



**Civil Aviation Authority of Nepal
Airworthiness Inspection Division
Checklist for Approval of Maintenance Training Organization**

NAME OF ORGANISATION:	
Address:	
Certificate of Approval number:	
Date of Audit:	
Date of Last Audit:	
CAAN Audit team:	Organization Representatives

Note: This checklist has been prepared in compliance with NCARPart-147
 Please tick (✓) the appropriate box. If not satisfied with compliance, specifying the Remarks. Enter N/A where an item is not applicable & N/R in Remarks when applicable but not reviewed)

No	Questions	Yes	No	N/A	Remarks
NCAR 147.100 FACILITY REQUIREMENTS					
1.	Facilities (Classroom/workshops) shall ensure protection from weather elements and allow proper operation of all planned training on any particular day. Ensure classroom/workshops has following (as appropriate), <ul style="list-style-type: none"> (a) General cleanliness of classroom (b) White-Washed/ Painted Walls (c) Serviceable Lights and appropriate quantity (d) Air-conditioning (and/or heating as required) (e) Clock (clearly visible from all location during examination) (f) Polished/ Furnished Floor (g) Adequate number of chairs/ desks/ tables (as per student/examinee capacity) (h) Multimedia Projector and Screen (i) White Board (j) Table and chair for instructors (k) Safety (e.g. no loose electric wiring, damaged ceiling, etc.) (l) Power sockets for laptop/computers connections (m) Noise free environment (n) Electric Power Back-up solution (o) Emergency exit door 				

No	Questions	Yes	No	N/A	Remarks
2.	<p>Facilities (examination hall) shall ensure protection from weather elements and allow proper operation of all planned training examination on any particular day. Ensure for:</p> <ul style="list-style-type: none"> (a) General cleanliness of classroom (b) White-Washed/ Painted Walls (c) Serviceable Lights and appropriate quantity (d) Air-conditioning (and/or heating as required) (e) Clock (clearly visible from all location during examination) (f) Polished/ Furnished Floor (g) Adequate number of chairs/ desks/ tables (as per student/examinee capacity) (h) Multimedia Projector and Screen (i) White Board (j) Table and Chair for invigilators (k) Safety (e.g. no loose electric wiring, damaged ceiling, etc.) (l) Power sockets for laptop/computers connections (m) Noise free environment (n) Electric Power Back-up solution (o) Emergency exit door (p) Restricted access into the hall during examination (e.g. "Exam in progress" decals outside the hall. (q) Safety/Warning decals inside the hall (e.g. "No cheating", "No mobile phones", "No books or calculators", etc.) (r) CCTV Cameras for video surveillance and recording of exam sessions (in appropriate quantity, covering every candidate from front and back) (s) Seat spacing (ensure no candidates can read the computer screen of any other student from his/her position during examination) 				
3.	<p>If examination is conducted using computer, ensure following in addition to pt. 2 above.</p> <ul style="list-style-type: none"> (a) Serviceable computers with keyboard and mouse (ensure any unserviceable computer as marked unserviceable) (b) Disabled USB ports on computers (c) Computer terminal connected through LAN (Intranet only) (d) No internet connectivity on computers (e) Electric Power Back-up solution (f) Restricted access into the hall during examination (e.g. "Exam in progress" decals outside the hall. (g) Safety/Warning decals inside the hall (e.g. "No cheating", "No mobile phones", "No books or calculators", etc.) (h) CCTV Cameras for video surveillance and recording of exam sessions (in appropriate quantity, covering every candidate from front and back) (i) Seat spacing (ensure no candidates can read the computer screen of any other student from his/her position during examination) 				

No	Questions	Yes	No	N/A	Remarks
4.	Is fully enclosed appropriate accommodation provided for instruction of theory and conduct of knowledge examinations? (a) Number of students for knowledge training should not exceed 28. (b) Accommodation of students during examinations shall be such that not to read paperwork, computer screen or any other students from his/her position.				
5.	Does organization provide separate workshops and/or maintenance facilities from training classrooms for practical instruction appropriate to the planned training course? If the organization is unable to provide such facilities, ensure arrangements with another organization.				
6.	Where contracted organizations provide basic training, are written agreements available to cover such activity with appropriate conditions?				
7.	For aircraft type/task training course, Is access provided to appropriate facilities containing examples of aircraft type as specified in NCAR Part 147.A.115(d),				
8.	For aircraft type/task training course, the maximum number of students undergoing practical training during course shall not exceed 15 per supervisor of assessor.				
9.	Is office accommodation 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?				
10.	Is secure storage provided for examination papers and training records?				
11.	Does the library provided with all technical material appropriate to the scope and level of training undertaken?				
12.	Is the library provided with latest CAA Nepal Publications (CAR, NCAR, Notice, Circulars, AD, and any other relevant documents)?				
13.	Is the library provided with computers and Internet facility for candidates to go through latest aviation news, journal, aviation books, technical literature and other relevant documents?				
NCAR 147.105 PERSONNEL REQUIREMENTS					
14.	Has the organization appointed an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by NCAR Part-147?				
15.	Has the organization nominated a person or group of persons responsible to ensure that the maintenance training organization is in compliance with the requirements of NCAR Part 147? Such person(s) must be responsible to the accountable manager?				

No	Questions	Yes	No	N/A	Remarks
16.	Does the organization have sufficient staffs available to plan/perform knowledge and practical trainings, conduct knowledge examinations and practical assessments?				
17.	When another organization is used to provide practical training and assessments, have such other organization's staff being nominated to carry out practical training and assessments?				
18.	In case of combine roles of instructor, examiner and assessor. Ensure the qualification and experience established is compatible with the officially recognized established standards.				
19.	Is the experience and qualifications of instructors, knowledge examiners and practical assessors established in accordance with established standards or to a standard agreed by CAA Nepal?				
20.	Are all knowledge examiners and practical assessors specified in the organization's exposition manual?				
21.	Have all Instructors and knowledge examiners undergone updating training relevant to current technology, practical skills, human factors and the latest training techniques within last 24 months?				
NCAR 147.110 RECORDS OF INSTRUCTORS, EXAMINERS AND ASSESSORS					
22.	Does the organization maintain a record of all instructors, knowledge examiners and practical assessors to reflect the experience & qualifications, training history and any subsequent training?				
23.	Are terms of reference issued for all instructors, knowledge examiners and practical assessors?				
NCAR 147.115 INSTRUCTIONAL EQUIPMENT					
24.	Does each classroom 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? Note: 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.				
25.	Do the basic training workshops and/or maintenance facilities have all tools and equipment necessary to perform the approved scope of training?				
26.	Do the basic training workshops and/or maintenance facilities have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment?				
27.	Does the aircraft type training organization as specified in NCAR 147.A.100(e) has access to the appropriate aircraft type?				

No	Questions	Yes	No	N/A	Remarks
NCAR 147.120 MAINTENANCE TRAINING MATERIALS					
28.	Are the Maintenance training course material provided to the student and cover as applicable: a. the basic knowledge syllabus specified in NCAR Part-66 for the relevant aircraft maintenance licence category or subcategory and, b. the type course content required by NCAR Part-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.				
29.	Do the student have access to examples of maintenance documentation and technical information of the library as specified in NCAR 147.A.100(i)?				
NCAR 147.125 RECORDS					
30.	Does the organization keep all student training, examination and assessment records for unlimited period following completion of the particular student's course?				
31.	Is the access to records room restricted (for authorized person only)				
32.	Are records kept in secure fire-proof steel cabinets/cupboards?				
NCAR 147.130 TRAINING PROCEDURES AND QUALITY SYSTEM					
33.	Does the quality system include independent audits to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures?				
34.	Does the quality system include feedback system of audit findings to the person (s) and ultimately to the accountable manager referred to in NCAR 147.A.105 (a) to ensure, as necessary, corrective action?				
NCAR 147.135 EXAMINATIONS					
35.	Does the Examination staff ensure the security of all questions?				
36.	Is there a procedure to act if a student found cheating during a knowledge examination? (Suspend at least for 12 months and report such report of enquiry to CAA within the same month)?				
37.	Is there a procedure to act if an examiner found providing question/answers to any student? (students suspended for the examination and pass such report to CAA with in the same month)?				

No	Questions	Yes	No	N/A	Remarks
NCAR 147.145 PRIVILEGES OF THE MAINTENANCE TRAINING ORGANIZATION					
38.	Ensure, if the maintenance training organization carries out the following as per the MTOE? a. Basic training courses as per the NCAR Part-66 syllabus b. Aircraft Type/ Task training courses in accordance with NCAR Part-66. c. The examinations on behalf of the CAA including the examination of students who did not attend the basic or type training course at the maintenance training organization. d. The issue of certificate in accordance with Appendix III following successful completion of approved basic or aircraft type training courses and examinations.				
39.	Are the training, knowledge examinations and practical assessments carried out at the locations identified in the approval certificate and / or at any location specified in MTOE?				
40.	By derogation to the above, does knowledge examinations and practical assessments conducted at different locations and in accordance with control procedure addressed in the Maintenance Training Control Procedure? (such locations are not required to be listed in the MTOE)				
41.	Does the maintenance training organization subcontracts the conduct of basic theoretical training, type training and related examinations to a non maintenance training organization? (If so, it must be conducted under the control of the maintenance training organization quality system)				
42.	Does the organization conduct examinations if approved to conduct the corresponding training?				
43.	By derogation of point (42), in the cases where type training is not required, does the organization approved to provide basic knowledge training or type training is also approved to provide type examination?				
NCAR 147.150 CHANGES TO THE MAINTENANCE TRAINING ORGANIZATION					
44.	Is there a procedure to notify the CAA Nepal of any proposed changes to maintenance training organization that affect the approval before any such change takes place, in order to enable CAA Nepal to determine continued compliance with NCAR Part-147 and to amend Certificate accordingly?				
45.	Did CAA Nepal prescribed any conditions under which the maintenance training organization may operate during such changes?				

No	Questions	Yes	No	N/A	Remarks
46.	Did the failure of informing any such changes resulted in suspension or revocation of the maintenance training certificate?				
NCAR 147.155 CONTINUED VALIDITY					
47.	Is the organization in compliance with the NCAR Part-147, in accordance with the provision relating to handling of findings as specified under NCAR 147.B.130?				
48.	Are CAA Nepal inspectors being granted access to determine continued compliance with NCAR Part-147?				
49.	Are prompt actions taken to return the approval to CAA Nepal, if surrender or revocation				
NCAR 147.160 FINDINGS					
50.	If there had been any level 1 finding, action needed immediately?				
51.	If there had been a level 2 finding, agree with CAA for the time needed for the rectification (shouldn't be more than 3 months)?				
52.	Is the corrective action plan demonstration of it is satisfactory to CAA within the agreed period?				
NCAR 147.200 APPROVED BASIC TRAINING COURSE					
53.	Does the approved basic training course include knowledge training, knowledge examination, practical training and a practical assessment.				
54.	Does it include the knowledge training element covering subject matter for a category or subcategory A, B1 or B2 aircraft maintenance license as specified in NCAR Part-66?				
55.	Is the knowledge examination element covers a representative cross section of subject matter from the above training element?				
56.	Are the practical training element covers 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 complete module of NCAR Part-66?				
57.	Are the practical assessment element covers the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals?				
58.	The minimum duration of basic training courses shall be as given in Appendix 1to NCAR Part-66?				
59.	Is the duration of conversion courses between sub-categories being determined through an assessment of the basic training syllabus and the related practical training needs?				

No	Questions	Yes	No	N/A	Remarks
NCAR 147.205 BASIC KNOWLEDGE EXAMINATIONS					
60.	Does the basic knowledge examination contains following: (a) The standard defined in NCAR Part-66. (b) Conducted without the use of training notes (c) Cover a representative cross-section of subjects from the particular module of training completed in accordance with NCAR part 66.				
NCAR 147.210 BASIC PRACTICAL ASSESSMENT					
61.	Is there a record that the basic practical assessment being carried out during the basic maintenance-training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility?				
62.	Are the students being assessed pass with respect to basic course practical assessment component?				
NCAR 147.300 AIRCRAFT TYPE/TASK TRAINING					
63.	Is the maintenance training organization approved to carry out NCAR Part-66 aircraft type and/or task training subject to compliance with the standard specified in NCAR 66.A.45?				
NCAR 147.305 AIRCRAFT TYPE EXAMINATIONS AND TASK ASSESSMENTS					
64.	Are the maintenance training organization approved in accordance with NCAR 147.A.300 to conduct aircraft type training conducts the aircraft type examinations or aircraft task assessments specified in NCAR Part-66 subject to compliance with the aircraft type and/or task standard specified in NCAR 66.A.45?				
MISCELLANEOUS					
65.	Ensure following miscellaneous items are available in organization for safety precautions (classroom/examination hall and workshops) a. Availability of first aid kit b. Fire/ Emergency alarm c. Availability of emergency evacuation plan d. Emergency exit signs and assembly area(s) designated e. Fire extinguisher f. Personal safety items (e.g. Goggles, coveralls, gloves, etc.) in workshop and during practical training.				

Other comments and observations:

No.	Comments and Observation

Auditor Name		Signature Date	
Auditor Name		Signature Date	
Auditor Name		Signature Date	