



DRAFT

Advisory Circular

AC 66-7(0)

APRIL 2013

PRACTICAL TRAINING OPTIONS FOR AIRCRAFT TYPE TRAINING – POC & OJT, AND THE RECORDING OF EVIDENCE OF RECENT WORK EXPERIENCE

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9. What is practical on course training?	3	This Advisory Circular (AC) provides Part 66 of the CASR guidance material pertaining to carrying out Practical On Course (POC) Training and On-the-Job Training (OJT). Both of these practical training methodologies provide a way of satisfying the practical component of aircraft type rating training for B1 and B2 Licenced Aircraft Maintenance Engineers (LAME) licences. Another method is Practical Consolidation Training (PCT), the details of which can be seen in AC 147-1 Practical Consolidation Training .
10. What is on-the-job-training?	4	This AC also provides guidance to LAMEs on the options available for the recording of evidence of their recent OJT work experience or maintenance tasks performed, a record that may assist you in verifying that your Part 66 licence has remained valid.
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Advisory Circulars (ACs) are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations.

This AC has been approved for release by the Executive Manager, Standards Division.

3. STATUS OF THIS ADVISORY CIRCULAR

3.1 This is the first AC to be issued on this subject.

4. ACRONYMS

AC	Advisory Circular
AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organisation
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
GM	Guidance Material
POC	Practical On Course Training
PCT	Practical Consolidation Training
LAME	Licensed Aircraft Maintenance Engineer
MOS	Manual of Standards
MTO	Maintenance Training Organisation
OJT	On-the-Job Training
SOE	Schedule of Experience

5. DEFINITIONS

5.1 Clause 30 of Part 3 of the CASR 1998 Dictionary provides the meaning of supervising:

‘A person (the *supervisor*) is *supervising* the carrying out of maintenance done by another person if the supervisor:

- a) is physically present at the place that the maintenance is being carried out;
- b) is observing the maintenance being carried out to the extent necessary to enable the supervisor to form an opinion as to whether the maintenance is being carried out properly; and
- c) is available to give advice to, and answer questions about the maintenance from, the person carrying it out.’

6. BACKGROUND

6.1 Under the previous Regulation 31 of the *Civil Aviation Regulations 1988* licence system, the PCT program was established to provide an alternative to schedules of experience (SOE) which would still satisfy the experience requirements for grant of aircraft type ratings. The way in which PCT programs are developed, approved and used can be seen in [AC 147-1 Practical Consolidation Training](#).

6.2 For a first rating either PCT or POC is combined with an OJT program to provide the experience required for a licence rating in the B1 or B2 category. A LAME who already holds a B1 or B2 type rating may utilise PCT training to meet the practical requirements for their second or subsequent type rating in the same category as their first type rating, or their first type rating in the other licence category (as a pre-requisite they must first gain the underlying category). For example a B1 holder seeking their first B2 rating may utilise PCT training to fully meet the practical requirements for the aircraft type rating.

6.3 POC, OJT and SOE may also be used in a standalone form to meet the practical requirements for a rating. POC and OJT programs, applicable policies and their design are described in more detail in following sections of this document.

6.4 SOE compiled to meet the B1 and B2 type rating experience requirements are another AMC; for further details, see Appendix II of the CASR Part 66 AMC/GM document.

7. TYPE/TASK TRAINING AND RATINGS

7.1 Type training is described by section 66.A.45 of the Part 66 MOS and consists of theoretical training and examination and practical training and assessment as specified in sections 66.A.50 and 66.A.55. The practical element of type training may be conducted simultaneously with the conduct of the theoretical element of type training or provided separately as a stand-alone element. Details of type training and assessment standards are outlined in Appendix III of the Part 66 MOS.

7.2 Any practical training element, whether PCT, POC, OJT or SOE, consists of the performance of representative maintenance tasks drawn from the type training and examination syllabus, at the indicated level and to the assessment standards outlined in Clause B – Practical element – assessment standard of Subpart 4 of Appendix III to the Part 66 MOS.

7.3 Structured OJT is performed according to a type-specific program and includes training in maintenance of the aircraft, rigging, adjustments, replacement of line replaceable units, troubleshooting, rectification of minor defects and testing of systems covering each element of the course.

8. AMOUNTS OF PCT, POC AND OJT REQUIRED TO SATISFY THE REQUIREMENTS

8.1 The percentage of tasks to be covered for different combinations of PCT, POC and OJT to satisfy the practical requirements of aircraft type training are provided in Appendix II of the Part 66 AMC/GM document which can be found on the Civil Aviation Safety Authority's (CASA) website:

http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_100332

Note: The percentages of tasks to be gained are listed in Appendix II of the Part 66 MOS and some tasks are mandatory and must always be achieved.

9. WHAT IS PRACTICAL ON COURSE TRAINING?

9.1 POC is the practical experience gained by a LAME through their participation in an aircraft type training course where the practical element of the training is run in conjunction with the theory training. The 'Practical On-Course task list' can be found in the table at Appendix A to this AC. At least one maintenance task from all checked items (both rows and columns in the table) needs to be completed and assessed as part of the approved practical training.

9.2 Tasks marked with a cross represent subjects that would be mandatory for practical training purposes to ensure that the operation, function, installation and safety significance of key maintenance tasks are adequately addressed; particularly where these cannot be fully explained by theoretical training alone.

9.3 The list details the minimum practical training subjects and other items may be added where applicable to the particular aircraft type. Tasks to be completed must be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

9.4 A type course developed to include the practical tasks outlined in the table at Appendix A to this AC is subject to the normal type course approval process described in the Part 66 MOS.

10. WHAT IS ON-THE-JOB-TRAINING?

10.1 OJT is the maintenance experience gained by a LAME in the workplace on aircraft. The objective of OJT is to gain the required competence and experience in performing safe maintenance and may or may not use structured learning processes. OJT is usually delivered peer to peer and shall take place on the aircraft, or aeronautical product, or at the workplace involving actual work task performance. OJT may include both line and base maintenance tasks. OJT must comply with the requirements of Appendix III of the Part 66 MOS.

10.2 OJT needs to cover a cross section of tasks representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type. Each task shall be signed off by the student, in addition to the workplace supervisor or workplace assessor. The tasks listed shall refer to an actual job card/work order etc. The following data is addressed on the OJT worksheets/logbook:

- trainee details: name, date of birth;
- approved maintenance organisation (AMO) and location;
- name of Supervisor and Assessor (including licence number if applicable);
- description of task and job card/work order/tech log, date of task completion etc.;
- aircraft type and aircraft registration; and
- licence rating applied for.

10.3 Type specific tasks may be substituted as applicable to the aircraft type concerned and licence category. OJT should demonstrate a variety and cross section of tasks both in terms of aircraft systems experience and in the complexity of the tasks performed. The design of the OJT program needs to consider which tasks for an aircraft will be mandatory irrespective of the experience reductions available by virtue of completing PCT or POC. There will be aircraft specific tasks that every LAME needs to carry out irrespective of their experience.

10.4 Nomination of Mandatory Tasks. The AMO needs to nominate those tasks from the tasks listed in Appendix B to this AC that will be applicable to all LAME, and those required for less experienced LAME.

10.5 OJT Record Keeping

10.5.1 Type experience should be demonstrated by the submission (to the AMO assessor) of OJT records or a logbook showing tasks performed by the applicant. The maintenance organisation should provide applicants a schedule or plan indicating a list of tasks for a type rating to be performed under supervision. A record of the tasks completed should be entered into a logbook which should be designed such that each or a group of tasks may be countersigned by a workplace assessor. The logbook format and its use should be clearly defined. A CASA - SOE or a workplace – ‘*Recent Work Experience Record*’ worksheet can be utilised for the logging of OJT.

10.5.2 An example of a ‘*Recent Work Experience Record*’ worksheet is provided at Appendix C to this AC which may be printed off and used by an individual LAME to record evidence of their OJT experience or maintenance tasks performed. ‘*Sample forms*’ are provided at Appendix D to this AC for recording of an individual’s personal information, including details of qualifications and training, authorisations and/or licences held and previous employment history.

10.5.3 Another document that may be used by a LAME for the recording of evidence of their work experience or maintenance tasks performed is the Standard Aircraft Maintenance Technician's logbook, a United States of America publication, which meets regulatory requirements of the Federal Aviation Administration. The Standard AMT logbook can be purchased off the internet from the following link:

<http://www.actechbooks.com/subcategories/31/>.

10.5.4 Additional information regarding AMC for use by a LAME for OJT can be found in the Part 66 AMC/GM document located on the CASA website:

http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_100332

10.5.5 Conduct of OJT. It is acceptable for confirmation of individual OJT task completion to be undertaken by a direct supervisor. The Maintenance Training Organisation (MTO) Assessor or the AMO Quality Manager needs to conduct a final review of the tasks undertaken and provide confirmation of the completion of the required diversity, variety and quantity of OJT. During OJT, the supervisor is to oversee the complete process, including task completion and use of manuals and procedures during the performance of maintenance in an appropriately approved maintenance environment.

10.6 Assessment

10.6.1 Where the OJT and its assessment are conducted under the responsibility of a nominated Quality Manager within a Part 145 AMO, or a MTO assessor, an adjustment is required to the Part 145 approval to describe the process. These procedures should specify the requirements for assessor training and the assessment process and should identify the assessor by name and position within the organisation. The incorporation of an OJT program within an AMO's operations requires a significant change to the exposition procedures and requires CASA approval. The OJT program for each aircraft type will require approval by CASA.

10.6.2 The OJT record needs to be submitted to the MTO with which an arrangement has been made for assessment or by the AMO Quality Manager. The final assessment of the OJT that has been satisfactorily completed needs to be certified by either a Part 147 MTO assessor or the Part 145 Quality Manager.

10.6.3 When the OJT has been successfully completed the MTO or the AMO Quality Manager needs to complete the appropriate section of CASA Form 465 - A, B1 or B2 Notification to CASA of Training Outcome(s). The assessment may be performed task by task or conducted as a final assessment at the end of the practical training and/or OJT.

10.6.4 Assessment Standards for the practical element of aircraft type training are detailed in Clause B of Subpart 4 of Appendix III to the Part 66 MOS.

Executive Manager
Standards Division
April 2013

APPENDIX A

PRACTICAL ON COURSE – TASK LIST

ATA		B1/B2					
		locate	Function/ operate test	Svc Grd Handle	Remove Install	MEL	Trouble Shoot
5, 6, 7, 11,	Time limits, dimension & areas, lifting & shoring, placards & markings	—	—	—	—	—	—
8, 9 10, 12,20	Levelling & weighing, towing & taxing, parking & mooring, servicing	X/X	—	X/X	—	—	—
	Airframe Systems						
21	Air Conditioning	X/X	X/X	X/X	—	X/X	X/X
21A	Air Supply	X/X	X/X	—	—	—	—
21B	Pressurization	X/X	X/X	—	—	X/X	X/X
21C	Safety and Warning Devices	X/X	—	X/X	—	—	—
22	Auto Flight	X/X	—/X	—/X	—/X	X/X	—/X
23	Communications	X/X	—/X	X/X	—/X	X/X	—/X
24	Electrical Power	X/X	X/X	X/X	X/X	X/X	X/X
25	Equipment & Furnishings	X/X	X/X	X/X	X/X	—	—
25A	Electronic Equipment including emergency equipment	X/X	X/X	X/X	X/X	—	—
26	Fire Protection	X/X	X/X	X/X	X/X	X/X	X/X
27	Flight Controls	X/X	X/X	X/—	X/—	X/—	X/—
27A	Flight Controls System Operation: Electrical/Fly-by-Wire	X/X	X/X	X/—	X/X	X/—	—/X
28	Fuel Systems	X/X	X/X	X/X	X/—	X/X	X/—
28A	Fuel Systems – monitoring and indicating	X/X	X/X	—	—/X	—	—/X
29	Hydraulic Power	X/X	X/X	X/X	X/—	X/X	X/—
29A	Hydraulic Power – monitoring and indicating	X/X	X/X	—	X/X	X/X	X/X
30	Ice & Rain Protection	X/X	X/X	X/X	—	X/X	X/X
31	Indicating/Recording Systems	X/X	X/X	X/X	X/X	X/X	X/X
31A	Instrument Systems	X/X	X/X	X/X	X/X	X/X	X/X
32	Landing Gear	X/X	X/X	X/X	X/X	X/X	X/—
32A	Landing Gear – monitoring and indicating	X/X	X/X	—	X/X	X/X	X/X
33	Lights	X/X	X/X	X/X	X/X	X/X	—
34	Navigation	X/X	—/X	X/X	—/X	X/X	—/X
35	Oxygen	X/—	X/X	X/X	X/—	—	—
36	Pneumatic	X/—	X/X	—	X/X	X/X	X/X
36A	Pneumatic – monitoring and indicating	X/X	X/X	X/X	X/X	X/X	X/X
37	Vacuum	X/—	X/—	—	X/—	X/—	X/—
38	Water/Waste	X/—	X/X	X/X	—	—	—
41	Water Ballast	X/—	—	—	—	—	—
42	Integrated Modular Avionics	X/X	—/X	—/X	—/X	—/X	—/X
44	Cabin Systems	X/X	—/X	—/X	—/X	—/X	—/X
45	On-Board Maintenance Systems	X/X	X/X	X/X	X/X	X/X	X/X
46	Information Systems	X/X	—/X	—	—/X	—/X	—/X
50	Cargo & Accessory Compartments	X/X	—	X/—	—	—	—

ATA		B1/B2					
		locate	Function/ operate test	Svc Grd Handle	Remove Install	MEL	Trouble Shoot
Airframe Structures							
51	Standard Practices and Structures (damage classification, assessment and repair)						
52	Fuselage Doors	X/X	X/—	X/X	—	—	—
53	Fuselage	X/—	—	—	—	—	X/—
54	Nacelles/Pylons	X/—	—	—	—	—	—
55	Stabilisers	X/—	—	—	—	—	—
56	Windows	X/—	—	—	—	—	X/—
57	Wings	X/—	—	—	—	—	—
27A	Flight Control Surfaces	X/—	—	—	—	—	X/—
Turbine/Piston Engine Module							
70	Standard Practices – Engines – only type particular	—	—	X/X	—	—	—
70A	Constructional arrangement and operation (Installation Inlet, Compressors, Combustion Section, Turbine Section, Bearings and Seals, Lubrication Systems)	X/X	—	—	—	—	—
Turbine Engines							
70B	Engine Performance	—	—	—	—	—	X/—
71	Power Plant	X/—	X/—	X/X	—	—	—
72	Engine Turbine / Turbo Prop / Ducted Fan / Unducted fan	X/—	—	—	—	—	—
73	Engine Fuel and Control	X/X	X/—	—	—	—	—
73A	FADEC Systems	X/X	X/X	—	X/X	X/X	X/X
74	Ignition	X/X	X/X	—	—	—	—
75	Air	X/—	—	—	X/—	—	X/—
76	Engine Controls	X/—	X/—	—	—	—	X/—
77	Engine Indicating	X/X	X/X	—	—	X/X	X/X
78	Exhaust	X/—	X/—	—	—	X/—	—
79	Oil	X/—	—	X/—	X/—	—	—
80	Starting	X/—	X/—	—	—	X/—	X/—
82	Water Injection	X/—	X/—	—	—	—	—
83	Accessory Gearboxes	X/—	—	X/—	—	—	—
84	Propulsion Augmentation	X/—	X/—	—	—	—	—
Auxiliary Power Units (APU's)							
49	Auxiliary Power units (APU's)	X/—	X/—	X/—	—	—	X/—
Piston Engines							
70	Standard Practices – Engines – only type particular	—	—	X/X	—	—	—
70A	Constructional arrangements and operation (Installation, Carburettors, Fuel injection systems, Induction, Exhaust and Cooling systems, Supercharging and Turbocharging, Lubrication systems).	X/X	—	—	—	—	—
70B	Engine Performance	—	—	—	—	—	X/—
71	Power Plant	X/—	X/—	X/X	—	—	—
73	Engine Fuel and Control	X/X	X/—	—	—	—	—
73A	FADEC Systems	X/X	X/X	—/X	X/X	X/X	X/X

ATA		B1/B2					
		locate	Function/ operate test	Svc Grd Handle	Remove Install	MEL	Trouble Shoot
74	Ignition	X/X	X/X	—	—	—	—
76	Engine Control	X/—	X/—	—	—	—	X/—
77	Engine Indicating	X/X	X/X	—	—	X/X	X/X
78	Exhaust	X/—	X/—	—	—	X/—	X/—
79	Oil	X/—	—	X/—	X/—	—	—
80	Starting	X/—	X/—	—	—	X/—	X/—
81	Turbines	X/—	X/—	X/—	X/—	—	X/—
82	Water Injection	X/—	X/—	—	—	—	—
83	Accessory Gearboxes	X/—	—	X/—	X/—	—	—
84	Propulsion Augmentation	X/—	X/—	—	—	—	—
Helicopters							
18	Blade Tracking	X/—	—	—	—	—	X/—
60	Standard Practices Rotor – only type specific	X/X	—	X/X	—	—	—
62	Rotors	X/—	—	X/—	X/—	—	X/—
62A	Rotors – monitoring and indicating	X/X	X/—	X/—	X/X	X/—	X/X
63	Rotor Drives	X/—	X/—	—	—	—	X/—
63A	Rotor Drives - monitoring and indicating	X/X	X/—	—	X/X	X/—	X/X
64	Tail Rotor	X/—	—	X/—	—	—	X/—
64A	Tail Rotor - monitoring and indicating	X/X	X/—	—	X/X	X/—	X/X
65	Tail Rotor Drive	X/—	X/—	—	—	—	X/—
65A	Tail Rotor Drive- monitoring and indicating	X/X	X/—	—	X/X	X/—	X/X
66	Folding Blades / Pylon	X/—	X/—	X/—	—	—	X/—
67	Rotors Flight Controls	X/—	X/—	X/—	—	X/—	X/—
53	Airframe Structure (Helicopter) Note: covered under Airframe structures	—	—	—	—	—	—
25	Emergency Flotation Equipment	X/X	X/X	X/X	X/—	X/—	X/—
Propellers							
60A	Standard Practices - Propellers	—	—	—	X/—	—	—
61	Propellers/Propulsion	X/X	X/—	X/—	—	X/—	X/—
61A	Propeller Construction	X/X	—	X/—	—	—	—
61B	Pitch Control	X/—	X/—	—	X/—	X/—	X/—
61C	Synchronising	X/—	X/—	—	—	—/X	X/—
61D	Electronic Control	X/X	X/X	X/X	X/X	X/X	X/X
61E	Ice Protection	X/—	X/—	—	X/—	X/—	X/—
61F	Maintenance	X/X	X/X	X/X	X/X	X/X	X/X

APPENDIX B

AIRCRAFT TYPE PRACTICAL EXPERIENCE AND ON-THE-JOB TRAINING LIST OF TASKS

ACRONYMS

ABC	Automatic Boost Control
ADF	Automatic Direction Finder
ADI	Attitude Direction Indicator
AMC	Automatic Mixture Control
AMM	Aircraft Maintenance Manual
APU	Auxiliary Power Unit
ATA	Air Transport Association
ATC	Air Traffic Control
AVM	Avionics Monitor
CFDIU	Centralised Fault Display Interface Unit
CMU	Communication Management Unit
DME	Distance Measuring Equipment
ECU	Engine Control Unit
EIS	Electronic Instrument System
ELT	Emergency Locator Transmitter
ESDS	Emergency Shut Down System
FADEC	Full Authority Digital Engine Control
FCU	Flight Control Unit
FDR	Flight Data Recorder
GPS	Global Positioning System
HIRF	High Intensity Radio Frequency
HP	High Pressure
HSI	Horizon Situation Indicator
LRU	Line Replaceable Unit (avionic)
PRT	Power Recovery Turbine
PTU	Parallel Transfer Unit
RPM	Revolutions per Minute
SelCal	Selective Calling System
TAT	Turbine Air Temperature
TCAS	Traffic Alert and Collision Avoidance System
THS	Trimmable Horizontal Stabilizer
VOR	VHF Omni-directional Radio Range
VSWR	Voltage Standing Wave Ratio

ATA 5 TIME LIMITS/MAINTENANCE CHECKS

100 hour check (general aviation aircraft)

“B” or “C” check (transport category aircraft)

Assist carrying out a scheduled maintenance check i.a.w. the Aircraft Maintenance Manual (AMM)

Review Aircraft Maintenance Log for correct completion

Review records for compliance with airworthiness directives

Review records for compliance with aeronautical product life limits

Procedure for inspection following heavy landing

Procedure for inspection following lightning strike

ATA 6 Dimensions/Areas

Locate aeronautical product(s) by zone/station number

Perform symmetry check

ATA 7 Lifting and Shoring

Assist in:

- Jack aircraft nose or tail wheel;
- Jack complete aircraft; and
- Sling or trestle major aeronautical product.

ATA 8 Levelling/Weighing

Level aircraft

Weigh aircraft

Prepare weight and balance amendment

Check aircraft against equipment list

ATA 9 Towing and Taxiing

Prepare aircraft for towing

Tow aircraft

Be part of aircraft towing team

ATA 10 Parking and Mooring

Tie down aircraft

Park, secure and cover aircraft

Position aircraft in maintenance dock

Secure rotor blades

ATA 11 Placards and Markings

Check aircraft for correct placards

Check aircraft for correct markings

ATA 12 Servicing

Refuel aircraft
Defuel aircraft
Carry out tank to tank fuel transfer
Check/adjust tire pressures
Check/replenish oil level
Check/replenish hydraulic fluid level
Check/replenish accumulator pressure
Charge Pneumatic System
Grease aircraft
Connect ground power
Service toilet/potable water system
Perform pre-flight/daily check

ATA 18 Vibration and Noise Analysis

Analyse helicopter vibration problem
Analyse noise spectrum
Analyse engine vibration

ATA 21 AirConditioning

Replace combustion heater
Replace flow control valve
Replace outflow valve
Replace safety valve
Replace vapour cycle unit
Replace air cycle unit
Replace cabin blower
Replace heat exchanger
Replace pressurisation controller
Clean outflow valves
Deactivate/reactivate cargo isolation valve
Deactivate/reactivate avionics ventilation components
Check operation of Air Conditioning/Heating System
Check operation of Pressurisation System
Troubleshoot faulty system

ATA 22 Auto Flight

Install servos
Rig bridle cables
Replace controller
Replace amplifier
Replacement of the Auto Flight System Line Replaceable Unit (LRUs) in case of the fly-by-wire aircraft
Check operation of auto-pilot
Check operation of auto-throttle/auto-thrust
Check operation of yaw damper
Check and adjust servo clutch
Perform autopilot gain adjustments
Perform mach trim functional check
Troubleshoot faulty system
Check Autoland System
Check Flight Management Systems
Check Stability Augmentation System

ATA 23 Communications

Replace VHF com unit
Replace HF com unit
Replace existing antenna
Replace static discharge wicks
Check operation of radios
Perform antenna Voltage Standing Wave Ratio (VSWR) check
Perform Selective Calling System (SelCal) operational check
Perform operational check of Passenger Address (PA) System
Functionally check Audio Integrating System
Repair coaxial cable
Troubleshoot faulty system

ATA 24 Electrical Power

Charge lead/acid battery
Charge Ni-Cad battery
Check battery capacity
Deep-cycle Ni-Cad battery
Replace integrated drive/generator/alternator
Replace switches
Replace circuit breakers
Adjust voltage regulator
Change voltage regulator
Amend electrical load analysis report
Repair/replace electrical feeder cable
Troubleshoot faulty system
Perform functional check of integrated drive/generator/alternator
Perform functional check of voltage regulator
Perform functional check of Emergency Generation System

ATA 25 Equipment/Furnishings

Replace carpets
Replace crew seats
Replace passenger seats
Check inertia reels
Check seats/belts for security
Check emergency equipment
Check Emergency Locator Transmitter (ELT) for compliance with regulations
Repair toilet waste container
Remove and install ceiling and sidewall panels
Repair upholstery
Change cabin configuration
Replace Cargo Loading System actuator
Test Cargo Loading System
Replace escape slides/ropes

ATA 26 Fire Protection

Check fire bottle contents
Check/test operation of Fire/Smoke Detection and Warning System
Check cabin fire extinguisher contents
Check Lavatory Smoke Detector System
Check cargo panel sealing

ATA 26 Fire Protection (cont)

Install new fire bottle
Replace fire bottle squib
Troubleshoot faulty system
Inspect Engine Fire Wire Detection Systems

ATA 27 Flight Controls

Inspect primary flight controls and related aeronautical products i.a.w AMM
Extending/retracting flaps and slats
Replace horizontal stabiliser
Replace spoiler/lift dumper
Replace elevator
Deactivation/reactivation of aileron servo control
Replace aileron
Replace rudder
Replace trim tabs
Install control cable and fittings
Replace slats
Replace flaps
Replace powered flying control unit
Replace flap actuator
Rig primary flight controls
Adjust trim tab
Adjust control cable tension
Check control range and direction of movement
Check for correct assembly and locking
Troubleshoot faulty system
Functional test of primary flight controls
Functional test of Flap System
Operational test of the side stick assembly
Operational test of the Trimmable Horizontal Stabilizer (THS)
THS System wear check

ATA 28 Fuel

Water Drain System (operation)
Replace booster pump
Replace fuel selector
Replace fuel tank cells
Replace/test fuel control valves
Replace magnetic fuel level indicators
Replace water drain valve
Check / calculate fuel contents manually
Check filters
Flow Check System
Check calibration of fuel quantity gauges
Check operation feed/selectors
Check operation of Fuel Dump/Jettison System
Fuel transfer between tanks
Pressure de-fuel
Pressure re-fuel (manual control)
Deactivation / reactivation of the fuel valves (transfer de-fuel, X-feed, re-fuel)
Troubleshoot faulty system

ATA 29 Hydraulics

Replace engine driven pump
Check/replace case drain filter
Replace standby pump
Replace hydraulic motor pump/generator
Replace accumulator
Check operation of shut off valve
Check filters/clog indicators
Check Indicating Systems
Perform functional checks
Pressurisation/depressurisation of the Hydraulic System
Parallel Transfer Unit (PTU) operation
Replacement of PTU
Troubleshoot faulty system

ATA 30 Ice and Rain Protection

Replace pump
Replace timer
Inspect repair propeller deice boot
Test Propeller De-icing System
Inspect/test wing leading edge de-icer boot
Replace anti-ice/deice valve
Install wiper motor
Check operation of systems
Operational test of the pitot-probe ice protection
Operational test of the Turbine Air Temperature (TAT) ice protection
Operational test of the Wing Ice Protection System
Assistance to the operational test of the engine air-intake ice protection (engines in operation)
Troubleshoot faulty system

ATA 31 Indicating/Recording Systems

Replace Flight Data Recorder (FDR)
Replace cockpit voice recorder
Replace clock
Replace master caution unit
Replace FDR
Perform FDR data retrieval
Troubleshoot faulty system
Implement Emergency Shut Down System (ESDS) procedures
Inspect for High Intensity Radio Frequency (HIRF) requirements
Start/stop Electronic Instrument System (EIS) procedure
Bite test of the Centralised Fault Display Interface Unit (CFDIU)
Ground scanning of the Central Warning System

ATA 32 Landing Gear

Build up wheel
Replace main wheel
Replace nose wheel
Replace steering actuator
Replace truck tilt actuator
Replace gear retraction actuator

ATA 32 Landing Gear (continued)

Replace uplock/downlock assembly
Replace shimmy damper
Rig nose wheel steering
Functional test of the Nose Wheel Steering System
Replace shock strut seals
Servicing of shock strut
Replace brake unit
Replace brake control valve
Bleed brakes
Replace brake fan
Test anti skid unit
Test gear retraction
Change bungees
Adjust micro switches/sensors
Charge struts with oil and air
Troubleshoot faulty system
Test Auto-Brake System
Replace rotorcraft skids
Replace rotorcraft skid shoes
Pack and check floats
Flotation equipment
Check/test emergency blowdown (emergency landing gear extension)
Operational test of the landing gear doors

ATA 33 Lights

Repair/replace rotating beacon
Repair/replace landing lights
Repair/replace navigation lights
Repair/replace interior lights
Replace ice inspection lights
Repair/replace logo lights
Repair/replace Emergency Lighting System
Perform Emergency Lighting System checks
Troubleshoot faulty system

ATA 34 Navigation

Calibrate magnetic direction indicator
Replace airspeed indicator
Replace altimeter
Replace air data computer
Replace VHF Omni-directional Radio Range (VOR) unit
Replace Attitude Direction Indicator (ADI)
Replace Horizontal Situation Indicator (HSI)
Check Pitot Static System for leaks
Check operation of directional gyroscope
Functional check Weather Radar
Functional check Doppler
Functional check Traffic Alert and Collision Avoidance System (TCAS)
Functional check Distance Measuring Equipment (DME)
Functional check Air Traffic Control (ATC) Transponder

ATA 34 Navigation (continued)

Functional check Flight Director System

Functional check Inertial Navigation System

Complete quadrangle error correction of Automatic Direction Finder (ADF) System

Update Flight Management System database

Check calibration of pitot static instruments

Check calibration of Pressure Altitude Reporting System

Troubleshoot faulty system

Check Marker Systems

Compass replacement direct/indirect

Check Satcom

Check Global Positioning System (GPS)

Test Avionics Monitor (AVM)

ATA 35 Oxygen

Inspect on board oxygen equipment

Purge and recharge Oxygen System

Replace regulator

Replace oxygen generator

Test crew Oxygen System

Perform Auto Oxygen System deployment check

Troubleshoot faulty system

ATA 36 Pneumatic Systems

Replace filter

Replace air shut off valve

Replace pressure regulating valve

Replace compressor

Recharge dessicator

Adjust regulator

Check for leaks

Troubleshoot faulty system

ATA 37 Vacuum Systems

Inspect the Vacuum System i.a.w AMM

Replace vacuum pump

Check/replace filters

Adjust regulator

Troubleshoot faulty system

ATA 38 Water/Waste

Replace water pump

Replace tap

Replace toilet pump

Perform water heater functional check

Troubleshoot faulty system

Inspect waste bin flap closure

ATA 45 Central Maintenance System

Retrieve data from the Communication Management Unit (CMU)

Replace CMU

Perform Bite check

Troubleshoot faulty system

ATA 49 Auxiliary Power Unit (APU)

Removal/installation of the APU
Removal/installation of the inlet guide-vane actuator
Operational test of the APU emergency shut-down test
Operational test of the APU

ATA 51 Structures

Assessment of damage
Sheet metal repair
Fibre glass repair
Wooden repair
Fabric repair
Recover fabric control surface
Treat corrosion
Apply protective treatment

ATA 52 Doors

Inspect passenger door i.a.w AMM
Rig/adjust locking mechanism
Adjust Air Stair System
Check operation of emergency exits
Test Door Warning System
Troubleshoot faulty system
Remove and install passenger door i.a.w. AMM
Remove and install emergency exit i.a.w. AMM
Inspect cargo door i.a.w. AMM

ATA 56 Windows

Replace windshield
Replace direct vision window
Replace cabin window
Repair transparency

ATA 57 Wings

Skin repair
Recover fabric wing
Replace tip
Replace rib
Replace integral fuel tank panel
Check incidence/rig

ATA 61 Propeller

Assemble prop after transportation
Replace propeller
Replace governor
Adjust governor
Perform static functional checks
Check operation during ground run
Check track
Check setting of micro switches
Assessment of blade damage i.a.w. AMM
Dynamically balance prop
Troubleshoot faulty system

ATA 62 Main Rotors

Install rotor assembly
Replace blades
Replace damper assembly
Check track
Check static balance
Check dynamic balance
Troubleshoot

ATA 63 Rotor Drive

Replace mast
Replace drive coupling
Replace clutch/freewheel unit
Replace drive belt
Install main gearbox
Overhaul main gearbox
Check gearbox chip detectors

ATA 64 Tail Rotors

Install rotor assembly
Replace blades
Troubleshoot

ATA 65 Tail Rotor Drive

Replace bevel gearbox
Replace universal joints
Overhaul bevel gearbox
Install drive assembly
Check chip detectors
Check/install bearings and hangers
Check/service/assemble flexible couplings
Check alignment of drive shafts
Install and rig drive shafts

ATA 67 Rotorcraft Flight Controls

Install swash plate
Install mixing box
Adjust pitch links
Rig Collective System
Rig Cyclic System
Rig Anti-Torque System
Check controls for assembly and locking
Check controls for operation and sense
Troubleshoot faulty system

ATA 71 Power Plant

Build up Engine Control unit (ECU)
Replace engine
Repair cooling baffles
Repair cowling
Adjust cowl flaps

ATA 71 Power Plant (continued)

Repair faulty wiring
Troubleshoot
Assist in dry motoring check
Assist in wet motoring check
Assist in engine start (manual mode)

ATA 72 Piston Engines

Remove/install reduction gear
Check crankshaft run-out
Check tappet clearance
Check compression
Extract broken stud
Install helicoil
Perform ground run
Establish/check reference RPM
Troubleshoot

ATA 72 Turbine Engines

Replace module
Replace fan blade
Hot section inspection/boroscope check
Carry out engine/compressor wash
Carry out engine dry cycle
Engine ground run
Establish reference power
Trend monitoring/gas path analysis
Troubleshoot

ATA 73 Fuel and Control, Piston

Replace engine driven pump
Adjust Automatic Mixture Control (AMC)
Adjust Automatic Boost Control (ABC)
Install carburettor/injector
Adjust carburettor/injector
Clean injector nozzles
Replace primer line
Check carburettor float setting
Troubleshoot faulty system

ATA 73 Fuel and Control, Turbine

Replace Flight Control Unit (FCU)
Replace Engine Electronic Control Unit - Full Authority Digital Engine Control (FADEC)
Replace Fuel Metering Unit (FADEC)
Replace engine driven pump
Clean/test fuel nozzles
Clean/replace filters
Adjust FCU
Troubleshoot faulty system
Functional test of FADEC

ATA 74 Ignition Systems, Piston

Change magneto
Change ignition vibrator
Change plugs
Test plugs
Check H.T. leads
Install new leads
Check timing
Check system bonding
Troubleshoot faulty system

ATA 74 Ignition Systems, Turbine

Perform functional test of the Ignition System
Check glow plugs/ignitors
Check H.T. leads
Check ignition unit
Replace ignition unit
Troubleshoot faulty system

ATA 76 Engine Controls

Rig thrust lever
Rig RPM control
Rig mixture High Pressure (HP) cock lever
Rig power lever
Check control sync (multi-eng)
Check controls for correct assembly and locking
Check controls for range and direction of movement
Adjust pedestal micro-switches
Troubleshoot faulty system

ATA 77 Engine Indicating

Replace engine instruments(s)
Replace oil temperature bulb
Replace thermocouples
Check calibration
Troubleshoot faulty system

ATA 78 Exhaust, Piston

Replace exhaust gasket
Inspect welded repair
Pressure check cabin heater muff
Troubleshoot faulty system

ATA 78 Exhaust, Turbine

Change jet pipe
Change shroud assembly
Install trimmers
Inspect/replace thrust reverser
Replace thrust reverser component
Deactivate/reactivate thrust reverser
Operational test of the Thrust Reverser System

ATA 79 Oil

Change oil
Check filter(s)
Adjust pressure relief valve
Replace oil tank
Replace oil pump
Replace oil cooler
Replace firewall shut off valve
Perform oil dilution test
Troubleshoot faulty system

ATA 80 Starting

Replace starter
Replace start relay
Replace start control valve
Check cranking speed
Troubleshoot faulty system

ATA 81 Turbines, Piston Engines

Replace Power Recovery Turbine (PRT)
Replace turbo-blower
Replace heat shields
Replace waste gate
Adjust density controller

ATA 82 Engine Water Injection

Replace water/methanol pump
Flow check Water/Methanol System
Adjust water/methanol control unit
Check fluid for quality
Troubleshoot faulty system

ATA 83 Accessory Gear Boxes

Replace gearbox
Replace drive shaft
Check inspect magnetic chip detector

APPENDIX C

RECENT WORK EXPERIENCE RECORD

				LOCATION		TYPE OF ACTIVITY			EMPLOYER	SUPERVISOR / ASSESSOR / PEER		Lic No: (if applicable)
TASK	DATE	CATEGORY A / B1 / B2 / C	A/C TYPE & A/C REGO	BASE	LINE	PERFORM	SUPERVISE	RELEASE		SURNAME	SIGNATURE	

Note: To knowingly make a false statement is an offence against the *Criminal Code Act 1995*.

I hereby declare that the information given on this form true in every respect.

Signature Date

APPENDIX D

**ON-THE-JOB TRAINING (OJT) EXPERIENCE RECORD LOG BOOK
SAMPLE**

OJT EXPERIENCE RECORD - LOG BOOK

PERSONAL DETAILS

SURNAME			
GIVEN NAME(S)			
DATE OF BIRTH			
NATIONALITY			
ADDRESS			
STATE		POSTCODE	

CHANGE OF ADDRESS

ADDRESS			
STATE		POSTCODE	

ADDRESS			
STATE		POSTCODE	

ADDRESS			
STATE		POSTCODE	

QUALIFICATIONS / TRAINING

QUALIFICATION/COURSE TITLE	TRAINING ORGANISATION/SCHOOL	START DATE	FINISH DATE
REMARKS			
CERTIFIED BY			

AUTHORISATIONS / LICENCES

AUTHORISATION / LICENCE	AUTHORISING / LICENSING ORGANISATION	DATE ISSUED

EMPLOYMENT HISTORY

EMPLOYER NAME			
ACN No. (if applicable)			
ADDRESS			
TELEPHONE			
START DATE		FINISH DATE	
BRIEF DESCRIPTION OF EMPLOYMENT			
SIGNATURE (COMPANY ENDORSED DELEGATE)			

EMPLOYER NAME			
ACN No. (if applicable)			
ADDRESS			
TELEPHONE			
START DATE		FINISH DATE	
BRIEF DESCRIPTION OF EMPLOYMENT			
SIGNATURE (COMPANY ENDORSED DELEGATE)			

EMPLOYER NAME			
ACN No. (if applicable)			
ADDRESS			
TELEPHONE			
START DATE		FINISH DATE	
BRIEF DESCRIPTION OF EMPLOYMENT			
SIGNATURE (COMPANY ENDORSED DELEGATE)			