

AIRWORTHINESS NOTICE No. 1201

Appendix 4

Issue 1

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EXAMINATION ON BEHALF OF DGCA

1.0 GENERAL

- 1.1 CAR 1996 regulation 31(6)(b), makes provision for the authorisation of an organisation to conduct examinations required by the DGCA for the purpose of grant of Aircraft Maintenance Licence (AML).
- 1.2 This Appendix provides details to supplement the CAR in respect of authorising such organisation.
- 1.3 An organisation responsible for the conduct of the examination shall demonstrate its capability by holding a supplementary rating issued by the DGCA in accordance with this Appendix.
- 1.4 Approved Maintenance Training Organisation (ATO) may only conduct the examination for its own students unless authorised by the DGCA.

2.0 APPLICATION

- 2.1 Application to conduct the examination may only be made by an ATO.
- 2.2 Each application shall be made in a form and manner agreed by the DGCA.

3.0 ORGANISATIONAL REQUIREMENTS

3.1 Facilities

- a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of the examination on any particular day.
- b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the conduct of the examinations.
 - i) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his position during examinations.
- c) The environment shall be maintained such that students are able to concentrate on their examination as appropriate, without undue distraction or discomfort.

3.2 Personnel

- 3.2.1 ATO shall nominate a person or group of persons, whose responsibilities include ensuring that the ATO complies with this Appendix. Such person(s) shall ultimately be responsible to the accountable manager and shall comply with the following;
 - (a) The person(s) nominated shall represent the examination management structure of ATO and be responsible for all functions specified in this Appendix;
 - (b) The person(s) nominated shall be identified and their credentials submitted in a form and manner established by the DGCA for approval;

- (c) The person(s) nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to the examination; and
 - (d) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
- 3.2.2 ATO shall contract sufficient staff to plan/perform the examination, including development and control of question bank and question papers, in accordance with this authorisation.
- 3.3 Procedure and Quality System
- 3.3.1 ATO shall establish procedures acceptable to the DGCA to ensure proper examination standards and compliance with all relevant requirements of this Appendix. The procedures shall be regularly reviewed.
- a) The ATO shall establish a quality system including:
 - i) An independent audit function to monitor examination standards, the integrity of the examinations, compliance with and adequacy of the procedures; and
 - ii) A feedback system of audit findings to the person(s) specified in paragraph 3.2.1 of this Appendix and ultimately to the accountable manager to ensure, as necessary, corrective action.
- 3.3.2 ATO shall establish procedure for development and control of examination papers.
- (a) Examination papers shall be prepared by authorised individuals within the organization. Papers may be prepared from a question databank for each examination sitting or a sufficient stock of papers may be held.
 - (b) Examination papers shall cover the complete syllabus or section of the syllabus concerned in accordance with AN No. 1101.
 - (c) Examination papers shall be submitted to the DGCA for assessment and approval. **Only approved examination paper shall be used for the examination.**
 - (d) Each paper shall be identified with a reference number, issue or revision number and serial number. Records of papers shall be maintained.
 - (e) The papers used in the examination shall be decided by an authorised individual other than the instructor of the subject.
 - (f) ATO shall ensure the security of all questions. Examination databanks shall be kept secure and protected from unauthorised access by adequate security means. Examination papers and databank printouts shall be kept in locked cabinets under the control of the nominated person agreed to by DGCA.
 - (g) A system for the management of the development, review and amendment of questions shall be established and records maintained. Quality review of examination questions shall be regularly conducted. Records of such reviews shall be properly kept.
- 3.4 Examination
- a) Only qualified candidates shall be allowed to sit for this examination. ATO shall ensure that all candidates are adequately screened to prevent unqualified candidate from sitting in this examination. ATO shall submit a list of qualified candidates with associated examination details to DGCA.

- b) Any student found during the examination to be cheating or in possession of material, including electronics devices, pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least twelve (12) months after the date of the incident. The DGCA shall be informed of any such incident immediately and the details of any enquiry to be submitted within one (1) calendar month.
- c) Any authorised individual found during the examination to be providing question answers to any student being examined shall be disqualified from acting as an authorised individual and the examination declared void. The DGCA shall be informed of any such incident immediately and the details of any enquiry to be submitted within one (1) calendar month.
- d) Completed examination papers shall be submitted to the DGCA. ATO shall maintain the confidentiality of the examination marks.