



## **ANTR 147**

# **APPROVED MAINTENANCE TRAINING ORGANISATIONS**

### **FOREWORD**

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## Bahrain CAA Publication Revisions Highlight Sheet

ANTR: Part II (ANTR 147)       CAP: \_\_\_\_       TPM: \_\_\_\_

The following pages of ANTR 147 have been revised to incorporate EASA's Continuing Airworthiness Regulation under Part-147 Regulation Dt. July 2021, ICAO Annex 1 (up to and including Amendment No.176) 13<sup>th</sup> edition July 2020.

Item	Paragraph number	Page	Reason
1	Forward Para 4(e)	i	Amended to commensurate with BCAA scope.
2	Forward Para 9	i	Amended to reflect the current revision and date.
3	Forward Para 10	i	Introduced to add clarification to the terminologies used in ANTR 147.
4	Forward Para 11	ii	Deleted as this ANTR is incorporated with its own LEP section.
<b>Section A</b>			
1	Global Change	All	From the word Part to ANTR.
2	Global Change	All	Minor spell correctios.
3	ANTR 147.A.01	A-1	Deletion of non-standard provisions of acceptance of other authority approval without BCAA's approval responsibilities.  Addition of notes to on approval requirement of the MTO.
4	ANTR 147.A.15(a)	A-1	Introduction of application requirement.
5	ANTR 147.A.100	B-1	Added AMC reference.
6	ANTR 147.A.125	B-3	Amendment to the records requirement.

7	ANTR 147.A.130	B-3	Added AMC reference.
8	ANTR 147.A.135	B-4	Amendment to the examination requirement.
9	ANTR 147.A.140	B-4	Amendment to the exposition requirement.
10	ANTR 147.A.145	B-5	Amendment to the privileges to add clarity to specific to the type of course conducted.
11	ANTR 147.A.155	B-6	Amendment to the period of validity.
12	ANTR 147.A.200	C-1	Amended to delete the specific categories of AML.
13	AMC 147.A.100 (d)	AMC-1	Introduction of AMC for facility requirement.
14	AMC 147.A.105(f)	AMC-1	Reference correction and cross referring to the relevant regulation.
15	AMC 147.A.105(h)	AMC-1	Amended to emphasis the approval requirement.
16	AMC 147.A.130(a)	AMC-3 to AMC-6	Introduction of AMC for the requirement of training procedure and quality system.
17	AMC 147.A.140	AMC-7	Introduction of the approval requirement of the course curriculum.
18	AMC 147.A.200	AMC-8	Deletion of duplicated requirement – AMC 147.A.200(f).
19	AMC 147.A.200(f)	AMC-8	Introduction of AMC for the requirement of basic training course.
20	AMC 147.A.210(b)	AMC-9	Cross reference to the relevant regulation added.
21	AMC 147.A.300	AMC-9 to AMC-10	Amendment to the aircraft type / task training requirement.

22	Appendix I to AMC	APP-1 to APP-2	Amendment to MTOE requirements.
23	GM 147.A.145(d)3	GM-3	Introduction of GM to the privileges, to add clarity to specific type of course conducted.
24	ANTR 147.B.120	B-1	Amendment to the continued validity procedure.
25	Appendix 1.1 & Appendix 1.2	APP-2 to APP-3	Amendment to the Basic & Type training course certificate of recognition. And deletion of outdated format.
26	AMC 147.B.120(a)	AMC-2	Introduction of GM to the continued validity procedure.
27	GM 147.B.110	GM-1	Title correction.

**Record of Revision****ANTR -147**

<b>Revision No.</b>	<b>Date of Issue</b>
3 <sup>rd</sup> Edition	01 August 2010
4 <sup>th</sup> Edition Revision 00	01 August 2010

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## FOREWORD

- 1 The State of Bahrain Civil Aviation Affairs is known in these regulations as the “Authority”.
- 2 Development of the requirements of ANTR 147 will be in accordance with Notice of Proposed Amendment (NPA) procedures. These procedures allow for the amendment of ANTR 147 to be harmonized with amendments to EASA and ICAO Annexes in a timely manner.
- 3 ANTR Volume 1 Part V – Airworthiness Regulations comprises of the following;
  - (a) Part V - General Airworthiness Regulations
  - (b) ANTR M - Continuing Airworthiness
  - (c) ANTR 145 - Approved Maintenance Organisations
  - (d) ANTR 147 - Approved Maintenance Training Organisations
  - (e) ANTR 21 - BCAA Acceptance Procedure for Certification of Aircraft & Related Products, Parts & Appliances, and of Design & Production Organisations
4. Definitions and abbreviations of terms used in ANTR 147 that are specific to a Chapter are normally given in that section concerned or, exceptionally, in the associated compliance or guidance material. See also ANTR Part 1 – Definitions.
5. The editing practices used in this document are as follows:
  - (a) ‘Shall’ is used to indicate a mandatory requirement and may appear in ANTRs.
  - (b) ‘Should’ is used to indicate a recommendation and normally appears in AMCs and GM.
  - (c) ‘May’ is used to indicate discretion by the Authority, the industry or the applicant, as appropriate.
  - (d) ‘Will’ indicates a mandatory requirement and is used to advise of action incumbent on the Authority.

*NOTE: The use of the male gender implies the female gender and vice versa.*

- 6 [New, amended and corrected text will be enclosed within heavy brackets until a subsequent “amendment” is issued.]
7. Regulations are presented in Times Roman font and guidance material is presented in Arial font
8. Section B establishes the administrative requirements to be followed by the BCAA in charge of the application and the enforcement of Section A.
9. This is the 4<sup>th</sup> Edition Revision 0 dated 23 June 2022.
10. The ANTR 147 comprises basically of three parts giving regulation, acceptable means of compliance and guidance material.

**Regulations (ANTR 147 Section-A / ANTR 147 Section-B)** are binding in their entirety and used to specify a high and uniform level of safety and uniform conformity and compliance. They detail how to comply with the essential requirements of the Basic Regulation and regulate the subject



matters included in its scope. Detailed implementation aspects are included as Acceptable Means of Compliance (AMC).

**Acceptable Means of Compliance (AMC)** AMC 147.A / AMC 147.B are non-binding. The AMC serves as a means by which the requirements contained in the Regulation can be met. The AMC illustrate a means, but not the only means, by which a requirement of an implementing rule can be met. Satisfactory demonstration of compliance using a published AMC shall provide for presumption of compliance with the related requirement; it is a way to facilitate certification tasks for the applicant and the BCAA. The organisations may propose 'Alternative Means of Compliance' subject to acceptance by the BCAA. 'Alternative Means of Compliance' are those that propose an alternative to an existing AMC. Those Alternative Means of Compliance proposals must be accompanied by evidence of their ability to meet the intent of the regulation. Use of an existing AMC gives the user the benefit of compliance with the regulation.

**Guidance Material (GM)** GM 147.A / GM 147.B is non-binding explanatory and interpretation material on how to achieve the requirements contained in the Regulation, and the AMCs. It contains information, including examples, to assist the user in the correct understanding and application of the Regulation, and its AMCs.

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**SECTION A**  
**TECHNICAL REGULATIONS**  
**SUBPART A**  
**GENERAL**

**ANTR 147.A.01      Training organisation requirements**

- (a) Organisations involved in the training of certifying staff shall be approved in accordance with this ANTR. Organisations involved in the training of certifying staff shall be entitled to;
- (1) conduct recognised basic training courses; and/or
  - (2) conduct recognised type rating courses; and
  - (3) conduct examinations; and
  - (4) issue training certificates.



Note-1: The Basic knowledge and / or Type training examination may be conducted by the MTO under the requirements of contracting state, approved the MTO and privileged to do so on behalf of such authority.

Note-2: The Type examination may be conducted by the MTO under the requirements of ANTR 66 / ANTR 147 with specific approval to do so.

**ANTR 147.A.05      Scope**

This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in ANTR 66.

**ANTR 147.A.10      General**  
(See GM 147.A.10)

A training organisation shall be an organisation or part of an organisation registered as a legal entity.

**ANTR 147.A.15      Application**

An application for an approval or for the change of an existing approval shall be made on form ALD/LIC/F152.

- (a) 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.

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**SUBPART B****ORGANISATIONAL REQUIREMENTS****ANTR 147.A.100 Facility requirements**

(See AMC 147.A.100(d))

(See AMC 147.A.100(i))

(See GM 147.A.100(i))

- (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.
  - 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.
- (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.
- (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. The BCAA shall require 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 ANTR 147.A.115(d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (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) 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 ANTR 147.A.125. 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.

**ANTR 147.A.105 Personnel requirements**

(See AMC 147.A105)

(See AMC 147.A105(b) & (g))

(See AMC 147.A105(f)) & (See GM 147.A.105(f))

(See AMC 147.A105(h)) & (See GM 147.A.105(h))

**(See GM 147.A.105(c))**

(See GM 147.A.105(g))

- (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 this ANTR.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of this ANTR, 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).
- (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.
- (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.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (f).
- (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 the BCAA.
- (g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.
- (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.

**ANTR 147.A.110 Records of instructors, examiners and assessors**

(See AMC 147.A110)

(See GM 147.A.110)

- (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.
- (b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

**ANTR 147.A.115 Instructional equipment**

(See AMC 147.A.115(c))

(See GM 147.A.115(a))

- (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 ANTR 147.A.100(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 ANTR 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionicequipment.
- (d) The aircraft type training organisation as specified in ANTR 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.

**ANTR 147.A.120 Maintenance training material**

(See AMC 147.A.120(a))

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
  - 1. the basic knowledge syllabus specified in ANTR 66 for the relevant aircraft maintenance licence category or subcategory, and
  - 2. the type course content required by ANTR 66 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 of the library as specified in ANTR 147.A.100(i).

**ANTR 147.A.125 Records**

The organisation shall keep all student training, examination and assessment records for at least five years following completion of the particular student's course. The examination related records shall be maintained for the period as defined by the authority recognising such examinations.

**ANTR 147.A.130 Training procedures and quality system**

(See AMC 147.A.130(a))

(See AMC 147.A.130(b))

(See GM 147.A.130(b))

- (a) The organisation shall establish procedures acceptable to the BCAA to ensure proper training standards and compliance with all relevant requirements in this ANTR.
- (b) The organisation shall establish a quality system including:
  - 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 ANTR 147.A.105(a) to ensure, as necessary, corrective action.

#### **ANTR 147.A.135 Examinations**

(See AMC 147.A135)

(See GM 147.A.135)

- (a) When a BCAA has authorized the approved training organization to conduct the examination required for the issuance of a licence or rating, the examination shall be conducted by personnel authorized by the Licensing Authority or designated by the training organization. These examinations shall be conducted in accordance with the criteria approved by the BCAA.
- (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. The BCAA shall be informed of any such incident together with the details of any enquiry within one 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 BCAA must be informed of any such occurrence within one calendar month.

#### **ANTR 147.A.140 Maintenance training organisation exposition**

(See AMC 147.A140)

- (a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:
  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 this ANTR and shall be complied with at all times.
  2. When a State has authorized an approved training organization to conduct the examination required for the issuance of a licence or rating in accordance with sub-para 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the Licensing Authority.
  3. the title(s) and name(s) of the person(s) nominated in accordance with ANTR 147.A.105(b). The duties and responsibilities of the person(s) specified in subparagraph 2, including matters on which they may deal directly with the BCAA 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 assessors.
  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 by ANTR 147.A.145(b).
  7. a list of the maintenance training courses which form the extent of the approval.

8. the maintenance training organisation's exposition amendment procedure.
  9. the maintenance training organisation's procedures, as required by ANTR 147.A.130(a).
  10. the maintenance training organisation's control procedure, as required by ANTR 147.A.145(c), when authorised to conduct training, examination and assessments in locations different from those specified in ANTR 147.A.145(b).
  11. a list of the locations pursuant to ANTR 147.A.145(b).
  12. a list of organisations, if appropriate, as specified in ANTR 147.A.145(d).
- (b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by the BCAA.
- (c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

**ANTR 147.A.145 Privileges of the maintenance training organisation**

(See AMC 147.A145(d))

(See GM 147.A.145(d))

- (a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
1. basic training courses to the ANTR 66 syllabus, or part thereof.
  2. aircraft type/task training courses in accordance with ANTR 66.
  3. the issue of certificates following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraph (a)(1) & (a)(2) as applicable.
  4. the examinations of students who attended the basic or aircraft type training course at the maintenance training organisation as privileged by the ICAO contracting state authority and issue certificates thereof.
- (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.
- (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 subject to appropriate exposition procedures for conducting such activity and maintenance of records of such training acceptable to BCAA.
- (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 ANTR 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 power plant and avionic systems.
- (e) An organisation may not be approved to conduct type examinations unless approved to conduct the corresponding type training.

#### **ANTR 147.A.150 Changes to the maintenance training organisation**

- (a) The maintenance training organisation shall notify the BCAA of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the BCAA to determine continued compliance with this ANTR and to amend if necessary the maintenance training organisation approval certificate.
- (b) The BCAA may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the BCAA determines that the maintenance training organisation approval must be suspended.
- (c) Failure to inform the BCAA of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

#### **ANTR 147.A.155 Continued validity**

- (a) An approval shall be issued for a period of two (2) years. It shall remain valid subject to:
  1. the organisation remaining in compliance with this ANTR, in accordance with the provisions related to the handling of findings; and
  2. the BCAA being granted access to the organisation to determine continued compliance with this ANTR; and
  3. the certificate not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval shall be returned to the BCAA.

#### **ANTR 147.A.160 Findings**

- (a) A level 1 finding is one or more of the following:
  1. any significant non-compliance with the examination process which would invalidate the examination(s),
  2. failure to give the BCAA access to the organisation's facilities during normal operating hours after two written requests,
  3. the lack of an accountable manager,
  4. 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 findings.
- (c) After receipt of notification of findings, the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period agreed with this BCAA.



**SUBPART C****THE APPROVED BASIC TRAINING COURSE****ANTR 147.A.200 The approved basic training course**

(See AMC 147.A200)

(See AMC 147.A200(b))

(See AMC 147.A200(d))

(See AMC 147.A200(g))

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b) The knowledge training element shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in ANTR 66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the paragraph (b) training element.
- (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 ANTR 66 complete module.
- (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.
- (f) The duration of basic training courses shall be in accordance with ANTR 147.B Appendix I.
- (g) The duration of extension courses between (sub)-categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

**ANTR 147.A.205 Basic knowledge examinations**

(See AMC 147.A205)

Basic knowledge examinations shall:

- (a) be in accordance with the standard defined in ANTR 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 ANTR 66.

**ANTR 147.A.210 Basic practical assessment**

(See AMC 147.A210(a))

(See AMC 147.A210(b))

- (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.
- (b) The student shall achieve an assessed pass with respect to ANTR 147.A.200(e).

**SUBPART D****AIRCRAFT TYPE/TASK TRAINING****ANTR 147.A.300 Aircraft type/task training**

(See AMC 147.A.300)

A maintenance training organisation shall be approved to carry out ANTR 66 aircraft type and/or task training subject to compliance with the standard specified in ANTR 66.A.45.

**ANTR 147.A.305 Aircraft type examinations and task assessments**

A maintenance training organisation approved in accordance with ANTR 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in ANTR 66 subject to compliance with the aircraft type and/or task standard specified in ANTR 66.A.45.

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**SECTION A – TECHNICAL REQUIREMENTS****ACCEPTABLE MEANS OF COMPLIANCE****AMC 147.A.100(d) Facility requirements**

The Maintenance Training Organisation intends to contact any maintenance organisation / facility provider, such arrangements shall be documented in the exposition and develop a comprehensive procedures to control, manage and administer the course / practical / OJT tasks agreeable to both the primary organisation approval holder and the contracted maintenance organisation / facility provider.

**AMC 147.A.100(i) Facility requirements**

1. For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all ANTRs and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, airworthiness directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.
2. Except for the ANTRs and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

**AMC 147.A.105 Personnel requirements**

1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organisation on a day to day basis. Such person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph ANTR 147.A.130(b) and an examination manager with the responsibility of managing the relevant ANTR 147 Subpart Cor Subpart D examination system. Such person(s) may also be an instructor and/or examiner.
2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the sub-paragraph (1) positions subject to the BCAA verifying and being satisfied that all functions can be properly carried out in combination.
3. When the organisation is also approved against other ANTRs which contain some similar functions then such functions may be combined.

**AMC 147.A.105(b)&(g) Personnel requirements**

With the exception of the accountable manager, an ALD/LIC/F018 (BCAA Form 4) should be completed for each person nominated to hold a position required by ANTR 147.A.105(b).

**AMC 147.A.105(f) Personnel requirements**

Any person currently accepted by the Authority in accordance with national aviation regulations in force prior to ANTR 147 coming into force may continue to be accepted in accordance with ANTR 147.A.105(f)

Paragraph 3 of Appendix III to AMC to ANTR-66 provides criteria to establish the qualification of assessors.

**AMC 147.A.105(h) Personnel requirements**

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner. All adjustments shall be approved by the BCAA.

**AMC 147.A.110 Records of instructors, examiners and assessors**

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
  - (a) Name
  - (b) Date of Birth
  - (c) Personnel Number
  - (d) Experience
  - (e) Qualifications
  - (f) Training history (before entry)
  - (g) Subsequent Training
  - (h) Scope of activity
  - (i) Starting date of employment/contract
  - (j) If appropriate – ending date of employment/contract.
2. The record may be kept in any format but should be under the control of the organisations quality system.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. The BCAA is an authorised person when investigating the records system for initial and continued approval or when the BCAA has cause to doubt the competence of a particular person.

**AMC 147.A.115(c) Instructional equipment**

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of ANTR 66 being instructed. For example the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.
2. Appropriate aircraft, engines, aircraft parts and avionic equipment means appropriate in relation to the particular subject module or sub-module of ANTR 66 being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.
3. “Access” may be interpreted to mean, in conjunction with the facilities requirement of ANTR 147.A.100(d), that there may be an agreement with a maintenance organisation approved under ANTR 147 to access such parts, etc.

**AMC 147.A.120(a) Maintenance training material**

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided a written warning to this effect should be given.

**AMC 147.A.130(a) Training procedure and quality system**

This guidance material provides some clarifications for the incorporation of new training methods and training technologies in the procedures for aircraft maintenance training.

The classic training method is a teacher lecturing the pupils in a classroom. Commonly the training tools are a blackboard and training manuals. New technologies make it possible to develop new training methods and use other training tools, e.g. multimedia-based training and virtual reality. A combination of several training methods/tools is recommended in order to increase the overall effectiveness of the training.

Simulation cannot be eligible as a sole training or assessment tool for basic hand skills such as wiring, welding, drilling, filing, wire locking, riveting, bonding or any other skill where competence may only be achievable by performing a hands-on activity.

Three tables are provided to illustrate the possibilities for the use of different training methods and tools:

Table 1: Training tools

Table 2: Training methods

Table 3: Combination of training methods and tools and their use

Table 1 lists existing training tools that may be selected for basic training.

**Table 1: Training tools**

Training tools		Description
1	Slideshow presentation	A structured presentation of slides.
2	Manuals	Comprehensive and controlled publication of a particular topic.
3	Computer (desktop PC, laptop, etc.)	An electronic processing device that can hold and display information in various media.
4	Mobile devices (such as, but not limited to, tablets, smart phones, etc.)	A mobile electronic processing device that can hold and display information in various media.
5	Videos	Electronic media for broadcasting moving visual images.
6	MSTD — Maintenance simulation training device	A training device that is intended to be used in maintenance training, examination, and/or assessment for a component, system or entire aircraft. The MSTD may consist of hardware and software elements.
7	Mock-up	A scaled or full-size replica of a component, system or entire aircraft that preserves (i.e. is an exact replica of) the geometrical, operational or functional characteristics of the real component, system or entire aircraft for which maintenance training is delivered with the use of such a replica.
8	Virtual reality	A computer-generated three-dimensional (3D) environment which can be explored and possibly interacted with.
9	MTD — Maintenance training device	Maintenance training device is any training device other than an MSTD used for maintenance training and/or examination and/or assessment. It may include mock-ups.
10	Real aircraft	A suitable aircraft whose condition allows teaching a selection of maintenance tasks that are representative of the particular aircraft or of the aircraft category. 'Suitable' means an aircraft of the type or licence (sub)category (if the licence (sub)category aircraft is outfitted with the same equipment subject to the particular lesson module(s) and is sufficiently similar so that the lesson objective(s) can be satisfactorily accomplished) for

		type training, or an aircraft representative of the licence (sub)category for basic training, and excludes 'virtual aircraft'. 'Condition' means that the aircraft is equipped with its main components and that the systems can be activated/operated when this is required by the learning objectives.
11	Aircraft component	A suitable aircraft component used to teach specific maintenance tasks off-the-wing. This may include but is not limited to tasks such as borescope inspections, minor repairs, testing, or the assembly/disassembly of sub-components. 'Suitable' means that the condition of the component should fit the learning objectives of the tasks and, when appropriate, may feature existing defects or damages.
12	Augmented reality	An enhancement (modification, enrichment, alteration or manipulation) of one's current perception of reality elements of a physical, real-world environment following user's inputs picked up by sensors transferred to rapid streaming computer images. By contrast, virtual reality replaces the real world with a simulated one.
13	Embedded training	A maintenance training function that is originally integrated into the aircraft component's design (i.e. a centralised fault display system).
14	Classroom	A physical, appropriate location where learning takes place.
15	Virtual classroom	A simulated, not physical, location where synchronous learning takes place.
16	Virtual aircraft	A simulated, not physical, aircraft that may be used in theoretical training, practical training, examination or assessment.

Note: Synthetic training devices (STDs) is a generic term used for systems using hardware and/or software, simulating the behaviour of one or more aircraft systems or a complete aircraft, such as maintenance simulation training devices (MSTDs), maintenance training devices (MTDs) and flight simulation training devices (FSTDs).

Table 2 lists existing training methods that may be selected for basic training.

**Table 2: Training methods**

<b>Table 2: Training methods Training method</b>	<b>Description</b>	<b>Instructor - centred(1 )</b>	<b>Student- centred(2 )</b>	<b>Blended training(3 )</b>
Assisted learning (mentoring)	Assisted learning or mentorship represents an ongoing, close relationship of dialogue and learning between an experienced /knowledgeable instructor and a less experienced/knowledgeable student in order to develop experience/knowledge of students.	X	X	X
Computer-based training (CBT)	CBT is any interactive means of structured training using a computer to deliver a content. (Note: Not to be confused with competency-based training that also uses the acronym 'CBT')	X	X	X

Demonstration	A method of teaching by example rather than explanation.	X		X
Distance learning asynchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is asynchronous if the teacher and the students do not interact at the same time.	X		X
Distance learning synchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is synchronous if the teacher and the students interact at the same time (real time).	X		X
e-learning	Training via a network or electronic means, with or without the support of instructors (e-tutors).	X		X
Lecturing (instructor-led/face to face)	Practice of face-to-face delivery of training and learning material between an instructor and students, either individuals or groups.	X		X
Mobile learning (M-learning)	Any sort of learning that happens when the student is not at a fixed, predetermined location, using mobile technologies.	X		X
Multimedia-based training(4)	Any combined use of different training media.	X		X
Simulation	Any type of training that uses a simulator imitating a real-world process or system.	X		X
Web-based training (WBT)	Generic term for training or instruction delivered over the internet or an intranet using a web browser.	X		X

Note: The purpose of this table is to provide a short definition for each associated training method and to relate each method to the focus of the learning. It is not meant to comprehensively explore and identify the capabilities of each training method herein included.

(1) 'Instructor-centred' means that the instructor is responsible for teaching the student.

(2) 'Student-centred' means that the student is responsible for the learning progress.

(3) 'Blended training' includes different instructional methods and tools, different delivery methods, different scheduling (synchronous/asynchronous) or different levels of guidance. Blended training allows the integration of a range of learning opportunities.

(4) 'Multimedia-based training' by definition uses various media to achieve its objective, thus, none of the single media listed is per se a complete solution for training.

Table 3 presents the combination of training methods and tools that may be taken into account for theoretical and practical training.

The table is intended to support potential delivery methods. Additional training methods and further use of those methods could be acceptable to the BCAA when demonstrated as supporting learning objectives.

**Table 3 Combination of training methods and tools and their use**

Training method	Training tools	Theoretical elements			Practical elements	OJT	Learning objectives		
		Level 1	Level 2	Level 3			Knowledge	Skills	Attitude
See Table 2	See Table 1								
Lecturing (instructor-led /face to face)	1,2,3,5,6,7,8, 9,10 11,12,13,14,16	X	X	X	X	X Only type	X	X	X Only type
Assisted learning (mentoring)	1,2,3,5,6,7,8, 9, 10,11,12,13,14, 15,16	X	X	X	X	X Only type	X	X	X Only type



e-learning	1,2,3,4,5,8,12, 14,15,16	X	X	X(1)	X(1)		X	X(1)	X(1)
Computer-based training	1,2,3,4,5,8,12, 14,15,16	X	X	X	X(1)		X Only type	X(1)	
Multimedia-based training	1,2,3,4,5,8,12, 13,14,15,16	X	X	X	X(1)		X Only type	X(1)	X(1)
Web-based training (WBT)	1,2,3,4,5,8,12, 14,15,16	X	X	X(1)	X(1)		X Only type	X(1) Only type	X(1)
M-learning	1,2,3,4,5,12,15, 16	X	X	X(1)	X(1)		X(1) Type unlimited	X(1)	
Distance learning synchronous	1,2,3,4,5,8,15, 16	X	X	X(1)	X(1)		X(1) Type unlimited	X(1)	X(1) Only type
Distance learning asynchronous	1,2,3,4,5,8,16	X	X	X(1)			X(1) Type unlimited	X(1)	X(1) Only type
Demonstration	1,2,3,5,6,7,8,9, 10,11,12,13,14, 15,16	X	X	X(1)	X	X(1) Only type	X	X	X(1) Only type
Simulation	1,3,4,6,7,8,9, 10,12,14, 15(1), 16	X	X	X(1)	X		X	X	X Only type

This table relates a given training method to a list of acceptable training tools (code), oriented to deliver the theoretical elements, practical elements or on-the-job training associated with their specific learning objectives

(1) Limited suitability. It means that the respective training method may be used but with limited results, thus requiring the support of a complementary training method to fulfil the learning objectives.

NOTE: Instructor (human) involvement should be considered in Basic Knowledge Modules 9A/9B

#### AMC 147.A.130(b) Training procedures and quality system

1. The independent audit procedure should ensure that all aspects of ANTR 147 compliance should be checked at least once in every 12-months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.
2. In a small maintenance training organization, the independent audit function may be contracted to another maintenance training organisation approved under ANTR 147 or a competent person acceptable to the BCAA.  
Where the small training organisation chooses to contract the audit function it is conditional on the audit being carried out twice in every 12 month period with one such audit being unannounced.
3. Where the maintenance training organisation is also approved to another ANTR requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the sub-contract control system:
  - (a) a pre audit procedure should be established whereby the ANTR 147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of ANTR 147.
  - (b) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the ANTR 147 standard.

- (c) the sub-contract control procedure should record audits of the subcontractor and to have a corrective action follow-up plan.
5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

#### **AMC 147.A.135 Examinations**

1. Examinations may be computer or hard copy based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examination staff.

#### **AMC 147.A.140 Maintenance training organisation exposition**

1. A recommended format of the exposition is included in the Appendix I to AMC.
2. When the maintenance training organisation is approved in accordance with any other ANTR which also requires an exposition, the exposition required by the other ANTR may form the basis of the maintenance training organisation exposition in a combined document., as long as the other exposition contains the information required by ANTR 147.A.140 and a cross reference index is included based on the Appendix 1 to AMC.
3. When training or examination is carried out under the sub-contract control system the maintenance training organisation exposition should contain a specific procedure on the control of sub-contractors plus a list of sub-contractors as required by ANTR 147.A.140 (a)12.
4. The BCAA may approve a delegated exposition approval system for all changes other than those affecting the approval.
5. The course curriculum shall be approved by the BCAA. The instruction material shall be accepted by the BCAA.

#### **AMC 147.A.145(d) Privileges of the maintenance training organisation**

1. When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the ANTR 147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the ANTR 147 approved maintenance training organisation's students should meet requirements of ANTR 147 for the duration of that training or examination and it remains the ANTR 147 organisation's responsibility to ensure such requirements are satisfied.
2. The maintenance training organisation approved under ANTR 147 is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the sub-contractor meets the ANTR 147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of ANTR 66 and the aircraft technologies as appropriate.
3. The contract between the maintenance training organisation approved under ANTR 147 and the sub-contractor should contain:
  - a provision for the BCAA to have right of access to the sub-contractor;
  - a provision for the sub-contractor to inform the ANTR 147 approved maintenance training organisation of any change that may affect its ANTR 147 approval, before any such change takes place.



**AMC 147.A.200(b) The approved basic training course**

Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of ANTR 147.A.200 (f) to (g) being satisfied.

**AMC 147.A.200(d) The approved basic training course**

1. Where the maintenance training organisation approved under ANTR 147 contracts the practical training element either totally or in part to another organisation in accordance with ANTR 147.A.100(d), the organisation in question should ensure that the practical training elements are properly carried out.
2. At least 30% of the practical training element should be carried in an actual maintenance working environment.

**AMC 147.A.200(f) The approved basic training course**

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the BCAA may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:
  - Theoretical and practical training are performed at the same time;
  - Training and normal maintenance duty/apprenticeship are performed at the same time.
2. The minimum participation time for the trainee to meet the objectives of the course should not be less than 90 % of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition should not be issued.

**AMC 147.A.200(g) The approved basic training course**

Typical conversion durations are given below:

- (a) The approved basic training course to qualify for extension from holding an ANTR 66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for extension from holding an ANTR 66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.
- (b) The approved basic training course to qualify for extension from holding an ANTR 66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80% and 85% knowledge training.
- (c) The approved basic training course to qualify for extension from holding an ANTR 66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50% and 60% knowledge training.
- (d) The approved basic training course to qualify for extension from holding an ANTR 66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.

**AMC 147.A.205 Basic knowledge examinations**

The BCAA may accept that the maintenance training organisation approved under ANTR 147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

**AMC 147.A.210(a) Basic practical assessment**

Where the maintenance training organisation approved under ANTR 147 contracts the practical training element either totally or in part to another organisation in accordance with ANTR 147.A.100(d) and chooses to nominate practical assessors from the other organisation, the organisation in question should ensure that the basic practical assessments are carried out.

**AMC 147.A.210(b) Basic practical assessment**

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of ANTR 147.A.200(e). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

Appendix III to AMC to ANTR-66 provides criteria for the competence assessment performed by the designated assessors (and their qualifications).

**AMC 147.A.300 Aircraft type/task training**

1. Aircraft type training may be sub-divided in airframe and / or, power plant and / or avionics / electrical systems type training. A maintenance training organisation approved under ANTR 147 may be approved to conduct airframe type training only, power plant type training only or avionics systems type training only or any combination thereof.
2. Airframe type training means a type training including all relevant aircraft structure and electrical and mechanical systems excluding the power plant.
3. Power plant type training means a type training on the bare engine, including the build-up to a quick engine change unit.
4. The interface of the engine/airframe systems should be addressed by either airframe or power plant type training. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
5. Avionic / electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 45, 46, 73 and 77 or equivalent.

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**APPENDIX I TO AMC****MAINTENANCE TRAINING ORGANISATION EXPOSITION (MTOE)**

1. The following subject headings form the basis of the MTOE required by ANTR 147.A.65.
2. Whilst this format is recommended it is not mandatory to assemble the MTOE in this manner as long as a cross reference index is included in the MTOE as an appendix and the Part 1 items remain in Part 1.
3. Part 2, 3 and 4 materials may be produced as separate detailed manuals subject to the main exposition containing the Part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organisation is approved in accordance with any other ANTRs, which require an exposition it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the Parts 2, 3 and 4. When this method is used it is essential to include the cross-reference index of Part 4 item 4.3.

**PART 1 – MANAGEMENT**

- 1.1. Corporate commitment by accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4. Management personnel organisation chart
- 1.5. List of instructional and examination staff

*Note: A separate document may be referenced*

- 1.6. List of approved addresses
- 1.7. List of sub-contractors as per ANTR 147.A.145(d)
- 1.8. General description of facilities at paragraph 1.6 addresses
- 1.9. Specific list of courses approved by the BCAA
- 1.10. Notification procedures regarding changes to organisation
- 1.11. Exposition and associated manuals amendment procedure

**PART 2 – TRAINING AND EXAMINATION PROCEDURES**

- 2.1. Organisation and scope of training courses
- 2.2. Preparation of course material
- 2.3. Preparation of classrooms and equipment
- 2.4. Preparation of workshops/maintenance facilities and equipment
- 2.5. Conduct of theoretical training & practical training including OJT as applicable (during basic knowledge & practical training and type/task training) including that of contracted organisation

- 2.6. Records of training carried out
- 2.7. Storage of training records
- 2.8. Training at locations not listed in paragraph 1.6
- 2.9. Organisation of examinations
- 2.10. Security and preparation of examination material
- 2.11. Preparation of examination rooms
- 2.12. Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)
- 2.13. Conduct of basic practical assessments (during basic knowledge training and type/task training)
- 2.14. Marking and record of examinations
- 2.15. Storage of examination records
- 2.16. Examinations at locations not listed in paragraph 1.6
- 2.17. Preparation, control & issue of basic training course certificates
- 2.18. Control of sub-contractors

### **PART 3 – TRAINING SYSTEM QUALITY PROCEDURES**

- 3.1. Audit of training
- 3.2. Audit of examinations
- 3.3. Analysis of examination results
- 3.4. Audit and analysis remedial action
- 3.5. Accountable manager annual review
- 3.6. Qualifying the instructors
- 3.7. Qualifying the examiners and the assessors
- 3.8. Records of qualified instructors & examiners

### **PART 4 – APPENDICES**

- 4.1. Example of documents and forms used
- 4.2. Syllabus of each training course
- 4.3. Cross reference Index - if applicable

**SECTION A – TECHNICAL REQUIREMENTS****GUIDANCE MATERIAL****GM 147.A.10            General**

Such an organisation may conduct business from more than one address and may hold more than one ANTR approval.

**GM 147.A.100(i)        Facility requirements**

Where the organisation has an existing library of regulations, manuals and documentation required by another ANTR it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

**GM 147.A.105 (c)      Personnel requirements**

The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

**GM 147.A.105 (f)      Personnel requirements**

It is recommended that potential instructors be trained in instructional techniques.

**GM 147.A.105(g)      Personnel requirements**

Examiners should demonstrate a clear understanding of the examination standard required by Part- 66and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

**GM 147.A.105(h)      Personnel requirements**

1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.
2. The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.

**GM 147.A.110            Records of instructors, examiners and assessors**

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

**GM 147.A.115(a)        Instructional equipment**

1. Synthetic training devices are working models of a particular system or component and include computer simulations.
2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.



**GM 147.A.130 (b) Training procedures and quality system**

1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with ANTR 147, Section A.
2. The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. A large training organisation (an organisation with the capacity to provide training for 50 students or more)]should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an organisation with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.
5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

**GM 147.A.135 Examinations**

The BCAA will determine when or if the disqualified examiner may be reinstated.

**GM 147.A.145 (d) Privileges of the maintenance training organisation**

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in ANTR 147 and ANTR 66.
2. The fundamental reason for allowing a maintenance training organisation approved under ANTR 147 to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organisations which may not have the capacity to conduct training courses on all ANTR 66 modules.
3. The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in ANTR 147.A.200 does not apply to them. On the contrary training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in ANTR 147.A.200. The intent of the "limited subcontracting" option as specified in ANTR 147.A.145 is to grant ANTR 147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

**GM 147.A.145 (d)3 Privileges of the maintenance training organisation**

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionic systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the ANTR-147 organisation itself).

**SECTION B**  
**PROCEDURE FOR THE AUTHORITY**  
**SUBPART A**  
**GENERAL**

**ANTR 147.B.05**      **Scope**

This section establishes the administrative requirements to be followed by the BCAA in charge of the application and the enforcement of Section A of this Part.

**ANTR 147.B.10**      **Authority**

(See AMC 147.B.10(a))

(See AMC 147.B.10(b))

(See AMC 147.B.10(c))

(a)    General

The BCAA has the responsibilities for the issuance, continuation, change, suspension or revocation of ANTR 147 certificates. This BCAA shall establish documented procedures and an organisational structure.

(b)    Resources

The BCAA shall be appropriately staffed to carry out the requirements of this Part.

(c)    Procedures

The BCAA shall establish procedures detailing how compliance with this Part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.

(d)    Qualification and training

All staff involved in approvals related to ANTR 147 must:

1.    be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
2.    have received training and continuation training on ANTR 66 and ANTR 147 where relevant, including its intended meaning and standard.

**ANTR 147.B.15**      **Acceptable means of compliance**

The BCAA may develop acceptable means of compliance to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.

**ANTR 147.B.20 Record-keeping**

(See AMC 147.B.20)

- (a) The BCAA shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.
- (b) The records for the oversight of maintenance training organisations shall include as a minimum:
  - 1. the application for an organisation approval (ALD/LIC/F152).
  - 2. the organisation approval certificate including any changes (ALD/LIC/F158).
  - 3. a copy of the audit program listing the dates when audits are due and when audits were carried out.
  - 4. continued oversight records including all audit records.
  - 5. copies of all relevant correspondence.
  - 6. details of any exemption and enforcement actions.
  - 7. any report from other competent authorities relating to the oversight of the organisation.
  - 8. organisation exposition and amendments.
- (c) The minimum retention period for the paragraph (b) records shall be four years.

**ANTR 147.B.25 Exemptions**

- (a) The BCAA may exempt a State education department school from:
  - 1. being an organisation as specified in 147.A.10.
  - 2. having an accountable manager, subject to the limitation that the department appoint a senior person to manage the training organisation and such person has a budget sufficient to operate the organisation to the standard of ANTR 147.
  - 3. having recourse to the independent audit part of a quality system subject to the department operating an independent schools inspectorate to audit the maintenance training organisation at the frequency required by this ANTR.
- (b) All exemptions granted shall be recorded and retained by the BCAA.

**SUBPART B****ISSUE OF AN APPROVAL****ANTR 147.B.110 Procedure for approval and changes to the approval**

(See AMC 147.B.110(a))

(See AMC 147.B.110(b))

(See GM 147.B.110)

- (a) Upon receipt of an application (ALD/LIC/F152), the BCAA shall:
  - 1. review the maintenance training organisation exposition, and
  - 2. verify the organisation's compliance with the requirement of ANTR 147.
- (b) All findings identified shall be recorded and confirmed in writing to the applicant.
- (c) All findings shall be closed in accordance with ANTR 147.B.130 before the approval is issued.
- (d) The reference number shall be included on the approval certificate in a manner specified by the BCAA.

**ANTR 147.B.120 Continued validity procedure**

- (a) Each organisation must be completely audited for compliance with this ANTR at periods not exceeding 24 months. This shall include the monitoring of at least one training course and one examination performed by the maintenance training organisation.
- (b) Findings shall be processed in accordance with ANTR 147.B.130.

**ANTR 147.B.125 Maintenance training organisation approval certificate**

The maintenance training organisation approval certificate format shall be as detailed ALD/LIC/158.

**ANTR 147.B.130 Findings**

(See AMC 147.B.130(b))

- (a) Failure to complete the rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by the BCAA, of the maintenance training organisation approval in whole or in part.
- (b) Action shall be taken by the BCAA to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the BCAA in the case of a level 2 finding.

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**SUBPART C**

**REVOCATION, SUSPENSION AND LIMITATION OF THE MAINTENANCE TRAINING  
ORGANISATION APPROVAL**

**ANTR 147.B.200      Revocation, suspension and limitation of the maintenance training  
organisation approval**

The BCAA shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to ANTR 147.B.130.

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**APPENDIX I****BASIC TRAINING COURSE DURATION**

Minimum duration of complete basic courses

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2 400	50 to 60
B1.2	2 000	50 to 60
B1.3	2 400	50 to 60
B1.4	2 400	50 to 60
B2	2 400	50 to 60

## Appendix 1.1

### Certificate of Recognition - Basic Training / Examination

The basic training certificate template shall be used for recognition of completion of either the basic training or the basic examination, or both the basic training and basic training examinations.

The training certificate shall clearly identify each individual module examination by date passed together with the corresponding version of Appendix I to ANTR-66.

#### CERTIFICATE OF RECOGNITION

#### ANTR-147 APPROVED BASIC TRAINING COURSE

The basic training certificate covers the recognition of completion of either the basic training or the basic examination, or both the basic training and basic training examinations.

Issued to:

Name
Place and Date of Birth

By:

Name of the training organisation
BCAA Approval reference number

A training organisation approved to provide training in accordance with the requirement of ANTR-147 Basic Training.

This certificate confirms that the above named person either successfully passed the approved basic training course (either the basic knowledge examination and / or the practical elements) stated below and the related examinations in compliance with ANTR-66.

Basic Training Course (Both Knowledge & Practical) and / or basic  
knowledge Examination.

Specify the knowledge (Modules Passed)& Practical elements  
completed

Date:

Signed:

Organisation Stamp / Seal:

## Appendix 1.2

### Certificate of Recognition - Type Training/Examination

The type training certificate shall be used for recognition of completion of either the theoretical elements or the practical elements, or both the theoretical and practical elements of the type rating training course.

The certificate shall indicate the airframe/engine combination for which the training was imparted.

The appropriate references shall be deleted as applicable and the course type box shall detail whether only the theoretical elements or the practical elements were covered or whether theoretical and practical elements were covered.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course for A320 technicians. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.

**CERTIFICATE OF RECOGNITION****ANTR-147 APPROVED TYPE TRAINING COURSE**

The basic training certificate covers the theoretical and practical type training course

Issued to:

Name
Place and Date of Birth

By:

Name of the training organisation
BCAA Approval reference number

A training organisation approved to provide training and conduct examination within its approval schedule in accordance with the requirement of ANTR-147 Type Training.

This certificate confirms that the above named person either successfully passed the theoretical and / or the practical elements of the approved type training course stated below and the related examinations in compliance with ANTR-66.

Type Training Course (Both Knowledge & Practical) and / or <del>basic</del> knowledge Examination.
Specify the Theoretical and / or Practical elements completed
Course Start and End Dates
<b>OR</b>
Aircraft Type Examination End Date

Date:

Signed:

Organisation Stamp / Seal:

**SECTION B****ACCEPTABLE MEANS OF COMPLIANCE (AMC) TO PROCEDURES FOR AUTHORITY****AMC 147.B.10 (a) Authority - General**

1. In deciding upon the required organisational structure, the BCAA should review the number of certificates to be issued, the number and size of potential ANTR 147 approved maintenance training organisations within the Kingdom of Bahrain, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the aviation industry.
2. The BCAA should retain effective control of important surveillance functions and not delegate them in such a way that ANTR 147 organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the BCAA are not relying on individuals. That means that a continuing and undisturbed fulfilment of these tasks and obligations of the BCAA should also be guaranteed in case of illness, accident or leave of individual employees.

**AMC 147.B.10 (b) Authority – Qualification and training**

1. BCAA Inspectors should have:
  - 1.1 practical experience and expertise in the application of aviation safety standards and safe operating practices;
  - 1.2 comprehensive knowledge of:
    - a. relevant parts of implementing rules, certification specifications and guidance material;
    - b. the BCAA's procedures;
    - c. the rights and obligations of an Inspector;
    - d. quality systems;
    - e. continuing airworthiness management.
  - 1.3 training on auditing techniques.
  - 1.4 five years relevant work experience to be allowed to work as an Inspector independently. This may include experience gained during training to obtain the 1.5 qualification.
  - 1.5 a relevant engineering degree or an aircraft maintenance or training qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
  - 1.6 knowledge of a relevant sample of aircraft types
  - 1.7 knowledge of maintenance training standards.
2. In addition to technical competency, Inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
3. A programme for continuation training should be developed that ensures that the Inspectors remain competent to perform their allocated tasks.

**AMC 147.B.10 (c) Authority - Procedures**

The documented procedures should contain the following information:

- (a) (reserved)
- (b) The title(s) and name(s) of the manager(s) of the BCAA and their duties and responsibilities.
- (c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- (d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- (e) A general description of the facilities.
- (f) Procedures specifying how the BCAA ensures compliance with ANTR 147, Section-A.

**AMC 147.B.20 Record-keeping**

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the BCAA (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in ANTR 147.B.20.

**AMC 147.B.110(a) Approval procedure**

1. The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.

The audit report should be made on an ALD/LIC/F154.

**AMC 147.B.110(b) Approval procedure**

1. The date each finding was rectified should be recorded together with the reference document.

**AMC 147.B.120(a) Continued validity procedure**

1. Audits should be conducted to ensure the continuity of the approval; it is not necessary to sample all basic and type training courses, but the BCAA should sample, as appropriate, one basic and one type training course to establish that training is conducted in an appropriate manner. Nevertheless, the duration of the sampling for each course should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.
2. It is not necessary to sample all examinations associated with a training course but the BCAA should sample, as appropriate, one basic and one type training course examination.

**AMC 147.B.130(b) Findings**

1. In the case of a level 2 finding, the BCAA may give up to 6 months notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s) the BCAA may choose a notice period less than 6 months.
2. When the BCAA chooses to allow 6 months, the initial notification should be of 3 months duration to the quality manager followed by the final 3 months notice to the accountable manager.

**SECTION B****GUIDANCE MATERIAL (GM) TO PROCEDURES FOR AUTHORITY****I GM 147.B.110 Approval Procedure for approval and changes to the approval**

1. A meeting should be arranged between the applicant and the State who issue ANTR 147 approvals to determine if the applicant's training activities justify the investigation for issue of ANTR 147 approval and to ensure that the applicant understands what needs to be done for ANTR 147 approval. This meeting is not intended to establish compliance but rather to see if the activity is a ANTR 147 activity.
2. Assuming that the applicant's activities come within the scope of ANTR 147 approval, instructions should be sent to the BCAA staff requesting that an audit of the applicant be carried out and when satisfied that compliance has been established, a recommendation for the issue of approval should be submitted to the BCAA staff who grant approval unless these are the same staff. The BCAA should determine how and by whom the audit shall be conducted. For example, if the applicant is a large training organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single person audits is most appropriate for the particular situation. A further consideration in the case of a combined ANTR 145/147 organisation is the possibility to combine the audits.
3. It is not necessary to sample all basic and type training courses that will be approved, but it is necessary to sample, as appropriate, one basic and one type training course for as long as is necessary to establish that training is conducted in an appropriate manner, except that the minimum sampling time for the course being sampled should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.
4. Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organisation address(es) in accordance with ANTR 147.A.A.145(c), then a sample audit must be carried out by the BCAA from time to time of the process to ensure that procedures are followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organisation address(es).
5. It is not necessary to sample all examinations associated with a training course, but it is necessary to sample, as appropriate, one basic and one type training course examination
6. The auditing Inspector must ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for ANTR 147 approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation must be debriefed at the end of the audit visit on the findings made during the audit.
7. There will be occasions when the auditing Inspector may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation must be informed about possible non-compliance at the time of audit and the fact that the situation will be reviewed before a decision is made. The organisation must be informed of the decision within 2 weeks of the audit visit in writing if the decision is a confirmation of non-compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.
8. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. Upon receipt of the application and the organisation exposition, the BCAA should reissue the approval certificate valid only up to the current expiry date.



9. A name change alone does not require the BCAA to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.
10. A change of accountable manager requires the maintenance training organisation to submit such fact to the BCAA as a matter of urgency together with the amendment to the Accountable Manager exposition statement.
11. A change of any of the senior personnel specified in ANTR 147.A.105(b) requires the maintenance training organisation to submit an ALD/LIC/F018 in respect of the particular person to the BCAA. If satisfied that the qualifications and experience meet the standard required by ANTR 147, the BCAA should indicate acceptance in writing to the maintenance training organisation.
12. A change in the maintenance training organisation's exposition requires the BCAA to establish that the procedures specified in the exposition are in compliance with ANTR 147 and then to establish if these are the same procedures intended for use within the training facility.
13. Any change of location of the maintenance training organisation requires the organisation to make a new application to the BCAA together with the submission of an amended exposition. The BCAA should follow the procedure specified in ANTR 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new ANTR 147 approval certificate.
14. The complete or partial re-organisation of a training organisation should require the re-audit of those elements that have changed.
15. Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to the BCAA together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The BCAA should follow the procedure of paragraph 13 in so far as the change affects such procedures unless the BCAA is satisfied that the maintenance training organisation has a well-controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 13 procedure.