

On-Job Training Records

Name of Inspector:-.....

Designation:-.....

S/N	Task	OJT Frequency	OJT#	Description of Task (in brief)	Date	Supervisor's Signature
1	Issuance of AOC	4	1			
			2			
			3			
			4			
2	Renewal of AOC (only Administrative function is considered here as individual function for AOC renewal is taken care individually)	4	1			
			2			
			3			
			4			
3	Amendment of AOC and OPS Specs	3	1			
			2			
			3			
4	Addition of new fleet in AOC	3	1			
			2			
			3			
5	Acceptance of Type Certificate	5	1			
			2			
			3			
			4			
			5			
6	Acceptance/Approval of Supplement Type Certificate	5	1			
			2			
			3			
			4			
			5			
7	Issuance of Noise Certificate	5	1			
			2			
			3			
			4			

			5			
8	Issuance of Certificate of Airworthiness (Includes Records Review; Document survey; Physical Survey of Aircraft and Administrative Procedures)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
9	Renewal of Certificate of Airworthiness (Includes Records Review; Physical Survey of Aircraft and Administrative Procedures)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
10	Issuance of Airworthiness Review Certificate	2	1			
			2			
11	Renewal of Airworthiness Review Certificate	2	1			
			2			
12	Issuance of Radio Mobile Licence (Includes administrative process only as this is covered by issuance of C of A)	2	1			
			2			
13	Renewal of Radio Mobile Licence (Includes administrative process only as this is covered by renewal of C of A)	2	1			
			2			
14	Validation of Certificate of Airworthiness	2	1			
			2			
15	Issuance of Export Certificate of Airworthiness	3	1			
			2			
			3			

16	Issuance of Permit to Fly	5	1			
			2			
			3			
			4			
			5			
17	Issuance of Special Flight Permit	5	1			
			2			
			3			
			4			
			5			
18	Renewal of Permit to Fly	2	1			
			2			
19	Issuance of Certificate of Registration	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
20	Allocation of Nationality and Registration Marks	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
21	Issuance of Duplicate Certificate of Registration	1	1			
22	Issuance for Cancellation of Certificate of Registration	3	1			
			2			
			3			
23	Transfer of Ownership	2	1			
			2			

24	Approval of Aircraft Maintenance Program	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
25	Approval of Amendment of Maintenance Program	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
26	Approval of Reliability Program	3	1			
			2			
			3			
27	Approval of Amendment of Reliability Program	3	1			
			2			
			3			
28	Approval of Modification	5	1			
			2			
			3			
			4			
			5			
29	Approval of Repair	5	1			
			2			
			3			
			4			
			5			
30	Approval of Aircraft Lease Agreement	5	1			
			2			
			3			
			4			
			5			
31	Approval of CAT II / CAT III Approval	3	1			
			2			
			3			

32	Approval of RVSM	3	1			
			2			
			3			
33	Approval of EDTO	3	1			
			2			
			3			
34	Approval of PBN	3	1			
			2			
			3			
35	Approval of Electronic Flight Bag	3	1			
			2			
			3			
36	Approval of Maintenance Organization (Includes approval of MOE and associated manuals, Initial Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit ;administrative Function; Line and Base Station Audit)	5	1			
			2			
			3			
			4			
			5			
37	Approval of Maintenance Organization Exposition (MOE)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
38	Approval of Amendment of Maintenance Organization Exposition (MOE)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
			1			
			2			

39	Approval of Associated Manual (Shop Procedure Manual/ Store procedure Manual/ Workshop Procedure Manual etc)	7	3			
			4			
			5			
			6			
			7			
40	Approval of Amendment of Associated Manual (Shop Procedure Manual/ Store procedure Manual/ Workshop Procedure Manual etc)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
41	Approval of Post holders (AMO/CAMO/ ATO)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
42	Renewal of Approved Maintenance organization Approval (Audit and report preparation, Completion of Form 6, Acceptance of CAP ;administrative Function, Line and Base station Audit)	5	1			
			2			
			3			
			4			
			5			
43	Validation of Foreign AMO	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
44	Renewal of Foreign AMO Validation	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
45	Approval of Domestic Training Organization (Includes approval of MTOE, Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)	3	1			
			2			
			3			
46	Approval of Domestic Maintenance Training Organization Exposition (MTOE)	3	1			
			2			
			3			
			1			
			2			

47	Approval of Amendment of Domestic Maintenance Training Organization Exposition (MTOE)	3	3			
48	Renewal of Domestic Approved Training Organization Approval (Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)	3	1			
			2			
			3			
49	Approval of Foreign Training Organization (Includes approval of MTOE, Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)	4	1			
			2			
			3			
			4			
50	Renewal of foreign Training Organization Approval (Includes Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)	4	1			
			2			
			3			
			4			
51	One time Training Approval (Foreign Training Organization under direct course approval)	3	1			
			2			
			3			
52	Approval of Continuing Airworthiness Management Organization (CAMO) ((Includes approval of CAME and Associated Manuals, Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)	5	1			
			2			
			3			
			4			
			5			
53	Renewal of Continuing Airworthiness Management Organization (CAMO) Approval	5	1			
			2			
			3			
			4			
			5			
54	Approval of Continuing Airworthiness Management Exposition (CAME)	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
			1			
			2			

55	Approval of amendment of Continuing Airworthiness Management Exposition (CAME)	7	3			
			4			
			5			
			6			
			7			
56	Approval of Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)	2	1			
			2			
57	Approval of amendment Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)	2	1			
			2			
58	Acceptance of Flight Manual	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
59	Acceptance of amendment of Flight Manual	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
60	Approval of Technical Log	5	1			
			2			
			3			
			4			
			5			
61	Approval of Amendment of Technical Log	5	1			
			2			
			3			
			4			
			5			
62	Approval of MEL	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
			1			
			2			

63	Approval of amendment of MEL	7	3			
			4			
			5			
			6			
			7			
64	Issuance of Aircraft Maintenance Technician Licence	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
65	Renewal of Aircraft Maintenance Technician licence	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
66	Endorsement of Aircraft Type Rating in Aircraft Maintenance Technician licence	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
67	Issuance of Letter of Authority to Foreign Licence holders	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
68	Renewal of Letter of Authority to Foreign Licence holders	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
69	Revalidation of expired Aircraft Maintenance Technician license	5	1			
			2			
			3			
			4			
			5			
70	Amendments in change of Organization Name, Address, etc in various certificates.	5	1			
			2			
			3			
			4			
			5			
			1			
			2			

71	Extension / Concession / Exemptions	5	3			
			4			
			5			
72	NCAR Computerized Exam	5	1			
			2			
			3			
			4			
			5			
73	Inspection and Surveillance (Ramp Check; Spot check; en-route check in Base and Line stations inside and Kathmandu)	7 each	1			
			2			
			3			
			4			
			5			
			6			
			7			
74	Enforcement Action	5	1			
			2			
			3			
			4			
			5			
75	Issuance of Special Flight Authorization	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
76	Renewal of Special Flight Authorization	7	1			
			2			
			3			
			4			
			5			
			6			
			7			
77		7	1			
			2			
			3			
			4			
			5			
			6			
			7			
78	Maintaining Civil Aircraft Register	5	1			
			2			
			3			
			4			
			5			
			1			
			2			

79	Review and update of MCAI from State of Design, State of Manufacturer (AD/SB and Maintenance Data)	7	3		
			4		
			5		
			6		
			7		
80	Surveillance of designated/delegated organization or person (physical/desktop Audit)	7	1		
			2		
			3		
			4		
			5		
			6		
			7		