASA CAO section.

⁵ In no case the MOE of an EASA Part-145 AMO can be used to approve procedures for the purpose of having an EASA Part-145 AMO delivering aircraft type training.



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- Logbook records;
- Logbook additional records;
- Practical assessment records;
- the maximum number of Training Hours per day (HF principal to be considered) and the maximum number of trainees per practical instructor;
- the teaching methods and instructional equipment;
- the material and documentation provided to the student;
- o a qualification procedure for instructors and assessors (refers to Appendix III to AMC Part-66);
- a final Assessment process and procedure to ensure that the required competence in performing safe maintenance, inspections and routine work according to the maintenance data is acquired for the A/C type subject of the training (refer to Appendix III to AMC Part-66);
- the documentation and records to be provided to the student to justify the satisfactory completion of the training course and related assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the assessment has been successfully passed.

Note: Standard templates of practical training logbooks for category B1 and B2 certifying staff are provided in the "Foreign Part-145 approvals - practical type training logbook B1 TE.CAO.00123-XXX" and "Foreign Part-145 approvals- practical type training logbook B2 TE.CAO.00124-XXX"

When the practical element of the aircraft type training has been completed, the maintenance organisation which intends to nominate certifying staff/support staff shall ensure that:

- An assessment has been performed by the maintenance organisation providing the training;
- This assessment has been performed by a designated assessors who are appropriately qualified;
- This assessment has evaluated the knowledge and skills of the trainee and confirmed his/her ability to perform maintenance on this A/C type;
- A copy of the training record has been provided.



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1.3.3. Check list for practical element of type training in a non EASA Part-147 AMTO (not applicable to staff holding an EASA Part-66 License)

Doc #

Certifying Staff Name:		Purpose of the review		scope of EASA C/S-S/S individual tion: bry A", "B1", "B2"	A/C type:
	EASA PART-145 regulation / Requirement	S	Checked & compliant	Reference of the document provided	Additional comments
		ing the practical element of the type training holding a valid EASA elevant A/C type at the time the training takes place?			
Approval	Is the EASA Part-145 certificate valid (at	the time the training takes place)?			
	Is the Aircraft type available at the time	of the training?			
		ed procedure and standard: n is in accordance with Appendix III to EASA Part-66? raining syllabus for the relevant A/C type and for the relevant staff			"Foreign Part-145 approvals- practical type training logbook B1 TE.CAO.00123- XXX" "Foreign Part-145 approvals- practical type training logbook B2 TE.CAO.00124- XXX"
	Is the procedure formalised outside the	scope of EASA Part-145 MOE?			
Practical training Procedure		provided to the student; ers and assessors as per EASA Part-147 ? o be provided to the student to justify the satisfactory completion			
	Does the procedure specifies the maximum number of Training Hours per day (HF principal to be considered) and the maximum number of trainees per practical instructor?				
	Does the procedure contain a final Assessment process and procedure to ensure that the required competence in performing safe maintenance, inspections and routine work according to the maintenance data is acquired for the A/C type subject of the training.				
Assessment	Has the assessment permit to evaluate to perform maintenance on this A/C typ	the knowledge and skills of the trainee and confirm his/her ability e? (assessment result)			
	Has the assessment been performed by	a Qualified assessor.			

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2. Annex I



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2.1. C/S and/or S/S authorizations previously accepted and granted before the 25/02/2014

(entry into force of UG.CAO.0122-001 "Aircraft type training theoretical and practical")

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Case	Description	Training	Acceptance of type training
1.	C/S and/or S/S privileges granted with an EASA Part-145 C/S- S/S individual authorisation before the entry into force of the EASA Part-145 (JAA C/S)	As it has been accepted at that time "According to the JAA regulation"	The personnel having privileges before 25/2/2014 may continue to exercise them, while remaining in the same EASA Part-145 AMO*, without need of further assessment
2.	C/S and/or S/S privileges granted with an EASA Part-145 C/S- S/S individual authorisation after entry into force of EASA Part- 145 and before the entry into force of UG.CAO.0006-001	Theoretical: As it has been accepted at that time "According to the Appendix IV requirements "	for compliance to type training requirements; However after this date any certifying staff willing to extend the scope of their EASA Part-
	(14/7/10)	Practical: As it has been accepted at that time "Structured OJT done in an EASA Part-145 AMO"	145 C/S- S/S individual authorisation to include additional privileges shall comply with UG.CAO.00122 "Aircraft type training
3.	C/S and/or S/S privileges granted with an EASA Part-145 C/S- S/S individual authorisation after the entry into force of UG.CAO.0006-001 (14/7/10) and before EC 1149/2011 (1/8/13)	Theoretical shall have been followed in an EASA Part-147 AMTO or demonstration of equivalency through the UG	(theoretical and practical)".
		Practical: As it has been accepted at that time "Structured OJT done in an EASA Part-145 AMO" or practical training followed in a EASA Part-147 AMTO.	
4.	C/S and/or S/S privileges granted with an EASA Part-145 C/S- S/S individual authorisation after the entry into force of EC	as per case 3 (no other guidance was available)	
	1149/2011 (1/8/13) and before entry into force of UG.CAO.00122-001 (25/2/14)	as per case 3 (no other guidance was available)	

*The Allocated Inspector may request EASA Part-145 C/S-S/S individual authorisations previously accepted and granted before the 25/02/2014 based on type training (theoretical or practical) not followed in the EASA Part-147 to be identified in the C/S and S/S list.

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2.2. EASA Part-145 C/S- S/S individual authorisations granted/extended after 25/02/2014 (Entry into force of UG.CAO.0122-001 "Aircraft type training theoretical and practical")

For EASA Part-145 C/S-S/S individual authorisation granted/extended after the 25/02/2014, the theoretical and practical element of the A/C type training shall be completed in an EASA Part-147 AMTO. However the following "exceptional cases" could be considered.



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2.3. Exceptional cases for issuing C/S and/or S/S authorizations after 25/02/2014 (Entry into force of UG.CAO.0122-001 "Aircraft type training theoretical and practical")

Prerequisite for exceptional cases: The acceptance of the exceptional cases mentioned below is only intended to cover the compliance of the type training requirement and does not alleviate the need for the maintenance organisation to perform an assessment of the candidate C/S-S/S and to ensure compliance with all the other requirements set in the MOE/Appendix IV, such as but not limited to Module 9/10, experience, license compliance to ICAO Annex I, 6/24 months experience, English, etc.

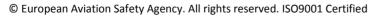
Case ⁷	Title	Description	Training	Acceptance of type training
1.	EASA Part-147 training availability	EASA Part-145 C/S-S/S individual authorisation to be granted or extended on aircraft type for which no organisation is appropriately approved under EASA Part-147 to conduct the type training.		C/S and/or S/S having received a type training not completed in an EASA Part-147 AMTO may be accepted* provided the EASA Part-145 AMO can demonstrate equivalence of the type training to EASA Part-66 Appendix III (as amended at the time the EASA Part-145 C/S-S/S individual authorisation is granted/extended) by using the UG.CAO.00122 "Aircraft type training".
2.	Merging or splitting between AMOs	 Staff already holding an EASA Part-145 C/S-S/S individual authorisation and wishing to maintain the privileges in the case of: a) Two EASA Part-145 AMOs merging into one approval, or; b) One EASA Part-145 AMO being split into two different approvals. 	Theoretical & Practical element	The acceptance of C/S and S/S shall be based on the availability of supporting evidences provided by the previous EASA Part-145 AMO and does not require further investigation for demonstration of compliance with the type training requirement. The acceptance* is limited to the aircraft types already included in the EASA Part- 145 C/S-S/S individual authorisation hold in the previous EASA Part-145 AMO for theoretical and/or practical training completed before 25/2/2014.
3.	Change of employment	Staff holding an EASA Part-145 C/S-S/S individual authorisation in one EASA Part-145 AMO and moving to another EASA Part-145 AMO without work interruption. 45 AMO issuing the C/S-S/S EASA Part-145 individual authorisati		The acceptance of C/S and/or S/S having received a type training not completed in an EASA Part-147 AMTO is possible provided the EASA Part-145 AMO can demonstrate equivalence of the type training to EASA Part-66 Appendix III (as amended at the time the EASA Part-145 individual authorisation is granted/extended) by using the UG.CAO.00122 "Aircraft type training".
				 The acceptance* is limited to the aircraft types already included in EASA Part-145 C/S-S/S individual authorisation hold in the previous EASA Part-145 AMO for theoretical and/or practical type training completed before 25/2/2014. In case gaps are identified during the equivalence analysis, bridging training may be accepted to fill the missing elements.

concession shall then be recommended to be approved by EASA at the same time of the MOE initial approval.

* The acceptance of these staff shall be done through a deviation to the MOE procedure (concession procedure) requested by the maintenance organisation, recommended by the allocated inspector and approved by EASA CAO section.

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⁷ Any other case not covered in this table shall be proposed to EASA in advance.



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