

#### 6.1.1 About Approving Specific Type Training Courses

CAR 30, 214 This chapter provides the procedures to be followed when Central Office staff are approving:

1. Specific type training courses (normal, accelerated and Practical Consolidation Training [PCT]);
2. CAR 214 Training Programs; and
3. The quality procedures used by a CAR 30 organisations to control training.

The procedures are described within separate sections as follows:

- Section 6.2 details the procedures used for assessing specific type courses conducted by Australian and overseas training organisations.
- Section 6.3 details the procedures for assessing an accelerated training program for a specific type.
- Section 6.4 details the procedures for assessing specific type PCT. It also provides information on the conduct of oral examinations for PCT.
- CAR 214 • Section 6.5 details the procedures for assessing a CAR 214 training program—the program used by an air operator to provide all personnel, who have maintenance activities to perform, with the appropriate training prior to being expected to carry out that maintenance activity.
- CAR 30 • Section 6.6 details the procedures for evaluating the quality control procedures manuals of organisations that apply for a CAR 30 Certificate of Approval (CoA) for the purpose of training and examining AME licence candidates.

Each section describes the purpose of the assessment, assessment responsibilities and the information the assessment is based on. Assessment guidelines or questions and step-by-step procedures for all officers involved are provided where appropriate.

There are links to forms, worksheets and checklists for approving Specific Type training courses where appropriate. The forms applicable to approving Specific Type training courses are:

- [Form 332](#) Specific Type Course Approval
- [Form 334](#) Course Approval Checklist
- [Form 1118](#) Training Facility Visit Check Points
- [Form 1119](#) Practical Consolidation Training Course Approval — Checklist.



#### Acronyms

The following acronyms are used in this chapter to denote the staff involved in approving Specific Type training courses:

<b>Key:</b>	ASO (C)	Administrative Services Officer at CLARC
	ASO (A)	Administrative Services Officer at the Field Office
	ASO (M)	Administrative Services Officer at MPL
	AWI(A)	Airworthiness Inspector at the Field Office assigned to the training organisation
	AWI (C)	Airworthiness Inspector at Central Office assigned to the training organisation
	SH MPL	Section Head Maintenance Personnel Licensing.

## 6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures

### 6.2 Specific Type Training

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

#### 6.2.1 Introduction

CAO 100.91  
-100.95

CAO's [100.91](#), [100.92](#), [100.93](#), [100.94](#) and [100.95](#) specify that applicants for grant of an AME licence or rating for aircraft/systems classified Group 20 or Engines classified Group 21 or 22 are to successfully complete a relevant training course acceptable to the Authority. All such training courses must be approved by CASA. Approved courses may be taught locally by local training providers, taught locally by an overseas training provider or taught overseas by an overseas training provider. All courses, local and overseas, are assessed using the same analysis and standards. Certificates of Approval maybe issued to both local and overseas training organisations.

AAC 9-4,  
AAC 9-5

The list of approved overseas courses is provided within [AAC 9-4](#) and local courses are listed within [AAC 9-5](#). In order to get a course approved and listed within AAC9-4 or 9-5 an organisation must first request that CASA conduct a course assessment.

If an overseas organisation wants to conduct in Australia, a course already approved for presentation overseas, CASA must inspect the Australian facility, training aids, etc. to ensure that they are adequate, in the same way as it does for any facility approval.

#### 6.2.2 Who Carries Out the Specific Type Training Courses Assessment?

An assigned AWI (C) will carry out the course assessment and issue the approval.

**Note:** Although the assessment of courses is a Central Office function, Field Officers who become aware of a breakdown in the system of approval and ongoing course maintenance should advise the SH MPL immediately.

#### 6.2.3 Standardised Training Delivery and Outcomes

Organisations generally design courses that can teach students whose background varies from first specific type to highly experienced LAME holding multi category and type ratings. CASA normally approves courses to this generic standard—that is, a course capable of being delivered to all students—regardless of background and previous aircraft experience. Such approvals assume the students either hold appropriate CASA basic knowledge credits or have received formal training on the content of the applicable CASA basics before they can attend specific type training. While an organisation may seek approval of shortened courses for LAME with a certain background of experience (this may be suitable during an aircraft introduction to LAME holding a particular class of experience), generally organisations need to be encouraged to submit courses for the long-term that cater for all class of students. Wherever possible, the course approval should be structured so that an aircraft/engine type or other course does not become a pre-requisite to attend the course CASA is approving.

#### 6.2.4 Approving Appropriate Teaching Times

The course constructor will allocate teaching times for the various subjects to be taught. Part of the course approval will require review of the instructional contact time in order to make a judgement on the appropriateness of the allocation.

Considerations that may be made as part of that judgement include:

- The number of teaching points per subject
- The depth of knowledge required to attain ATA 104 level III (note that Understanding of a functional level of systems may be more relevant to line repair than having a full component-level comprehension)
- Suggestions made by aircraft manufacturers
- Complexity of the aircraft, its engines and systems
- The training methodology—eg, chalk and talk, computer based/assisted training, training aids available
- Comparison with existing deliverers of the course (domestic and overseas).

So that competition between training providers does not result in a continual reduction in course lengths—to the point where course duration would result in a rushed and harried learning environment—it is an accepted practice to compare like courses between training providers.

Generally a precedent will have been established, for similar courses presented by different training providers, and this precedent will have established CASA's starting point and baseline for approval of course/subject teaching time duration.



If a training provider seeks to have a lesser duration course/subject (compared to other training providers for the same or similar aircraft/engine) then they would need to substantiate why a lesser duration can achieve the same transfer of knowledge.

#### 6.2.5 On What Information is the Specific Type Training Courses Assessment Based?

The assessment is based on:

- The technical material and courseware supplied by the training organisation, which includes:
  - Course syllabus (including instructional contact time)
  - Topic details
  - Instructional aids
  - Student notes to be provided (copies of training manual(s)/student and instructor course notes)
  - Examinations (the system of course assessment (copies of all examinations including homework assignments, simulator exercises etc)
  - Description of the facilities used (including instructional aids)
  - Typical attendance records and course certificates.
- Consideration of the AME licence categories — that is:
  - The scope and depth of the material supplied
  - Whether the training covers the privileges of the relevant licence category.

**Note:** The courseware for all approved courses must be updated and amended if any changes occur to the aircraft/engines/systems to which the course applies.

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#### 6.2.6 How is Specific Type Training Course Examination Material Assessed?

The examination material is to be checked to confirm that all instruction given on the course is based on current data (as is the library of examination questions).

For one-off course approval CASA accepts questions sufficient to provide one version of each examination paper relating to a subject or group of topics (each examination paper will still require a backup for resit purposes). For ongoing course approval the number of questions required within the examination library need to be enough to compile three separate examination papers per subject or group of topics. The exam papers have to comply with the following requirements:

- No examination, examination part or subject examination can contain more than 50% of questions from other examination papers.
- The pass mark for any examination or examination part is not to be less than 75%.
- Examination questions are to cover content distributed throughout the syllabus topic areas.
- The scope and depth of an examination are equivalent to that of CASA's syllabus (ES, IS, WS, FS, GS) which can be found at the website address:  
<http://www.casa.gov.au/ame/exams/pubs.htm>.
- Changes in examination content are to be distributed throughout the syllabus topic areas.
- The validity of all examination questions are to be determined by an acceptable system of analysis.

When the AWI (C) is assessing the examination bank the main tools of analysis used are:

- A statistical check of the number of questions in terms of ATA chapters.
- A classification of the questions to ensure that exams contain the following mix of questions:
  - Description and operation (40-50%)
  - Location (20%)
  - Fault finding (20%)
  - Maintenance practices (10%)
  - Testing (10%).
- Confirmation that a sufficient number of questions are asked for the amount of training provided. The standard benchmark for the amount of questions is one question per hour of instruction out to a maximum of ten questions per day of instruction.

#### 6.2.7 Specific Type Training Courses Assessment Questions

When assessing a course, the assigned AWI (C) should ask the following questions:

- Are adequate facilities provided by the organisation to conduct the course?
- Is the course's instructional time adequate, taking into account the complexity of the aircraft/engine and/or systems?
- Is the content, scope and depth of the course similar to the applicable CASA syllabus?
- Does the course cover those aspects of the aircraft/engines/systems relevant to the maintenance certification privileges of the AME licence?
- Is the course's system of assessment (examination) adequate?

#### 6.2.8 Procedure for Assessing Specific Type Training Courses

The assessment of courses conducted by Australian and overseas training organisations, airlines and manufacturers should be completed within 10 working days from receipt of the request for assessment, subject to the receipt of all necessary courseware.

##### *Receiving the Request for Assessment*

##### **ASO (M)**

1. Register the request for assessment and place the documentation on the appropriate file (raising a new file, if required).
2. Initiate costing documentation and attach it to the file.
3. Pass the file to the assigned AWI (C).

##### **AWI (C)**

4. Prepare [Form 332 Specific Type Course Approval Form](#), recording the:
  - Details of the course designation
  - Name of the organisation conducting the course.
5. Provide the relevant organisation with an estimate of assessment costs. Obtain an undertaking from the relevant organisation that it is prepared to pay for the assessment costs.
6. Start a Project Time Sheet to progressively record the time you spend on the project.

#### Assessing the Request

##### AWI (C)

1. Use [Form 334 Course Approval Checklist](#) to confirm that the application meets the criteria.
2. If the assessed course is **unacceptable**:
  - a. Prepare a critique detailing all deficiencies and the rectification required before the approval process may proceed.

**Note:** Courses may be approved subject to additional examination or other conditions.

- b. Send the critique to the training organisation.
3. If the course is **acceptable**:
  - a. Enter approval details in the *Course Register File*.
  - b. Advise the ASO (M) to issue an identification number and enter the training course in AIRS by contacting Volante.
  - c. Prepare the correspondence that confirms that the training course is acceptable and send it to the training organisation. Instruct the training organisation to update its list of approved courses (usually an Annex within the Training Quality Control Procedures).
  - d. Store the security folder and all course material within the allocated bay of the security compactus.

#### Finalising the Request

##### AWI (C)

1. Complete the costing documentation, then remove it from the file and send it to the ASO, who will raise an invoice.
2. Arrange for an update of the applicable AAC.
3. Complete the assessment by signing the final clearance on the [Form 332 Specific Type Course Approval Form](#).



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4. Raise a security folder, allocating it the next security number in the *Course Register File*, and then prepare compactus bay storage space for course material. File copies of all documents associated with the assessment and approval on the appropriate file.
5. Multiply the total hours by the applicable hourly rate.
6. Transfer the total cost for the assessment onto an Invoice Requisition Form.
7. Give the Invoice Requisition Form to the ASO (M).

#### ASO (M)

- AAC 9-4 or 9-5
8. Update [AAC 9-4](#) or [9-5](#), whichever is applicable, to include the approved course.
  9. Arrange update of AIRS by contacting Volante.
  10. Issue an invoice for the cost of the assessment and send it to the training organisation.

#### *Verifying the Assessment and Taking Corrective Action*

#### SH MPL

1. Investigate all customer complaints resulting from an assessment in accordance with CASA procedures.

#### 6.3.1 Purpose of Accelerated Training Programs

Accelerated Training Programs may be approved for use when a new aircraft type is introduced into service or when an approved maintenance organisation has a need for licence coverage and it is not possible for the LAMEs to obtain the required experience. Under these circumstances, CASA Central Office may approve a program that enables selected LAMEs to gain satisfactory experience on the new aircraft in less than the normal time.

During the process of gaining approval for an accelerated training programme, the organisation is expected to provide CASA with the long term training strategy/proposal to be implemented post delivery of the accelerated training program.

#### 6.3.2 What Has to be Approved in Relation to Accelerated Training Programs?

- The approval process will require all of the information previously described within the specific type course approval processes. See section 6.2.5.
- The entry criteria must be agreed in writing between CASA and the aircraft operator.
- Operators must supply the names of selected LAMEs for the program. CASA will only approve sufficient LAMEs to participate in the program as are required to meet the operator's minimum AME licence certification needs. All other LAMEs must meet the standard experience requirements as specified in the relevant AAC.
- Only LAMEs who have extensive experience on aircraft types similar to the new aircraft may be selected for the accelerated training program. They must hold Ratings/Categories on a similar aircraft/engine type.
- The program will be expected to contain an approved training course and associated examinations along with an arrangement for the selected LAMEs to spend an agreed period of time with an operator of the aircraft type. The LAMEs are expected to be in a situation where they can participate in and/or observe the maintenance of the other operator's aircraft. Whilst active participation in maintenance is the preferred option for LAME to gain experience, any observation of the conduct of maintenance by others will be considered when an AWI is deciding whether the applicant has recorded enough SOE to be granted a rating.
- All maintenance carried out as part of an accelerated training program is to be documented within the applicable SOE, including observed maintenance. Maintenance conducted overseas is to be verified by an NAA licence holder – signature and licence number. Accelerated training participants are also to obtain, from the overseas maintenance organisation, a letter detailing the length of time the LAME spent gaining experience and contact details for key personnel.

- Accelerated training participants are encouraged to methodically work through the maintenance manual to determine main components they need to physically locate on the aircraft and which performance tasks (checks, tests etc) should be carried out whilst supervision is available. All such identification work and performance task conduct is to be recorded within the SOE.

#### *Who Carries Out the Approval of Accelerated Training Programs*

The assigned AWI (C) in Central Office carries out the course assessment and issues the approval.

#### **6.3.3 Procedure for Assessing Approval of Accelerated Training Programs**

The procedure for receipt and approval of accelerated training programs is similar to that provided for approving Specific Type Training Courses. In addition to those procedures the AWI (C) is required to confirm the applicants for an accelerated training program meet the pre-requisites (experience and ratings). The AWI (C) also needs to provide the LAME with clear guidelines on the amount of SOE they must document for each ATA chapter and the reductions in base hours that will be applied to their SOE.

#### *Receiving a Proposal for Accelerated Training*

##### **ASO (M)**

1. Register the request for assessment and place the documentation on the appropriate file (raising a new file, if required).
2. Initiate costing documentation and attach it to the file.
3. Pass the file to the assigned AWI (C).

##### **AWI (C)**

4. Prepare the [Form 332 Specific Type Course Approval Form](#), recording the:
  - Details of the course designation
  - Name of the organisation conducting the course.
5. Raise a security folder, allocating it the next security number in the *Course Register File*, and then prepare compactus bay storage space for the course material. File copies of all documents associated with the assessment and approval on the appropriate file.

6. Provide the relevant organisation with an estimate of assessment costs. Obtain an undertaking from the relevant organisation that it is prepared to pay for the assessment costs.
7. Start a Project Time Sheet to progressively record the time you spend on the project.
8. Multiply the total hours by the applicable hourly rate.
9. Transfer the total cost for the assessment onto an Invoice Requisition Form.
10. Give the Invoice Requisition Form to the ASO (M).

#### *Assessing the Accelerated Training Request*

##### **AWI (C)**

1. Complete [Form 332 Specific Type Course Approval Form](#) to confirm that the application meets the criteria.
2. If the assessed course is **unacceptable**:
  - a. Prepare a critique detailing all deficiencies and the rectification required before the approval process may proceed.

**Note:** Courses may be approved subject to additional examination or other conditions.

- b. Send the critique to the training organisation.
3. If the course is **acceptable**:
  - a. Enter approval details in the *Course Register File*.
  - b. Prepare and send the correspondence that confirms that the training course is acceptable and send it to the training organisation.
  - c. Prepare and send the correspondence that will notify the training candidates of their SOE requirements.
  - d. Store the security folder and all course material within the allocated bay of the security compactus.



#### *Finalising the Request*

##### **AWI (C)**

1. Complete the costing documentation, then send it to the ASO, who will raise an invoice.
2. Arrange update of the applicable AAC and AIRS (if applicable).
3. Complete the assessment by signing the final clearance on the Specific Type Course Approval Form.

##### **ASO(M)**

AAC 9-4 or  
9-5

4. Update [AAC 9-4](#) or [9-5](#), whichever is applicable, to include the approved course.
5. Update AIRS by contacting Volante.
6. Issue an invoice for the cost of the assessment and send it to the training organisation.

## 6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures

### 6.4 Assessing Accelerated Training Program Using PCT

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

#### 6.4.1 PCT General

Specific type courses are structured to ensure that trainees are theoretically trained on all applicable category aspects of an aircraft's systems and equipment within a certain period of time. The gaining of practical maintenance exposure to those same systems and equipment (use of SOE) is an unstructured process because exposure to a particular maintenance process relies on an occurrence of an unserviceability than any planned sequence of events. Practical Consolidation Training (PCT) courses have been designed to provide LAME with a means of gaining formalised exposure to the practical aspects of aircraft maintenance within a reduced period of time.

CAR 30 The PCT course is conducted and 100% supervised by a trainer and is physically conducted at or on the applicable aircraft or engine type. PCT courses are conducted within CAR 30 approved maintenance organisation, or in particular circumstances, at the aircraft and/or engine manufacturer, or a combination of both.

An approved PCT program will provide structured on-job-training coupled with a period of service familiarisation for the applicable rating sought. The structured training element will be performed according to a type specific program. It includes training in maintenance of the aircraft, rigging, adjustments, replacement of line replaceable units, trouble shooting, rectification of minor defects and testing of systems. The conduct of a PCT program will involve:

- **Service Familiarisation**, which is a minimum level of prior actual maintenance exposure applicable to all LAME's seeking the type rating.
- **Experience Analysis**, which identifies whether any additional practical experience, called Supplementary Tasks, are required prior to a rating application. Compliance with the entry criteria for a PCT course trainee is verified by the organisation during the experience analysis process.
- **Conduct of the PCT Course**, which is a structured, on-the-job, practical training course applicable to the type rating.
- **Program Audit**, which is conducted as part of the organisation's approved system of quality control.

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### 6.4 Assessing Accelerated Training Program Using PCT

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#### 6.4.2 Purpose of the PCT Assessment

CAR  
30(2C)(c),  
31(4)(e)  
CAO 100  
series

PCT Specific Type training courses are assessed to ensure they meet the requirements specified in CAR 30(2C)(c) and CAR 31(4)(e) and authorised in CAO 100 series. CASA needs to confirm that the trainees are practically orientated in enough aspects of the applicable aircraft maintenance to warrant issue of either a licence or reduced SOE at the completion of the PCT process.

The PCT process recognises that for a second and subsequent type rating in a category, practical experience should only be obtained in those areas of difference between the rating already held and the new rating sought.

#### 6.4.3 Inspector Requirements

The assigned AWI (C) carries out the course assessment and issues the approval. An assessing AWI (C) would normally have attended a PCT course on the aircraft or engine type being assessed. The first PCT review conducted by an AWI should be monitored by another AWI already experienced in the program review of the applicable aircraft or engine type.

#### 6.4.4 PCT Trainer Requirements

A PCT course will be supervised by a person identified and approved in the program procedures as a PCT trainer for that type rating. A PCT trainer should meet the following standard criteria:

- Be licensed in the category group for more than 5 years and hold the type rating for more than 18 months
- Have recent maintenance experience in that rating
- Have completed a recognised train-the-trainer course (a recognised train-the-trainer course is one that gains a Workplace Trainer Category 1 accreditation, as endorsed by the National Training Board)
- Have completed the organisation's instruction in the PCT program—trainer instruction in the PCT program should include:
  - General description
  - Definitions and terminology
  - Trainer responsibilities
  - Course delivery.

The trainer will be issued a PCT Trainer Course Delivery Guide, which is used as a reference document during the preparation and delivery of a PCT course.

#### 6.4.5 On What Information is the PCT Assessment Based?

The PCT course details are to be submitted for assessment to Maintenance Personnel Section, Canberra. The assessment of a PCT course is based on the technical material/training package supplied by the training organisation, which includes:

- A request for the assessment by the organisation's PCT program responsible manager.
- A course title that reflects the type rating.
- The trainee's PCT SOE booklet listing the inspection and performance tasks.
- Proposed course duration by number and length of training sessions.
- Proposed conduct locations and a description of the facilities available to facilitate PCT at those locations.
- Proposed training group size (for each location if applicable).
- Proposed minimum service familiarisation prior to course attendance.
- Details of proposed initial trainer(s).
- Any proposed experience analysis guidance material for this rating.
- A library of line maintenance level oral questions and answers drawn from the course material (The question library scope will reflect the complexity of the type rating. The library will be retained by CASA as a basis for the PCT course oral examination library).
- Subsequent amendments to the organisations PCT Program Procedures Manual to reflect the new course.

Upon approval the course will be allocated a dedicated PCT course identification number, which is to be referenced on the PCT course documentation and future correspondence with CASA.

## 6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures

### 6.4 Assessing Accelerated Training Program Using PCT

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#### 6.4.6 PCT Program Procedures Approval

Before a PCT course can be approved the organisation must have approved PCT program procedures.

To be approved to conduct a PCT course an organisation must hold a Certificate of Approval for “*the training of candidates for examinations referred to in CAR paragraph 031(4)(e)*” and have suitable access to the maintenance facilities and the aircraft and/or engine for the type rating being trained.

CAR 30(2D) The submission by an organisation applying for, or seeking to vary, a certificate of approval to include PCT, or seeking to include a PCT program within existing activities, should include a PCT program system of quality control (procedures document) in accordance with CAR 30(2D). A written request for the assessment by the organisation’s PCT program responsible manager is to be sent to CASA.

PCT program procedures submitted should include the following:

CAR 30,  
30(2D)

- A statement signed by the responsible manager confirming that the program procedures, and any associated manuals and documents defining the training organisation’s compliance with CAR 30 and will be complied with at all times
- The name(s) of the position(s) occupied by the person(s) performing key functions in the program
- The duties and responsibilities of the position(s) performing key functions in the program
- A PCT program organisation chart showing associated chains of responsibility of the key function positions
- A program process flowchart
- A record of approved PCT trainers, courses and locations
- A record of the approved minimum service familiarisation for each approved course, required in addition to satisfactory completion of the PCT course (service familiarisation is the term used to describe the minimum level of actual on-the-job maintenance experience, applicable to the type rating, in which all LAMEs must participate when undertaking a PCT training program)
- PCT program process and course conduct procedures that ensure good training standards and compliance with all the requirements of CAR 30(2D)
- PCT program audit
- PCT Program procedures amendment procedure.

Key function personnel in a PCT program include the responsible manager, trainers, persons conducting the experience analysis, persons conducting the internal audit and personnel responsible for co-ordination and notification with CASA.

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#### 6.4 Assessing Accelerated Training Program Using PCT

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#### 6.4.7 PCT Course Approval

When an organisation proposes that they will conduct a PCT, CASA evaluates the proposal or re-evaluates any existing PCT course. The re-evaluation is used to determine if changes (key personnel, geographical location) have occurred. If a new trainer or delivery location is proposed by an organization, CASA will determine the possible ramifications of the change.

Effective PCT course delivery very much hinges on the capacity of the individual PCT trainer/deliverer to manage the overall PCT course. CASA undertakes to hold a pre-course meeting with the individual PCT trainer/deliverer as part of the PCT course approval process. At this meeting key outcomes and expectations are discussed so that all parties have the same level of understanding in regards to the conduct of any PCT course, course trial, and examinations.

The course material subject to approval is the content of the Trainees PCT SOE book and shall contain the following:

- Documentation Review
- Tooling and Test Equipment Review
- Inspection Tasks in each ATA chapter to cover the main components and maintenance significant items in a system or structure, and any supporting alternative technical diagrams proposed
- Performance Tasks in each ATA chapter to cover an operational, system or functional check or maintenance procedure review (each performance task is to be allocated a task identifier (between 1 and 6) to indicate the maximum number of trainees in the group for delivery of that task, followed by the letter “G” or “I” indicating if the task can be carried out as a group exercise (G) or must be performed individually (I) by each trainee)
- Course Task Completion Record, having a certification block for the inspection and performance tasks in each ATA chapter
- PCT SOE Record sheets for service familiarisation task recording
- Certificate of Completion, covering the entire PCT SOE document and to be completed by the trainee prior to rating application.

#### 6.4.8 Assessment Questions

When assessing a course, the assigned AWI (C) should confirm the following:

- Does the material include inspection tasks? The Inspection tasks in a PCT course should identify each main component in an ATA chapter system. This will normally include line replaceable units (LRUs), serialised components, major structure and maintenance of significant sub-assemblies.
- If a component is not readily accessible, and direct inspection of it does not provide any additional learning or familiarisation, can identifying the component within a specific area or behind a specific panel on the aircraft or engine replace the physical inspection of the component? This may be approved to be carried out utilising a detailed technical location diagram of the component. That diagram must adequately depict any inspection considerations, adjustments, rigging, method of attachment and connection to other components or structure. Any such proposed substitute diagram(s) must be supplied as part of the inspection task listings and must be identified as an alternative option against the particular inspection task item. The number of these diagrams approved for use with the inspection task items will be kept to a minimum.
- Do the performance tasks target the minimum exposure required by all LAMEs to provide familiarity with the systems applicable to the type rating? Additional tasks that may be required for less experienced LAMEs will be identified during the experience analysis process.
- Is the proposed Service Familiarisation of a duration and depth that will give a good cross-section of work exposure to the rating and typically include what is normally done during an overnight scheduled maintenance check up to “C” check tasks or periodic inspections?

A sample layout of the PCT course tasks can be found within the Annexes of the AME Licensing Information Bulletin No 2. The Bulletin can be found at the website address: <http://www.casa.gov.au/ame/download/ameinfo02.pdf>.

On approval, the course will be allocated a dedicated PCT course identification number, which is to be referenced on the PCT course documentation and future correspondence with CASA.

#### 6.4.9 Procedure for Assessing PCT Course

##### *Receiving the Request for Assessment*

##### **ASO (M)**

1. Register the request for assessment and place the documentation on the appropriate file (raising a new file, if required).
2. Initiate costing documentation and attach it to the file.
3. Pass the file to the assigned AWI (C).

##### **AWI (C)**

4. Prepare **Form 332 Specific Type Course Approval Form**, recording the:
  - o Details of the course designation
  - o Name of the organisation conducting the course.
5. Raise a security folder, allocating it the next security number in the *Course Register File*, and then prepare compactus bay storage space for the course material. File copies of all documents associated with the assessment and approval on the appropriate file.
6. Provide the relevant organisation with an estimate of assessment costs. Obtain an undertaking from the relevant organisation that it is prepared to pay for the assessment costs.
7. Start a Project Time Sheet to progressively record the time you spend on the project.
8. Multiply the total hours by the applicable hourly rate.
9. Transfer the total cost for the assessment onto an Invoice Requisition Form.
10. Give the Invoice Requisition Form to the ASO (M).



## 6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures

### 6.4 Assessing Accelerated Training Program Using PCT

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#### Assessing the Request

##### AWI (C)

1. Complete [Form 332 Specific Type Course Approval Form](#) to confirm that the application meets the criteria.
2. If the assessed course is **unacceptable**:
  - a. Prepare a critique detailing all deficiencies and the rectification required before the approval process may proceed.

**Note:** Courses may be approved subject to additional examination or other conditions.

- b. Send the critique to the training organisation.
3. If the course is **acceptable**:
  - a. Enter approval details in the *Course Register File*.
  - b. Advise the ASO (M) to issue an identification number and enter the training course in AIRS by contacting Volante.
  - c. Prepare the correspondence that confirms that the training course is acceptable and send it to the training organisation. Instruct the training organisation to update its list of approved courses (usually an Annex within the Training Quality Control Procedures).
  - d. Store the security folder and all course material within the allocated bay of the security compactus.

#### Finalising the Request

##### AWI (C)

1. Complete the costing documentation, then remove it from the file and send it to the ASO, who will raise an invoice.
2. Arrange update of the applicable AAC.
3. Complete the assessment by signing the final clearance on the Specific Type Course Approval Form.

##### ASO (M)

4. Update [AAC 9-4](#) or [9-5](#), whichever is applicable, to include the approved course.
5. Arrange update of AIRS by contacting Volante.
6. Issue an invoice for the cost of the assessment and send it to the training organisation.

AAC  
9-4, 9-5

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#### 6.4.10 Conducting the PCT Review

The PCT review is conducted by an appropriately trained AWI (C) with each PCT course trainee, following the completion of the PCT course. The PCT review should take place within two weeks of completing the course at the training location or Maintenance Personnel Section, Canberra. Scheduling of the PCT review(s) will be done by arrangement with the training organisation and CASA. The PCT review process provides a product audit of a PCT course and program. It involves:

- Checking that PCT course entry criteria were satisfied
- Conducting an oral examination
- Reviewing the LAME's experience to ascertain what (if any) further practical experience is required prior to type rating application
- The forms used to record the PCT Review are:
  - [Form 1195](#): *PCT01 – PCT Oral Examination Record*
  - [Form 1194](#): *PCT02 – PCT Oral Examination Summary*.

#### *Scheduling of the PCT Review*

The organisation is to give CASA 28 days prior notice of the commencement of an approved PCT course. This notification will be given to Maintenance Personnel Section, Canberra, and the local CASA Area Office responsible for the location where the PCT course is to be conducted. Arrangements can then be made for scheduling the PCT review—that is, the oral examination and experience review after completion of the course. The PCT review should take place within two weeks of completing the course and will normally be conducted at the training location.

#### **Action:**

1. Coordinate the scheduling of the PCT reviews with the training organisation and Maintenance Personnel Section
2. Arrange with Maintenance Personnel Section for the necessary documentation and examination to be forwarded.

#### *Trainee Requirements*

The PCT trainee needs to bring the following to the PCT review:

- PCT SOE task book
- All other SOE records for the rating(s)
- Copy of the experience analysis outcome form
- Oral examination application form and the appropriate fee.



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#### *Examination Fee*

There is no examination fee for the PCT oral examination. The fee for the PCT oral examination is catered for via the licence and rating assessment fees.

#### *Entry Criteria Check*

The entry criteria for a PCT course are an integral part of an approved PCT Program. The check ensures that the trainee has had a minimum level of general exposure to the aircraft in the appropriate category prior to PCT course attendance. This allows the trainer to be confident that the trainee will readily absorb the course content and also the trainer does not have to adjust course delivery because the trainee has never seen the aircraft/engine before.

The entry criteria to a PCT course for a LAME seeking a second or subsequent type rating in a category are:

- To hold examination credits for all the core, specific group and specific type technical subjects applicable to the type rating
- To have completed the minimum service familiarisation practical experience
- To not hold an outstanding PCT course oral examination credit for a rating yet to be granted.

In addition to the above entry criteria to a PCT course, AMEs seeking their first type rating in a category are required:

- To have completed the general and category experience requirement for an initial AME licence issue.

The minimum service familiarisation varies between organisations and is reflected within the applicable organisation's approved PCT program procedures manual. Generally it will consist of the trainee being required to have completed a minimum of one month's general exposure to the aircraft/engine, including at least 30 hours recorded SOE experience or five scheduled maintenance checks greater than an overnight/daily check. Check the organisation's PCT procedures manual if in doubt.

If the entry criteria are not met, the oral examination is not to be conducted. The trainee is to be credited in his/her SOE with the actual PCT course hours only. This is to ensure the organisation adheres to their PCT procedures.



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#### Action:

1. Tick the Course Entry Criteria Satisfied box on PCT Oral Examination Summary sheet.
2. Sight the PCT course completion certification sheets in the front of the Trainee PCT SOE book. Each applicable ATA chapter requires a certification for the Inspection and Performance tasks.
3. Tick the Course Completion Record(s) Sighted box on PCT Oral Examination Summary sheet.
4. Get the trainee to read and acknowledge the Privacy Notice on the *PCT Oral Examination Summary Sheet* ([Form 1194](#)).

#### Oral Examination

The oral examination will comprise questions drawn from a library based on the PCT course content. The scope of this examination will be all ATA chapter areas relevant to the specific type rating.

#### Observer

The examination is conducted in the presence of an observer from the candidate's maintenance or training organisation. An experienced type rated LAME or PCT trainer would normally be used as the observer. The observer's role is to moderate the oral examination process. He or she may be requested to verify the accuracy of any non-standard answers given by the candidate to ensure the candidate is not disadvantaged in any way. The observer will need to have access to the PCT Trainer's course material to support this role.

#### Duration

The duration of the oral examination will depend on the scope, depth and complexity of the type rating. It may also be influenced by the responses given by the candidate and any need to expand on question topics. As a guide, the duration of the oral examination may vary between 30 and 120 minutes, depending on the rating(s) sought and the candidate's performance.

As a guide examiners should schedule 2 hours for a heavy Group 20/21 Mechanical or Avionic examination. This allows 1.5 hours of questions and 0.5 hours for the experience review and administration. Allow 1.5 hours for a single category.

#### Oral Examination Paper

The question library is initially designed and supplied by the CAR 30 organisation. Once the design is complete, CASA or its delegate holds and delivers the exam, together with the necessary recording documentation (PCT Oral Examination Summary, 1 per trainee; and PCT Oral Examination Record, 1 per rating plus one spare). A record of the questions asked and the type of answers supplied will be maintained by the AWI (C) during the oral examination.



#### Conducting the Oral Examination

A minimum of one (1) question should be asked in each ATA chapter, with up to six (6) questions for a large chapter. Questions will vary from component locations to BITE facilities and system defect scenarios.

Use the moderating LAME (PCT Trainer) to clarify answers, but do not allow them to lead or assist the candidate. Examiners should make sure that they:

- Avoid leading questions that give too much information, thereby reducing the significance of the answer
- Display a formal, professional and mature attitude
- Do not become distracted from the question asked.
- Do not get into 'war stories' (between the AWI (C), observer or candidate)
- Maintain control over the examination process.

Monitor the time throughout the examination process. Do not allow yourself to become rushed because you run out of time. If the examination is dragging on slowly this is an indicator that the candidate is not performing well and a decision should be made to allow the process to be completed within the allowable time frames.

In assessing the answers supplied during the oral examination, the AWI (C) should be satisfied that the candidate is familiar with any significant differences associated with the type rating that are not commonly encountered in the category or covered by existing type ratings and demonstrates a responsible attitude in respect of flight safety and airworthiness of the aircraft.

#### Asking Questions in PCT Oral Examination

The primary purpose of the oral examination is to confirm that the objectives of the PCT course have been achieved. This oral examination is not another technical theory test. The questioning will however require the candidate to draw on their theory knowledge as it applies to practical maintenance questions. This is no different than what the LAME would be expected to do on the job.

Questions are structured by ATA chapter and the number in the library bank varies with each chapter according to that system's scope, importance to continuing airworthiness and potential impact on the safety of air navigation. The questioning will cover the type rating in general.



#### Settling the Candidate

Oral examinations should not be an intimidating process and it is important to make the candidate feel relaxed. This is not always easy. Start by asking them to briefly tell you of their background in general and specifically how much exposure on the job they have had to the particular rating.

Explain how the oral examination is to be conducted and how the questions and answers are to be recorded. Ask the candidate to keep their answers as brief as possible and to answer the question. State that you will request more information if it is required.

#### Performance Criteria

The acceptable level of performance for the various question types is as follows:

- **Safety Aspects:** the candidate should have a detailed knowledge of the practical aspects that could affect the continuing airworthiness of the aircraft or cause harm to persons or property
- **Inspection Tasks:** the candidate should have a knowledge of the physical location of the main system components or structure
- **Performance Task:** the candidate should have a knowledge of the main system operational checks
- **Maintenance Task:** the candidate should have a knowledge of the common adjustments or main inspection criteria applicable to a system
- **System Testing:** the candidate should have a knowledge of on-board tests, and any specialist tests using external test equipment, commonly used in the system.



#### Evidence Guide

The scope and depth of question answers will be considered within the following evidence guidelines:

- **Safety Aspects:** the candidate should be able to give a detailed description with specific examples.
- **Inspection Tasks:** the candidate should be able to give a general description of the component or structure's appearance and its specific location and method of attachment on the aircraft or engine.
- **Performance Tasks:** the candidate should be able to give a general description of the main steps involved in an operational check and any interrelationships with other systems.
- **Maintenance Tasks:** the candidate should be able to describe where, and using what method, typical adjustments can be made to a system and what general observations or defect reports dictate actioning of any conditional inspections.
- **System Testing:** the candidate should be able to describe normal system test indications, what BITE is available, and what external test equipment is commonly employed for particular systems.

The object of the questioning approach is to give the candidate reasonable opportunity to communicate their knowledge and where a question can not be answered correctly then AWI should endeavour, if possible, to use other questions on the subject to prompt the candidate. This is not always possible and sometimes the candidate just doesn't know or remember.

Your marking of answers as correct or incorrect will be influenced by both the aptitude and attitude of the candidate using the following guidance variables:

- Aptitude:
  - Technical accuracy
  - Basically correct
  - Has a general idea
  - Technically incorrect, but understands question
  - Doesn't recall, but understands question
  - Doesn't know what you are talking about.

Answers within the first 4 points may grant a correct score if an appropriate attitude is displayed.



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- Attitude:
  - Confident
  - Follows a logical approach to the question
  - Acknowledges up front that they don't know answer
  - Would refer to the appropriate publication
  - Makes excuses for not knowing
  - Is defensive and argumentative if they don't know answer

Answers within the first 4 points may grant a correct score if an appropriate aptitude to the overall subject area.

An answer that the person would check the Aircraft Maintenance Manual may be acceptable in certain circumstances. However, you would still require them to provide some level of mental recall of the question area based on their recent PCT course and, where it can be accepted, it is a good idea to at least ask the candidate in which ATA chapter they would look.

Obviously the AWI (C)/Examiner cannot accept the answer that *"I'd look in the maintenance manual"* for **all** questions.

#### PCT Oral Examination Record Sheets

A record of the questions asked and the type of answers supplied will be maintained by the AWI (C) during the oral examination. Sheets are provided for this process and are used as follows:

- If the correct answer is given, tick in the correct answer column.
- If further questioning or discussion is required to solicit the correct answer, note this in the comment column. You may tick as correct or award a ½ mark, depending on how much additional discussion and clarification was necessary, and on how confident you are that the person knows the subject area.
- If an incorrect answer is given, cross the incorrect answer column.
- If the candidate answers incorrectly or is unable to supply an answer, put an asterisk (\*) in the comments column and return to that question again later.



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#### Oral Examination Outcomes

At the completion of the oral examination the candidate's responses are to be assessed by the AWI to determine if the PCT course objectives have been achieved. The pass level is a minimum of 75% correct across the whole examination, with satisfactory performance in all subjects. Calculate the achievement level as a percentage (%) and record the result on the PCT Oral Examination Summary sheet. The examination result will be either:

- **PASS:** proceed with the experience review.
- **FAILURE in part:** unsatisfactory performance in a minority of subject areas; re-oral those subjects after one month. Proceed with experience review. The AWI may require additional experience to be gained in that subject(s) prior to conducting the oral re-examination.
- **FAIL:** unsatisfactory performance in the majority of subject areas; revert to the existing SOE or repeat the PCT program for that type rating. The trainee may be credited in his/her SOE with the actual PCT course hours only.

Record any 'Failure in part' or 'Failure' results with a comment of what further oral examination is required.

The oral examination result will be recorded by the AWI and the candidate provided with a copy.

A pass is required for any rating application relying on practical experience gained via an approved PCT program.

On successful completion of the oral examination a trainee not type rated in the category will be entitled to a 25% reduction in the base hours of the SOE for that rating. This will be recorded and signed by the AWI in the ATA hourly requirement table of the person's schedule of experience.

Once the oral examination has been completed, ask the candidate for feedback on the PCT Course and Oral Examination. Record comments on the *PCT Oral Examination Summary Sheet* ([Form 1194](#)).

#### Post-examination

Once the PCT Oral Examination Summary (single sheet) has been compiled for each trainee:

1. Put the original on the AME file.
2. Supply a copy to the candidate (if requested).



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3. Provide Maintenance Personnel Section with:
  - o A copy of the PCT Oral Examination Summary with the original PCT Oral Examination Record sheet(s) attached for each candidate (for the PCT Course Oral Examination Record file)
  - o The examination used, noting any question corrections or changes/additions recommended
  - o The original examination application forms (one per trainee per oral for the organisation's PCT Oral Exam file).
4. To create the PCT Course Oral Examination Record file, Maintenance Personnel Section.
  - a. Create a PCT Course Oral Examination Record storage file and affix a PCT Course and Oral Examination Record cover sheet to the front cover. Copy the cover sheet for the organisation's PCT Oral Exam file.
  - b. Enter the course and personnel details from Oral Examination Summaries of each trainee.
  - c. Within the file place:
    - A copy of the examination used
    - The PCT Oral Examination Summary (a single sheet for each trainee)
    - The PCT Oral Examination Record (all sheets used for each trainee)
    - The trainee's examination application form
  - d. Copy the PCT Oral Examination Summary sheet for each trainee and forward it, together with the cover sheet, to the organisation's PCT manager (if the trainee has signed the Privacy Notice).
  - e. Place the file in the storage cabinet provided.

#### Review Oral Examination Paper

Check if there are any noted corrections or amendments to be incorporated into the master examination library.



#### *Experience Review*

The experience review process is to ascertain what (if any) further practical experience is required prior to type rating application. Successful completion of the oral examination permits the practical experience reduction provided for by the approved PCT program.

The experience review process consists of the following:

- Checking the experience analysis conducted on the trainee by the organisation was done and that the outcomes recorded on the Experience Analysis record supplied
- Validating that the outcomes of that analysis are appropriate
- Assessing what practical experience for the rating(s) has been gained to date
- Determining what further practical experience is required (if any) based on what has been achieved to date and the oral examination performance.

The experience analysis process is aimed to give the individual LAME appropriate credit for their experience. The analysis is carried out on all persons prior to their PCT course attendance and ensures that the proposed trainee meets the PCT course entry criteria.

It should identify whether any other practical experience is required in addition to the minimum level provided by the PCT course and service familiarisation. The minimum level is designed to be acceptable for a LAME who holds a similar rating—that is, same manufacturer, system applications and technology level.

#### **Validate the Experience Analysis**

The following types of information should be documented and considered in the experience analysis of a LAME:

- Experience to date on the aircraft or engine type
- Experience on similar aircraft or engine types
- Overall category/tradestream experience
- Previous work environments—that is, servicing, line maintenance, base maintenance or overhaul.

The experience analysis outcome should provide:

- The service familiarisation period for that LAME
- Any supplementary tasks required
- Verification of the PCT course entry criteria.



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Supplementary task may be required for:

- First exposure to an ATA chapter sub-system
- First exposure to different control systems
- First exposure to another manufacturers product
- First transition between wide body airliners, narrow body airliners, business jets or turboprops.

Supplementary tasks will normally only be required where there is a difference in the maintenance procedures or philosophy applicable to the type rating sought that is not adequately covered by previous training, experience or type ratings currently held.

Some LAMEs may be required to complete additional tasks and/or show a longer period of service familiarisation. This may be as a result of either the experience analysis process conducted by the organisation or as an outcome of the PCT review conducted by CASA.

LAMEs whose normal duties do not include the level of maintenance exposure required for the service familiarisation will need to participate in that maintenance at a location where it is conducted. The service familiarisation, and any additional tasks, are to be recorded in either an existing CASA Group 20/21/22 Schedule of Experience (SOE) or the PCT SOE record sheet(s).

The experience analysis process aims to give the individual LAME appropriate credit for their experience. It should identify if any other practical experience is required, in addition to the minimum level provided by the PCT course and service familiarisation. The experience analysis for each trainee is to be retained with the PCT course records. A copy is to be given to the trainee and submitted to the AWI at the PCT review. All service familiarisation and any supplementary tasks are to be completed before a licence-rating application will be accepted.

#### Assess what SOE has been Gained to Date

Look through the PCT SOE recording sheets and any Group 20/21/22 SOE records to gain a knowledge of the scope and depth of the practical experience gained by the candidate.

#### Determine what Further Practical Experience is Required

In determining what further practical experience is required you should consider:

- Experience already gained applicable to the rating(s)
- Existing (similar) ratings currently held
- Oral examination performance
- Information already specified by the organisation on the experience analysis outcome record.



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#### Experience Review Record

The outcome of the experience review will be specified on the PCT Oral Examination Summary form. This will detail what further practical experience has to be gained prior to rating application.

#### AWI actions:

- If you are satisfied that the minimum service familiarisation experience, and any supplementary tasks specified by the organisation, are adequate for this trainee, endorse their form with *“those items yet to be achieved”*.  
If all items have been achieved already then endorse *“ready for immediate rating application”*.
- If you believe the person requires more experience than that specified by the organization, then identify on the form the *“outstanding tasks yet to be achieved and the additional supplementary tasks”* you require.

Supplementary tasks would normally comprise specific maintenance in an ATA chapter system. This would be due to an obvious deficiency in that area during the oral examination or never having been exposed to that system before.

You should specify the actual task, not just more time in the area—that is, *“throttle control rigging check”* rather than more time in engine controls. Any task(s) nominated should be readily achievable within three months of working in a location conducting regular scheduled maintenance checks on the aircraft or engine type.

If you are not satisfied that the person has adequate overall exposure to the aircraft/engine rating in general then you may specify the supplementary task(s) as requiring:

- “x” days (read shifts) assigned to “y” aircraft type in a major maintenance base location dedicated to “z” category/rating work, or
- completing of “x” number of “A” scheduled checks (>150 hourly) in “z” category/rating.

It would be unusual for the number of checks or days to be more than 20, as this would indicate either a severe deficiency in the organisation’s experience analysis process or a questionable oral examination pass.

Most experienced LAMEs with a similar rating and good oral examination performance should not require any more than the minimum service familiarisation experience.

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#### 6.4.11 First Type Rating in the Category

The practical experience reduction allowed by an organisation's approved PCT Program is based on the LAME having achieved a full ATA chapter SOE in the category on their initial or previous gained ratings in that category. However, because the PCT courses are dedicated, formal practical training accreditation towards the first rating in the category is appropriate.

Therefore, upon successful completion of the oral examination a trainee not type rated in the category will be entitled to a standard 25% reduction in the base hours of the SOE for that rating. The AWI may use their discretion to allow more than a 25% SOE reduction within the following guidelines:

- The general overall SOE reduction allowed should not exceed 50%.
- Individual (minor) ATA chapters may be signed off in total where good oral examination performance is displayed, there is SOE record of exposure to the area and the chapter is not heavily maintenance/airworthiness task orientated—for example:
  - Airframe chapters 25, 26, 28, 30, 36, 38 and 49
  - Engine chapters 26, 28, 36, 49, 74 and 80
  - Electrical chapters 29, 33, 36, 38, 74, 77, 79 and 80
  - Instrument chapters 24, 29, 35, 36, 49, 77 and 79.

AWIs considering a >25% reduction must be cautious that they do not get too generous whereby the first type rating ATA chapter SOE is reduced to such a level that it no longer provides the achievement of Group 20/21/22 practical skills that underpin the PCT process.

#### Action

1. The ATA chapter SOE reduction (and any full ATA chapter sign-off) is recorded and signed by the AWI in the ATA hourly requirement table (and Summary of Maintenance Engineer Experience) of the person's schedule of experience and on the PCT Oral Examination Summary record sheet.
2. A copy of the PCT Oral Examination Summary sheet showing the examination result and experience review outcome is given to the candidate.



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#### *Licence Application*

When a licence application is submitted for a second or subsequent rating in a category, based on the PCT scheme, the following is required:

- Application form and fee
- Copy of PCT Oral Examination Summary sheet
- PCT Training Certificate of Completion
- Any SOE records to support completion of what additional practical experience was required as a result of the PCT experience review, as specified on the PCT Oral Examination Summary sheet.

#### **AWI Action:**

1. Check that the original of the PCT Oral Examination Summary is on the AME file and that it is the same as the copy provided.
2. Confirm from submitted SOE records that any experience required, as specified on the PCT Oral Examination Summary sheet, has been completed.
3. Complete the Completion of Supplementary Tasks section of the sheet.
4. Ensure the following documents are affixed to the AME file:
  - Application form
  - AIRS examination summary
  - PCT Oral Examination Summary sheet
  - PCT Trainee SOE Certificate of Completion.

The ATA SOE Certificate of Completion is only required if it is used to support the rating application.

5. Action the new rating issue.

#### 6.5.1 Purpose of CAR 214 Training

CAR 214 An application for issue of an Air Operator's Certificate (AOC) is assessed to make sure that the organisation meets the requirements specified within Division 2 of the CAR *Requirements to Ensure the Safety of Commercial Operations*. CAR 214 states that:

*"An operator shall ensure that adequate provision is made for the proper and periodic instruction of all maintenance personnel, particularly in connection with the introduction into service of new equipment or equipment with which the maintenance personnel are not familiar, and the training programme shall be subject to the approval of CASA."*

The purpose of CAR 214 training is to ensure that all personnel who have maintenance activities to perform, receive the appropriate training prior to being expected to carry out that maintenance activity. CAR 214 training may be associated with:

- Operational change training
- New staff training
- Equipment differences (new, modified or different aircraft/engines/systems)
- Update training
- Periodic (recurrent) training.

#### 6.5.2 Applicability

CAR (1988) 214 CAR 214 training is for all maintenance personnel. Maintenance is defined as the doing of any work (including modifications and repairs) on the aircraft that may affect the safety of the aircraft or cause the aircraft to become a danger to person or property. Maintenance also includes those tests or inspections necessary for the purpose of ascertaining whether the aircraft is airworthy. **Any** person who carries out such activities must be considered as a potential trainee for the purpose of CAR 214 training.

Therefore, CAR 214 training may apply to:

- Licensed Aircraft Maintenance Engineers
- Aircraft Maintenance Engineers
- Airworthiness Authority holders
- Flight crew and cabin crew (excluding pilots see aviation ruling [Application of CAR 214 in relation to pilots carrying out maintenance](#))
- All those whose work includes the maintenance of aircraft (this could include servicing staff, ground handling staff, baggage handlers, contractors, sub-contractors)
- Maintenance records personnel.

#### 6.5.3 What has to be Approved in Relation to CAR 214 Training?

CAR 214 The training program described within CAR 214, subject to CASA approval, is the set of procedures that an operator has in place to ensure provision of the proper and periodic instruction of all maintenance personnel. The program details required include CAR 214 responsibilities, training identification, training delivery, training scheduling and training recording. The training program procedures should include:

- The process for identifying the need for training at appropriate times
- The content of any necessary training
- Who requires the training
- An implementation plan for the delivery of training
- The method of providing the training
- Assessment and record keeping of the program
- Any liaison required between engineering, training and maintenance organisations
- How initial and amendment approvals (of the training program) are obtained.

CAR 214 CASA must be satisfied the CAR 214 training program will not only provide training on new equipment but also provide refresher training for staff to maintain currency with aircraft and equipment being used. The extent of the CAR 214 training program will vary depending on the:

- Type of aircraft
- Complexity of the aircraft
- Number of the aircraft
- Size and disposition of the organisation
- Qualifications of any personnel who are expected to perform a maintenance activity.

#### 6.5.4 Who Approves and Audits CAR 214 Training Programs?

CAR 214 Approval of CAR 214 programs occurs during the CASA processes associated with issue of an Air Operator's Certificate. Maintenance Personnel Section may be nominated to review and approve an operator's CAR 214 training program or to provide a sign-off to the appropriate Area Office. Maintenance Personnel Section may also be nominated to audit previously approved training programs as part of Compliance Division Activities.

#### 6.5.5 Procedures for Assessing CAR 214 Programs

CAR 214 The assessment of the training program should be completed within 10 working days from receipt of the request for assessment, subject to the receipt of the manual detailing the CAR 214 program.

##### *CAR 214 Training Program Assessment Questions*

When evaluating whether an organisation's CAR 214 training program is appropriate for its purpose, the AWI should ask the following questions.

- **Responsibilities**
  - Are the appointments responsible for training identification detailed?
  - Are the appointments responsible for training delivery detailed?
  - Are all personnel with a CAR 214 implementation responsibility identified?
- **Target Group**
  - Does the training program identify and capture all personnel who may require CAR 214 training (technicians, supervisors, computer operators, apprentices, specialists, airworthiness authority holders, flight crew, cabin crew, servicing staff, ground handling staff, baggage handlers, contractors, maintenance records personnel)?
  - Does a process to identify training deficiencies exist for personnel who have attended training provided by other operators/organisations?
  - Does the training program consider and identify training ramifications brought about by maintenance tests and inspections used to ascertain airworthiness (computer records, planning, inventory, flight line procedures)?
  - Does the program provide personnel and supervisors an opportunity to identify an individual's training shortfall when they are appointed to a particular position?
- **Scope/Depth of Training**
  - Does the training program adequately provide a mechanism to determine the amount of technical detail required in the training with respect to the maintenance the trainee will be expected to carry out?
  - Are all forms of inputs to the maintenance processes (service bulletins, amendments to maintenance manuals, engineering modification documents, manufacturer's production revision records) considered by the training program?
  - Does the program allow for timely delivery of training due to changing requirements (incidents/accident investigations, maintenance errors, non-compliances, TQM, re-engineering, re-organisation, new tooling or equipment, customer feedback).



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- **Delivery Method (Formal Instruction) and Delivery Facility**

- Does the proposed training program provide a mechanism, which allows determination of those subjects and topics requiring formal instruction?
- Are training syllabi used to manage training outcomes, target students, pre-requisites, assessment methods and training delivery methods?

**Note:** CAR 214 training does not necessarily require an instructional session in a formal classroom. Some changes to aircraft/engines/systems are so minor that the requirement for training can be met by the provision of a leaflet to each of the company's staff detailing what they need to know. Activities such as the distribution of leaflets constitute a training plan. For more substantial variations to aircraft/engines/systems, a detailed training plan that identifies formal training, training notes and an assessment (by examination or similar) may be appropriate.

- Does the program provide details of the proposed training delivery venue? Is there a cross-reference to currently approved venues?
- If it is proposed that alternatives to currently approved venues be used to deliver training, does the procedure detail how these venues are assessed for suitability?
- Does the program identify who will deliver the training?
- Does the program detail how the standard of training is assessed?

- **Program Timetable**

- Does the proposed training program allow calculation of adequate time to implement training requirements prior to the introduction into service of the subject aircraft/engines/systems?

- **Incorporation of Data into Applicable Specific Type Course(s)**

- Does a procedure exist for incorporating the data into the applicable Specific Type course(s), if necessary?
- How does the procedure determine which data is suitable for incorporation and which is not (such as training which would result in rating)?

**Note:** CASA no longer issues CAR 214 approval numbers.

- **The Name of a Contact Person at the Organisation**

- Does the manual (which details the CAR 214 program) give the name and other contact information of a position responsible for liaison in the organisation?

- **Record of Training**

- Does a procedure exist for the recording the names of personnel who have been trained under a CAR 214 program?



**Note** If a training course has been provided for the purpose of gaining AME licence qualifications for a specific type (Group 20) aircraft or it varies the content of a CASA approved course, then that training course must be undertaken through a CAR 30 approved training organisation and is subject to the CASA course approval/re-approval provided at Procedure 6.1.1.

Any CAR 214 training requirements, not incorporated within CASA approved courses (stand-alone differences training modules, which will not result in a rating or licence issue) do not require CASA approval.

If differences training modules are incorporated within an existing course, then the course content has changed and the course would be subject to re-approval.

#### Central Office Procedure

##### AWI (C)

1. Provide the relevant organisation with an estimate of assessment costs. Obtain an undertaking from the relevant organisation that it is prepared to pay for the assessment costs.
2. Start a Project Time Sheet to progressively record the time you spend on the project.
3. Multiply the total hours by the applicable hourly rate and enter figures into the Invoice Requisition Form. Upon completion give the Invoice Requisition Form to the ASO (M).
4. Assess that the submitted training program satisfies the criteria outlined above.
5. Provide the operator with the guidance required to bring the CAR 214 program to an adequate level for approval.
6. When CASA is satisfied that the proposed program is adequate, the operator must be notified in writing.
7. Place a copy of the approval letter on the applicable operator's Surveillance file.

**Note:** You do not need to record the approved CAR 214 programs on AIRS.

## 6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures

### 6.6 Quality Control Procedures Manuals – CASA Evaluation

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#### 6.6.1 General

CAR 30, 31(4)(e), CAAP 30-1 This section describes the processes for evaluating quality control procedures manuals of organisations that apply for a Certificate of Approval (CoA) under 30 for the purpose of training and examining candidates for AME licences under CAR 31(4)(e).

The CoA holder's quality control procedures manual can be titled:

- A *Quality Control Procedures Manual*; or
- A *Policy and Procedures Manual*; or
- Another appropriate name.

It is usual (but not mandatory) for MPL to hold a copy of the procedures manual for use during the surveillance of the organisation.

**Note:** MPL does not **approve** an organisation's procedures manual. Instead, it finds it **acceptable** for the purposes of CAR 30 and CAAP 30-1.

#### 6.6.2 Who Carries out the Procedure Manual Evaluation?

CAR (1988) 30(2)(b)(iv), CAAP 30-1 CAR 30 (2)(b)(iv) requires applications for a CoA to be accompanied by evidence of a system of quality control. Most applicants meet this requirement by submitting a *Quality Control Procedures Manual* or a *Policy and Procedures Manual*.

The assigned AWI (C) at Central Office evaluates the CoA holder's quality control procedures manual to make sure that it fulfils the requirements of CAR 30 and CAAP 30-1.

The controlling Area Office is responsible for liaising with Regulatory Services in regard to issuing the CoA, once the Quality Control Procedures Manual is in a state that satisfies Central Office's requirements.

#### *Procedure Manual Evaluation Questions*

When evaluating an organisation's procedures manual, the AWI (C) should ask the following questions.

Does the manual include:

- The name and address of the training organisation and its responsibilities as an approved training school?
- Organisational structure and responsibilities (including that of the internal audit) of the employees in each position?
- A distribution list of copies of the manual?
- A list of approved locations, if applicable, including a plan of the training examination rooms, complete with dimensions?
- If a CofA holder conducts courses utilising a client's facilities, the procedures for ensuring that he or she obtains prior approval from CASA for the use of the facility?
- A list of approved courses?
- A list of authorised examiners, including their Authority number?
- A statement that all instruction shall be based on current data?
- The method by which the organisation maintains the currency of its publications—that is, does it have a distribution list for amendments?
- A procedure of how to gain CASA's approval for a training course?
- An examination library consisting of three separate examinations, or an examination library containing sufficient questions to construct three separate papers with no more than 50% of questions from the preceding two examinations?  
A description of the procedure for the creation and maintenance of the examinations that ensures that the requirement for a 50% change from the two preceding examinations is adhered to (a matrix)?
- A statement that the pass mark is 75%?
- A statement to the effect that a candidate who fails an examination is permitted only one re-examination unless further training is undertaken?
- A description of the organisation's system of examination analysis?



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- The notification of results (approved by EA holder) to the Authority (Serial Number paper used) and analysis
- A statement that answer papers are kept for a minimum of 24 months?
- A statement of how the security of examination libraries, existing papers and candidates' personal files are maintained?
- Copies of the forms and certificates associated with the proposed training?
- A procedure on how amendments to the manual are to be carried out—that is, vertical dark lines identifying amended areas etc, issue number and/or A/L number on each page?
- A page numbering system for the manual—for example, page 7-100 for page 7 out of 100 pages?
- CAR (1988)  
30(2D)(e)  
30(2D)(f) • A description of the audit system (internal audit) applying to the system of quality control as required by CAR 30(2D)(e) and (f)?
- The facility to record amendments to the manual?
- An overview of the proposed training for engineers which should contain a description of:
  - The training program?
  - Entry criteria (if applicable)?
  - The accommodation (includes seating, lighting and ventilation)?
  - Training aids and equipment?
  - The course(s) objectives?
  - The course(s) syllabi?
  - The course notes (including method of amending and keeping them current)?
  - Procedures on how the course records and results are kept?
  - The conduct of the examination?
  - Examination security?

**Note:** It is advisable that the organisation has a system that monitors the renewal date of the Examination Authorities employed by them.

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#### 6.6.3 Procedures for Evaluating a Procedure Manual

The task of evaluating a CoA holder's procedures manual should be, if possible, completed within twenty working days from receipt of the request for evaluation.

##### *Receiving the Request for Assessment*

###### **ASO (M)**

1. Register the request for assessment and place it on the appropriate file (raising a new file, if required).

Refer to the Surveillance Administration file or the Audit Chart displayed in the Manager's office for the name of the AWI (C) assigned to the training organisation.

2. Pass the file to the assigned AWI (C).

###### **AWI (C)**

3. Start a Project Time Sheet to progressively record the time you spend on the project.

##### *Assessing the Request*

The process of evaluating these manuals may involve numerous letters to and from the training organisation, all of which must be filed appropriately.

###### **AWI (C)**

CAR 30,  
CAAP 30-1

1. Assess the manual to make sure it contains all the relevant data required by CAR 30 and CAAP 30-1.
2. As you create correspondence with the organisation, place each letter on the appropriate file.
3. As you spend time on the project, record the time on the Project Time Sheet.



#### *Finalising the Evaluation*

##### **AWI (C)**

1. When the evaluation of the manual is complete:
  - a. Send a letter to the organisation notifying it that the manual is considered acceptable.
  - b. Send a copy of the letter to the controlling Field Office, together with an advice:
    - Recommending that the Field Office issue the CoA
    - Notifying the specified limitations or other recommendations that should be included in the CoA.
2. Using the hours recorded in the Project Time Sheet:
  - a. Multiply the total hours by the applicable hourly rate.
  - b. Transfer the total cost for the assessment onto an Invoice Requisition Form.
3. Give the Invoice Requisition Form to the Administration Officer, Field Office Support.



## **AME Licensing Procedures Manual**

### **6. Approving Specific Type Aircraft Training Courses, CAR 214 Training Programs and Training Quality Control Procedures**

#### **6.6 Quality Control Procedures Manuals – CASA Evaluation**

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