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CHAPTER 3G.

APPROVAL OF CAR 147 (BASIC) MAINTENANCE TRAINING ORGANISATION

1. Scope (147.B.05)

This chapter describes the administrative procedures which the Airworthiness Directorate officers shall follow when exercising their tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of CAR 147 (Basic) Maintenance Training Organisation approvals.

2. DGCA Role (147. B.10)

(a) General

CAR 147 (Basic) Maintenance Training organization shall be approved by DGCA. The Airworthiness Directorate has been vested with the responsibilities for the issuance, continuation, change, suspension or revocation of CAR-147 (Basic) Maintenance Training Organisation approvals certificates.

DGCA should retain effective control of important surveillance functions and not delegate them in such a way that CAR-147 (Basic) organizations, in effect, regulate themselves in airworthiness matters. The Annual Surveillance Plan should include CAR 147 (Basic) Organizations.

(b) Resources

The number of staff deputed for approval of the CAR 147 (Basic) Training organization shall be sufficient to perform the allocated tasks.

Respective Regional Airworthiness Office will nominate team of officers for each applicant of a Basic Maintenance Training organization approval to conduct all relevant tasks related to the Basic Maintenance Training Organization Approval as per CAR 147 (Basic).

3. Qualification and Training DGCA Officers [AMC 147.B.10 (b)]

Head of the Regional Airworthiness Office shall ensure that the officers involved in CAR-147 (Basic) organization approvals should have:

- 3.1. practical experience and expertise in the application of aviation safety standards and safe operating practices;

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3.2. comprehensive knowledge of:

- a) relevant parts of implementing rules, certification specifications and guidance material;
- b) the APM procedures;
- c) the rights and obligations of an airworthiness officer;
- d) quality systems;
- e) Continuing airworthiness management.

3.3. training on auditing techniques;

3.4. five years relevant work experience to be allowed to work as an Inspector independently. This may include experience gained during training to obtain the qualification;

3.5. a relevant engineering degree or an aircraft maintenance or training qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/ aircraft components

3.6. knowledge of basic maintenance training standards.

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

3.8. A programme for continuation training should be developed that ensures that the officers remain competent to perform their allocated tasks.

4. Application Process:

Five-phase process shall be followed for grant of approval. The five-phase shall consist of pre-application phase, formal application phase, documentation evaluation phase, inspection and demonstration phase, and certification phase.

4.1. Pre-application phase

4.1.1. During this phase, the prospective applicant can make initial enquiry regarding regulatory requirements/ processes to be followed to obtain the approval.

4.1.2. The DAW, Hqrs/Head of Regional Office should brief the applicant regarding regulatory requirements, processes, timelines etc. to be followed for grant of approval. As a minimum, the following points will be discussed during this meeting:

- a) The specific requirements particular to the proposed operation, and relevant regulatory requirements (CARs, circulars etc.)
- b) The qualifications and experience required for the nominated post holders.

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- c) The certification process - the applicant must closely liaise with the DGCA certification team.
- d) The required form and content of the Formal Application and its attachment
- e) The fee, which shall accompany the formal application,

4.2. Formal Application Phase- for Initial approval (147.B.105)

4.2.1. An application for an initial approval shall be made to DGCA Hqtrs on Form 12A which shall include the following documents/ information. In case of existing AME training institutes approved under CAR, Section-2, Series E, Part VIII, the application shall be submitted to respective region:

- a) Organization's registration certificate;
- b) Form 4 in respect of responsible managers along with their resume.
- c) Soft and hard copy of MTOE and associated procedure manuals;
- d) Interface manual / SOP;
- e) Para wise CAR-147 compliance report along with relevant supporting documents;
- f) Contract;
- g) No. of employees certified by the proposed Accountable Manager;
- h) Applicable fees as per Rule 133C of Aircraft Rules, 1937;
- i) Schedule of events describing the list of activities and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for the DGCA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies.

Note1: For initial approval, the application shall be submitted to DGCA Hqrs (Airworthiness Directorate). For change in the scope of approval and renewal, the application shall be submitted to the concerned Regional/ Sub-regional office.

Note2: The intended scope of approval should be detailed as much as possible. It shall mention the class and the ratings.

Note3: Basic Training: It is not possible to apply for a few modules only. Only applications for a full Basic Training Course will be considered.

- 4.2.2. Upon receipt of application, the same will be scrutinised to determine eligibility and completeness of the application according to CAR 147 (Basic).
- 4.2.3. Schedule of Events will be scrutinised for realistic timelines which will be mutually agreed. Any change in the timelines may affect the process.
- 4.2.4. Incorrect or incomplete application will not be processed further and the applicant will be notified accordingly.

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4.3. Allocation of the certification team

4.3.1. After eligibility of the application has been fully assessed and the requisite fees has been received, the DAW, Hqrs will forward the application to respective regional offices to constitute a certification team. The team headed by an officer not below the level of DDAW will consists of at least two officers. The certification team will carry out document evaluation, inspection and issue recommendation for issue of approval. The team will record the progress of activities in the internal checklist. Headquarters may depute an officer to associate with the approval process during Inspection and Demonstration phase.

4.3.2. The concerned Regional / Sub-regional office will be intimated by DAW, Hqrs, giving the details of the applicant including the details of the contracted AMO and scope of approval sought.

4.4. Document Evaluation Phase

4.4.1. During this phase, the application and the documents will be evaluated by the certification team. The evaluation and assessment shall consist of following items:

- a) Post holders;
- b) Instructors, examiners, practical assessors;
- c) MTOE and associated procedures;
- d) Para wise CAR compliance of CAR 147 (Basic) and internal audit report;
- e) Contracts and associated interface manual.

4.4.2. The Accountable Manger should demonstrate that he has a reasonable understanding of applicable regulations and of his role within the approved organisation, but also that he has all necessary means, in particular financial, to fulfil the Accountable Manager's duties and responsibilities as detailed in the MTOE. The Accountable Manager is accepted via approval of the MTOE containing the Accountable Manager's commitment statement.

4.4.3. The certification team should assess the qualification, experience of proposed post holders to verify that they meet the requirements in accordance with 147.A.105 and are competent to perform the function. If satisfied, the certification team will recommend formal acceptance of the post holders through the corresponding CA Form 4 by DAW, Hqrs. Once the post holders have been accepted, the names of the post holders shall be included in the MTOE.

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4.4.4. The certification team should verify that the assessment and acceptance of Instructors, examiners and assessors are performed by the training organization in accordance with the dedicated procedure described in the MTOE (as approved by the DGCA). The list of those staffs should be included into the MTOE or cross referred document. CA Form 4 is not required to be submitted for these personnel.

Note: The certification team will assess that the training organization has an acceptable system in place to ensure that each proposed instructor, examiner and assessor is competent, but also that the organization can demonstrate that it has enough qualified instructors, examiners and assessors to cover, without any gap, the integrity of the approved courses.

4.4.5. Whenever possible, a review of the proposed instructor's file, followed by an interview of the person and the partial attendance to an event led by the person (lesson, exam, assessment) should be prioritized by the certification team.

4.4.6. Whenever the direct interview of the proposed instructor is not possible or not appropriate, the background of the person (education/ experience etc.) should be carefully reviewed in order to determine that the details provided are adequate to demonstrate the qualities of the person.

Note 1: In any case, samplings including interviews and event witnessing must be performed by the certification team when approving a new organization, or when significantly extending the scope of an existing approval and repeated as part of the continued surveillance carried out within the organization.

Note 2: Instructors, examiners and assessors accepted and exercising their privileges, or part thereof, at the entry into force of CAR 147 (Basic), are considered as fulfilling the knowledge and experience requirements. However, the assessment of the gap between actual qualifications and the required standard should be performed by the applicant and provided to the DGCA.

4.4.7. Scrutiny of Maintenance Training Organisation Exposition (MTOE) and Associated procedures

The certification team should evaluate the MTOE to ensure the contents of the MTOE and associated procedures meet the requirements of CAR 147 (Basic). The format of MTOE should be in accordance Airworthiness Advisory Circular 2 of 2018 and customized as per the scope of approval sought.

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4.4.8. Assessment of Para wise CAR compliance Report and Internal Audit Report

The certification team should assess the para wise CAR compliance report and the internal audit report of the applicant to verify that the applicant meets the intent of CAR 147 (Basic) for the intended scope of approval.

4.4.9. Contracts and associated interface manual

4.4.9.1. The certification team should evaluate the contract executed between the applicant and the AMO which should address the following aspects for the intended scope of approval:

- a) Scope of contract indicating details of the facilities proposed to be provided by the contracted organisation;
- b) Maximum number of students that will be permitted for the practical at AMO facility
- c) Responsibilities of both the organisations
- d) Nodal person of both the organisation and their responsibilities
- e) Condition of access to relevant areas of the facility including issue of Airport Entry Passes to the students (as applicable)
- f) Validity of the contract including conditions for renewal of contract

4.4.9.2. The certification team should verify the adequacy of the approved facilities available with the contracted AMO including availability of number of aircraft for imparting practical training for the intended number of students on regular basis.

4.5. Inspection and Demonstration Phase

4.5.1. For an initial approval application, a statement signed by the Organisation's Quality Manager should be provided before the audit takes place, confirming that documents, procedures, training/exam material, facilities and personnel subject to the application have been reviewed and audited showing compliance with all applicable requirements.

4.5.2. Audit of the organisation to confirm that the facilities as per proposed MTOE and information provided in the compliance report in terms of facility, personnel, planning and records etc. The audit should be conducted following the surveillance checklist detailed in APM (Part-II) Chapter 9 for ensuring the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.

4.5.3. A closing meeting chaired by the audit Team Leader will be held to present the audit findings and conclusions to the auditees in order to ensure that they understand the findings. The auditee will be given the opportunity to discuss any

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non-compliance identified and suggest corrective actions and a timeframe for implementation.

- 4.5.4. Findings made during the certification process will be handled by the certification team according to CAR-147 (Basic) and its associated Acceptable Means of Compliance (AMC)/ Guidance Material (GM). The audit report should be made on a DGCA Form 22a (see CAR 147 Basic). The date each finding was rectified should be recorded together with the reference document.
- 4.5.5. For an initial approval, the audit findings should not be classified as Level 1 or 2 as no action can be taken against the certificate. Unless otherwise agreed by the DGCA, a maximum of three months shall be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during this three months period could lead the DGCA to terminate the application.
- 4.5.6. The formal notification of the findings must be sent to the Organisation within a maximum of 15 calendar days from the end of the audit.
- 4.5.7. The certification team will follow up the closure of all findings identified during the audit. When it is satisfied with the actions that have been taken by the Organisation in respect of the findings raised during the audit the same should be closed.
- 4.5.8. Depending on the extent and nature of findings and the related corrective actions, an additional audit to assess the effective implementation of the corrective actions may be necessary.

4.5.9. **Recommendation**

Once compliance of the applicant with CAR 147 (Basic) has been established, the certification team will recommend to DAW, Hqrs for grant of initial approval of the organisation. This includes the followings:

- (i) approval of MTOE
- (ii) acceptance of management personnel.
- (iii) scope of approval
- (iv) Number of students for admission in each batch permitted

For that purpose, the certification team will prepare a recommendation report on CA Form 22a to be reviewed for quality check by the DAW, Hqrs.

4.6. **Certification Phase**

- 4.6.1. The recommendation package (Document review and the on-site audit report including closure of findings) will be reviewed for compliance and accuracy by DAW(Hqrs). Once satisfied, following documents will be issued to the applicant:
 - a) the approval certificate CA Form 11A;

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- b) the approval letter of the MTOE together with its associated documents indicating number of students permitted;
- c) acceptance of the nominated personnel (CA Form 4s);

4.6.2. A copy of approval letter including certificate of approval, approved MTOE and copy of CA Form 4s shall be forwarded to the concerned Regional/ Sub-regional office where the organisation is based. A copy of the approval letter should be forwarded to Central Examination Organisation of DGCA for information.

4.6.3. Maintenance training organisation approval certificate (147.B.125)

The maintenance training organisation approval certificate format DGCA Form 11A shall be used. 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 approval. **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 re-issuance of the certificate.

Revision No: It refers to the revision number 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

4.6.4. The Director of Airworthiness shall formally approve the exposition and issue to the applicant a Form 11A approval certificate, which includes the approval schedule. The certificate of approval shall only be issued when the organization is in compliance with CAR-147 (Basic).

4.6.5. The approval of the exposition and associated procedures shall be intimated in writing. The following pages shall be stamped and signed:

- (a) List of effective pages.
- (b) Scope of activities.
- (c) List of nominated persons (Including Accountable Manager).
- (d) Facility details (at each site if applicable).
- (e) Scope of Quality System.
- (f) Authorization System.

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4.6.6. The conditions of the approval shall be indicated on the Form 11A approval certificate. The validity of the CAR -147 (Basic) approval will be for a period as per Rule 133 B.

4.6.7. The reference number shall be included on the Form- 11A approval certificate. The numeric sequence should be unique to the particular approved maintenance training organisation.

4.6.8. Maintenance Training Organisation Exposition (MTOE) Amendment

4.6.8.1. The officers of Airworthiness Directorate shall verify that the procedures specified in the exposition are in compliance with CAR-147 (Basic) before formally notifying the approved organization of the approval.

4.6.8.2. A simple exposition status sheet should be maintained which contains information on when an amendment was received by RAO and when it was approved.

4.6.8.3. The organization should submit each exposition amendment to the RAO for approval. On being satisfied that the amendment meets the requirement of CAR 147 (Basic), an approval to the same shall be indicated in writing and with intimation to DGCA Hdqrs.

5. Change to CAR 147 (Basic) approval

5.1. An application for change in the scope of CAR 147 (Basic) Maintenance Training Organisation approval to include additional training courses as per CAR 66, should be made to the concerned RAO/ SRAO by using the CA Form 12a along with the following documents:

- Soft and hard copy of amended MTOE and associated procedure manuals;
- Amendment to Interface manual / SOP as applicable;
- Para wise CAR 147 compliance report along with relevant supporting documents.
- Details of personnel including post holders, Instructors, examiners, assessors etc.
- No. of employees certified by the Accountable Manager;
- Applicable fees as per Rule 133C of Aircraft Rules, 1937.

5.2. The head of the concerned regional office will constitute the certification team. The guidelines for initial approval process as per para 4 above will be followed by the concerned RAO for change in scope of approval. A copy of approval letter including certificate of approval, approved MTOE and other relevant documents shall be forwarded to DAW, Hdqrs. A copy of the approval letter should be forwarded to Central Examination Organisation of DGCA for information.

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- 5.3. 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, the DGCA should reissue the approval certificate valid only up to the current expiry date.
- 5.4. A name change alone does not require the DGCA to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.
- 5.5. A change of accountable manager requires the maintenance training organisation to submit such fact to DGCA as a matter of urgency together with the amendment to the accountable manager exposition statement.
- 5.6. A change of any of the senior personnel specified in 147.A.105(b) requires the maintenance training organisation to submit to DGCA a Form 4 in respect of the particular person. If satisfied that the qualifications and experience meet the standard required by CAR-147 (Basic), the RAO should indicate acceptance in writing to the maintenance training organisation.
- 5.7. A change in the maintenance training organization's exposition requires DGCA to establish that the procedures specified in the exposition are in compliance with CAR-147 (Basic) and then to establish if these are the same procedures intended for use within the training facility.
- 5.8. Any change of location of the maintenance training organisation requires the organisation to make a new application to DGCA along with the documents required in para 4.
- 5.9. The complete or partial re-organisation of a training organisation should require the re-audit of those elements that have changed.

6. Renewal of an approval

- 6.1. An application for renewal of CAR 147 (Basic) Maintenance Training Organisation approval should be made to the concerned RAO/ SRAO by using the CA Form 12a along with the following documents;
 - a) Internal audit report and status of closure of findings of the organisation;
 - b) Copy of contractual arrangements;
 - c) Validity and scope of approval of contracted organisation, as relevant;
 - d) No. of employees certified by the Accountable Manager;
 - e) Applicable fees as per Rule 133C of Aircraft Rules, 1937.
- 6.2. RAO/ SRAO should review the completed CA Form 22a for the purpose. It should be ensured by the concerned RAO/ SRAO that no finding is open at the time of renewal of approval.

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- 6.3. Each organization must be completely reviewed (audited) by RAOs for compliance with CAR-147 (Basic) at periods not exceeding 12 months.

7. Continued validity (147. B.120)

- 7.1. The conditions for continued validity of approval of the maintenance training organisation shall be:

- a) as per Rule 133B.
- b) that each organisation must be completely audited for compliance with this CAR at periods not exceeding 12 months. Each time of surveillance/ audit, CA Form 22a should be used and completed.
- c) that all findings are closed.

- 7.2. Audits should be conducted to ensure the continuity of the approval; it is not necessary to sample all training courses, but DGCA officers should sample, as appropriate, one 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.

- 7.3. It is not necessary to sample all examinations associated with a training course but the DGCA should sample, as appropriate, one training course examination.

- (i) the specific item audit should be the same as that required by CAR- 147 (Basic) latest amendment;
- (ii) there should be satisfactory evidence on record that such specific item of audits were carried out and that all corrective actions have been taken;
- (iii) the officers of AWD should be satisfied that there is no reason to believe that the standards have deteriorated in respect of those specific item audits being granted a back credit; and
- (iv) A meeting with the Accountable Manager shall be convened at least once every 12 months to ensure he/she remains informed of significant issues arising during audit and to ensure he/she fully understands the significance of the approval.

8. Revocation, suspension and limitation of the maintenance training organisation approval (147.B.200)

The procedure as laid down in sub rule 10 of Rule 133B and instructions issued by DGCA

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Hqrs from time to time shall be followed in order to:

- a) suspend an approval on reasonable grounds in the case of potential safety threat; or
- b) suspend, revoke or limit an approval pursuant to 147.B.130.

Note: Enforcement action shall be taken as per the detail procedure(s) given in the Enforcement Manual and APM (Part-II) Chapter 10.

9. Findings (147.B.130)

- 9.1. Failure to complete the rectification of any level 1 finding within seven days of written notification shall entail revocation, suspension or limitation by the DGCA, of the maintenance training organisation approval in whole or in part.
- 9.2. Action shall be taken by DGCA to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by DGCA in the case of a level 2 finding.
- 9.3. When during audits or by other means evidence is found showing non-compliance with the requirements of CAR- 147 (Basic), the following actions shall be taken:
 - (i) For level 1 findings, immediate action shall be taken to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance training organisation approval, until successful corrective action has been taken by the organization. In practical terms a level 1 finding is where a significant non-compliance with CAR-147 (Basic) is found.
 - (ii) For level 2 findings, the corrective action period granted must be appropriate to the nature of the finding but in any case initially must not be more than 30 days. In certain circumstances and subject to the nature of the finding 30 days period may be extended up to 45 days subject to a satisfactory corrective action plan agreed. In practical terms where an officer of AWD finds a non- compliance with CAR -147 (Basic).
 - (iii) Where the organisation has not implemented the necessary corrective action within the stipulated period, necessary action shall be taken in line with requirements/guidelines as stipulated in the enforcement manual/enforcement circular.

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10. Record-keeping (147.B.20)

- 10.1. The DGCA Hqrs (Airworthiness Directorate) / Regional Office shall have a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, change, suspend or revoke each approval.
- 10.2. The records for the oversight of maintenance training organizations shall include as a minimum:
 - (i) the application for an organisation approval.
 - (ii) the organisation approval certificate including any changes.
 - (iii) a copy of the audit program listing the dates when audits are due and when audits were carried out.
 - (iv) Continued oversight records including all audit records.
 - (v) copies of all relevant correspondence.
 - (vi) details of any exemption and enforcement actions.
 - (vii) organisation exposition and amendments.

Note-1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the DGCA (chronological, alphabetical order, etc.).

Note-2: All records containing sensitive data regarding applicants or organizations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.

Note-3: All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in 147.B.20.

11. Appendixes

- Appendix -I DGCA Form 4
- Appendix - II CAR-147 Approval Recommendation Report DGCA Form 22
- Appendix - III Application for CAR 147 Approval DGCA Forms 12
- Appendix-IV Internal Checklist (Initial / Variation/ Renewal of Approval of CAR 147 Basic Maintenance Training Organisation)

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APPENDIX I

DGCA Form 4

[DGCA]

Details of Management Personnel required to be accepted as specified in CAR-.....

1. Name:

2. Position:

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature:

Date:

On completion, please send this form under confidential cover to the DGCA.

DGCA use only

Name and signature of authorised staff member accepting this person:

Signature: Date:

Name: Office:

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APPENDIX II CAR-147 (BASIC) APPROVAL RECOMMENDATION REPORT DGCA FORM 22a	
Part 1: General Name of organisation: Approval reference: Requested approval rating/ Form 11a dated*: Other approvals held (if app.) Address of facility audited Audit period: from to : Date(s) of audit(s): Audit reference(s): Persons interviewed: DGCA Officer: Signature(s): DGCA office: Date of Form 22a Part 1 completion: *delete where applicable	

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CAR-147(BASIC) APPROVAL RECOMMENDATION REPORT CA-FORM 22a						
Part 2: CAR-147 (BASIC) Compliance Audit Review; The five columns may be labeled and used as necessary to record the approved training/examinations, facility, including , reviewed. Against each column used of the following CAR-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 NIA where an item is not applicable, or NIR when applicable but not reviewed.						
Para:	Subject:	☐	☐	☐	☐	☐
147.A100	Facility requirements					
147.A.105	Personnel requirements					
147.A.110	Records of instructors, examiners and assessors					
147.A.115	Instructional equipment					
147.A.120	Maintenance Training Material					
147.A.125	Records					
147.A.130	Training procedures and quality system					
147.A.135	Examinations					
147.A.145	Privileges of the maintenance training organisation					
147.A.150	Changes to maintenance training organisation					
147.A.160	Findings					
147.A.200	Basic Training Course					
147.A.205	Basic Knowledge examination					
147.A.210	Basic Practical Assessment					
DGCA Officer(s):		Signature(s):				
DGCA office:		Date of CA-Form 22a Part 2 completion:				

147 (Basic) APPROVAL RECOMMENDATION REPORT	CA-FORM 22a
PART 3: Compliance with 147 (Basic) Maintenance training organisation exposition (MTOE)	

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PART 3: Compliance with CAR 147 (Basic) Maintenance training organisation exposition (MTOE) (FORM 22)

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		Reserved
1.8		General description of facilities at paragraph 1.6 addresses
1.9		Specific list of courses approved by the DGCA
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 and practical Training
2.6		Records of training carried out
2.7		Storage of training record
2.8		Reserved
2.9		Organisation of examinations

MTOE Reference:	MTOE Amendment:
DGCA audit staff:	Signature(s):
DGCA office:	

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2.10		Security and preparation of examination material
2.11		Preparation of examination rooms
2.12		Conduct of examinations
2.13		<i>Conduct of practical assessment</i>
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Reserved
2.17		<i>Preparation, control and issue of basic training course certificates</i>
2.18		Reserved
Part 3 Training System Quality Procedures		
3.1		Audit of training
3.2		Audit of examinations
3.3		Analysis of examination results
3.4		Audit and analysis remedial action
3.5		Accountable manager annual review
3.6		Qualifying the instructors
3.7		Qualifying the examiners
3.8		Records of qualified instructors & examiners
Part 4 Appendices		
4.1		Example of documents and forms used.
4.2		Syllabus of each training course
4.3		Cross reference Index – if applicable
MTOE Reference: MTOE Amendment: DGCA audit staff: Signature(s): DGCA office: Date of CA- Form 22 Part 3 completion:		
CAR 147(Basic) APPROVAL RECOMMENDATION REPORT		CA- FORM 22a

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Part 4: Findings CAR-147 (Basic) Compliance Status

Each level 1 and 2 findings 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.

	Audit reference(s): Findings		Corrective action		
			Date Due	Date Closed	Reference
Part 2 or 3 ref		Level			

CAR 147 (Basic) APPROVAL RECOMMENDATION REPORT

CA- FORM 22a

PART 5: CAR 147(Basic) approval or continued approval or change recommendation

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Name of Organisation:

Approval Reference:

Audit reference(s):

Applicable CAR-147(Basic) amendment status:

The following CAR 147(Basic) scope of approval is recommended for this organisation:

Or, it is recommended that the CAR 147 (Basic) scope of approval specified in CA Form 11a referenced be continued.

Name of recommending DGCA Officer :

Signature of recommending DGCA Officer:

DGCA office:

Date of Recommendation:

CA-Form 22a review (quality check)

Date:

CA FORM 12a

Appendix III

**APPLICATION FOR CAR 147 APPROVAL
INITIAL/CHANGE OF APPROVAL**

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1.	Registered Name of the Applicant	:	
2.	Trading name (if different)	:	
3.	Address(es) requiring approval	:	
4.	Contact Details		
	Telephone	:	
	Fax No	:	
	E Mail	:	
5.	Scope of CAR-147(Basic) Approval Relevant to this Initial*/Change of* application Type Training: Does the organisation hold approval under CAR-21*/CAR-145*/CAR-M* *Cross out whichever is not applicable.		
6.	Name and Position of Accountable Manager	:	
7.	Signature of Accountable Manager	:	
8.	Date of Application	:	
<u>This form should be sent with any required fee to be paid to DGCA</u>			

Appendix-IV

Internal Checklist

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(To be used by DAW, Hqrs/ RAO/ Sub-RAO)

Initial / Change / Renewal of Approval of CAR 147 Basic Maintenance Training Organisation

PART-1

Registered Name of the Applicant:	
Trading Name (if different):	
Address Requiring approval:	
Telephone No.	
Fax No.	
Email address:	
Website details, if any	
Scope of Approval sought: (Category/ Sub-category to be Provided)	
Name and Position of Accountable Manager	
Contact details of Accountable Manager	
Name of Training Manager	
Contact details of Training Manager:	
Name of Quality Manager:	
Contact details of Quality Manager:	
Names of Examination Manager:	
Contact details of Examination Manager:	
Date of Application:	

PART-2

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S/N	Document(s) Requirement	Observation			Applicability
		Sat	Unsat	N/A	
1.	Receipt of application in “CA Form 12a” as given in CAR-147 (Basic)				I, C & R
2.	Receipt of requisite fees (as per Rule 133C)				I, C & R
3.	Submission of copy of Approval Schedule. <i>(In the case of any change/ variation in the Approval Schedule is required, original approval Schedule should be submitted)</i>				C & R
4.	Validity Schedule (in original)				R
5.	Submission of following documents:				
(a)	Status of Approval of MTOE and associated procedures / amendments to MTOE.				I & V
(b)	Contract copy (Validity of the contract including conditions for renewal of contract)				I & C
(c)	Internal Audit Report				I & V
(d)	Para wise compliance of CAR 147 (Basic) and supporting documents.				I & C
(e)	Status of acceptance of CA Form 4 for the post holders along with their Resumes				I
(f)	Compliance status of the audit plan and status of findings.				R
6.	Meeting with Accountable Manager with DAW.				I & C
7.	Status of Completed Form-22 along with compliance status of finding (For initial approval and change all findings must be corrected before the approval can be issued)				I & C

Abbreviation: I- Initial Approval, C- Change in approval & R- Renewal of approval

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Part-3 (Review of documents)

S/N	Requirement	Observation		
		Sat	Unsat	Not Applicable
1.	Whether the format and the contents of the Maintenance Training Organisation Exposition (MTOE) and associated procedures are consistent with the requirements of CAR-147 (Basic)?			I & C
2.	Whether contents of the commitment statement of Accountable Manager, defined in MTOE is consistent and is signed by the Accountable Manager?			I & C
3.	Whether Review of Form -22a is carried out and signed by head of the office/ DAW.			I & C
4.	Whether evidence of the closure of findings are satisfactory.			I, C & R
5.	Whether all the post holders required as per 147 (Basic) are available and approved.			I, C & R
6.	Whether facilities required as per CAR 147 (Basic) is adequate for the intended/approved scope of approval.			I, V& R

Date:

Name and Signature of the Officer:

Remarks of the Team Leader (DDAW):

Name and Signature of the Team Leader (DDAW):

Comments of DAW:

Approved / Not Approved

Signature of the DAW

:

Date:

()
Director of Airworthiness