



مقررات هواپیمایی کشوری جمهوری اسلامی ایران

Civil Aviation Regulation of IR IRAN

مقررات مراکز آموزش تعمیر و نگهداری

بخش-۱۴۷

Maintenance Training Organizations

CAO IRI Part-147

Date: April-2018

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RECORD OF CHANGES

[illegible]

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Foreword

1) Organizations involved in the training of personnel referred to in point article 6 of CAO.IRI Part M shall be approved in accordance with this Part to be entitled:

- a) To conduct recognized basic training courses; and/or
- b) To conduct recognized type training courses; and
- c) To conduct examinations; and
- d) To issue training certificates.

2) Definitions

For the purpose of this Part, the following definitions shall apply:

‘Accountable Manager’ means the manager who has corporate authority for ensuring that training can be finance and carried out to the standards required by the Authority.

‘Assessors’ are persons authorized by the maintenance training organization to conduct practical training assessment.

‘Examiners’ are persons authorized by the maintenance training organization to conduct theoretical knowledge examination.

‘Instructors’ are persons authorized by the maintenance training organization to conduct theoretical instruction.

‘Terms of Reference’ means the scope of work that a person is responsible for and authorized to carry out on behalf of the Part-147 approved maintenance training organization.

3) Section A contains the requirements to be met by an organization or applicant of CAO.IRI Part-147 approval and Section B comprises the procedures which CAO.IRI shall follow.

147.1 General

For the purpose of this Part, "the Civil Aviation Organization of the Islamic Republic of Iran", hereinafter referred to as CAO.IRI, shall be the Authority.

SECTION A

SUBPART A

GENERAL

147. A.05 Scope

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

147. A.10 General

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

GM to 147.A.10 General

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

147. A.15 Application

An application for an approval or for the change of an existing approval shall be made on a CAO.IRI Form 12 and submit it to the CAO.IRI.

- 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.

SUBPART B

ORGANIZATIONAL REQUIREMENTS

147.A.100 Facility requirements

- a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- 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.
- a) 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.
- b) 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 organization is unable to provide such facilities, arrangements may be made with another organization to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organization specifying the conditions of access and use thereof. CAO.IRI shall require access to any such contracted organization and the written agreement shall specify this access.
- c) 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 147.A.115 (d).
- d) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- e) 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.

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- f) 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 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- g) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

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 Parts 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 Parts 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.

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

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

147. A.105 Personnel requirements

- a) The organization 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 Part.
- b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organization is in compliance with the requirements of this Part, shall be nominated. Such person(s) shall 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 organization shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.

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- d) By derogation to paragraph (c), when another organization is used to provide practical training and assessments, such other organization'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 CAO.IRI.
- g) The knowledge examiners and practical assessors shall be specified in the organization 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.

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 147.A.130(b) and an examination manager with the responsibility of managing the relevant Part-147 Subpart C or 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 CAO.IRI verifying and being satisfied that all functions can be properly carried out in combination.
- 3) When the organisation is also approved against other Parts which contain some similar functions then such functions may be combined.

AMC 147.A.105(b) Personnel requirements

With the exception of the accountable manager, an CAO.IRI Form 4 should be completed for each person nominated to hold a position required by 147.A.105(b). An example of an CAO.IRI Form 4 is included in Appendix II to AMC.

GM to 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.

AMC 147.A.105 (f) Personnel requirements

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

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

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

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

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

Examiners should demonstrate a clear understanding of the examination standard required by Part66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

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.

GM to 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.

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

- a) The organization 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.

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) CAO.IRI is an authorised person when investigating the records system for initial and continued approval or when the CAO.IRI has cause to doubt the competence of a particular person

GM to 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.

147.A.115 Instructional equipment

- a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.

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- b) The basic training workshops and/or maintenance facilities as specified in 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 147.A.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.
- d) The aircraft type training organization as specified in 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.

GM to 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.

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 CAO.IRI Part-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 CAO.IRI Part-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 147.A.100(d), that there may be an agreement with a maintenance organisation approved under Part-145 to access such parts, etc.

147.A.120 Maintenance training material

- a) Maintenance training course material shall be provided to the student and cover as applicable:
 - 1) The basic knowledge syllabus specified in CAO.IRI Part-66 for the relevant aircraft maintenance license category or subcategory and,

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- 2) The type course content required by CAO.IRI Part-66 for the relevant aircraft type and aircraft maintenance license category or subcategory.
- b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100 (i).

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.

147.A.125 Records

The organization shall keep all student training, examination and assessment records for an unlimited period.

147.A.130 Training procedures and quality system

- a) The organization shall establish procedures acceptable to CAO.IRI to ensure proper training standards and compliance with all relevant requirements in this Part.
- b) The organization 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 147.A.105(a) to ensure, as necessary, corrective action.

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

- 1) The independent audit procedure should ensure that all aspects of CAO.IRI Part-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 organisation the independent audit function may be contracted to another maintenance training organisation approved under CAO.IRI Part-147 or a competent person acceptable to the CAO.IRI. 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 Part 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:
 - i. a pre audit procedure should be established whereby the CAO.IRI Part-147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of CAO.IRI Part-147.
 - ii. a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the CAO.IRI Part-147 standard.
 - iii. the sub-contract control procedure should record audits of the sub-contractor 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.

GM to 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 CAO.IRI Part-147.
- 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.

147.A.135 Examinations

- a) The examination staff shall ensure the security of all questions.
- 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 authorized 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. CAO.IRI 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. CAO.IRI shall be informed of any such occurrence within one calendar month.

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 examiners.

GM to 147.A.135 Examinations

CAO.IRI will determine when or if the disqualified examiner may be reinstated.

147.A.140 Maintenance training organization exposition

- a) The organization shall provide an exposition for use by the organization describing the organization and its procedures and containing the following information:

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- 1) A statement signed by the accountable manager confirming that the maintenance training organization exposition and any associated manuals define the maintenance training organization's compliance with this Part and shall be complied with at all times.
- 2) The title(s) and name(s) of the person(s) nominated in accordance with
- 3) 147.A.105 (b).
- 4) The duties and responsibilities of the person(s) specified in point 2, including matters on which they may deal directly with CAO.IRI on behalf of the maintenance training organization.
- 5) A maintenance training organization chart showing associated chains of responsibility of the person(s) specified in point (a) (2).
- 6) A list of the training instructors, knowledge examiners and practical assessors.
- 7) a general description of the training and examination facilities located at each address specified in the maintenance training organization's approval certificate, and if appropriate any other location, as required by 147.A.145(b).
- 8) A list of the maintenance training courses which form the extent of the approval and the course outline and the curriculum of each training course.
- 9) The maintenance training organization's exposition amendment procedure.
- 10) The maintenance training organization's procedures, as required by 147.A.130 (a).
- 11) The maintenance training organization's control procedure, as required by 147. A.145(c), when authorized to conduct training, examination and assessments in locations different from those specified in 147.A.145 (b).
- 12) A list of the locations pursuant to 147.A.145 (b).
- 13) A list of organizations, if appropriate, as specified in 147.A.145 (d).
- b) The maintenance training organization's exposition and any subsequent amendments shall be approved by the CAO.IRI.
- c) Notwithstanding paragraph (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

AMC 147.A.140 Maintenance training organisation exposition

- 1) A recommended format of the exposition is included in Appendix I.

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- 2) When the maintenance training organisation is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part 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 147.A.140 and a cross reference index is included based upon Appendix I.
- 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 as per Appendix 1 item 2.18 plus a list of sub-contractors as required by 147.A.140(a)12 and detailed in Appendix I item 1.7.
- 4) CAO.IRI may approve a delegated exposition approval system for all changes other than those affecting the approval

147.A.145 Privileges of the maintenance training organization

- a) The maintenance training organization may carry out the following as permitted by and in accordance with the maintenance training organization exposition:
 - 1) Basic training courses to the CAO.IRI Part-66 syllabus, or part thereof.
 - 2) Aircraft type/task training courses in accordance with CAO.IRI Part-66.
 - 3) The examinations on behalf of CAO.IRI, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organization.
 - 4) The issue of certificates in accordance with Appendix III following successful completion of the approved basic or aircraft type training courses and examinations specified in subparagraphs (a)(1), (a)(2) and (a)(3), as applicable.
- 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 organization exposition.
- c) By derogation to point (b), the maintenance training organization 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 organization exposition. Such locations need not be listed in the maintenance training organization exposition.

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- 1) The maintenance training organization may subcontract the conduct of basic theoretical training, type training and related examinations to a non maintenance training organization only when under the control of the maintenance training organization quality system.
- 2) The subcontracting of basic theoretical training and examination is limited to CAO.IRI Part-66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
- 3) The subcontracting of type training and examination is limited to powerplant and avionics systems.
- d) An organization may not be approved to conduct only examinations unless approved to conduct training.
- e) By derogation from point (e), an organization approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

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 Part-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 Part-147 approved maintenance training organisation's students should meet requirements of CAO.IRI Part-147 for the duration of that training or examination and it remains the Part-147 organisation's responsibility to ensure such requirements are satisfied.
- 2) The maintenance training organisation approved under CAO.IRI Part-147 is not required to have complete facilities and personnel for training that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the CAO.IRI Part-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of CAO.IRI Part-66 and the aircraft technologies are appropriate.
- 3) The contract between the maintenance training organisation approved under CAO.IRI Part-147 and the sub-contractor should contain:

a provision for the CAO.IRI to have right of access to the sub-contractor;

a provision for the sub-contractor to inform the Part-147 approved maintenance training organisation of any change that may affect its Part-147 approval, before any such change takes place.

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

- 1) The pre audit procedure should focus on establishing compliance with the training and examination standards set out in CAO.IRI Part-147 and CAO.IRI Part-66.
- 2) The fundamental reason for allowing a maintenance training organisation approved under CAO.IRI Part147 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 Part-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 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 147.A.200. The intent of the 'limited subcontracting' option as specified in 147.A.145 is to grant Part-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 Part-147 organisation itself).

AMC 147.A.145(f) Privileges of the maintenance training organisation

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

The development and the conduct of the type examination;

The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type

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subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

147.A.150 Changes to the maintenance training organization

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

147.A.155 Continued validity

- a) An approval shall be issued for an unlimited duration and shall remain valid subject to:
 - 1) the organization remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under 147.B.130; and
 - 2) CAO.IRI being granted access to the organization to determine continued compliance with this Part; and
 - 3) The certificate not being surrendered or revoked.
- b) Upon surrender or revocation, the approval shall be returned to the CAO.IRI.

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 CAO.IRI access to the organization'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.

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- b) A level 2 finding is any non-compliance with the training process other than level 1 finding.
- c) After receipt of notification of findings according to 147.B.130, the holder of the maintenance training organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of CAO.IRI within a period agreed with CAO.IRI.

SUBPART C

THE APPROVED BASIC TRAINING COURSE

147.A.200 The approved basic training course

- a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- b) The knowledge training element shall cover the subject matter for a category or subcategory aircraft maintenance license as specified in CAO.IRI Part-66.
- c) The knowledge examination element shall cover a representative cross section of subject matter from the point (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 Part-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 Appendix I.
- g) The duration of conversion courses between (sub) categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

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

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

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

- 1) Where the maintenance training organisation approved under CAO.IRI Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 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 out 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 CAO.IRI 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 conversion from holding a CAO.IRI Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding a CAO.IRI Part-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 conversion from holding a CAO.IRI Part-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 conversion from holding a CAO.IRI Part-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 conversion from holding a CAO.IRI Part-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.

147. A.205 Basic knowledge examinations

Basic knowledge examinations shall:

- a) Be in accordance with the standard defined in CAO.IRI Part-66.
- b) Be conducted without the use of training notes.
- c) Cover a representative cross section of subjects from the particular module of training completed in accordance with CAO.IRI Part-66.

AMC 147.A.205 Basic knowledge examinations

CAO.IRI may accept that the maintenance training organisation approved under CAO.IRI Part147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

147.A.210 Basic practical assessment

- a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- b) The student shall achieve an assessed pass with respect to 147.A.200 (e).

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

Where the maintenance training organisation approved under CAO.IRI Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 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 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

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demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

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

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

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

AMC 147.A.300 Aircraft type/task training

Aircraft type training may be sub-divided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under CAO.IRI Part-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

- 1) Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
- 2) Powerplant type training course means a type training course on the bare engine, including the build-up to a quick engine change unit.
- 3) The interface of the engine/airframe systems should be addressed by either airframe or powerplant 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.
- 4) Avionics/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, 44, 45, 46, 73 and 77 or equivalent.

147. A.305 Aircraft type examinations and task assessments

A maintenance training organization approved in accordance with 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in CAO.IRI Part-66 subject to compliance with the aircraft type and/or task standard specified in 66.A.45 of CAO.IRI Part 66.

SECTION B

PROCEDURE FOR THE CAO.IRI

SUBPART A

GENERAL

147. B.05 Scope

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

147.B.10 Resources and Procedures

- a) Reserved
- b) Resources
- c) CAO.IRI shall be appropriately staffed to carry out the requirements of this Part.
- d) Procedures
- e) CAO.IRI shall establish procedures detailing how compliance with this Part is accomplished. The procedures shall be reviewed and amended to ensure continued compliance.
- f) Qualification and training
- g) All staff involved in approvals related to this Part 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 CAO.IRI Part-66 and CAO.IRI Part-147 where relevant, including its intended meaning and standard.

AMC 147.B.10 (b) CAO.IRI resources

- 1) CAO.IRI surveyors 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 CAO.IRI's procedures;
- c) the rights and obligations of a surveyor;
- d) quality systems;
- e) continuing airworthiness management.

1.3. training on auditing techniques.

- 2) five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the point 3 qualification.
- 3) 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.

3.1. knowledge of a relevant sample of aircraft types

3.2. knowledge of maintenance training standards.

- 4) In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
- 5) A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.

AMC 147.B.10(c) CAO.IRI procedures

The documented procedures should contain the following information:

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

147. B.15 Acceptable means of compliance

CAO.IRI shall develop acceptable means of compliance that may use 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.

147.B.20 Record-keeping

- a) CAO.IRI 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 organizations shall include as a minimum:
 - 1) The application for an organization approval.
 - 2) The organization approval certificate including any changes.
 - 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 ICAO Contracting States relating to the oversight of the organization.
 - 8) Organization exposition and amendments.
- c) The minimum retention period for the paragraph (b) records shall be four years.

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 CAO.IRI (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 147.B.20.

147.B.25 Exemptions

- a) In certain case, CAO.IRI may accept application for exemption to requirement of this part, provided that appropriate justification provided by applicant.

- b) Any exemptions shall be granted only after approval of president of Civil Aviation Organization of Islamic Republic of Iran.
- c) All granted exemptions shall be recorded and retained by CAO.IRI.

SUBPART B

ISSUE OF AN APPROVAL

This Subpart provides the requirements to issue or vary the maintenance training organization approval.

147. B.110 Procedure for approval and changes to the approval

- a) Upon receipt of an application, CAO.IRI shall:
 - 1) Review the maintenance training organization exposition, and
 - 2) Verify the organization's compliance with the requirement of this Part.
- b) All findings identified during an audit visit shall be recorded and confirmed in writing to the applicant.
- c) All findings shall be closed in accordance with 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 CAO.IRI.

GM to 147.B.110 Procedure for approval and changes to the approval

- 1) A meeting should be arranged between the applicant and the CAO.IRI to determine if the applicant's training activities justify the investigation for issue of Part-147 approval and to ensure that the applicant understands what needs to be done for Part-147 approval. This meeting is not intended to establish compliance but rather to see if the activity is a Part-147 activity.
- 2) Assuming that the applicant's activities come within the scope of Part-147 approval, instructions should be sent to the CAO.IRI 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 CAO.IRI. The CAO.IRI 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 Part-145/147 organisation is the possibility to combine the audits.

- 3) 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 147.A.145(c), then a sample audit should be carried out by the CAO.IRI 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).
- 4) The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for Part-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 should be debriefed at the end of the audit visit on the findings made during the audit.
- 5) There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should 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 should 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.
- 6) 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 CAO.IRI should reissue the approval certificate.
- 7) A name change alone does not require CAO.IRI to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.
- 8) A change of accountable manager requires the maintenance training organisation to submit such fact to the CAO.IRI as a matter of urgency together with the amendment to the accountable manager exposition statement.
- 9) A change of any of the senior personnel specified in 147.A.105(b) requires the maintenance training organisation to submit a CAO.IRI Form 4 in respect of the particular person. If satisfied that the qualifications and experience meet the standard required by CAO.IRI Part-147, the CAO.IRI should indicate acceptance in writing to the maintenance training organisation.

- 10) A change in the maintenance training organisation's exposition requires the CAO.IRI to establish that the procedures specified in the exposition are in compliance with CAO.IRI Part-147 and then to establish if these are the same procedures intended for use within the training facility.
- 11) Any change of location of the maintenance training organisation requires the organisation to make a new application to the CAO.IRI together with the submission of an amended exposition. CAO.IRI should follow the procedure specified in 147.B.110(a) and (b) in so far as the change affects such procedure before issuing a new Part147 approval certificate.
- 12) The complete or partial reorganisation of a training organisation should require the re-audit of those elements that have changed.
- 13) Any additional basic or aircraft type training courses requires the maintenance training organisation to make a new application to CAO.IRI 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. CAO.IRI should follow the procedure of paragraph 11 in so far as the change affects such procedures unless CAO.IRI 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 11 procedure.

AMC 147.B.110(a) Procedure for approval and changes to the approval

- 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.
- 2) The audit report should be made on an CAO.IRI Form 22 (see appendix III).

AMC 147.B.110(b) Procedure for approval and changes to the approval

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

147.B.115 Reserved

147.B.120 Continued validity procedure

- a) Each organization shall be completely audited for compliance with this Part at periods not exceeding 12 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 147.B.130.

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 CAO.IRI 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 CAO.IRI should sample, as appropriate, one basic and one type training course examination.

147.125 Maintenance training organization approval certificate

The maintenance training organization approval certificate format shall be as detailed in Appendix II.

147.B.130 Findings

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

AMC 147.B.130(b) Findings

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

SUBPART C

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

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

CAO.IRI 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 147.B.130.


Appendix I: Basic Training Course Duration

The minimum duration of a complete basic training course shall be as follows:

<i>Basic course</i>	<i>Duration (in hours)</i>	<i>Theoretical training ratio (in %)</i>
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2400	50 to 60
B1.2	2000	50 to 60
B1.3	2400	50 to 60
B1.4	2400	50 to 60
B2	2400	50 to 60
B3	1000	50 to 60

Appendix II: Maintenance Training organization Approval Certificate

In the name of God



Islamic Republic of Iran
Civil Aviation Organization

Maintenance Training Organization Approval Certificate

Reference: IR.147.....

Pursuant to the Civil Aviation Regulation of the Islamic Republic of Iran for the time being in force and subject to the conditions specified below, the Civil Aviation Organization of the IR.Iran (CAO.IRI) hereby certifies:

[Organization Name]
(Organization Address)


as a maintenance training organization in compliance with CAO.IRI Part-147, approved to provide training and conduct examination listed in the attached approved schedule and issue related certification of ~~recognition~~ students using the above reference.

Conditions:

1. This approval is limited to that specified in the scope of approval section of CAO.IRI Part 147 approved (MTOE); and
2. This approval requires compliance with the procedures specified in the CAO.IRI Part 147 approved MTOE; and
3. This approval is valid whilst the approved maintenance ~~training~~ organization remains in compliance with CAO.IRI Part-14; and
4. Subject to compliance with the foregoing condition, this approval shall remain valid until any specified date of expiry, unless the approval has previously been surrendered, suspended or revoked.

Date of original issue:
Date of this revision: Rev. No.

Signature: [Name of Vice President] Stamp:
Vice President of C.A.O.IR for
Flight Standard



Civil Aviation Organization of IR, Iran (CAO.IRI)

Training / Examination Approval Schedule

Reference: IR.147.....

Organization name: **[Organization Name]**

Class	Rating	Limitation	
Basic	B1	B1.1	AEROPLANES TURBINE
		B1.2	AEROPLANES PISTON
		B1.3	HELICOPTERS TURBINE
		B1.4	HELICOPTERS PISTON
	B2	B2	AVIONICS
	B3	B3	PISTON-ENGINE NON-PRESSURISED AEROPLANES 2 000 KG MTOM AND BELOW
	A	A1	AEROPLANES TURBINE
		A2	AEROPLANES PISTON
		A3	HELICOPTERS TURBINE
		A4	HELICOPTERS PISTON
Type/Tasks	B1	T1	[QUOTE AIRCRAFT TYPE]
	B2	T2	[QUOTE AIRCRAFT TYPE]
	A	T3	[QUOTE AIRCRAFT TYPE]
	C	T4	[QUOTE AIRCRAFT TYPE]

This ~~training~~ examination approval schedule is valid when working in accordance to CAO.IRI Part 147 approved maintenance training organization exposition (MTOE).

Maintenance Training Organization Exposition (MTOE) reference No.:

Date of original issue:
Date of this revision: Rev. No.

Signature: [Name of Vice President] Stamp:
Vice President of C.A.O.IR for
Flight Standard

AMC to Appendix II to CAO.IRI Part-147: Maintenance Training Organisation Approval referred to in CAO.IRI Part-147

The following fields on page 2 'Maintenance Training and Examination Approval Schedule' of the maintenance training and examination organization approval certificate should be completed as follows:

Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition

Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate

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Appendix III: Certificates of Recognition
referred to in CAO.IRI

Part-147- CAO.IRI Form 148 and 149

Basic Training/Examination

The Part-147 basic training certificate template detailed below is to be used for recognition of completion of either the basic training, 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 CAO.IRI Part-66.

<p>CERTIFICATE OF RECOGNITION Reference: IR.147.[XXXX].[YYYYY]</p> <p>The certificate of recognition is issued to: [NAME]</p> <p>[DATE and PLACE OF BIRTH] By:</p> <p>[COMPANY NAME AND ADDRESS] Reference: IR.147.[XXXX]</p> <p>A maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with CAO.IRI Part-147 requirement.</p> <p>This certificate confirms that the above named person either successfully passed the approved basic training course (.....) or the basic examination (.....) stated below in compliance with Regulation of CAO.IRI for the time being in force.</p> <p>[BASIC TRAINING COURSE (.....)] or/and [BASIC EXAMINATION (.....)]</p> <p>[LIST OF PART-66 MODULES/DATE OF EXAMINATION PASSED]</p> <p>Date:</p> <p>Signed:</p> <p>For: [COMPANY NAME]</p> <p style="text-align: center;">Page 1 of 1</p>
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Type Training/Examination

The Part-147 type training certificate template detailed below is to be used for recognition of completion of either the theoretical elements, 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

Reference: IR.147.[XXXX].[YYYYY]

The certificate of recognition is issued to:
[NAME]

[DATE and PLACE OF BIRTH]

By:
[COMPANY NAME AND ADDRESS]

Reference: IR.147.[XXXX]

A maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with CAO.IRI Part-147) requirement.

This certificate confirms that the above named person either successfully passed the theoretical (.....) and/or practical elements (.....) of the approved type training course stated below and the related examinations in compliance with Regulation of CAO.IRI for the time being in force.

[AIRCRAFT TYPE TRAINING COURSE (.....)]

[START and END DATES]

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[SPECIFY THEORETICAL ELEMENTS OR PRACTICAL ELEMENTS] and/or [AIRCRAFT TYPE EXAMINATION
(.....)]

[END DATE]

Date:

Signed:

For: [COMPANY NAME]

Page 1 of 1

AMC to Appendix III to CAO.IRI Part-147: Certificates of Recognition referred to in CAO.IRI Part-147 - CAO.IRI Forms 148 and 149

As stated in Appendix III to CAO.IRI Part-147, the CAO.IRI Form 148 'Certificate of Recognition for Basic Training/Examination' may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an CAO.IRI Form 148 could be issued are the following:

After successful completion of a full basic course in one licence (sub) category including successful completion of the examinations of all the corresponding modules.

After successful completion of a full basic course in one licence (sub) category without performing examinations. The examinations may be performed at a different Part-147 organisation (this organisation will issue the corresponding Certificate of Recognition for those examinations) or at CAO.IRI.

After successful completion of all module examinations corresponding to a licence (sub) category.

After successful completion of certain modules/sub-modules/subjects. It must be noted that 'successful completion of a course' (without the module examinations) means successful completion of the theoretical and practical training including the corresponding practical assessment.

CAO IRI Part 147 - Maintenance Training Organization
APPENDICES TO AMCS TO CAO.IRI PART-
147

Appendix I: Maintenance training organisation exposition (MTOE)

- 1) The following subject headings form the basis of the MTOE required by 147.A.140.
- 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 material 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 Part(s) 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 147.A.145(d)
- 1.8. General description of facilities at paragraph 1.6 addresses
- 1.9. Specific list of courses and type examinations approved by CAO.IRI
- 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 of 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 (during basic knowledge training and type/task training)
- 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 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

Appendix II: CAO.IRI Form 22

PART-147 APPROVAL RECOMMENDATION REPORT CAO.IRI FORM 22

Part 1: General

Name of organization:

Address of organization:

Application for :

Initial Issue ☐

Renewal ☐

Change ☐

Approval reference:

Requested approval rating/ Form 11:

Audit period: from

to:

Date(s) of audit(s):

CAO.IRI surveyor(s):

Signature(s):

CAO IRI Part 147 - Maintenance Training Organization

PART-147 APPROVAL RECOMMENDATION REPORT CAO.IRI FORM 22			
Part 2: Part-147 Compliance Audit Review columns may be labelled and used as necessary to record the approved training/examinations, facility, including subcontractor's, reviewed. SAT.: Satisfactory UNSAT.: Unsatisfactory N/A: Not Applicable N/R: Not Relevant			
Subject	SAT.	UNSAT.	N/A or N/R
147.A.100 Facility requirements			
147.A.105 Personnel requirements			
147.A.110 Records of instructors, examiners and assessors			
147.A.115 Instructional equipment			
147.A.120 Maintenance training material			
147.A.125 Records			
147.A.130 Training procedures and quality system			
147.A.135 Examinations			
147.A.145 Privileges of the maintenance training organisation			
147.A.150 Changes to the maintenance training organisation			
147.A.160 Findings			
147.A.200 Approved basic training course			
147.A.205 Basic knowledge examinations			
147.A.210 Basic practical assessment			
147.A.300 Aircraft type/task training			
147.A.305 Aircraft type examinations and task assessments			
CAO.IRI surveyor(s): _____ Signature(s): _____			
CAO.IRI office: _____			

CAO IRI Part 147 - Maintenance Training Organization

PART-147 APPROVAL RECOMMENDATION REPORT CAO. IRI FORM 22			
Part 3: Compliance with Part-147 maintenance training organisation exposition (MTOE) Please either tick (✓) the box. SAT.: Satisfactory UNSAT.: Unsatisfactory N/A: Not Applicable N/R: Not Relevant			
	SAT	UNSAT	N/A or N/R
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			
1.6 List of approved addresses			
1.7 List of sub-contractors as per 147.A.145(d)			
1.8 General description of facilities of paragraph 1.6 addresses			
1.9 Specific list of courses and type examinations approved by the CAO. IRI			
1.10 Notification procedures regarding changes to organisation			
1.11 Exposition and associated manuals amendment procedures			
PART 2 TRAINING AND EXAMINATION PROCEDURES			
2.1 Organization of 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 (during basic knowledge training and type/task training)			
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 organization 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 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.			
MTOE reference:	MTOE amendment:		
CAO. IRI audit staff:	Signature(s):		

CAO IRI Part 147 - Maintenance Training Organization

PART-147 APPROVAL RECOMMENDATION REPORT CAO.IRI FORM 22

Part 4: Findings regarding Part-147 compliance status Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organization for the necessary corrective action.

Reference	Findings	LEVEL	Due Date	Date Closed

CAO IRI Part 147 - Maintenance Training Organization

PART-147 APPROVAL RECOMMENDATION REPORT CAO.IRI FORM 22

Part 5: Part147 approval or continued approval or change recommendation

Name of organisation:

Approval reference:

The following Part-147 scope of approval is recommended for this organization:

Or, it is recommended that the Part-147 scope of approval specified in CAO.IRI Form 11 referenced be continued.


Name of recommending CAO.IRI surveyor:

Signature of recommending CAO.IRI surveyor:

CAO.IRI office:


Date of recommendation:

CAO IRI Part 147 - Maintenance Training Organization
Appendix III: Application for Maintenance
Training Organization approval certificate
CAO.IRI Form 12

<p><i>In the name of God</i></p>  <p>Application for Maintenance Training Organisation Approval</p> <p><i>Islamic Republic of Iran</i> <i>Civil Aviation Organisation</i></p>		
<p><input type="checkbox"/> Application for initial grant <input type="checkbox"/> Application for change</p>		
1. Registered name and address of the organisation		
2. Trade name (if different)		
3. Locations for which the approval is applied for		
4. Contact person		
5. Tel.		
6. Fax.		
7. Scope of part-147 approval relevant to this application		
8. Staff number The total number of staff employed by the organisation in order to comply with CAO.IRI Part-147 (Employees): The number of contracted staff associated with the proposed approval (Contractors):	Main Site 	Additional site(s)
9. Position and name of the accountable manager		
10. An approval may be granted to an organisation which may be either a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organisation and enclose a copy of your Certificate of Incorporation. Date of Certificate of Incorporation:		
11. If the organisation hold approval under Part 21/ Part 145/ Part M enter: Approval number(s):		
12. Applicant's declaration I certify that the above statements are true. Name and Signature of (proposed*) accountable manager (*Proposed is applicable only in the case of a new Part-145 Applicant) <div style="display: flex; justify-content: space-between;"> <div>.....</div> <div>Date: / /</div> </div>		

Appendix IV: CAO.IRI Form 4

In the name of God



Form-4

Islamic Republic of Iran
Civil Aviation Organization

Details of Management Personnel required to be accepted as specified in:

Part-147

1. Name and Surname:

2. Position within the organization:

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position

Position	Employer	From	To

5. Organization:

6. Name & signature:

7. Date:

CAO.IRI use only

Name and signature of authorized CAO.IRI staff member accepting this person

Name:

Office: Aviation Personnel Licensing Department

Signature:

Issuing Date:

Page 1 of 1

CAO.IRI Form 4 - Rev: April 2018