

Compliance Checklist for NCAR Part-147 Approval

Please complete this form in BLOCK CAPITALS using black ink. For submission instructions, please see below.

SECTION 1: ORGANISATION DETAILS

Organisation Name:

Address:

Contact Name: Tel. No.: E-mail:

MTOE Reference: CAA Nepal Office:

Compiled By (Org): Reviewed By (CAA use only): Date:

Section 2: Information to complete Compliance Checklist

- 1) When completing the checklist it is important to make a positive statement showing how the organisation complies with any relevant part of the NCAR Part-147 requirements shown in column (2) by indicating in column (3) the MTOE or procedure reference. If any part is not relevant then N/A should be inserted in column (4) and the reason should be stated in column (5).
- 2) If column (5) is full and you need to provide additional information to demonstrate compliance, please continue in Section 4.
- 3) Having completed the checklist, please return it to CAA Nepal.
- 4) When the checklist has been completed and accepted by CAA Nepal a copy should be appended to the MTOE.

SECTION 3: COMPLIANCE CHECKLIST					
No.	NCAR PART-147 REQUIREMENT	MTOE PROCEDURE REF.	N/A	COMMENT	CAA NEPAL REMARKS
1	NCAR 147.A.1 This is a requirement for the Approval of Maintenance Training Organisations. For the purpose of NCAR Part-147, the Competent Authority for organizations having their principal place of business in Nepal shall be Civil Aviation Authority of Nepal;				
2	NCAR 147.A.5 Scope This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in NCAR Part-66.				
3.	NCAR 147.A.10 General A training organization shall be an organization or part of an organization registered as a legal entity.				
3	NCAR 147.A.15 Application (a) An application for an approval or for the change of an existing approval shall be made on a form and in a manner established by the CAA Nepal.				
4	(b) An application for an approval or change to an approval shall include the following information: 1. the registered name and address of the applicant; 2. the address of the organisation requiring the approval or change to the approval; 3. the intended scope of approval or change to the scope of approval; 4. the name and signature of the accountable manager; 5. the date of application				
5	NCAR 147.A.100 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.				
6	<p>(b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.</p> <ol style="list-style-type: none"> 1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28. 2. 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/her position during examinations. 				
7	(c) The paragraph (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.				
8	(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 organisation is unable to provide such facilities, arrangements may 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. CAA Nepal shall require access to any such contracted organisation and the written agreement shall specify this access.				
9	(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 NCAR 147.A.115(d).				
10	(f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.				
11	(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.				

12	(h) Secure 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 NCAR 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.				
13	(i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.				
14	NCAR 147.A.105 Personnel requirements (a) The 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 NCAR Part-147.				
15	(b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance with the requirements of NCAR Part-147, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in paragraph (a).				
16	(c) 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.				
17	(d) By derogation to paragraph (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.				
18	(e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).				
19	(f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by CAA Nepal.				

20	(g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.				
21	(h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.				
22	NCAR 147.A.110 Records of instructors, examiners and assessors (a) The 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.				
23	(b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.				
24	NCAR 147.A.115 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.				
25	(b) The basic training workshops and/or maintenance facilities as specified in NCAR 147.A.100(d) must have all tools and equipment necessary to perform the approved scope of training.				
26	(c) The basic training workshops and/or maintenance facilities as specified in NCAR 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.				
27	(d) The aircraft type training organisation as specified in NCAR 147.A.100(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure				

	adequate training standards.				
28	<p>NCAR 147.A.120 Maintenance training material</p> <p>(a) Maintenance training course material shall be provided to the student and cover as applicable:</p> <ol style="list-style-type: none"> 1. the basic knowledge syllabus specified in NCAR Part-66 for the relevant aircraft maintenance licence category or subcategory and, 2. the type course content required by NCAR Part-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory. 				
29	(b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in NCAR 147.A.100(i).				
30	<p>NCAR 147.A.125 Records</p> <p>The organisation shall keep all student training, examination and assessment records for an unlimited period following completion of the particular student's course.</p>				
31	<p>NCAR 147.A.130 Training procedures and quality system</p> <p>(a) The organisation shall establish procedures acceptable to CAA Nepal to ensure proper training standards and compliance with all relevant requirements in NCAR Part-147.</p>				
32	<p>(b) The organisation shall establish a quality system including:</p> <ol style="list-style-type: none"> 1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and 2. a 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. 				
33	<p>NCAR 147.A.135 Examinations</p> <p>(a) The examination staff shall ensure the security of all questions.</p>				

34	(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 12 months after the date of the incident. CAA Nepal shall be informed of any such incident together with the details of any enquiry within one calendar month.				
35	(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. CAA Nepal must be informed of any such occurrence within one calendar month.				
36	<p>NCAR 147.A.140 Maintenance training organisation exposition</p> <p>(a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:</p> <ol style="list-style-type: none"> 1. a statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organisation's compliance with NCAR Part-147 and shall be complied with at all times. 2. the title(s) and name(s) of the person(s) nominated in accordance with NCAR 147.A.105(b). 3. the duties and responsibilities of the person(s) specified in subparagraph 2, including matters on which they may deal directly with CAA Nepal on behalf of the maintenance training organisation. 4. a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(2). 5. a list of the training instructors, knowledge examiners and practical asse 6. 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 				

	<p>by NCAR 147.A.145(b).</p> <p>7. a list of the maintenance training courses which form the extent of the a</p> <p>8. the maintenance training organisation's exposition amendment procedu</p> <p>9. the maintenance training organisation's procedures, as required by NCAR 147.A.130(a).</p> <p>10. the maintenance training organisation's control procedure, as required by NCAR 147.A.145(c), when authorised to conduct training, examination and assessments in locations different from those specified in NCAR 147.A.145(b).</p> <p>11. a list of the locations pursuant to NCAR 147.A.145(b).</p> <p>12. a list of organisations, if appropriate, as specified in NCAR 147.A.145(d).</p>				
37	(b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by CAA Nepal.				
38	(c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).				
39	<p>NCAR 147.A.145 Privileges of the maintenance training organisation</p> <p>(a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:</p> <ol style="list-style-type: none"> 1. basic training courses to the NCAR Part-66 syllabus, or part thereof. 2. aircraft type/task training courses in accordance with NCAR Part-66. 3. the examinations on behalf of CAA Nepal, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation. 4. the issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable. 				

40	(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 maintenance training organisation exposition.				
41	(c) By derogation to paragraph (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the paragraph (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.				
42	(d) 1. The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non-maintenance training organisation only when under the control of the maintenance training organisation quality system. 2. The subcontracting of basic theoretical training and examination is limited to NCAR Part-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10. 3. The subcontracting of type training and examination is limited to powerplant and avionic systems.				
43	(e) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.				
44	(f) By derogation from point (e), an organization approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.				
45	NCAR 147.A.150 Changes to the maintenance training organization (a) The maintenance training organisation shall notify the CAA Nepal of any proposed changes to the organisation 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 if necessary the maintenance training organisation approval certificate.				
46	(b) CAA Nepal may prescribe the conditions under which the maintenance				

	training organisation may operate during such changes unless CAA Nepal determines that the maintenance training organisation approval must be suspended.				
47	(b) Failure to inform CAA Nepal of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.				
48	<p>NCAR 147.A.155 Validity of an approval</p> <p>(a) An approval shall be issued for a maximum period of two year. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with NCAR Part-147, in accordance with the provisions related to the handling of findings as specified under NCAR 147.B.130; and 2. CAA Nepal being granted access to the organisation to determine compliance with NCAR Part-147; and 3. the certificate not being suspended, surrendered or revoked. 				
49	(b) Upon suspension, surrender or revocation, the approval shall be returned to CAA Nepal.				
50	<p>NCAR 147.A.160 Findings</p> <p>(a) A level 1 finding is one or more of the following:</p> <ol style="list-style-type: none"> 1. any significant non-compliance with the examination process which would invalidate the examination(s), 2. <i>reserved</i> 3. the lack of an accountable manager, 4. a significant non-compliance with the training process. 				
51	(b) A level 2 finding is any non-compliance with NCAR Part-147 other than level 1 findings.				
52	(c) After receipt of notification of findings according to NCAR 147.B.130, the holder of the maintenance training organisation approval shall define a				

	corrective action plan and demonstrate corrective action to the satisfaction of the CAA Nepal within a period agreed with CAA Nepal.				
53	NCAR 147.A.200 The approved basic training course (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.				
54	(b) The knowledge training elements shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in NCAR Part-66.				
55	(c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.				
56	(d) 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 NCAR Part-66 complete module.				
57	(e) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.				
58	(f) The duration of basic training courses shall be in accordance with Appendix I.				
59	(g) 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.				
60	NCAR 147.A.205 Basic knowledge examinations Basic knowledge examinations shall: (a) be in accordance with the standard defined in NCAR Part-66. (b) be 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.				
61	NCAR 147.A.210 Basic practical assessment (a) Basic practical assessments shall be 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	(b) The student shall achieve an assessed pass with respect to NCAR 147.A.200(e).				
63	NCAR 147.A.300 Aircraft type/task training A maintenance training organisation shall be 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.				
64	NCAR 147.A.305 Aircraft type examinations and task assessments A maintenance training organization approved in accordance with NCAR 147.A.300 to conduct aircraft type training shall conduct 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.				

SECTION 4: ADDITIONAL INFORMATION

Please provide any additional information by typing in the 'blank' area below, using the following format for each NCAR Part-147 requirements for which you are providing the information.

NCAR.147.A.XX

additional information...



Verifying Inspector Name:

Verifying Inspector Signature:

Date: