

Revision 1

Part 147 Maintenance Training Organisations - Certification

26 August 2022

General

Civil Aviation Authority (CAA) Advisory Circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC describes an acceptable means of compliance with the certification requirements of Civil Aviation Rule Part 147 for aviation maintenance training organisations. This material is intended for applicants for, and holders of, aviation maintenance training organisation certificates.

Related Rules

This AC relates specifically to Civil Aviation Rule Part 147, Maintenance Training Organisations Certification.

Change Notice

Revision 1 of this AC updates the content to reflect the transition from a Quality Management System (QMS) to a system of safety management (Safety Management System or SMS) focus, as reflected in rule 147.17.

Throughout, we have substituted guidance on quality management with reference to AC100-1, as participants are advised to follow this AC when designing their SMS. We have also made a number of stylistic changes, including punctuation and general formatting fixes. Lastly, we have taken the opportunity to add a Version History.

Note: *The rules related to Quality Assurance and QMS expired in February 2021 and were replaced with SMS requirements in rule 147.17.*

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Cancellation Notice

This AC cancels AC147-1, dated 16 December 2015.

Version History

History Log

Revision No.	Effective Date	Summary of Changes
0	16 December 2015	Initial issue of this AC
1	26 August 2022	Updates the content to reflect the transition from a Quality Management System (QMS) to a system of safety management (Safety Management System or SMS) focus, as reflected in rule 147.17. Corrects AC reference to AC 100-1, Safety Management, Makes stylistic changes and fixes typos and other minor errors.

Table of Contents

Introduction	4
Related Civil Aviation Rules (CAR), ACs and CAA Policies	4
Other references	4
Abbreviations	4
Forms	4
Subpart A – General	5
147.1 Applicability	5
Subpart B – Maintenance Training Organisation Certificate (MTOC)	5
147.3 Scope	5
147.5 Application for an MTOC	5
147.7 General facility requirements.....	6
147.9 Basic training facilities	6
147.11 Aircraft type and aircraft task facilities requirements	6
147.13 Personnel requirements	7
147.15 Documentation	8
147.17 System for Safety Management (SMS)	8
147.19 Records	10
147.21 Training courses, assessments, knowledge examinations	11
147.23 Organisation’s exposition	11
147.25 Changes to Certificate Holder’s Organisation.....	12
147.27 Exposition to be made available.....	13
147.31 Ratings specified on certificate.....	13
147.33 Duration of certificate	14
147.35 Grant or renewal of certificate	14
Subpart C — Restricted Maintenance Training Organisation Certificate	14
147.51 Scope	14
147.53 Application for restricted MTOC	15
147.55 Personnel, general facility, and documentation requirements	15
147.57 Records	15
147.59 Ratings specified on certificate.....	16
147.61 Duration of certificate	16
147.63 Grant of certificate	16

Introduction

Civil Aviation Rule Part 147, which came into force on 1 February 2016, prescribes the requirements for the certification and operation of an organisation conducting aviation maintenance training. This AC provides guidance for applicants requiring certification.

Related Civil Aviation Rules (CAR), ACs and CAA Policies

[Part 43 – General Maintenance Rules](#)

[Part 66 – Aircraft Maintenance Personnel Licensing](#)

[Part 100 - Safety Management](#)

[Part 145 – Aircraft Maintenance Organisations-Certification](#)

[AC 00-3, Internal Quality Assurance](#)

[AC 100-1, Safety Management Systems](#)

[AC 66-1, Aircraft Maintenance Engineer Licence - General](#)

[CAA Certification Policy - Organisations](#)

[CAA Surveillance Policy](#)

[CAA Handbook: Fit and Proper Person Process](#)

Other references

International Civil Aviation Organisation (ICAO); Annex 1 – Personnel Licensing

- Doc 7192 – Training Manual Part D-1 Aircraft Maintenance

Airlines for America Inc. (A4A - formerly Air Transport Association of America (ATA)) – [Specification 104](#)

Abbreviations

The following abbreviations are included for the purposes of this AC:

AC	Advisory Circular
AMEL	Aircraft Maintenance Engineers Licence
CAA	Civil Aviation Authority of New Zealand
Director	Director of Civil Aviation
LAME	Licensed Aircraft Maintenance Engineer
MTOC	Maintenance Training Organisation Certificate

Forms

[24147/01](#) Issue, renewal, or amendment of a MTOC

[24147/02](#) Exposition Amendment Summary Sheet for a MTOC

24147/03	Part 147 Rule Compliance Matrix
24FPP	Fit and Proper Person Questionnaire
24FPPDEC	Fit and Proper Person Declaration

Subpart A – General

Note: To assist readers with cross referencing, the numbering of the paragraphs contained within this AC corresponds generally with rules in Part 147.

147.1 Applicability

Rule 147.1 describes the certificates which may be issued under Part 147. Part 147 does not itself determine which training courses are to be conducted under this Part.

Part 147 provides a means for the Director to ensure that certain training courses are conducted by either:

- (1) organisations holding a Maintenance Training Organisation Certificate (MTOC) for the purpose of conducting ongoing training courses and assessments, and subject to surveillance against their exposition by the Director, or
- (2) organisations holding a restricted MTOC for the purpose of conducting ‘one-off’ or standalone training courses, and subject to inspection by the Director against the appropriate requirements of this Part.

Subpart B – Maintenance Training Organisation Certificate (MTOC)

147.3 Scope

Rule 147.3 applies to organisations that conduct maintenance training courses, knowledge examinations or practical assessments on a regular basis as required by rule 147.3(a).

Rule 147.3(d) provides that an organisation can be a sole trader or a partnership.

147.5 Application for an MTOC

The application form CAA 24147/01 must be completed in full and must identify the full extent of the intended training to be conducted under the certificate. This information will be used in determining the scope of the operation and the assessment and preparation of the Schedule of Conditions.

The application is to be supported by providing the appropriate senior persons’ applications, including Fit and Proper Persons forms, the Part 147 matrix as appropriate, and the exposition as required by rule 147.23.

Since the certification process takes time to complete it is strongly recommended that an application is submitted at least 90 days before the intended operation. An application for an MTOC submitted less than 90 days from the date of the intended operation may risk not having the application process completed in time.

For more information, please refer to CAA’s *Certification Policy – Organisations*, available on the CAA website at [this link](#).

Note: The 90-day period starts from the date the CAA receives a complete application.

147.7 General facility requirements

Applicants for an MTOC need to provide facilities and resources appropriate to the training courses listed in the applicant's exposition. This AC does not list these in detail because that would be too restrictive, especially with the range of activities that could be conducted under a Part 147 certificate. However, at a minimum:

- facilities must be kept in a clean and orderly condition consistent with the required professional character of the organisation, and
- each space used for instructional and examination/assessment purposes is to be adequately equipped, heated, lighted, and ventilated, and
- the accommodation environment is to be maintained such that students can concentrate on their studies or examination as appropriate, without undue distraction or discomfort, and
- each space used by instructors for course preparation purposes and meeting with individual students is to be adequately equipped, heated, lighted, and ventilated, and
- training aids and equipment, including any audio-visuals, mock-ups, charts, synthetic trainers, aircraft or aircraft components listed in the training course outline, are to be accurate and appropriate to the course for which they are used, and
- students enrolled on a training course are to have appropriate training material made available, covering the complete syllabi to the appropriate standard, supplemented by general reading material, and
- the storage facility referenced in rule 147.7(b) must provide adequate security for examination papers and other training material.

147.9 Basic training facilities

For each basic training course:

- the classroom used for theory training must be separate from the workshop used for practical training, and
- the workshop used for practical training must have the appropriate facilities and equipment to provide the training.

In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training, classrooms should be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, another organisation can be contracted to provide them, as long as there is a written agreement specifying the conditions of access and use. If necessary, CAA shall be granted access to the contracted organisation and provided with the written agreements.

147.11 Aircraft type and aircraft task facilities requirements

For each aircraft specific type rating or specific part of aircraft training the certificate holder must provide appropriate samples of components relevant to the type training being conducted. This requirement may be met by suitable synthetic training devices.

147.13 Personnel requirements

Each applicant for an MTOC needs to engage, employ or contract a senior person identified as the Chief Executive (CE). S/he will have the overall authority within the organisation, including financial authority, to ensure that the necessary resources are available to provide the training courses conducted under this rule. The CE is required to ensure that the organisation's activities are carried out in accordance with the procedures contained in their exposition.

The CE must have:

- the authority within the organisation to ensure the activities are performed in accordance with the applicable requirements
- the authority within the organisation to ensure appropriate actions are taken to address safety issues and risks, and respond to accidents and incidents, and
- the financial responsibility and resources are made available to support this.

As per rule 147.13(a)(2), the applicant is to engage, employ or contract one or more senior persons accountable to the CE.

In smaller organisations, the CE and the senior persons may be the same individual, but in all cases there should be clear definitions of the position's responsibilities. Individuals undertaking one or more functions in the organisation should have a clear understanding of the division of responsibilities and be able to demonstrate this to CAA.

The areas of responsibility referred to in 147.13(a)(2) include the system for safety management (SMS), in particular, responsibility for:

- the organisation's SMS procedures
- monitoring of the organisation's compliance with Part 147 and with its exposition, and
- ensuring the adequacy of the organisation's exposition and associated procedures in meeting the requirements specified in Part 147 and in reflecting the organisation's activities, and
- ensuring the implementation of actions to correct deficiencies in the organisation's documentation and procedures that are detected during internal quality assurance reviews, audits, or inspections of the organisation's activities, and
- ensuring that conditions attached to the certificate or to any exemption are complied with.

The areas of responsibility referred to in 147.13(a)(3) include:

- training management and delivery and responsibility for the organisation's training
- instructors
- course material, and
- training records.

Rule 147.13(c) requires the applicant to establish a procedure for initially assessing and for maintaining the competence of those personnel conducting the training courses, practical

assessments and knowledge examinations listed in the applicant's exposition. The competence assessments are expected to ensure that:

- staff have the necessary levels of training, qualification, and experience, and
- staff have an adequate knowledge of the organisation's procedures relevant to their role in that organisation, and
- on-the-job competency checks are carried out at regular intervals with appropriate continuation training to maintain competency levels, and
- continuation training includes instruction on changes in regulatory requirements and standards, and changes to the organisation's procedures and exposition.

Rule 147.13(a)(3) requires each applicant for an MTOC to engage, employ or contract sufficient personnel to plan, conduct, and supervise the training courses listed in the applicant's exposition. Where a certificate holder engages a third party to meet any requirement, the certificate holder remains responsible for that requirement. This includes compliance with the procedures, including personnel competence, as detailed in the certificate holder's exposition.

Any person exercising privileges, under the authority of a document holder, is required to be a fit and proper person (FPP) according to the criteria of section 10 of the Civil Aviation Act (1990). This includes all the nominated senior persons. The persons nominated must be identified on the application form CAA 24145/01 and a completed form CAA24FPP submitted for each person. The person's biographical details or *curriculum vitae* must accompany these forms.

A shorter form, the *Fit and Proper Person Declaration* (24FPPDEC) may be used by applicants who:

- have been determined fit and proper previously, and:
 - within the past five years have completed an FPP questionnaire (CAA 24FPP) and have been accepted by CAA as an FPP, and
 - can attest that the facts and information declared previously are unchanged.

Job descriptions should be formulated for all positions within the certificate holder's organisation. The job descriptions for all personnel should define their responsibilities, authority, and their interrelationships. This is particularly important for personnel who need organisational freedom and authority and should include written documentation of any person's authorisations.

147.15 Documentation

Rule 147.15(a) requires each applicant for an MTOC to establish procedures to ensure that it has all relevant publications and technical standards to satisfactorily provide the training courses listed on its Schedule of Conditions. Applicants must also establish procedures to control the necessary documents.

147.17 System for Safety Management (SMS)

Rule 147.17 requires each applicant for a standard MTOC to establish an SMS that meets the requirement of Part 100. To comply with this rule, organisations seeking certification must develop, document, implement, and maintain an SMS. This system should include internal audits and regular reviews of the system for safety management.

AC100-1, *Safety Management*, provides comprehensive guidance material to help organisations implementing an SMS. Development and implementation of an SMS will not only give a structured set of tools, it will also provide significant business benefits.

In practice, organisations will need to appoint a person/s to manage and run its SMS. This person will be responsible for:

- helping the CE to establish, implement and maintain a system for safety management in accordance with rule 100.3
- providing day-to-day leadership for people carrying out SMS work, noting the final responsibility sits with the CE
- ensuring the oversight and coordination of all SMS-related policies, procedures and activities, and
- reporting to and providing advice to the CE and line managers on what is needed to run an effective SMS, including the resources needed to carry out this work effectively.

In very small organisations, the CE may be the person who runs the SMS, but it still needs to be a discrete function run across the organisation. *AC100-1, Section 1.5, Scalability of SMS*, provides a step by step approach to working what scale of SMS is appropriate, while *Section 2.2.1, Element 1: Safety policy and accountability*, outlines key responsibilities.

Note 1: *AC100-1, section 2.5.2, Training and Competency Guidance Material, is a useful reference point for managers responsible for this function, as it is an in-depth list of typical tasks and responsibilities associated with the person responsible for SMS in an organisation.*

Note 2: *CAA will require the person who carries out this role to have direct access to and be responsible to the CE. For larger organisations where the post holder may report to a position other than the CE for administration purposes, direct access is still required for matters of safety. This is normally shown in the organisation chart as a dotted reporting line.*

Note 3: *In addition to rule 147.17, organisations also have obligations under the Health and Safety at Work Act (2015) (HSWA) to make sure their operation is safe, including minimising the risk of fatigue for all workers. Further information and guidance can be found on the CAA [Fatigue Risk Management webpage](#) and the [WorkSafe New Zealand website](#).*

Relationship between SMS and QMS

As explained in more detail in AC100-1:

SMS and QMS share a number of common purposes and processes, and both:

- depend upon measuring and monitoring
- strive for continual improvement, and
- use some of the same tools, such as auditing and review.

However, a QMS does not include all the elements, features and activities of an SMS, as it focuses mainly on compliance, conformance and monitoring. SMS goes further and requires the organisation to identify and manage risk to achieve an acceptable level of safety performance.

It is not so much a case of replacing QMS by SMS, but instead, realising that they are complementary and inextricably linked - one cannot build an effective SMS without applying QMS principles.¹

The SMS incorporates QMS concepts that can result in more structured management practices and continual improvement of operational processes. The guidance material in AC100-1 is designed to encourage and facilitate integration of safety thinking into the organisation's current business practices already in place such as quality, health and safety at work and environmental control systems.

147.19 Records

Rules 147.19(a) requires each applicant for an MTOC to establish procedures to identify, collect, index, store, and maintain the records that are necessary for the training courses listed in the applicant's exposition.

The records required by this rule may be kept in any format and shall be controlled by a responsible senior person. Access to the record system should be controlled to ensure that the integrity of the records is maintained. The Director may require access to any of the records for certification or surveillance or other purposes.

Computer systems may be used to control and record details of training courses, knowledge examinations etc. Records may be microfilmed, photocopied, carbon copied, magnetically copied, or scanned and saved to optical media (i.e. CD ROM / DVD), but the original record either electronic or otherwise, must be retained for the required period (of five years).

The records should be stored in a manner that ensures protection from damage, alteration and theft. Computer backup media should be stored in a different location from that containing the working server, discs, tapes etc., in an environment that ensures they remain in good condition.

Procedures for electronic record and document keeping should consider:

- (a) avoidance of data loss in the event of power interruptions
- (b) software control, including amendments and prevention of corruption
- (c) prevention of unauthorised access
- (d) audit trail facilities
- (e) archiving of data in a similar manner to hardcopies, and for a similar period
- (f) backup of critical information, preferably once a day, with storage for that backup information
- (g) data verification, on entry and retrieval
- (h) publication provision
- (i) staff training
- (j) amendment and protection of stored data, and
- (k) setting up a problem report register, including the problem details and solutions.

These requirements should be documented in the exposition and subject to SMS controls. The records must be retained for a minimum period of five years from date of completion of the training.

¹ AC100-1, *Safety Management Systems*, section 1.6.1, p 19

The question of privacy legislation has been raised in regard to student records. CAA advice would be to obtain students' permission for the use and disclosure of the personal information to CAA and other agencies for the various purposes described above on the grounds that having these records allows CAA to accept the course. It will also be in the students' interests if the proof of their training is retained for as long as possible.

Note: AC00-6, Electronic Signatures, Electronic Record-keeping and Electronic Manuals, or FAA AC120-78A, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals, contain more information on electronic record keeping systems.

147.21 Training courses, assessments, knowledge examinations

Rule 147.21 requires organisations to establish procedures to ensure that courses meet the applicable syllabus requirements and are conducted without any compromise of the integrity of the syllabi.

The applicant must ensure that each person conducting training under this rule has a combination of qualifications and experience greater than the level of qualification being taught or assessed. Part 147 covers many areas of training and assessment, and because of the range of qualifications and experience available (professional, technical and educational), it is neither possible nor desirable to completely list these.

147.23 Organisation's exposition

Rule 147.23(a) requires an applicant for an MTOC to provide the Director with an exposition.

The purpose of an exposition is to express the CE's requirements for the conduct of the organisation. It sets out the procedures, means and methods of a certificated organisation in order to establish compliance with the rules. An exposition will only be accepted if it meets all the requirements of Part 147 appropriate to the organisation. A certificate cannot be issued until the exposition is accepted by the Director.

The exposition is the means by which an organisation defines its operation. It shows both its employees and CAA how it will conduct its day-to-day business. The exposition is intended to be a tool to assist management in the operation of the business.

It also gives CAA assurance that an organisation has procedures to maintain compliance with applicable rules before CAA grants entry into the system.

The administration/management section of the exposition should normally be contained within one document. It should commence with the corporate commitment by the CE. The remaining parts of the exposition may be produced as any number of separate procedures manuals, provided that they are cross-referenced to the management part of the exposition.

Managers should have ready access to or hold copies of those parts of an exposition which affect their areas of responsibility. Training staff should have ready access to and be familiar with those parts of an exposition which affect their job.

The following paragraphs address the individual requirements of the exposition:

- Under the rules system, each certificate holder has the responsibility to ensure that their operation is planned, organised, carried out, maintained, developed and documented according to applicable regulatory requirements, standards, and operating specifications.

- As part of their SMS, each certificate holder should establish goals and objectives for their operation including safety standards equal to or above the level prescribed by the Director. This is outlined in more detail in section 147-17, above.
- The signed statement by the CE required by rule 147.23(a)(1) is accepted by the Director as a corporate commitment by the certificate holder. The statement may also contain the certificate holder's goals and objectives in respect of their commercial activities. The exposition should be a tool of management to present the certificate holder's operation to their staff, customers and to the Director.
- The certificate holder needs to show the lines of responsibility and communication between the CE and the work front. The chart should show the relationship between the central body of the organisation and any satellite locations where staff are permanently based.

The applicant is to list the training courses to be covered by the certificate, and the locations at which they will be conducted.

The course outline and curriculum is more than just the syllabi and might include: -

- a description of each room used for ground training, including its size and the maximum number of students that may be instructed in the room at one time
- the qualifications and experience for each instructor position
- the prerequisites required for enrolment in the course
- a description of each lesson, including its objectives and standards, and the measurable unit of student accomplishment or learning to be derived from the lesson or course
- the time scale of the course
- a description of the tests and checks used to measure a student's accomplishment at appropriate stages during the training, and
- the student attendance required by the organisation for satisfactory completion of the course and how any reasonable shortfall can be made up.

As part of the exposition, these procedures provide the working documents for controlling the certificate holder's activities that can directly affect the training courses and assessments conducted. The information should include the types of training courses and assessments conducted. The procedures may include references to other internal instructions. The headings are generally self-explanatory and are to be addressed by all applicants so they apply to the particular scope of intended activity.

These procedures show how the certificate holder plans to control, amend and distribute the exposition. They should be similar to those required in rule 147.29 for controlling, amending and distributing the certificate holder's documentation.

The acceptance of the applicant's exposition by the Director is the final step in approval for the issue of an MTOC.

147.25 Changes to Certificate Holder's Organisation

Rule 147.25 requires each holder of a MTOC to ensure that their exposition is amended to remain a current description of the holder's organisation. The exposition is intended to be a living

document to reflect the organisation's activities and its means to carry out those activities. Therefore, as the organisation's activities, means, methods and facilities change, the exposition is to be changed accordingly. The organisation must provide the Director with a copy of each amendment to the exposition.

Any changes to the certificate holder's procedures or standards that may affect the functions of the organisation need to be properly documented with background information and reasons for the change. Such documentation should be retained for possible audit trail purposes.

Rule 147.25(b) specifies the changes to the exposition that require the prior approval of the Director. This includes the senior persons, where the fit and proper person criteria are to be met, and changes that require a change to the certificate. The Director may also prescribe conditions that may be necessary because of a change in these items. The conditions may be transitional to allow the certificate holder to continue to operate while arrangements are made to incorporate permanent changes. This could also apply to course duration changes or adding a new variant to the aircraft type rating course.

147.27 Exposition to be made available

The exposition may be electronic as long as the applicable parts are made available to staff to enable them to carry out their duties.

147.31 Ratings specified on certificate

The MTOC specifies the training courses that the holder is authorised to conduct under the classifications "training courses".

The following is the list of training course rating disciplines available:

- (i) E1 for basic training courses
- (ii) E2 for aircraft type or task training courses
- (iii) E3 for examinations conducted on behalf of the Director
- (iv) E4 for other courses relevant to maintenance training.

Possible examples:

E1 – basic engineering, gas turbine theory, aerodynamics

E2 – Bell 212, Airbus A320, Pratt and Whitney Canada PT6, Turbomeca Arriel

E4 – Human Factors.

Schedule of Conditions

The Schedule of Conditions accompanies the MTOC and provides the detail of the training courses authorised by the certificate. The Director may amend this at any time as the operator changes and develops their training options. The Schedule of Conditions is automatically generated by the CAA database at the time of producing the certificate and is based on the data taken from the CAA 24147/01 application form. Therefore, it is important that the applicant ensures that the scope of the intended training courses is clearly identified on this form and covered in the exposition.

Where a holder of an MTOC has been granted specific exemptions against the rules, these will also be listed on the holder's operations specifications.

147.33 Duration of certificate

Rule 147.33 allows a standard MTOC to be granted or renewed for a period of up to five years.

The initial certificate can be issued for up to five years, but the maximum duration isn't always granted. CAA will decide the length of the initial certificate on a case-by-case basis.

Certificates that expire, are suspended, or are revoked, must be returned to CAA. Certificates should be returned to the Director at the 'Contact Us' address on the CAA website within seven days of their ceasing to be effective.

147.35 Grant or renewal of certificate

Rules 147.35(a)(1) and (2) require an application for the grant or renewal of an MTOC, made on form CAA 24147/01.

An application for renewal or reissue must be submitted to the Director before the application renewal date specified on the certificate.

Where an MTOC has been in force for the full five-year period, the application will be subject to an entry-level inspection. The scope of such an inspection will depend on a review of the conduct of the certificate holder and on the SMS findings over the preceding period of validity.

Applications should be made before the current certificate expires, as early applications may prevent any issues arising from delays in the issue of the certificate. Organisations are encouraged to make the renewal application at least 60 days prior to the expiry date. At the very latest, applications should be made:

- at least 30 days prior to the expiry date, or
- by the date shown in the 'Limitations and Conditions' section of the Exposition Acceptance document

whichever occurs earliest.

Renewal of a training organisation's certificate may be delayed if the organisation's application is not forwarded by the appropriate date or is incomplete.

***Note:** CAA actively seeks applications for renewal well in advance of 30 days, to mitigate the risk that there will not be sufficient time to prepare for recertification tasks and effect a seamless (unbroken) transition from the old to the new certificate.*

Subpart C — Restricted Maintenance Training Organisation Certificate

147.51 Scope

Rule 147.51(a) applies to organisations that conduct maintenance training courses, knowledge examinations or practical assessments on an irregular basis as described in rule 147.51(b)(1) and (b)(2).

Rule 147.51 (c) provides that an organisation can be a sole trader or a partnership.

147.53 Application for restricted MTOC

An applicant for a restricted MTOC will need to consider certain factors relating to training and competency of its personnel.

The application form CAA 24147/01 must be completed in full and identify the full extent of the intended training to be conducted under the certificate. This information will be used in determining the scope of the operation and the assessment and preparation of the Schedule of Conditions.

The application is to be supported by providing the appropriate training persons' applications, including Fit and Proper Persons forms, the Part 147 matrix as appropriate, and the specific training course syllabus as required by rule 147.53.

Since the certification process takes time to complete, it is strongly recommended that an application is submitted at least 90 days before the intended operation. An operator who applies for a restricted MTOC less than 90 days from the date of the intended operation may risk not having the application process completed in time.

For more information, please refer to CAA's *Certification Policy – Organisations*, available on the CAA website at [this link](#).

Note: *The 90-day period starts from the date CAA receives a complete application.*

147.55 Personnel, general facility, and documentation requirements

Applicants for the grant of a restricted MTOC need to engage, employ or contract sufficient personnel to plan, conduct, and supervise the training course listed in the application. Where a certificate holder engages a third party to meet any requirement, the certificate holder remains responsible for that requirement.

Applicants must ensure the personnel who are conducting the training course have a combination of qualifications and experience greater than the level of qualification being taught. Part 147 covers many areas of training, and because of the range of qualifications and experience available (professional, technical and educational), it is neither possible nor desirable to provide a definitive list.

The rule requires the applicant to have facilities and resources appropriate to the training course listed in their application. Applicants must also have documented procedures for conducting the training course listed in their application.

147.57 Records

Rule 147.57(a) requires each applicant for the grant of a restricted MTOC to establish procedures to identify, collect, index, store, and maintain the records that are necessary for the training courses listed in the applicant's exposition.

The records required by rule 147.57(a) may be kept in any format and should be controlled by a responsible senior person. Access to the record system should be controlled to ensure that the integrity of the records is maintained. The Director may require access to any of the records for certification or surveillance or other purposes.

Computer-based systems may be used in place of paper for documents provided sufficient controls are established to maintain the integrity of the information held, and to provide a level of traceability equivalent to that required for paper documents.

The records shall be retained for a minimum period of five years from date of completion of the training.

The question of privacy legislation has been raised with regard to student records. CAA advice would be to obtain students' permission for the use and disclosure of the personal information to CAA and other agencies for the various purposes described above, on the grounds that having these records allows CAA to accept the course. It will also be in the students' interests if the proof of their training is retained for as long as possible.

147.59 Ratings specified on certificate

The restricted MTOC specifies the training courses that the holder is authorised to conduct under the classifications "training courses". These are:

- (1) E1 for basic training courses
- (2) E2 for aircraft type or task training courses
- (3) E3 for examinations conducted on behalf of the Director
- (4) E4 for other courses relevant to maintenance training.

Schedule of Conditions

The Schedule of Conditions accompanies the restricted MTOC and provides the detail of the training courses authorised by the certificate. The Director may amend the Schedule of Conditions at any time as the operator changes and develops their training options. The Schedule of Conditions is automatically generated by the CAA database at the time of producing the certificate and is based on the data taken from the CAA 24147/01 application form. It is therefore important that the applicant ensures that the scope of the intended training courses is clearly identified on this form and it is covered in the exposition.

147.61 Duration of certificate

Rule 147.63 allows a restricted MTOC to be granted for the period required to conduct a single training course. It will be dated accordingly.

A restricted MTOC may not be renewed or extended, however new certificates may be issued.

147.63 Grant of certificate

In accordance with section 9 of the Civil Aviation Act 1990, the Director may grant a certificate that has been applied for under rule 147.53.

The time involved for certification is dependent on the quality and completeness of the application.

Note: *The 90-day period starts from the date CAA receives a complete application.*