

**MTOE COMPLIANCE CHECKLIST FOR EASA PART-147/SHT-147 APPROVED ORGANISATIONS**

**(Based on EASA Part-147 and UG.CAO.00014-001)**

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| **Part-1 MAINTENANCE TRANING ORGANISATION DATA**   |  |  | | --- | --- | | **Name of the Approved Organisation** | **:** | | **Approval Reference** | **:** | | **Contact Name and Position in the Organisation** | **:** | | **First Approval Date** | **:** | |

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| **Part-2 MTOE INFORMATION**   |  |  | | --- | --- | | **Document Reference** | **:** | | **Issue Number** | **:** | | **Revision/Amendment Number** | **:** | | **Date of Revision** | **:** | | **Reason For Revision** | **:** | |

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| **Part-3 RESPONSIBLE PERSONS**   |  |  |  | | --- | --- | --- | | **Name of Accountable Manager** | **:** | **Holding Form-4 🞏** | | **Name of Quality Manager** | **:** | **Holding Form-4 🞏** | | **Name of Training Manager** | **:** | **Holding Form-4 🞏** | | **Name of Knowledge Examiner and Practical Assessors** | **:** | **Holding Form-4 🞏** | |  |  |  | |

*(Note 1: Name and positions of the post holders should be cross checked with the information stated in MTOE)*

*(Note 2:Please either tick () the box if satisfied or cross () the box if not satisfied)*

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| **Part-4 ATTACHED DOCUMENTS**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Presence** | **Form # & Revision #**  **( If Seperate Document)** | **Compliance** | | **Remarks**  **(Check also the cross reference in MOTE)** | |  | | **Form 12** | **🞏** |  | **🞏** | **:** | |  | | | | **Form 11** | **🞏** |  | **🞏** | **:** | |  | | | | **Scope of Work** | **🞏** |  | **🞏** | **:** | |  | | | | **Instructor List** | **🞏** |  | **🞏** | **:** | |  | | | | **Contracted Maintenance Training Organisations List** | **🞏** |  | **🞏** | **:** | |  | | | | **Contracted Operators List** | **🞏** |  | **🞏** | **:** | |  | | | | **Subcontractor List** | **🞏** |  | **🞏** | **:** | |  | | | |

*(Note 1: Please either tick () the box if satisfied or cross () the box if not satisfied)*

*(Note 2: Check the compliance, if there is a non-compliance, state in the remarks)*

**Part-5 MTOE Cover Page**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** |
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| **Cover page should specify:**   * + **Part 147 Maintenance Training Organisation Exposition;**   + **The name of the organisation (defined on the EASA Form 11)**   + **The address, telephone, fax numbers and e-mail address of the Head Office**   + **The copy number from the distribution list**   + **The approval reference of the PART 147 organisation** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Each page of MTOE should be cover;**   * **the name of the organisation** * **the issue number of the MTOE** * **the amendment/revision number of the MTOE** * **the date of the revision** * **the chapter of the MTOE** * **the page number** * **the name of the document "Maintenance Training Organisation”** |  | This information may be added in header or footer | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Check the approval of the previous revision** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |

**Part-6 MTOE Part-0 INTRODUCTION**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Foreword** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Table of content** | **MTOE 0.1 🞏** | Where a Part is not used it should be shown in the Exposition as Not Applicable. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **List of effective pages** | **MTOE 0.2 🞏** |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **List of issues / amendments or record of revision** | **MTOE 0.3**  **🞏** | This list of issue/amendments should allow traceability from the previously approved version. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Internal organisation approval page signed by MM (Training Manager), QM (Quality Manager) and AM (Accountable Manager)**   * **Internal approval statement** * **Title, name, date and signature** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Revision highlights / Summary of changes** |  | This section should cover the previous revision information. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Effective date of the current revision**   * **The effective date is the date that the amendment introduced in this amendment takes effect** * **The effective date can be established just prior to the final approval of the MTOE by EASA or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Distribution list**   * **MTOE copy number** * **Location of copies** * **Holders of the copies** * **Format of copies (CD-ROM, Paper, EDP etc.)** | **MOTE 0.4**  **🞏** |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Abbreviation, terminology and definitions** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Cross reference list from the MTOE to AMC 145.A.140(a), if applicable** |  |  | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |

**Part-7 MTOE Part-1 MANAGEMENT**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Corporate Commitment by the AM**   * **When the AM is not the CEO of the organisation then such CEO shall countersign the statement** * **Signed by AM** * **Date** * **Accountable Manager and (quote position)** * **For and on behalf of (quote organisation name)** | **MTOE 1.1**  **🞏** | *in accordance with PART-147.A.105 (b)* | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Management Personnel**   * **Accountable Manager** * **Quality Manager** * **Training Manager** * **Examiner Manager** * **Other** | **MTOE 1.2**  **🞏** | This list comprises the minimum Senior Personnel in a medium to large organisation, for which the EASA would require an EASA Form 4 to be completed.  Form 4 is not mandatory for the Accountable Manager the issuance of such a form remains the easiest way to demonstrate his knowledge of Part 147 as required. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Duties and Responsibilities of Management Personnel**   * **Accountable Manager** * **Quality Manager** * **Training Manager** * **Examiner Manager** * **Examiner** * **Instructor** * **Practical Assessor** | **MTOE 1.3**  **🞏** | (PART-147.A.105), (IR-AMC PART-147.A.105) , (AMC PART-147.A.210)  Any additional duties and responsibilities may be added provided that they do not conflict with those of the other management personnel  Quality system is required to be "independent" | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Management Organisation Chart**   * **Showing associated chains of responsibility of the senior persons specified in Chapter 1.4** * **The Form 4 holders should be identified in the chart** * **The names of the management personnel may be included in the boxes of the organisation chart but this is optional** | **MTOE 1.4**  **🞏** | *(PART-147.A.105)*  *A flow chart should provide a comprehensive understanding of the whole training*  *organisation. It should give further details on the management system, and should clearly show the independence of the quality monitoring system, including*  *the links between the Quality assurance department and the other departments.*  *This flow chart may be combined or subdivided as necessary, depending on the*  *size and the complexity of the organisation.*  *NOTE: The MTOE must also define who deputises for any senior person in*  *case of lengthy absence*  Each nominated person must report ultimately to the Accountable Manager The Quality manager should directly report to the AM. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **List of Instructional and Examination staff** | **MTOE 1.5**  **🞏** | *(PART-147.A.105)*  This paragraph should give broad figures to show that the number of people  dedicated to the performance of the approved training activity is adequate. It is  not necessary to give the detailed number of employees of the whole company but  only the number of those involved in training. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **List of approved address(s)** | **MTOE 1.6**  **🞏** | This paragraph should list those address(s) at which instruction and/or practical training are to be carried out for the duration of the PART-147 course.  The names, address(s) and approval numbers of any proposed Aircraft  Maintenance PART 145 Organisation at which it is proposed to carry out student practical training in order to fulfil the requirements of PART-147 may be kept in  another document or procedure and cross referenced here. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **List of Sub-contractors** | **MTOE 1.7**  **🞏** | (PART-147.A.100/AMC PART-147.A.145), PART-  147.A.200  This paragraph should list those address(s) at which training beyond the capacity  of the PART-147 Organisation may be carried out.    PART-66 Modules 1 to 6 inclusive and 8 to 10 inclusive may be sub-contracted to  organisations not specialising in aircraft maintenance and where the PART-147.A.200 practical training element does not apply. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **General description of facilities at paragraph 1.6 address(s)** | **MTOE 1.8**  **🞏** | (AMC PART-  147.A.100)  Include here the facilities such as desks, chairs, lockers, overhead projectors, other teaching aids etc for each of the offices, classrooms, practical training  workshops and examination rooms provided. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Specific list of courses approved by the Authority.** | **MTOE 1.9**  **🞏** | This paragraph must contain a list of the PART-147 course(s) for which approval is held.  This should also include ‘Differences’ courses.  E.g. Airbus A319/320/321 (CFM 56) B1 - differences to A319/320/321 (V2500)  B1. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Notification procedures regarding changes to organisation** | **MTOE 1.10**  **🞏** | *(PART-147.A.150)*  Include here any cross references to the intended procedures for continued validity of the approval in compliance with the requirements of PART-147.A.155. The organisations ‘nominated person’ is responsible for informing the Agency of ny proposed changes | **Yes 🞏**  **No 🞏**  **N/A 🞏** | | **Yes 🞏**  **No 🞏**  **N/A 🞏** | |  |
| **Exposition and associated manuals amendment procedure** | **MTOE 1.11**  **🞏** | Detail here or cross refer to the procedures to be followed for the amendment of the exposition and any associated procedures and or documents. |  | |  | |  |

**Part-8 MTOE Part-2 TRAINING AND EXAMINATION PROCEDURES**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation of courses** | **MTOE 2.1**  **🞏** | (PART-147.A.200)  In this paragraph the organisation should detail the procedures in place in order to  organise the courses and to ensure that all necessary means are available to  deliver in good conditions and by appropriately qualified staff all the course  elements as required by the Part 66 syllabus. Such procedures may include a  formalised review of the availability of required appropriate training rooms,  materials, STDs, specialists… and resulting in tuition programme. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Preparation of course material** | **MTOE 2.2**  **🞏** | (PART-147.A.120)  Training material should meet the requirements of PART-66. It should also state how the approved company produces a course for a new aircraft type. This would typically include the production of the Training Needs Analysis and eventually a training programme for the new aircraft that has to list what is being taught, to what level and for how long. Once completed, this should be sent to the EASA or EU NAA for review along with the EASA form used by the EASA/EU NAA for approval of the course. This list must be given a unique reference number and revision status. In order to get the course approved a set of multi-choice questions and a copy of the course notes used by the student must also be submitted.  The course notes must reflect the training programme and be given the same reference number and revision status. See also the MTOAP Guidance Material for further details. This may cross refer to a separate procedure in which details of how the standard course lecture notes are produced which would include content, indexing, chapter and page numbering, font, etc, in the ‘House Style’.  This same procedure should also be utilised to list the responsibilities by PART-66 module for the production, review & amendment of lecture notes. Include cross references to any procedures used for the inclusion of other course  material, e.g. Aircraft Manuals, JAR and UK CAA publications, and/or Standard Text Books used for note preparation and available to students as reference  material. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Preparation of classrooms and equipment** | **MTOE 2.3**  **🞏** | (PART-147.A.115)  Cross reference to any procedures for the preparation of classrooms and reporting of faults to any classroom equipment, general maintenance procedures and the  control of the teaching environment. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Preparation of workshop/maintenance facilities and equipment** | **MTOE 2.4**  **🞏** | (PART-  147.A.100)    Cross reference to any procedures for the reporting of faults to any workshop  equipment, general maintenance procedures and the control of the teaching  environment.  Cross reference to procedures for the ordering and storage of aircraft release  standard consumable materials used in the production of practical tasks, and for  the ordering and acquisition of any new equipment required to complete the tasks.  Cross reference to the procedures for ensuring that all test equipment and/or  tooling requiring calibration are correctly forecast and expedited. Also cross  reference to the procedure for ensuring that all electrical equipment power supply  feeder cables (from wall socket to equipment) throughout the organisation are  tested as required. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Conduct of Basic/Type knowledge and practical training** | **MTOE 2.5**  **🞏** | (AMC PART-147.A.200)    Describe the method utilised in teaching the Basic/Type knowledge and practical  training courses for which the organisation is approved.    Cross refer to the low level document referred to in 2.1 above. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Records of training carried out** | **MTOE 2.6**  **🞏** | (PART-147.A.125)    Cross refer to procedures for the production, maintenance and security of student  files.    These should include details of all student attendance’s, final knowledge  examinations, practical assessments and any re-examination carried out and their  results by PART-66 complete module for Basic Licence courses and for Type  Training, information of those courses completed, their content and at which  levels at which they were instructed and examined.    There should also be reference to the Basic work experience’ records required to  be kept by the student whilst he is undergoing his live operating aircraft  experience.  The use of an “Aircraft Maintenance Engineers Log Book” is a good example. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Storage of Records** | **MTOE 2.7**  **🞏** | (PART-147.A.100)    Cross refer to procedures for the storage of staff and students records. These may  be electronically based provided that adequate safeguards are in place to prevent  unauthorised access and alteration. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Training at locations not listed in paragraph 1.6** | **MTOE 2.8**  **🞏** | (AMC PART-147.A.145)  Should the Management wish to contract out part of the practical training (not  including live operating aircraft experience), control procedures must be in place.  These procedures should effectively reflect those of the EASA/EU NAA in auditing  the PART-147 Organisation.    Any training carried out at address not listed at 1.6 above must be approved by  the EASA and control procedures must be in place to ensure that the proposed  contract organisation is in compliance with the requirements of PART-66 & PART-  147.    A contract must be in place with the proposed organisation in which it is agreed  that access is granted to the EASA/EU NAA for the purpose of Audit.    Note: the” APPLICATION TO CONDUCT TRAINING/EXAMINATIONS\* AT A  LOCATION REMOTE FROM THE PART-147 APPROVED SITE” Form should be  annexed to the MTOE. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Organisation of examinations** | **MTOE 2.9**  **🞏** | (AMC PART-147.A.135/AMC PART-147.A.205)  For Aircraft Maintenance Licence (AML) course a High level document detailing the  course examinations, when each PART-66 module is to be examined and to what  PART-66 level. This should include the knowledge, practical and ‘on job’ training  elements and how the number of hours of each comply with the percentage  requirements of AMC 147A.200.    For aircraft type training, the course syllabus should be used to prepare an  examination schedule. The examination schedule should detail the examinations to  be set at the end of each major phase within the syllabus. A final examination  should be conducted at the end of the type training course. The final examination  should be recorded. Refer to Annex 111(PART-66) Appendix 111, paragraphs 2.2 -  2.4 | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Security and preparation of examination material** | **MTOE 2.10**  **🞏** | (PART-147.A.100/135)    For AML courses detail the preparation and security of Examination papers.  Number of Questions and Timing must be in accordance with Part 66 Appendix II.    Cross reference to procedures for the production of examination questions, their  validation and security of the data bank.    For Type training it is sufficient to detail the preparation and security procedures  in place for the production and storage of examination papers | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Preparation of examination rooms** | **MTOE 2.11**  **🞏** | (PART-147.A.100b)    Cross refer to procedure to be followed by the Examiner and Invigilator in  preparing the examination room for examinations.    An invigilator’s ready reference sheet for briefing the candidates prior to the  examination should be available in procedures and cross referenced here. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Conduct of examinations** | **MTOE 2.12**  **🞏** | (PART-147.A.135/205)    Any student found during a knowledge examination to be cheating or in  possession of material pertaining to the subject of the examination, other than  that supplied for the examination, will be disqualified from passing the  examination and may not then retake the examination for at least 12 months.  Any examiner/invigilator found to be providing answers to examination questions to any student will be immediately disqualified from acting as an  examiner/invigilator, and the Agency/EU NAA will be informed within 1 calendar  month.  Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner. Examination paper security should be assured by a numbering system, e.g. “1 of 15” etc.  A procedure should be in place for checking that all the pages of each examination paper are complete at examination completion and that all examination papers are  accounted for.  Both the written element and the multi-choice question elements should be marked to 75% with no penalty marking. Ref Annex 111(PART-66) Appendix 11.  Nothing other than the actual examination/answer paper is permitted to be on the  candidate’s desk.  All wall charts and/or other visual teaching aids should be removed from the examination room | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Conduct of Basic/Type practical assessments** | **MTOE 2.13**  **🞏** | (PART-147.A.210/305)    Cross refer to procedures used for assessment of student hand skills, and the  standard tasks set throughout the course. A set number of mandatory tasks  should be assessed to have been completed to a satisfactory standard. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Marking and records of examinations** | **MTOE 2.14**  **🞏** | (PART-147.A.100/125)  Cross refer to procedures for the marking of completed examination papers and  the recording of results.    Cross refer to a procedure for practical assessments and recording of results. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Storage of examination results** | **MTOE 2.15**  **🞏** | (PART-147.A.100/125)    A copy of each examination paper, the student number/identification list, a  practical task results list, an examination results list and all examination papers  for each complete module must be stored for a period of five years.    Electronic means of storage may be utilised as required, provided the usual computer security systems are in place. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Examinations at locations not listed in paragraph 1.6** | **MTOE 2.16**  **🞏** | (AMC PARTS- 147.A.100/140/145)  Cross refer to the control procedure in common with part 2.8 above. This location  must comply with the requirements of 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15  above.    Consideration is needed for the security/control of examinations and their  completed examination papers and/or practical assessment results. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Preparation, control and issue of Basic/Type training course certificates** | **MTOE 2.17**  **🞏** | The certificates should be prepared to reflect that illustrated in Annex IV (PART-  147) appendix 111 and tightly controlled prior to issue, with a system in place to  ensure that each copy is numbered as part of a sequence and recorded as issued to a candidate by name. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Control of sub-contractors** | **MTOE 2.6**  **🞏** | (PART-147.A.100 and 147.A.145)  Cross refer to procedures for the control of sub-contractors as appropriate | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |

**Part-9 MTOE Part-3 TRAINING SYSTEM QUALITY PROCEDURES**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Audit of training** | **MTOE 3.1**  **🞏** | (AMC PART-147.A.130)  As per the AMC Part 147.A.130 (2), an external auditor may be contracted by the smaller organisation for the purposes of the quality audit.  The purpose of the audit plan is to meet part of the needs of the PART-147 approval.  The Approved Organisation should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of Part 147 have been reviewed during the audit process. The audit plan should indicate  applicability of the various activities to be monitored and more than one list may be necessary (rolling audit). Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed. A complete audit of the PART-147 organisation must be completed  every 12 months.    Cross refer to the various procedures required for quality auditing, reporting findings and levels with any corrective actions required.    A management control and follow up system must also be in place and may not be contracted out.    Cross reference to any quality procedures manual if available is permitted, but this  system must relate to and make reference to the relevant PART-147 paragraphs. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Audit of examinations** | **MTOE 3.2**  **🞏** | (AMC 147.A.130)    Must be audited annually, but may be part of the rolling audit procedure. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Analysis of examination results** | **MTOE 3.3**  **🞏** | (GM to PART-147.A.130)    Examination results should be analysed on completion of each examination and any questions amended as necessary. Cross refer to procedures detailing  responsibilities. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Audit and analysis remedial action** | **MTOE 3.4**  **🞏** | (GM to PART-147.A.130)    Cross refer to procedures for the reporting of findings and for corrective actions. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Accountable Manager annual review** | **MTOE 3.5**  **🞏** | **(GM to PART-147.A.130)**    Points discussed on a set date should include:     * Projects requiring financial support * Sufficient staff employed to meet foreseen training program. * PART-147 organisation review. * Examinations and assessments. * Student achievements. * Student support. * Quality Assurance review | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Qualifying the Instructors** | **MTOE 3.6**  **🞏** | *(AMC PART-147.A.105)*    List acceptable staff qualifications\*:    Include procedures for the induction of inexperienced instructors as required.    Where relevant include procedures for the employment of part time or contract instructors.    All staff should have an appreciation of the contents of PART-66 and PART-147.    Cross refer to the list of present staff/qualification.  Note: staff employed prior to PART-147application who’s qualifications were previously acceptable, will continue to be accepted.    Cross refer to procedures for staff development.    \*Note: Guidance for acceptable qualifications is proposed in the Annex 1 to the present MTOE guidance. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |
| **Qualifying the Examiners/Assessors** | **MTOE 3.7**  **🞏** | (PART-147.A.105)  Examiners should have a full understanding of all the requirements of PART-66  and PART-147.    Cross refer to procedures for staff development.    Cross refer to the list of staff/qualifications.    Practical work assessors should be assessed as being competent in accordance  with an approved process. | **Yes** | **🞏** | **Yes** | **🞏** |  |
| **No** | **🞏** | **No** | **🞏** |
| **N/A** | **🞏** | **N/A** | **🞏** |

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Records of qualified Instructors, Examiners and Assessors** | **MTOE 3.8**  **🞏** | (PART-  147.A.110)    The company must maintain a record of all training staff which must include  details of the scope of their authorisation.    Training staff must be provided with evidence of the scope of their authorisation.    The following minimum information should be kept on record in respect of each  instructor:    Name  Date of Birth  Personnel Number  Experience  Qualifications relevant to the approval  Training History (before entry)  Training (Basic Training, Type Training, Continuation Training)  Scope of activity  Date of first issue of the authorisation  If appropriate – expiry date of the authorisation  Starting date of employment    The records may be kept in any format (hard copy or computer based) subject to  the usual security requirements.    Persons authorised to access the system should be maintained at a minimum to  ensure that records cannot be altered in an unauthorised manner or that such  confidential records become accessible to unauthorised persons.    The instructor should be given reasonable access on request to his/her own  records.    The authorisation document should be in a style that makes its scope clear to  instructors and any authorised person that may be required to examine the  document. Where codes are used to define scope, an interpretation document  should be readily available.    Instructional staff are not required to carry the authorisation document at all times  but should produce it within a reasonable time of a request from an authorised  person. Authorised persons, apart from the organisation’s quality department  must include EASA and the EU NAA.    Any member of the EASA/EU NAA is classed as an authorised person when  investigating the records system for initial and continued approval or when the  EASA/EU NAA has cause to doubt the competence of a particular instructor. | **Yes** | **🞏** | **Yes** | **🞏** | |  |
| **No** | **🞏** | **No** | **🞏** | |
| **N/A** | **🞏** | **N/A** | **🞏** | |
| **No** | **🞏** | **No** | **🞏** | |
| **N/A** | **🞏** | **N/A** | **🞏** | |

**Part-10 MTOE Part-4 APPENDICES**

| **Content** | **MTOE Ref.** | **Additional items to be reviewed** | **Documented** | | **Conformity** | | **Comments** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Examples of documents and forms used** | **MTOE 4.1**  **🞏** | This section should include examples of all documents and forms used by the organisation in the conduct of its PART-147 function.  Some examples are listed below:  Student attendance record  Course certificate(s)  Certificate(s) of training  Classroom plan (exam purposes)  Course critique  Course results  Course design/change plan  Exam answer sheet  Exam results  Internal audit procedure  Internal audit schedule  Internal audit report  Application to conduct courses/examinations at a remote location  Interview report form  MTOE amendment request  MTOE amendment request log  Staff training record.(to include qualifications, history and subjects taught).  Staff terms of reference  Student training/examination and assessment form  Training course review  Quality system  Aircraft visit form | **Yes** | **🞏** | **Yes** | **🞏** | |  |
| **No** | **🞏** | **No** | **🞏** | |
| **N/A** | **🞏** | **N/A** | **🞏** | |
| **Syllabus/Training Needs Analysis (TNA) of each training course** | **MTOE 4.2**  **🞏** | This section should contain the signed approval document issued by the Agency  for each approved course. | **Yes** | **🞏** | **Yes** | **🞏** | |  |
| **No** | **🞏** | **No** | **🞏** | |
| **N/A** | **🞏** | **N/A** | **🞏** | |
| **Cross reference Index - if applicable** | **MTOE 4.3**  **🞏** | Self explanatory | **Yes** | **🞏** | **Yes** | **🞏** | |  |
| **No** | **🞏** | **No** | **🞏** | |
| **N/A** | **🞏** | **N/A** | **🞏** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part-11 MAINTENANCE TRANINING ORGANISATION & MTOE DATA**   |  |  | | --- | --- | | **Name of the Approved Organisation** | **:** | | **Approval Reference** | **:** | | **Issue Number** | **:** | | | **Revision/Amendment Number** | **:** | | | **Date of Revision** | **:** | | |

**Part-12 INSPECTOR INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Names of the Inspectors** | **Signature of the Inspectors** | |  |  | |  |  | | **Dates of the Inspection** | | |  | | |