



CIVIL AVIATION AUTHORITY OF SRI LANKA

147 MTOE COMPLIANCE CHECKLIST

1. The organization to down load the MTOE checklist and show compliance to IS-147 in draft MTOE by marking in MTOE reference column in the table, cross reference to MTOE section. Where not applicable to indicate N/A
2. Organization is to ensure the Accountable managers Statement is signed in the draft MTOE by the AM nominee, to ensure MTOE draft contents are read and sanctioned by the AM.
3. The Organization to submit the draft copy of the MTOE in hard copy.
4. CAASL will review the draft MTOE for adequacy for the approval requested and communicate with the applicant for additional reports , amendments Etc. as deemed necessary
5. From the point of acceptance of the application , MTOE review and necessary amendments in consultation with the applicant to be completed within 20 working days , thus applicant needs to work diligently with the assigned Airworthiness Inspector to meet the time frame target.
6. Upon closing the review process of MTOE , final version of MTOE draft as accepted to be advised to the applicant for organizational preparation prior to on site audit in line with the agreed final version of draft MTOE.
7. Upon completion of audit and closure of all open items the applicant will be advised to submit 2 hard copies of final version of the MTOE with necessary signatures.
8. CAASL will stamp of the MTOE and release one hard copy to the applicant and retain the other copy in the AW section.

1. SCOPE

The purpose of the Maintenance Training Organization Exposition (MTOE) compliance checklist and user guide is to assist aircraft maintenance training organization wishing to obtain CAASL IS 147 approval. This document is complementary to the requirements of Implementing Standard. The checklist includes suggested subject headings and all the relevant information as detailed in IS 147.A.140 and its AMC & GM, the format of which may be modified to suit the organization preferred method. The checklist should show compliance by referring in the “MTOE reference / comment” where the information in the MTOE is located and explanation if not applicable. This checklist, when completed, should be submitted with the initial draft MTOE.

2. IMPORTANT WARNING

This user guide is designed to be used by:

- IS147 Maintenance Training Organizations - To assist them in the maintaining of their own MTOE
- CAASL - As a comparison document for MTOEs submitted to them for approval

The user guide is provided for guidance only and should be customized by each organization to demonstrate how they comply with IS 147. It is the responsibility of the organization to ensure compliance with the IS. The organization may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MTOE, the IS 147 organization should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE should be written in the English language.

3. EXPOSITION FORMAT

The MOE may be produced in hardcopy or electronic format;

- Hardcopy: CAASL does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAASL to facilitate the document study.

4. STRUCTURE OF THE MAINTENANCE TRAINING ORGANIZATION EXPOSITION

For the Structure of the MTOE, “Guidance for preparation of MTOE”, sample MTOE should be referred as a guidance material.

5. EXPOSITION PAGES’ PRESENTATION

Each page of the MTOE should be identified as follows (this information may be added in the header or footer;

- The name of the organization (official name as defined on the CAASL Form 11 approval certificate)
- The issue number of the MTOE
- The amendment/revision number of the MTOE
- The date of the revision (amendment or issue depending on the way the organization has chosen to revise the MTOE)

- The chapter of the MTOE
- The page number
- The name of the document "Maintenance Training Organization Exposition"

At the beginning of the volume, the Cover page should specify:

- IS147 Maintenance Training Organization Exposition;
- The name of the organization (the official one defined on the CAASL Form 11 approval certificate)
- The approval reference of the IS147 organization
- The copy number from the distribution list

6. CORPORATE COMMITMENT BY ACCOUNTABLE MANGER

Prior to submission of the 'draft' MTOE to the CAASL for approval the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment the CAASL for approval.



CIVIL AVIATION AUTHORITY OF SRI LANKA IS 147 MTOE CHECKLIST

	MTOE Reference :		
	Organization Official Name :		
	Date :		
	Submitted by :	Signature	
Complete	Content	IS reference	MTOE reference / comment
	Cover page		
<input type="checkbox"/>	Maintenance Training organization Exposition		
<input type="checkbox"/>	The official name of the organization as defined on CAASL Form 11		
<input type="checkbox"/>	The approval reference of the MTO		
<input type="checkbox"/>	The copy number from the distribution list		
	Introduction		
<input type="checkbox"/>	Foreword		
<input type="checkbox"/>	Table of content		
<input type="checkbox"/>	List of effective pages		
<input type="checkbox"/>	List of issues / amendments or record of revision		
<input type="checkbox"/>	CAA SL Letter of Approval (LOA)		
<input type="checkbox"/>	Internal organization approval page signed by QM and TM		
<input type="checkbox"/>	<input type="checkbox"/> Internal approval statement <input type="checkbox"/> Title, name, date and signature (QM and TM)		
<input type="checkbox"/>	Revision highlights / Summary of changes		
<input type="checkbox"/>	Effective date of the current revision <input type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect <input type="checkbox"/> The effective date can be established just prior to the final approval of the MTOE by CAASL or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.		

<input type="checkbox"/>	<p>Distribution list</p> <ul style="list-style-type: none"> <input type="checkbox"/> MTOE copy number <input type="checkbox"/> Location of copies <input type="checkbox"/> Holders of the copies <input type="checkbox"/> Format of copies (CD-ROM, Paper etc.) 		
<input type="checkbox"/>	Abbreviation, terminology and definitions		
<input type="checkbox"/>	Cross reference list from the MTOE to Appendix I to AMC 147.A.140, if applicable		
<input type="checkbox"/>	<p>Organization information i.e.:</p> <ul style="list-style-type: none"> ● Address of approved locations (Head Office) ● Mailing Address(es) ● Telephone number(s) ● Fax number(s) ● E-mail address of the Head Office 		
PART 1 MANAGEMENT			
<input type="checkbox"/>	<p>1.1 Corporate commitment by the accountable manger</p> <p>When the AM is not the CEO of the organization then such CEO shall countersign the statement</p>	IS 147.A.140(a) 1.	
<input type="checkbox"/>	<p>1.2 Management personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountable Manager (AM) – insert name <input type="checkbox"/> Training Manager (TM) – insert name <input type="checkbox"/> Quality Manger (QM) – insert name <input type="checkbox"/> Knowledge Examiner(s) – insert name(s) <input type="checkbox"/> Practical Assessor(s) – insert name(s) <input type="checkbox"/> Other (as required) – insert name(s) 	IS 147.A.105(a)(b)(c)(g)	
<input type="checkbox"/>	<p>1.3 Duties and Responsibilities of management personnel, including matters on which they may deal directly with the competent authority on behalf of the maintenance training organization</p> <p>Duties and Responsibilities (job functions)</p> <ul style="list-style-type: none"> ○ Accountable Manager (AM) ○ Training Manager (TM) ○ Quality Manager (QM) ○ Instructors ○ Knowledge Examiners ○ Practical Assessor 	IS 147.A.105(a)(b)(c)	

<input type="checkbox"/>	<p>1.4 Management personnel Organization Chart</p> <p><input type="checkbox"/> Management personnel organization chart showing associated chains of responsibility of management personnel</p> <p>A flow chart should provide a comprehensive understanding of the whole training organization. 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 organization.</p>	<p>IS 147.A.140 (a) 4.</p>	
<input type="checkbox"/>	<p>1.5 List of instructional and examination staff</p> <p><input type="checkbox"/> List of the training instructors - insert name(s) and scope of authorization</p> <p><input type="checkbox"/> List of the practical assessors insert name(s) and scope of authorization</p> <p><input type="checkbox"/> List of the knowledge examiners - insert name(s) and scope of authorization</p>	<p>IS 147.A.140(a) 5.</p>	
<input type="checkbox"/>	<p>1.6 List of approved addresses</p> <p>This paragraph should list those address(s) at which instruction and/or practical training are to be carried out for the duration of the IS-147 course. The names, address(s) and approval numbers of any proposed Aircraft Maintenance IS-145 Organization at which it is proposed to carry out student practical training in order to fulfil the requirements of IS-147 may be kept in another document or procedure and cross referenced here. This arrangement should include written agreement with relevant IS 145 MO.</p>	<p>IS147.A.100 / IS 147.A.140(a) 11. / IS 147.A.145(b)</p>	
<input type="checkbox"/>	<p>1.7 List of sub-contractors as per IS 147.A.145(d)</p> <p><input type="checkbox"/> List name of subcontractor(s)</p> <p><input type="checkbox"/> List address of subcontractor(s)</p> <p>This paragraph should list name of organization and those address(s) at which training beyond the capacity of the IS-147 Organization may be carried out.</p> <p>IS-66 Modules 1 to 6 inclusive and 8 to 10 inclusive may be sub-contracted to organizations not specializing in aircraft maintenance and where the IS 147.A.200 practical training element does not apply.</p>	<p>S 147.A.100 / IS 147.A.140(a) 12. / IS 147.A.145(b)</p>	

<input type="checkbox"/>	<p>1.8 General description of facilities of paragraph 1.6 addresses</p> <ul style="list-style-type: none"> <input type="checkbox"/> General description of facilities of paragraph 1.6 addresses <input type="checkbox"/> General description of facilities of paragraph 1.7 addresses <input type="checkbox"/> Location of facilities <input type="checkbox"/> General description <ul style="list-style-type: none"> o Layout of premises and size o Office accommodations o Classrooms for the instruction of theory o Library o Practical training workshop o Knowledge Examinations rooms o Type/task training facility o Secure storage facilities <p>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.</p>	<p>IS 147.A.100 / IS 147.A.140(a) 6. /IS 147.A.145(b)</p>	
<input type="checkbox"/>	<p>1.9 Specific list of courses and type examinations approved by the competent authority</p> <p>This paragraph must contain a list of the IS-147 course(s) and type examination 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.</p>	<p>IS 147.A.140(a) 7.</p>	
<input type="checkbox"/>	<p>1.10 Notification procedure regarding changes to the organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes <ul style="list-style-type: none"> o Organization name and location o Organization additional location o The group of person as specified in 1.2 o Operation, facilities, procedures, work scope, staff and arrangements, as far as they may affect the approval <input type="checkbox"/> Amendment to the MTOE and approval by the authority before any such changes take place 	<p>IS 147.A.150 / IS 147.A.130(a)</p>	

<input type="checkbox"/>	<p>1.11 Exposition amendment procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exposition Amendment Procedures (including, delegated procedures) <input type="checkbox"/> Person responsible for amending the Exposition. <ul style="list-style-type: none"> o Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAA SL <input type="checkbox"/> Sources of proposed amendments within the organization <input type="checkbox"/> Internal approval process <ul style="list-style-type: none"> o Verifying and validation of amended procedures before use o Training Manager and Quality Manager sign the internal approval page, see introduction <input type="checkbox"/> Approval process with CAA SL <input type="checkbox"/> Revision acknowledge receipt process <input type="checkbox"/> Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAA SL, if applicable and agreed <ul style="list-style-type: none"> o In case of minor amendment the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MTOE is approved by CAA SL. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the IS-147 requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the MTOE before the first 2 year period has been completed. In any case the CAA SL must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved. <input type="checkbox"/> Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable <input type="checkbox"/> Effective date of the amendment <input type="checkbox"/> MTOE Review <p>After CAA SL has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.</p>	<p>IS 147.A.140 / Appendix I to AMC</p>	
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PART 2 TRAINING AND EXAMINATION PROCEDURES			
<input type="checkbox"/>	<p>2.1 Organization of courses</p> <p>In this paragraph the organization should detail the procedures in place to deliver all the course elements as required by the IS-66 syllabus in good conditions and by appropriately qualified staff. Such procedures may include a formalized review of the availability of required appropriate training rooms, materials, STDs, specialists... and resulting in tuition program.</p>	IS 147.A.200	
<input type="checkbox"/>	<p>2.2 Preparation of course material</p> <p>Training material should meet the requirements of IS-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 i.a.w. IS 66 appendix III</p> <p>For Basic training, material for each module in order to demonstrate compliance with IS 66 Appendix I. In order to get the course approved a set of multi-choice questions/and or essay questions must be submitted. This procedure should also be utilized to list the responsibilities by Part-66 module for the production, review & amendment of lecture notes.</p>	IS 147.A.120	
<input type="checkbox"/>	<p>2.3 Preparation of classrooms and equipment</p> <p>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.</p>	IS 147.A.115	
<input type="checkbox"/>	<p>2.4 Preparation of workshop/maintenance facilities and equipment</p> <p>Cross reference to any procedures for the reporting of faults to any workshop equipment, general maintenance procedures and the control of the teaching environment.</p> <p>Cross reference to procedures for the ordering and storage of <u>aircraft release standard</u> consumable materials used in the production of practical tasks, and for the ordering and acquisition of any new equipment required to complete the tasks.</p> <p>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 organization are tested as required. In training condition actual calibration not be required.</p>	IS 147.A.100	

<input type="checkbox"/>	<p>2.5 Conduct of Basic/Type knowledge and practical training</p> <p>Describe the method utilized in teaching the Basic/Type knowledge and practical training courses for which the organization is approved. Cross refer to the low level document referred to in 2.1 above.</p>	<p>IS 147.A.200</p>	
<input type="checkbox"/>	<p>2.6 Records of training carried out</p> <p>Cross refer to procedures for the production, maintenance and security of student files.</p> <p>These should include details of all student attendance's, final knowledge examinations, practical assessments and any re-examination carried out and their results by IS-66 complete module for Basic License courses and for Type Training, information of those courses completed, their content and at which levels at which they were instructed and examined.</p>	<p>IS 147.A.125</p>	
<input type="checkbox"/>	<p>2.7 Storage of Records</p> <p>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 unauthorized access and alteration.</p>	<p>IS 147.A.100</p>	
<input type="checkbox"/>	<p>2.8 Training at locations not listed in paragraph 1.6</p> <p>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 Part-147 Organization</p> <p>Any training carried out at address not listed at 1.6 above must be approved by the CAA SL and control procedures must be in place to ensure that the proposed contract organization is in compliance with the requirements of IS-66 & IS-147.</p> <p>A contract must be in place with the proposed organization in which it is agreed that access is granted to the CAA SL for the purpose of auditing.</p> <p>Note: the “APPLICATION TO CONDUCT TRAINING/EXAMINATIONS* AT A LOCATION REMOTE FROM THE IS-147 APPROVED SITE” Form should be annexed to the MTOE.</p>	<p>IS 147.A.145</p>	

<input type="checkbox"/>	<p>2.9 Organization of examinations: For Aircraft Maintenance License (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 147.A.200.</p> <p>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. All examination should be recorded. Refer to applicable part to IS 66 Appendix III.</p>	IS 147.A.135 / IS 147.A.205	
<input type="checkbox"/>	<p>2.10 Security and preparation of examination material For AML courses detail the preparation and security of Examination papers. Number of Questions and Timing must be in accordance with IS-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</p>	IS 147.A.100/135	
<input type="checkbox"/>	<p>2.11 Preparation of examination rooms 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.</p>	IS 147.A.100b	
<input type="checkbox"/>	<p>2.12 Conduct of examinations</p> <p>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.</p> <p>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 CAA SL will be informed within 1 calendar month.</p> <p>Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner.</p> <p>Examination paper security should be assured by a numbering system, e.g. "1 of 15"etc.</p>	IS 147.A.135/205	

	<p>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 III (IS-66) Appendix II.</p> <p>Nothing other than the actual examination/answer paper is permitted to be on the candidate's desk.</p> <p>All wall charts and/or other visual teaching aids should be removed from the examination room.</p>		
<input type="checkbox"/>	<p>2.13 Conduct of Basic/Type practical assessments</p> <p>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.</p>	IS 147.A.210/305	
<input type="checkbox"/>	<p>2.14 Marking and records of examinations</p> <p>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.</p>	IS 147.A.100/125	
<input type="checkbox"/>	<p>2.15 Storage of examination results</p> <p>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 utilized as required, provided the usual computer security systems are in place.</p>	IS 147.A.100/125	
<input type="checkbox"/>	<p>2.16 Examinations at locations not listed in paragraph 1.6</p> <p>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.</p>	IS 147.A.100/140/145)	
<input type="checkbox"/>	<p>2.17 Preparation, control and issue of Basic/Type training course certificates</p> <p>The certificates should be prepared to reflect that illustrated in Annex IV (IS-147) appendix III 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.</p>	IS 147.A.145	
<input type="checkbox"/>	<p>2.18 Control of sub-contractors</p> <p>Cross refer to procedures for the control of sub-contractors as appropriate.</p>	IS 147.A.100 and IS 147.A.145	

PART 3 TRAINING SYSTEM QUALITY PROCEDURES			
<input type="checkbox"/>	<p>3.1 Audit of training</p> <p>As per the AMC IS 147.A.130 (2), an external auditor may be contracted by the smaller organization 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.</p> <p>The approved organization should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of IS-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 organization must be completed every 12 months.</p> <p>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.</p> <p>Cross reference to any quality procedures manual if available is permitted, but this system must relate to and make reference to the relevant IS-147 paragraphs.</p>	IS 147.A.130	
<input type="checkbox"/>	<p>3.2 Audit of examinations</p> <p>Must be audited annually, but may be Part of the rolling audit procedure.</p>	IS 147.A.130	
<input type="checkbox"/>	<p>3.3 Analysis of examination results</p> <p>Examination results should be analyzed on completion of each examination and any questions amended as necessary. Cross refer to procedures detailing responsibilities.</p>	IS 147.A.130	
<input type="checkbox"/>	<p>3.4 Audit and analysis remedial action</p> <p>Cross refer to procedures for the reporting of findings and for corrective actions.</p>	IS 147.A.130	
<input type="checkbox"/>	<p>3.5 Accountable Manager annual review</p> <p>Points discussed on a set date should include:</p> <ul style="list-style-type: none"> ● Projects requiring financial support ● Sufficient staff employed to meet foreseen training program. ● IS -147 organization review. ● Examinations and assessments. ● Student achievements. ● Student support. ● Quality Assurance review. 	IS 147.A.130	

<input type="checkbox"/>	<p>3.6 Qualifying the Instructors</p> <p>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 IS-66 and IS-147.</p> <p>Cross refer to the list of present staff/qualification. Note: Staffs employed prior to IS-147 application who's qualifications were previously acceptable, will continue to be accepted. Cross refer to procedures for staff development.</p> <p><u>*Note:</u> Guidance for acceptable qualifications is proposed in the Annex I to the present MTOE guidance.</p>	<p>IS 147.A.105</p>	
<input type="checkbox"/>	<p>3.7 Qualifying the Examiners/Assessors</p> <p>Examiners should have a full understanding of all the requirements of IS-66 and IS-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.</p> <p><u>*Note:</u> Guidance for acceptable qualifications is proposed in the Annex I to the present MTOE guidance.</p>	<p>IS 147.A.105</p>	
<input type="checkbox"/>	<p>3.8 Records of qualified Instructors, Examiners and Assessors</p> <p>The company must maintain a record of all training staff which must include details of the scope of their authorization. Training staff must be provided with evidence of the scope of their authorization. The following minimum information should be kept on record in respect of each instructor:</p> <ul style="list-style-type: none"> ● 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 authorization ● If appropriate - expiry date of the authorization ● Starting date of employment 	<p>IS 147.A.110</p>	

The records may be kept in any format (hard copy or computer based) subject to the usual security requirements.

Persons authorized to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorized manner or that such confidential records become accessible to unauthorized persons.

The instructor should be given reasonable access on request to his/her own records.

The authorization document should be in a style that makes its scope clear to instructors and any authorized person that may be required to examine the document. Where codes are used to define scope, an interpretation documents should be readily available.

Instructional staffs are not required to carry the authorization document at all times but should produce it within a reasonable time of a request from an authorized person. Authorized persons, a part from the organization's department must include EASA and the CAA SL.

Any member of the CAA SL is classed as an authorized person when investigating the records system for initial and continued approval or when the CAA SL has cause to doubt the competence of a Particular instructor.

PART 4 APPENDICES			
<input type="checkbox"/>	<p>4.1 Examples of documents and forms used</p> <p>This section should include examples of all documents and forms used by the organization in the conduct of its Part-147 function.</p> <p>Some examples are listed below:</p> <ul style="list-style-type: none"> ● 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 	Appendix I to AMC 147.A.140	
<input type="checkbox"/>	<p>4.2 Syllabus/Training Needs Analysis (TNA) of each training course This section should contain the signed approval document issued by the Agency for each approved course.</p>	Appendix I to AMC 147.A.140	
<input type="checkbox"/>	<p>4.3 Cross reference Index - if applicable Self-explanatory.</p>	Appendix I to AMC 147.A.140	