



AIRWORTHINESS NOTICE

AN No. : 1201 Issue 1

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This Airworthiness Notice is issued in pursuant to Section 24o of the Civil Aviation Act. Any person, who fails to comply with this Airworthiness Notice, shall be guilty of an offence.
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DCAM PART-147 APPROVED MAINTENANCE TRAINING ORGANISATIONS (ATO)

1.0 INTRODUCTION

- 1.1 Civil Aviation Regulation (CAR) 1996, Regulation 31(6), makes provision for the approval of maintenance training organisation and provides the regulatory basis for the approval certificate.
- 1.2 This Notice provides details to supplement the CAR in respect of approval for maintenance training organisation. At the same time, the provisions in Airworthiness Notice (AN) No. 85 which are related to the approval of maintenance training organisation are hereby superseded by this Notice.
- 1.3 An organisation responsible for the training of aircraft maintenance personnel shall demonstrate its capability by holding an Approved Maintenance Training Organisation (ATO) approval certificate, issued by Director General of Civil Aviation (DGCA) in accordance with this Notice.

2.0 SCOPE AND RATINGS

- 2.1 This Notice establishes the procedures for the approval of maintenance training organisations and rules governing the rights and obligations of applicants for, and holders of, such approvals.
- 2.2 DGCA does not issue an ATO if the facility is located outside of Malaysia, unless the DGCA finds that the facility places no undue burden on the DGCA in administering applicable airworthiness requirements.
- 2.3 The scope of approval for ATO is classified in the following ratings:
 - a) Category A (Aircraft Maintenance Technician)
 - i) A1 – Aeroplanes Turbine
 - ii) A2 – Aeroplanes Piston
 - iii) A3 – Helicopters Turbine
 - iv) A4 – Helicopters Piston
 - b) Category B1 (Aircraft Maintenance Engineer – Mechanical)
 - i) B1.1 – Aeroplanes Turbine
 - ii) B1.2 – Aeroplanes Piston
 - iii) B1.3 – Helicopters Turbine
 - iv) B1.4 – Helicopters Piston
 - c) Category B2 (Aircraft Maintenance Engineer – Avionics)

3.0 DEFINITIONS

3.1 Within the scope of this Notice, the following definitions shall apply:

- a) 'Validator' means a person who is responsible to train and validate the skill training or experience acquisition of an aircraft maintenance trainee.
- b) 'Practical Assessor' means a person approved by DGCA to conduct the practical assessment.
- c) 'Knowledge Examiner' means a person approved by DGCA to conduct knowledge examinations.

4.0 APPLICATION

4.1 Each application for ATO shall be made in a form and manner established by the DGCA and shall include a draft of the **Maintenance Training Organisation Exposition (MTOE)**.

5.0 ORGANISATIONAL REQUIREMENT

5.1 Facility Requirements

- a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 - i) The maximum number of students undergoing knowledge training during any training course shall not exceed twenty eight (28).
 - ii) 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 paragraph 5.1(b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the maintenance training organisation is unable to provide such facilities, arrangements shall be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The DGCA or authorised personnel shall have access to any such contracted organisation and the written agreement shall specify this access.
- e) In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in paragraph 5.4(d) and the written agreement shall specify this access.
- f) The maximum number of students undergoing practical training during any training course shall not exceed fifteen (15) per supervisor or instructor.
- g) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.

- h) Secured storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in paragraph 5.6(b) hereof. The storage facilities and office accommodation may be combined, subject to adequate security.
- i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

5.2 Personnel Requirements

- a) The maintenance training organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Notice. Nomination shall be made in a form and manner established by the DGCA and submitted to DGCA for approval. The accountable manager shall:
 - i) ensure that all necessary resources are available to accomplish training commitments to support the maintenance training organisation approval;
 - ii) establish and promote the safety and quality policy specified in MTOE; and
 - iii) demonstrate a basic understanding of this Notice.
- b) The maintenance training organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the maintenance training organisation complies with this Notice. Such person(s) shall ultimately be responsible to the accountable manager and shall comply with the following:
 - i) The person(s) nominated shall represent the training management structure of the maintenance training organisation and be responsible for all functions specified in this Notice;
 - ii) The person(s) nominated shall be identified and their credentials submitted in a form and manner established by the DGCA for approval;
 - iii) The person(s) nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft maintenance training and demonstrate a working knowledge of this Notice; and
 - iv) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
- c) Unless already nominated in accordance with paragraph 5.2(b), the accountable manager under paragraph 5.2(a) hereof shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system. The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters. The appointment of such person shall be acceptable to DGCA through a form and manner established by the DGCA.
- d) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
- e) By derogation to paragraph 5.2(d) hereof, when another organisation is used to provide practical training and assessments, such other organisation staff may be nominated to carry out practical training and assessments.

- f) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph 5.2(h) hereof.
- g) The knowledge examiners and practical assessors shall be specified in the MTOE for the acceptance of such staff.
- h) The maintenance training organisation shall establish and control the competence of personnel involved in any training, management and quality audits in accordance with a procedure, and to a standard, agreed by DGCA.
- i) Instructors, knowledge examiners and practical assessors shall undergo updating training at least every twenty four (24) months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

5.3 Record of Instructors, Examiners and Practical Assessors

- a) The maintenance training organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.
- b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

5.4 Instructional Equipment

- a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- b) The basic training workshops and/or maintenance facilities as specified in paragraph 5.1(d) must have all tools and equipment necessary to perform the approved scope of training.
- c) The basic training workshops and/or maintenance facilities as specified in paragraph 5.1(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.
- d) The aircraft type training organisation as specified in paragraph 5.1(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

5.5 Maintenance Training Material

- a) Maintenance training course material shall be provided to the student and cover the following, as applicable:
 - i) the basic knowledge syllabus specified in AN No. 1101 for the relevant aircraft maintenance licence category or subcategory; and
 - ii) the type course content required by AN No. 1101 for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- b) Students shall have access to examples of maintenance documentation and technical information from the library as specified in paragraph 5.1(i).

5.6 Records

- a) The maintenance training organisation shall establish a system of record-keeping that allows adequate traceability of the Training related process.
- b) The maintenance training organisation shall keep all student training, examination and assessment records. Records shall not be destroyed without consent from DGCA.
- c) The records for the training related process of maintenance training organisation shall include as a minimum:
 - i) The student application documentation;
 - ii) The student previous and current certificate;
 - 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) Details of any student exemption records; and
 - vi) Any report from other foreign authorities relating to the student exemption;

5.7 Training Procedure and Quality System

- a) The maintenance training organisation shall establish procedures acceptable to the DGCA to ensure proper training standards and compliance with all relevant requirements in this Notice. The procedures shall be regularly reviewed.
- b) The maintenance training organisation shall establish a quality system including:
 - i) an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures; and
 - ii) a feedback system of audit findings to the person(s) specified in paragraph 5.2(b) and ultimately to the accountable manager to ensure, as necessary, corrective action.

5.8 Examinations

- a) The examination staff shall ensure the security of all questions.
- b) Any student found during a knowledge examination to be cheating or in possession of material 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 within forty eight (48) hours and the details of any enquiry to be submitted within one (1) calendar month.
- c) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The DGCA shall be informed of any such incident within forty eight (48) hours and the details of any enquiry to be submitted within one (1) calendar month.

5.9 Maintenance Training Organisation Exposition

- a) The maintenance training organisation shall provide an exposition for use by the organisation describing the maintenance training organisation and its procedures and containing the following information:
 - i) A statement signed by the accountable manager confirming that the MTOE and any associated manuals define the maintenance training organisation's compliance with this Notice and shall be complied with at all times;
 - ii) The title(s) and name(s) of the person(s) nominated in accordance with paragraphs 5.2(b) and 5.2(c);
 - iii) The duties and responsibilities of the person(s) specified in paragraph 5.9(a)(ii), including matters on which they may deal directly with the DGCA on behalf of the maintenance training organisation;
 - iv) A maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph 5.9(a)(ii);
 - v) A list of the training instructors, knowledge examiners and practical assessors;
 - vi) A general description of the training and examination facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by paragraph 5.10(b).
 - vii) A list of the maintenance training courses which form the extent of the approval;
 - viii) The maintenance training organisation's exposition amendment procedure;
 - ix) The maintenance training organisation's procedures, as required by paragraph 5.7(a);
 - x) The maintenance training organisation's control procedure, as required by paragraph 5.10(c), when authorised to conduct training, examination and assessments in locations different from those specified in paragraph 5.10(b);
 - xi) A list of the locations pursuant to paragraph 5.10(b); and
 - xii) A list of organisations, if appropriate, as specified in paragraph 5.10(d).
- b) The MTOE and any subsequent amendments shall be approved by the DGCA.
- c) Notwithstanding paragraph (b), minor amendments to the exposition may be accomplished through an exposition procedure as approved by the DGCA.

5.10 Privileges of the Approved Maintenance Training Organisation

- a) The ATO may carry out the following as permitted by and in accordance with the MTOE:
 - i) Basic training courses in accordance with DCAM Part-66 syllabus as published in AN No. 1101, or part thereof;
 - ii) Aircraft type/task training courses in accordance with DCAM Part-66 syllabus as published in AN No. 1101;

- iii) The issue of certificates in accordance with an approved format following successful completion of the approved basic or aircraft type training courses and examinations specified in paragraphs 5.10(a)(i) and 5.10(a)(ii), as applicable.
- b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the MTOE.
- c) By derogation to paragraph 5.10(b) hereof, the ATO may only conduct training, knowledge examinations and practical assessments in locations different from the approved locations in accordance with a control procedure specified in the MTOE. Such locations need not be listed in the MTOE.
- d) The ATO may subcontract the conduct of training and related examinations to a non maintenance training organisation only when under the control of the ATO's quality system in accordance with procedures in MTOE
- e) The subcontracting of basic theoretical training and examination is limited to Modules 1, 2, 3, 4, 5, 8, 9 and 10 of Appendix 1 in AN No. 1101;
- f) The subcontracting of type training and examination is limited to power plant and avionics systems subjects.
- g) An ATO may be considered for authorisation to conduct examinations on behalf of DGCA.

5.11 Changes to the ATO

- (a) The ATO shall notify DGCA of any proposal to carry out any of the following changes before such changes take place to enable DGCA to determine continued compliance with this Notice and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management before hand, these changes must be notified at the earliest opportunity:
 - i) The name of the organisation;
 - ii) The main location of the organisation;
 - iii) Additional locations of the organisation;
 - iv) The accountable manager; and
 - v) Any of the persons nominated under paragraph 5.2(b) and 5.2(c);
- (b) The DGCA may prescribe the conditions under which the ATO may operate during such changes unless the DGCA determines that the ATO approval must be suspended.
- (c) Failure to inform the DGCA of such changes would invalidate the certificate of approval and may result in suspension or revocation of the ATO approval certificate.

5.12 Continued Validity

- a) An ATO approval certificate shall be valid for a period not exceeding one (1) year. DGCA may renew the approval subject to the following:
 - i) The ATO remaining in compliance with this Notice;
 - ii) The ATO shall remain in compliance with the provisions related to the handling of findings as specified under paragraph 5.7(b);
 - iii) The DGCA or authorised personnel being granted access to the ATO, including any subcontracted organisation, to determine continued compliance with this Notice;
 - iv) The ATO shall pay appropriate fee; and
 - v) The certificate not being surrendered, suspended or revoked.
- b) Upon surrender or revocation, the original approval certificate shall be returned to the DGCA.

5.13 Findings

- a) A level 1 finding is one or more of the following:
 - i) Any significant non-compliance with the examination process which would invalidate the examination(s);
 - ii) Failure to give the DGCA or authorised personnel access to the ATO's facilities, including any subcontracted organisation's facilities, during normal operating hours;
 - iii) The lack of an accountable manager; and
 - iv) A significant non-compliance with the training process.
- b) A level 2 finding is any non-compliance with the training process other than level 1 finding.
- c) A level 3 finding is any observation for improvement or enhancement.
- d) After receipt of notification of findings, the ATO shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within the agreed period.

6.0 APPROVED BASIC TRAINING COURSE

6.1 General

- a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- b) The duration of basic training courses shall be in accordance with the Basic Training Course Duration in Appendix 1 of this Notice.
- c) The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs as agreed by DGCA.

6.2 Basic Knowledge Training

The knowledge training element shall cover the subject matter for a category or subcategory A, B1 & B2 of aircraft maintenance licence as specified in AN No. 1101.

6.3 Basic Knowledge Examination shall:

- a) cover a representative cross section of subject matter from the basic knowledge training (paragraph 6.2) element;
- b) be in accordance with the standard defined in AN No. 1101; and
- c) be conducted without the use of training notes.

6.4 Basic Practical Training and Validation

- a) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular modules such as Modules 7, 11, 12, 13, 14, 15, 16 and 17 of Appendix 1 specified in AN No. 1101.
- b) The skills and experiences acquired by the trainees at the ATO or maintenance organisation shall be validated by a Validator.
- c) Basic practical validation shall be carried out during the basic maintenance training course by the Validators at the completion of each visit period to the practical workshops/maintenance facility.
- d) The evidence of validation shall be documented using a document approved by DGCA.

6.5 Basic Practical Assessment shall:

- a) be conducted by an approved practical assessor and carried out in a manner that is acceptable to DGCA; and
- b) ensure evidence of skill and experience acquisition and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals. The student shall also be assessed on their situational awareness ability.

6.6 Issuance of Basic Training Certificate

On the successful completion of the approved basic training course, the ATO may issue the Basic Training Certificate to the qualified student. The format of the Basic Training Certificate shall be in accordance with the Sample of Basic Training Certificate in Appendix 2 of this Notice.

7.0 AIRCRAFT TYPE / TASK TRAINING

7.1 Aircraft Type / Task Training shall be in compliance with the standard specified in AN No. 1101.

7.2 Aircraft Type Examinations and Task Assessments

The conduct of aircraft type examinations and aircraft task assessments shall be in compliance with AN No.1101. Practical assessments shall be conducted by an approved practical assessor and carried out in a manner that is acceptable to DGCA.

7.3 Issuance of Aircraft Type Training Course Certificate

On the successful completion of the approved aircraft type course, the organisation may issue the Aircraft Type Training Course Certificate to the qualified student. The format of the Aircraft Type Training Course Certificate shall be in accordance with the Sample of Aircraft Type Training Course Certificate in Appendix 3 of this Notice.

8.0 MISCELLANEOUS

8.1 CAR 1996, Regulation 186 prescribes the regulation for fees and charges. The details of the fees and charges are specified in the Twelfth Schedule, Part B (other charges) paragraph 8.

8.2 In accordance with CAR 1996, Regulation 31(6)(b), an appropriate ATO may be authorised to conduct examination on behalf of DGCA. To qualify for such privilege, an ATO shall comply with Appendix 4 of this Notice.

8.3 Current holders of ATO, which were issued in accordance with AN No. 85, is required to comply with this Notice within six (6) months from the date of this Notice.

**DIRECTOR GENERAL
DEPARTMENT OF CIVIL AVIATION
MALAYSIA.**