

Applicant's Information <i>(Filled by Applicant)</i>			
Name of Organisation		Click or tap here to enter text.	
MTO certificate no.		Expiry Date	Click or tap here to enter text. DD – MMM – YYYY
Title of Training Program		Course title issues XX revision XX	
Type of Program		☐ Basic Training ☐ Type Training ☐ Other (specify) Click or tap here to enter text.	
How the training is to be delivered?		☐ Classroom Delivery ☐ Simulator Training ☐ Virtual Classroom ☐ Other (specify) Click or tap here to enter text.	
Training device will be used for this course		☐ Simulator (FSTD/ STD) Enter Type and number ☐ Actual aircraft Enter Type and number	
Type of Audit	☐ Initial Certification ☐ Renewal Certification ☐ Re-Certification		
	☐ Planned Surveillance ☐ Unplanned Surveillance ☐ Other (specify) Click or tap here to enter text.		
Detailed scope of audit; Click or tap here to enter text.			
MTO Key Personnel	Accountable Manager: Name Click or tap here to enter text.		Training Manager: Name Click or tap here to enter text.
	Date of Appointment: DD – MMM – YYYY		Date of Appointment: DD – MMM – YYYY
	Examination Manager: Name Click or tap here to enter text.		Quality Manager: Name Click or tap here to enter text.
	Date of Appointment: DD – MMM – YYYY		Date of Appointment: DD – MMM – YYYY
The following documents are submitted with this application by applicant: ☐ 1. MTOE Issues XX / Revision XX / Date of Approval XX XXX XXXX ☐ 2. Reference of training material/Other relevant documents or required by competent official Click or tap here to enter text.			
Coordinator Name		E-mail	Click or tap here to enter text. Click or tap here to enter text.
Declaration and Signature By signing below, I, as an authorised person of Click or tap here to enter text. hereby confirm that the information given on the self-assessment and the document attached herewith the checklist are entirely true, accurate, and complete. Suppose it appears that any submitted information or document found to be untrue, false or obscure. In that case, I admit that CAAT has an authorisation to suspend or revoke the Approval Certification or refuse to accept any learning outcomes from my MTO.			
Name: Click or tap here to enter text.		Signature: _____	Date: DD – MMM – YYYY

CAAT Officials Use only					
Application No.	Click or tap here to enter text.				
Financial (If applicable)	☐ Invoice No. Click or tap here to enter text. Date: DD – MMM – YYYY		☐ Receipt No. Click or tap here to enter text. Date: DD – MMM – YYYY		
Date of Audit	DD – MMM – YYYY to DD – MMM – YYYY				
Audit Team	No.	Name - Last Name	Position	Audited Section	Signature
	1	Click or tap here to enter text.	Click or tap here to enter text.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All	
	2	Click or tap here to enter text.	Click or tap here to enter text.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All	
	3	Click or tap here to enter text.	Click or tap here to enter text.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All	
	4	Click or tap here to enter text.	Click or tap here to enter text.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All	
	5	Click or tap here to enter text.	Click or tap here to enter text.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All	

Instructions:

- 1) MTO fills the information in Part “Applicant’s Information”
- 2) MTO is to conduct a self-assessment as part of its compliance check by providing manual references into the “Reference checked by MTO”
- 3) The inspector(s) shall address the audit information in column “Results” as follows:
 - a) **(S) Satisfactory** shall be filled when any compliances are detected.
 - b) **(U) Unsatisfactory** shall be filled when any significant non-compliances and/or any non-compliances are detected.
 - c) **(OBS) Observation** shall be filled for the purposes such as observations, recommendations, and compliments
 - d) **(N/A) Not Applicable** shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case or because the answer is not available.
- 4) There are 5 sections for audit comprises 1. Organisation & Personnel, 2. Training procedure & Quality system, 3. Record, 4. Standards of Training, 5. Facilities
- 5) Guidance for Review column is adjustable depending on the MTO and Type of Audit.
- 6) Description/Evidence row, inspection result information shall be recorded, both satisfactory and unsatisfactory, the information shall be detailed enough to support the inspection result.
- 7) Signature block: the following shall be filled.
 - a. Name & surname, in capital letters
 - b. Signature
 - c. Signed date in DD Month (like JAN) and year (in C.E.)
- 8) All fields/items shall be completed. In fields/items for which there is no answer or is not used, mark a horizontal straight line or enter “N/A” or shaded with a reason.

Section 1: Organisation & Personnel				
Ref. 147 A.10 General, 147 A.15 Application, 147 A.105 Personnel Requirements				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
1.1	147.A.10 General: Is the Organisation a legal entity? (certificate of incorporation)	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Verify scope of MTO registration document or certificate of incorporation or equivalent, legally do the training business and related activities. 2. Review adequacy of accountable manager has duty, responsibilities and authority to perform his job, refer to official appointment/ nominated/ designation document.	Choose an item.
	Description:			
	Evidence:			
1.2	147.A.15 Application: Has the application for initial approval or change been made on Formal Application Form (Form 12)	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Review and confirm MTO application, for audit preparation. 2. Initial review of MTO overview.	Choose an item.
	Description:			
	Evidence:			
1.3	147.A.15 Application: Is the scope of approval sought/held consistent with the Aircraft type, which registered in Thai registration?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Review and confirm with MTO of required approval scope. 2. Ensure that requested aircraft type is registered in Thai, or would be registered, letter of intent from the air operator may be required.	Choose an item.
	Description:			
	Evidence:			
1.4	147 A.105 (a) Personnel Requirements: Has the organisation appointed an Accountable Manager who can ensure the necessary resources are available and can demonstrate a basic understanding of Part 147?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Interview with AE and ensure of the following, but not limited to; a) Understanding of Part 147, “ขอทราบถึงความเห็นของ AE กับ Part 147 ถึง ข้อดี ข้อเสีย” “ช่วยเล่าแนวทางในการปรับเปลี่ยนองค์กรให้สอดคล้องกับ Part 147” “การแก้ไขปัญหาที่พบ” “การจัดการงบประมาณให้สอดคล้องกับแผนการพัฒนางาน” “การรักษา และพัฒนาบุคลากร” “ในกรณีที่ต้องมีงานที่จำเป็น แต่ไม่ได้คาดการณ์ล่วงหน้าจะอย่างไร” b) ขอให้อธิบายอำนาจหน้าที่พร้อมทั้งอ้างอิงกับกฎหมาย	Choose an item.
	Description:			
	Evidence:			

Section 1: Organisation & Personnel				
Ref. 147 A.10 General, 147 A.15 Application, 147 A.105 Personnel Requirements				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
1.5	147 A.105 (b) Personnel Requirements: Has the organisation nominated a group of Managers on Form 4 responsible for the functions specified in this Part? (Training Manager, Examination Manager, Quality Manager)	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Large organization, could provide training for 50 students or more, dedicated key personnel of each personnel should be. 2. Qualification of each position should be reviewed and interviewed; TM: ขอให้อธิบายการจัดการเรียนการสอน ขอทราบเป้าหมายในการฝึกอบรมของ MTO เช่น KPI หรืออื่น ๆ ขอทราบอุปสรรคในการปรับเปลี่ยนให้เป็นไปตามกฎหมายใหม่ทั้งส่วนการจัดการ การปรับปรุงหลักสูตร และการชี้แจงให้กับนักเรียนทราบ ชี้แจงอย่างไร ช่วยอธิบายว่าจะสร้างเด็กให้ได้ตามข้อกำหนด Part 66 ได้อย่างไร EM: ขอทราบเป้าหมายในการสอบ ขอทราบการใช้ผลการทดสอบเพื่ออะไร เทียบกับอะไร และใช้ทำอะไร ขอให้อธิบายการบริหารการออกแบบการสอบทั้งทฤษฎี และปฏิบัติ ขอทราบการบริหาร Conflict of Interest ขอทราบความเห็นเกี่ยวกับข้อกำหนดของ CAAT ที่เกี่ยวกับการสอบ QA: ขอทราบอุปสรรคในการทำงานส่วนของงาน QA ช่วยอธิบาย ผลดี-ผลเสีย ของระบบ QA ที่ประสบ การสรรหาและพัฒนาบุคลากรของ QA อธิบายและข้อขัดข้องในกรณีที่มีการเปลี่ยนแปลงต่าง ๆ อธิบายขั้นตอนของ MTO Every interview, support evidence shall be provided, such as MTO internal communication etc.	Choose an item.
Description:				
Evidence:				
1.6	147 A.105 (c) Personnel Requirements: Does the organisation have an appropriate management structure and sufficient contracted staff with respect to the extent of the approval?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Shall have a sufficient permanent employee to undertake minimum required amount of proposed training, ensuring that training standard shall not be impaired. 2. Manpower planning vs Training Plan, part-time instructor shall be appropriately assigned and arranged, ensure that impact of plan caused by absent of part-time instructor shall be mitigated. 3. Procedure, implementation evidence shall be provided.	Choose an item.
Description:				
Evidence:				

Section 1: Organisation & Personnel				
Ref. 147 A.10 General, 147 A.15 Application, 147 A.105 Personnel Requirements				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
1.7	147 A.105 (d) Personnel Requirements: By derogation to point (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx		Choose an item.
Description:				
Evidence:				
1.8	147 A.105 (e) Personnel Requirements: Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with point (f).	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx		Choose an item.
Description:				
Evidence:				
1.9	147 A.105 (f) Personnel Requirements: Is the experience and qualifications of instructors, knowledge examiners and practical assessors established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the CAAT?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Instructor, both theoretical and practical, shall complete instruction technique or training the trainer which shall be equivalent to ICAO TIC, 5 days course. 2. Qualification and standardization procedure of instructor, examiner and assessor shall be provided and implemented. 3. Implementation evidence shall be provided, 3 evidence of each type except instructor, all of them shall be provided.	Choose an item.
Description:				
Evidence:				
1.10	147.A.105 (g) Personnel Requirements: Are the knowledge examiners and practical assessors specified in the organisation exposition for the acceptance of such staff?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	See 147.A.105 (f)	Choose an item.
Description:				

Section 1: Organisation & Personnel				
Ref. 147 A.10 General, 147 A.15 Application, 147 A.105 Personnel Requirements				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Evidence:			
1.11	147 A.105 (h) Personnel Requirements: Is there evidence of updating training for the Instructors etc (current technology, practical skills, human factors, training techniques)?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	See 147.A.105 (f)	Choose an item.
	Description:			
	Evidence:			

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
2.1	147.A.130 (a) Training procedures and quality system: Does the organisation have acceptable procedures to ensure proper training standards and compliance with regulations are met?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Examine Quality Policy and Strategy, commitment by AM to achieve and maintain the highest possible compliance and standards of training 2. Review frequency, format and structure of the internal management review and analysis activities 3. Review role of the quality manager, ensuring that the quality system (QS) is properly documented, implemented, maintained and continuously reviewed and improved 4. The quality manager should: a) report directly to the head of training; and b) have unencumbered access to all parts of the ATO. 5. Organization risk profile, is it identified? 6. Coherence matrix should be developed and available 7. Internal audit intervals shall be at least once every 12 months. 8. Continuous improvement process 9. Management review and analysis	Choose an item.
Description:				
Evidence:				
2.2	147.A.130 (b) 1 Training procedures and quality system: Has the organisation established a quality system with an independent audit function to monitor training standards?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Be checked at least once every 12 months, and actual training sessions shall be included. 2. How to conduct quality audit at contracted or MOU MRO, practical training? 3. Ensuring the audits program is carried out by personnel not responsibilities for the audited function or area, how to qualify, authorize and assign auditor. 4. Review finding and its corrective action.	Choose an item.
Description:				
Evidence:				
2.3	147.A.130 (b) 1 Training procedures and quality system	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Be checked at least once every 12 months, and actual assessment sessions shall be included.	Choose an item.

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Has the organisation established a quality system with an independent audit function to monitor practical assessments?		2. How to conduct quality audit at contracted or MOU MRO, practical assessment? 3. Ensuring the audits program is carried out by personnel not responsibilities for the audited function or area, how to qualify, authorize and assign auditor. 4. Review finding and its corrective actions. How to qualify auditors in this area, SME may be required.	
	Description:			
	Evidence:			
2.4	147.A.130 (b) 1 Training procedures and quality system: Has the organisation established a quality system with an independent audit function to monitor the integrity of knowledge examinations?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Be checked at least once every 12 months, and actual assessment sessions shall be included. 2. Ensuring the audits program is carried out by personnel not responsibilities for the audited function or area, how to qualify, authorize and assign auditor. 3. Review finding and its corrective actions. 4. How to qualify and authorize invigilator.	Choose an item.
	Description:			
	Evidence:			
2.5	147.A.130 (b) 2 Training procedures and quality system: Does the organisation have a feedback system of audit findings to the person and ultimately to the accountable manager to ensure corrective action?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Management review and analysis of the following, but not limited to; a. the results of quality inspections, audits and any other indicators. b. the overall effectiveness of the management organization in achieving stated objectives; and c. the correction of trends and, where applicable, the prevention of future non-conformities. 2. Conclusions and recommendations made as a result of the review and analysis should be submitted to the manager responsible, in writing, for action.	Choose an item.
	Description:			
	Evidence:			

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
2.6	147.A.130 (b) 1,2 Training procedures and quality system: Do procedures ensure that QA reports are distributed to the appropriate departmental manager for corrective action and include target rectification dates?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Corrective action procedure 2. Implementation evidence, at least 3 corrective actions resulted from internal audit and another 3 from other activities, such as CAA audit. 3. Check for timely corrective action, accurate root cause identification and its corrective action.	Choose an item.
	Description:			
	Evidence:			
2.7	147.A.130 (b) 1,2 Training procedures and quality system: Do procedures ensure that the Accountable Manager participates to QA feedback?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Same as 147.A.130 (b) 2. 2. Review AM comments, decision and supportive acts, including financial aspects.	Choose an item.
	Description:			
	Evidence:			
2.8	147.A.140 (a) MTOE: Does the organisations exposition contain the following; 1. Corporate commitment statement by the accountable manager 2. Names and job titles of all management staff 3. Duties and responsibilities of those noted above 4. Organisation chart showing associated chains of responsibility 5. A list of the training instructors, knowledge examiners and practical assessors. 6. A description of the organisations facilities for each location noted on the organisations approval certificate 7. A list of all approved courses 8. The expositions amendment procedure 9. The organisations procedures in MTOE Part II or referenced manual.	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. MTOE procedure shall be reviewed and revised as required during the audit. When phase 4 inspection is completed and all nonconformity corrective actions are fully implemented and accepted by CAAT, final MTOE version could be approved, and training organization certificate would be issued. 2. R2CAAT no.75 Clause 26: The training course applying for certificate shall conform to the following standards: a. The standards and qualifications of instructional personnel consisting of Theoretical Knowledge Instructor and Instructors (Practical) shall be in compliance with applicable requirements b. The scope of the content of the training course is fully detailed. c. The trainee qualification requirements must be consistent with the training conducted in each course. d. Methods of trainee competency evaluation	Choose an item.
	Description:			
	Evidence:			

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	10. If the organisation conducts training away from locations listed the MTOE is there a control procedure for this. 11. A list of location 12. A list of sub-contractors			
	Description:			
	Evidence:			
2.9	147.A.140 (b) (c) MTOE: Is the current MTOE issue approved by the CAAT?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Any subsequent amendments shall be approved by CAAT 2. Minor amendments may be approved through an exposition procedure (indirect approval)	Choose an item.
	Description:			
	Evidence:			
2.10	147.A.145 (a) Privileges: Does the organisation carry out the following as permitted by and in accordance with the MTOE: 1. basic training courses to the TCAR PEL - Part 66 syllabus. 2. aircraft type/task training courses in accordance with TCAR PEL - Part 66. 3. the examination of students who did not attend the aircraft type training course at the maintenance training organisation;	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Review course syllabus vs TCAR PEL Part 66. 2. R2CAAT no.75 Clause 20 (5) : To display the Certificate and Maintenance Training Organization Approval Schedule in a place that is visible to the public at the training location as specified in the Certificate.	Choose an item.
	Description:			
	Evidence:			
2.11	147.A.145 (b) (c) Privileges: Does the organisation carry out Training, knowledge examinations and practical assessments at the locations identified in the approval certificate and/or specified in	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Only authorized licensing purpose practical assessment of MTO could perform the assessment. This is a separate inspection	Choose an item.

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	the MTOE?			
	Description:			
	Evidence:			
2.12	147.A.145 (d) Privileges: Does the organisation subcontract any activities to other organisations?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Sub-contracted training activities shall be identified, if any. 2. Provision for CAAT to have the right to access sub-contractor. 2. Provision for sub-contractor to inform MTO of any change that may affect MTO approval.	Choose an item.
	Description:			
	Evidence:			
2.13	147.A.145 (d) Privileges: Does the organisation have a control procedure to cover the sub-contracting of activities to include the quality oversight of these activities?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Review sub-contract agreement for his training related activities, training standard shall not be impaired. 2. Review sub-contract audit report.	Choose an item.
	Description:			
	Evidence:			
2.14	147.A.145 (d) Privileges: If basic module training is subcontracted, is this limited to modules 1,2,3,4,5,6,8,9,10?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Same as previously mentioned, 147.A.145 (d)	Choose an item.
	Description:			
	Evidence:			
2.15	147.A.145 (d) 2 Privileges: If type training and examination is subcontracted, is this limited to powerplant and avionic systems?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Same as previously mentioned, 147.A.145 (d)	Choose an item.
	Description:			
	Evidence:			
2.16	147.A.145 (e) Privileges: Where the organisation is delivering exams, are they approved to conduct the corresponding training?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Some MTO does not conduct basic practical assessment as per their authorization, corresponding training shall be inspected.	Choose an item.

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Description:			
	Evidence:			
2.17	147.A.145 (f) Privileges: By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Procedure for the following should be provided. a. Development and conduct of the type examination; b. The qualification of examiners and their currency.	Choose an item.
	Description:			
	Evidence:			
2.18	147.A.150 Changes: Has the organisation made changes to its approval without notifying the CAAT?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Privilege change procedure and implementation. The conditions under which the maintenance training organization may operate during such changes.	Choose an item.
	Description:			
	Evidence:			
2.19	147.A.150 Changes: Does the organisation have procedures detailing the notification to the CAAT of changes to the approval?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Review procedure of change and implementation. 2. R2CAAT no.75 Clause 20 (8): To notify the Director General of any changes in factual information of the training location, facilities and equipment within 14 days. 3. The Director General shall be notified of a change of the Accountable Manager within 7 days.	Choose an item.
	Description:			
	Evidence:			
2.20	147.A.155 Continued validity: Does the organisation allow access to the CAAT in order to determine compliance with the regulation?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. The organization remaining in compliance with this Part and 2. CAAT being granted access to the organization to determine continued compliance with this Annex (Part-147); and 3. the certificate not being surrendered or revoked. Procedure and implementation.	Choose an item.
	Description:			

Section 2: Training procedure & Quality system				
Ref. 147 A.130 Training procedures and Quality system, 147 A.135 Exams, 147 A.140 MTOE, A.145 Privileges, 147 A.150 Changes, 147 A.155 Continued validity				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Evidence:			
2.21	147.A.135 (a) Examinations: Does the organisation have procedures and facilities to ensure the security of all exam questions?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	Security system and procedure, physical & electronic system as applicable.	Choose an item.
	Description:			
	Evidence:			
2.22	147.A.135 (b) Examinations: Does the organisation have procedures for dealing with exam cheating (Notification procedure to CAAT)?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Any student found cheating during a knowledge examination shall be disqualified from taking the examination and may not retake at least 12 months after the date of the incident. 2. CAAT shall be informed of any such incident within 7 days.	Choose an item.
	Description:			
	Evidence:			
2.23	147.A.135 (c) Examinations: Does the organisation have procedures for dealing with an examiner found during a knowledge examination to be providing question answers to any student (Notification procedure to CAAT)?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. 2. CAAT shall be informed of any such occurrence within 7 days.	Choose an item.
	Description:			
	Evidence:			

Section 3: Record				
Ref. 147 A.110 Records of Instructors and examiners, 147 A.125 Records				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
3.1	147.A.110 (a) Records of Instructors and examiners: Does the organisation have a record of instructors etc showing experience, qualifications and training history?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	See 147.A.105 (f)	Choose an item.
Description:				
Evidence:				
3.2	147.A.110 (b) Records of Instructors and examiners: Do the instructors, knowledge examiners and practical assessors have terms of reference?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Whilst CAAT does not issue Instructor licenses or equivalent, permanent or contracted instructors can only exercise instruction privileges through the approval of a Training Organisation. 2. Instructors are nominated by the MTO, which keeps detailed records of their qualifications and is audited by the authority. 3. Their authorized scope of activity is then stated on the Terms of Reference provided to the instructors, as well as on the instructor/ examiners/ assessors approved list.	Choose an item.
Description:				
Evidence:				
3.3	147.A.110 (c) Records of Instructors and examiners: Does the organization retain the record of all instructors, knowledge examiners and practical assessors for two years after they have left?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Procedure and implementation. 2. Review storage facilities and content of the record, which shall be clearly demonstrated the qualification and authorization of individual instructor, examiner and assessor. 3. Oldest and newest shall be inspected.	Choose an item.
Description:				
Evidence:				
3.4	147.A.125 Records: Does the organisation keep all student training examination and assessment records for an unlimited time?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Procedure and implementation shall be provided and demonstrated. 2. In case of maintaining in hard copied format, theft, flood, fire and environmental protection shall be provided in storage room. 3. In case of electronic format, backup system shall be provided with appropriate procedure, such as backup interval, where is the backup location etc.	Choose an item.

Section 3: Record				
Ref. 147 A.110 Records of Instructors and examiners, 147 A.125 Records				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
			Sampling check of the oldest, 5 years and latest. Regulatory compliance checking will be inspected the latest records only. 4. R2CAAT no.75 Clause 17: The Certificate holder shall issue the Course Certificate to the trainee which is signed by the authorised person of the Organization, containing at least the following particulars: • Name and Certificate Number of the Organization • Full name of the graduate • Name of the training course • Date of completion of training • Name of the person authorized to sign on behalf of the Organization.	
Description:				
Evidence:				

Section 4: Standards of Training				
Ref. 147 A.145 Privileges, 147 A.200 The Approved Basic Training Course, 147 A.210 Basic Practical Assessment, 147.A.300 Aircraft Type Training, 147.A.305 Aircraft Type Examinations and Assessments				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
4.1	147.A.200 (a) The Approved Basic Training Course: Does the course consist of knowledge training, practical training and practical assessment?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Use PEL checklist PEL-TO-CK-025 / TNA for this purpose	Choose an item.
	Description:			
	Evidence:			
4.2	147.A.200 (b) The Approved Basic Training Course: Does the knowledge training element cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in TCAR PEL - Part 66?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Verify with TCAR PEL Part 66, detailed subject and training material.	Choose an item.
	Description:			
	Evidence:			
4.3	147.A.200 (c) The Approved Basic Training Course: Does the practical training element cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular TCAR PEL - Part 66 complete module?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Review training element of its establishment and implementation for ensure that the training objective is met.	Choose an item.
	Description:			
	Evidence:			
4.4	147.A.200 (d) The Approved Basic Training Course: Does the practical assessment element cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Observe the practical training, actual or mock-up, as applicable.	Choose an item.
	Description:			
	Evidence:			

Section 4: Standards of Training																																					
Ref. 147 A.145 Privileges, 147 A.200 The Approved Basic Training Course, 147 A.210 Basic Practical Assessment, 147.A.300 Aircraft Type Training, 147.A.305 Aircraft Type Examinations and Assessments																																					
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only																																		
			Guidance for Review	Results																																	
4.5	147.A.200 (e) The Approved Basic Training Course: Is the duration of basic training courses in accordance with Appendix I?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	<table border="1"> <thead> <tr> <th>Basic Course</th> <th>Duration (in hours)</th> <th>Theoretical training ratio (in %)</th> </tr> </thead> <tbody> <tr><td>A1</td><td>800</td><td>30 TO 35</td></tr> <tr><td>A2</td><td>650</td><td>30 TO 35</td></tr> <tr><td>A3</td><td>800</td><td>30 TO 35</td></tr> <tr><td>A4</td><td>800</td><td>30 TO 35</td></tr> <tr><td>B1.1</td><td>2400</td><td>50 TO 60</td></tr> <tr><td>B1.2</td><td>2000</td><td>50 TO 60</td></tr> <tr><td>B1.3</td><td>2400</td><td>50 TO 60</td></tr> <tr><td>B1.4</td><td>2400</td><td>50 TO 60</td></tr> <tr><td>B2</td><td>2400</td><td>50 TO 60</td></tr> <tr><td>B3</td><td>1000</td><td>50 TO 60</td></tr> </tbody> </table> The maximum number of training hours per day for the theoretical training should not be more than 6 hours excluding any breaks, revision, preparation and aircraft visit.	Basic Course	Duration (in hours)	Theoretical training ratio (in %)	A1	800	30 TO 35	A2	650	30 TO 35	A3	800	30 TO 35	A4	800	30 TO 35	B1.1	2400	50 TO 60	B1.2	2000	50 TO 60	B1.3	2400	50 TO 60	B1.4	2400	50 TO 60	B2	2400	50 TO 60	B3	1000	50 TO 60	Choose an item.
Basic Course	Duration (in hours)	Theoretical training ratio (in %)																																			
A1	800	30 TO 35																																			
A2	650	30 TO 35																																			
A3	800	30 TO 35																																			
A4	800	30 TO 35																																			
B1.1	2400	50 TO 60																																			
B1.2	2000	50 TO 60																																			
B1.3	2400	50 TO 60																																			
B1.4	2400	50 TO 60																																			
B2	2400	50 TO 60																																			
B3	1000	50 TO 60																																			
Description:																																					
Evidence:																																					
4.6	147.A.200 (f) The Approved Basic Training Course: Is the duration of conversion courses between (sub) categories determined through an assessment of the basic training syllabus and the related practical training needs?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Detailed review of relation between assessment result and practical training, should be identified in syllabus.	Choose an item.																																	
Description:																																					
Evidence:																																					
4.7	147.A.210 (a) Basic Practical Assessment: Are the Basic practical assessments carried out during the course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Review procedure and its implementation, in the adequacy and quality aspects.	Choose an item.																																	
Description:																																					
Evidence:																																					
4.8	147.A.210 (b) Basic Practical Assessment:	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	Review training plan, student training records.	Choose an item.																																	

Section 4: Standards of Training				
Ref. 147 A.145 Privileges, 147 A.200 The Approved Basic Training Course, 147 A.210 Basic Practical Assessment, 147.A.300 Aircraft Type Training, 147.A.305 Aircraft Type Examinations and Assessments				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Does the student achieve an assessed pass with respect to point 147.A.200(e) duration of basic training courses?			
	Description:			
	Evidence:			
4.9	147.A.300 Aircraft Type/Task Training: Aircraft type training may be sub-divided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under Part-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Review training program establishment procedure. 2. Review its periodically review.	Choose an item.
	Description:			
	Evidence:			
4.10	147.A.305 Aircraft Type Examinations and Task Assessments: A maintenance training organisation approved in accordance with point 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in TCAR PEL - Part 66 subject to compliance with the aircraft type and/or task standard specified in TCAR PEL - Part 66.A.45.	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Review theoretical examination and practical assessment establish and review procedure. 2. Review question writing, reviewing and endorsement procedure. 3. Review the implementation.	Choose an item.
	Description:			
	Evidence:			
4.11	TCAR PEL Part-66 Appendix III: Does the organisation comply with TCAR PEL Part-66 Appendix III – Aircraft type training and examination standard – On the job training?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	Detailed verification of MTO OJT in accordance with TCAR PEL Part-66 Appendix III and CAAT AMEL practical assessment authorization regulation, R2CAAT No. 106.	Choose an item.

Section 4: Standards of Training				
Ref. 147 A.145 Privileges, 147 A.200 The Approved Basic Training Course, 147 A.210 Basic Practical Assessment, 147.A.300 Aircraft Type Training, 147.A.305 Aircraft Type Examinations and Assessments				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	Description:			
	Evidence:			

Section 5: Facilities				
Ref. 147.A.100 Facility, 147.A.115 Instructional equipment, 147.A.120 Maintenance training material				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
5.1	147.A.100 (a) Facility Are the facilities free from noise and distraction?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Noise level and/or lighting standards, available. 2. Standard maintaining procedure and its implementation.	Choose an item.
	Description:			
	Evidence:			
5.2	147.A.100 (a) Facility Are the buildings weather tight? (suitable for local weather conditions)	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Building, workshop, classroom and examination room maintenance program, which may be comprised of standards, program, procedure etc. 2. All facilities requested for approval shall be inspected.	Choose an item.
	Description:			
	Evidence:			
5.3	147.A.100 (b) Facility: Are facilities provided appropriate to the planned work?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Check actual facilities vs MTOE description. 2. Check against training plan, like activities schedule vs facilities availability.	Choose an item.
	Description:			
	Evidence:			
5.4	147.A.100 (b) Facility: The maximum number of students undergoing knowledge training during any training course shall not exceed 28.	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Check actual facilities vs MTOE description. 2. Table size and seating layout shall be adequately for training objective and also be suitable to training method.	Choose an item.
	Description:			
	Evidence:			
5.5	147.A.100 (b) Facility: Are the exam facilities adequate to ensure students cannot see other students work?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Check actual facilities vs MTOE description, procedure & implementation. Seating and question set arrangement, ensuring that there is no cheating. 2. Question bank quantity shall be adequate; number of exam questions multiply by 6. 3. Question shall be continuously reviewed and updated, 10%-15%, on yearly basis.	Choose an item.
	Description:			
	Evidence:			

Section 5: Facilities				
Ref. 147.A.100 Facility, 147.A.115 Instructional equipment, 147.A.120 Maintenance training material				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
5.6	147.A.100 (c) Facility: The point (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>		Choose an item.
Description:				
Evidence:				
5.7	147.A.100 (d) Facility: Are basic training workshops and/or maintenance facilities separate from training classrooms provided for practical instruction appropriate to the planned training course?	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Practical training workshops or areas shall simulate the actual aircraft maintenance work and appropriate to the proposed course, such as B 1.1 category course, gas turbine engine, aircraft installed with gas turbine engine shall be permanent facilities. 2. The required facilities shall be aligned with applicable subject module of TCAR PEL Part 66. MTO should provide cross reference table of Part 66 requirement vs provided facilities. 3. All required facilities shall be inspected with CAAT SME assistance. 4. Facilities, tools, equipment and materials maintenance procedure shall be available and implementation shall be demonstrated.	Choose an item.
Description:				
Evidence:				
5.8	147.A.100 (e) Facility: For aircraft type/task training courses is access provided to appropriate facilities containing examples of aircraft type as specified in 147.A.115 (d).	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Verify the availability of accessing the requested aircraft type for practical training. 2. Collaboration MOU with air operator or MRO should be made.	Choose an item.
Description:				
Evidence:				
5.9	147.A.100 (f) Facility: The maximum number of students undergoing practical	<i>Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx</i>	1. Procedure and its implementation shall be inspected. 2. Students' arrangement of practical training shall be inspected and observed.	Choose an item.

Section 5: Facilities				
Ref. 147.A.100 Facility, 147.A.115 Instructional equipment, 147.A.120 Maintenance training material				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	training during any training course shall not exceed 15 per supervisor or assessor.			
	Description:			
	Evidence:			
5.10	147.A.100 (g) Facility: Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Provided facilities shall be adequate enough for I/E/PA working environment, such as working desk (large enough), personnel internet & laptop is not acceptable, access to MTO system, copy machine etc. 2. Access to training material, question bank management system.	Choose an item.
	Description:			
	Evidence:			
5.11	147.A.100 (h) Facility: Are secure storage facilities provided for examination papers and training records for the retention period as specified in 147.A.125?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Secure storage meant limited access to the storage facilities, such as access password or key (subjected to physical or electronic storage), and limited authorized personnel. 2. Sampling check of oldest and latest records, 3 of each.	Choose an item.
	Description:			
	Evidence:			
5.12	147.A.100 (i) Facility: Is a library provided containing all technical material appropriate to the scope and level of training undertaken?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Per GM/AMC.147.A.100(i); technical material means CAAT regulation, example of A/C maintenance manual, service bulletins, airworthiness directive etc, which appropriate to requested scope of approval. 2. All documents should be reviewed and updated on a regular basis. Procedure, system and implementation shall be demonstrated.	Choose an item.
	Description:			
	Evidence:			
5.13	147.A.115 (a) Instructional equipment: Does each classroom have appropriate presentation equipment that ensures students can easily read	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. All classrooms shall be inspected. 2. Ask for how to arrange each subject module for each classroom, if all classrooms are the same equipment, it should be fine.	Choose an item.

Section 5: Facilities				
Ref. 147.A.100 Facility, 147.A.115 Instructional equipment, 147.A.120 Maintenance training material				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	presentation text/drawings/diagrams and figures from any position in the classroom?		3. Inspect classroom equipment is suitable for the teaching module and environment. 4. Equipment maintaining procedure and implementation, such as how to handle the defect equipment etc.	
	Description:			
	Evidence:			
5.14	147.A.115 (b) (c) Instructional equipment: Do the basic training workshops and/or maintenance facilities as specified in 147.A.100 (d) have all tools and equipment necessary to perform the approved scope of training and an appropriate selection of aircraft, engines, aircraft parts and avionics equipment?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Tools and equipment shall be similar and equivalent to actual aircraft maintenance work, with CAAT SME assistant. 2. Tool and equipment need analysis shall be demonstrated including aircraft parts and materials, procedure should be established. 3. Adequate quantity of tools, equipment, parts and materials vs. training plan shall be demonstrated.	Choose an item.
	Description:			
	Evidence:			
5.15	147.A.115 (d) Instructional equipment: Does the aircraft type training organisation as specified in 147.A.100 (e) have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards?	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Accessibility to aircraft type shall be verified and confirmed. 2. Every synthetic training devices shall be reviewed and verified the quality and appropriate to the aircraft type, pilot simulator could be utilized.	Choose an item.
	Description:			
	Evidence:			
5.16	147.A.120 (a) Maintenance training material: Is Maintenance training course material provided to the student and cover as applicable: (1) The basic knowledge syllabus specified in TCAR PEL - Part 66 for the relevant aircraft maintenance licence category or subcategory and,	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Review the syllabus shall be in accordance with TCAR PEL Part 66 and requested category. 2. In case of type course, appropriate type training syllabus should be provided from type certificate owner or aircraft manufacturer.	Choose an item.

Section 5: Facilities				
Ref. 147.A.100 Facility, 147.A.115 Instructional equipment, 147.A.120 Maintenance training material				
No.	Check List Item	Reference checked by MTO	CAAT Officials Use only	
			Guidance for Review	Results
	(2) The type course content required by TCAR PEL - Part 66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.			
	Description:			
	Evidence:			
5.17	147.A.120 (b) Maintenance training material: Do students have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100 (i).	Eg. MTOE Section 1, Part 4, No. 5 Organisational Structure, p. Xx	1. Accessibility of student, physical library and/or electronic one. 2. How are the training materials controlled? Procedure & implementation demonstration.	Choose an item.
	Description:			
	Evidence:			

INITIAL SURVEILLANCE REPORT	
Category	Description
Level 1	A level 1 finding shall be issued when any significant non-compliance is detected with the applicable requirements of CAAT Regulations and its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards safety. The timescale for corrective action is recommended as immediate to 3 days. <u>The level 1 findings shall include:</u> (1) failure to give CAAT access to the organisation's facilities during regular operating hours and/or after an official written request; (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence; (3) evidence of malpractice or fraudulent use of the organisation certificate; and (4) the lack of an accountable manager.
Level 2	A level 2 finding shall be issued when any non-compliance is detected with the applicable requirements of CAAT Regulations and its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard safety. The timescale for corrective action is recommended as up to 3 months
Observation	An observation is an opportunity for improvement, which is a minor gap, mostly documented and implemented. The management system that may be weak, cumbersome, redundant, overly complex, or in some other manner may, in the opinion of the auditor, offer an opportunity for an organisation to improve its current status. For an internal quality audit, observation is not subject to any corrective actions.

Deficiencies					
Overall, there areitems found unsatisfactory, indicated in the table below.					
No.	Section	Findings			Observation
		Level 1	Level 2	Total	
1	Organisation & Personnel				
2	Training procedure & Quality system				
3	Record				
4	Standards of Training				
5	Facilities				
Total					
The official findings will be issued in the form of Non-Compliance Forms (NCF) along with an official audit report; the organisation is required to complete the NCFs and return them with supporting documents within the given time stated on the NCFs. The follow-up actions are also written in the official audit report.					
Signature: Quality Manager: Click or tap here to enter text. Date: DD – MMM – YYYY			Signature: Lead Auditor: Click or tap here to enter text. Date: DD – MMM – YYYY		