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KENYA CIVIL AVIATION AUTHORITY

Advisory Circular

CAA-AC-AWS018B

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AMO TRAINING PROGRAMME APPROVAL

1.0 PURPOSE

This Advisory Circular is issued to provide guidance on the approval process for a Training Programme for an AMO.

2.0 REFERENCE

2.1 Regulations 19 and 24 of the Civil Aviation (Approved Maintenance Organization) Regulations, 2018

2.2 Fourth Schedule of the Civil Aviation (Personnel Licensing) Regulations, 2018

3.0 GUIDANCE AND PROCEDURES

3.1 The holder of an AMO Certificate is required to establish a training programme for his maintenance and certifying staff which can be included in his MPM or a separate document and submit it for approval by the Authority. This programme will include the curriculum and standards for training, as well as the pre-qualification standards for the personnel that will attend the training.

3.2 The level of training required for each individual is a function of -

3.2.1 his/her experience; and

3.2.2 The work he is expected or authorised to perform. In many cases the work may be complex and require the use of specialised equipment. In such cases, required training may range from on-the-job training to formal classroom training and appropriate examinations. In every case, the programme should provide sufficient training for each individual to enable him to competently perform the work he is authorized to perform.

3.3 An AMO is required to have a training programme for all maintenance and inspection personnel; however, a small organization would not be expected to duplicate all of the facilities provided by a large AMO. Training of the certifying staff may be performed by the AMO or by an ATO.

3.4 **Curriculum components** – An acceptable curriculum will consist of at least the following elements:

3.4.1 Subjects, appropriate to ratings requested;

3.4.2 Course content, appropriate to ratings requested;

3.4.3 Objective testing and grading criteria;

3.4.4 Theoretical/practical knowledge appropriate to ratings requested;

3.4.5 Total number of hours required for successful completion;

3.4.6 A schedule of required tests, which indicates the sequence of examinations for each subject in the curriculum;

3.4.7 The order of instruction for each subject element; and

| 3.4.8 Name of instructor(s).

3.5 If there is any change to the curriculum, the AMO will be required to have such change approved by the Authority.

4.0 THE APPROVAL PROCESS

4.1 Training curriculum approval follows a five phase process for approval. The basic steps of this process should be followed. Each phase, however, may be adjusted to accommodate existing circumstances. Training curricula which have been granted approval and later found either to be in conflict with regulatory requirements or to be ineffective would need to be appropriately modified by the organization.

4.2 When the Authority determines that a training curriculum or curriculum segment meets the requirements for approval, an initial approval will be issued with an appropriate expiry date.

4.3 During the period of initial approval, an operator would be testing and refining his programme to ensure that the detailed requirements for the final approval are met. However, if there are significant revisions to the programme the operator would need to re-apply to the Authority for approval. Final approval will only be granted after the Authority has successfully evaluated the training in the demonstration and inspection phase.

5.0 PHASE ONE - INITIATING THE APPROVAL PROCESS

5.1 The AMO initiates the training approval process where –

5.1.1 The AMO informs the Authority that it is planning to establish a new training curriculum or to change an existing curriculum, or;

5.1.2 The Authority informs the AMO that revisions to its training programme are required based on recently acquired information relative to training techniques, aviation technology, operator's performance, or regulatory changes.

5.2 When a proposal is initiated by the AMO, it should submit the following basic information:

5.2.1 Type of equipment;

5.2.2 Proposed training schedules;

5.2.3 Proposed contract training, if any;

5.2.4 Facilities to be used.

6.0 PHASE TWO - REQUEST FOR INITIAL APPROVAL

6.1 Phase two begins when the AMO submits its training curriculum for initial approval, to the Authority. The AMO should submit to the Authority an outline of each curriculum segment and any additional relevant supporting information requested by the Authority. These should be accompanied by a letter requesting approval of the training curriculum. The curriculum may be a section of the MPM or a separate document.

6.2 An AMO would submit its own specific curriculum outlines appropriate for the ratings requested. Each curriculum should be easy to revise and should contain a method for controlling revisions, such as a revision numbering system, if not part of the MPM.

6.3 Each curriculum outline should include the following information:

6.3.1 AMO Name;

6.3.2 Title of curriculum including the category of training, such as indoctrination, initial or continuation training;

6.3.3 Consecutive page numbers;

6.3.4 Page revision control dates and revision numbers.

6.4 Each curriculum should also include the following details, as appropriate:

6.4.1 Pre-requisites prescribed by the Regulations or required by the AMO for enrolment in the curriculum;

6.4.2 Statements of objectives of the entire curriculum and a statement of the objective of each curriculum segment;

6.4.3 A list of training devices required;

6.4.4 An outline of each training module within each curriculum segment (Each module should contain sufficient detail to ensure that the main features of the principal elements or events will be addressed during instructions.);

6.4.5 Training hours that will be applied to each curriculum segment and the total curriculum;

6.4.6 The means for checking/testing of the modules used to determine successful course completion;

6.4.7 Name and qualification of instructors assigned to each module.

6.5 Additional Relevant Supporting Information

6.5.1 The following list of supporting information is not all-inclusive, but includes typical information in support of an application for a training programme approval.

a) A description of facilities.

b) A list of instructors and their qualifications.

c) A detailed description of each training device.

d) A detailed description of minimum student qualifications and enrolment prerequisites.

e) Samples of training forms and records to be used for recording student progress and the completion of training. These forms, records, or computer transmittal worksheets must be designed so that attendance and course completion information is recorded and retrievable for verifying regulatory compliance;

f)   Supporting information may include samples of courseware, such as training modules/lesson plans and instructor guides. Description of other types of courseware, such as home study, computer based instruction, should be in enough detail to provide an understanding of how the training will be administered and of the proposed instructional delivery method. This information should describe the instructor/student interaction and indicate methods for measuring student learning.

6.6   Initial Review of Requests for Approval

In phase two, the Authority will review the submitted training curriculum and supporting information for completeness, general content, and overall quality. If the submission is determined to be incomplete or obviously unacceptable, the approval process is terminated and the documents returned to the AMO with a written explanation of the deficiencies. The approval process can be resumed when the revised training curriculum or curriculum segment is resubmitted.

7.0   PHASE THREE - IN-DEPTH REVIEW OF SUBMITTED CURRICULUM

7.1   Phase 3 is initiated when the Authority begins a detailed analysis and evaluation of a training curriculum or curriculum segment. The purpose of this phase is to determine the acceptability of training curricula for initial approval. The Authority will review the submission against the following:

7.1.1   Regulatory requirements;

7.1.2   Complexity of the specific aircraft or component;

7.1.3   Complexity of the type of operation involved;

7.1.4   Amount of detail that needs to be covered;

7.1.5   The experience and knowledge level of the students;

7.1.6   The performance of the AMO's entire training programme (including items such as instructor proficiency, training aids, facilities, courseware and the organization's experience with the aircraft.)

7.2   After completing the review and having determined that the curriculum or curriculum segment is satisfactory, adequately supported, and that the training hours are realistic, initial approval would be granted.

7.3   This phase ends either with the initial approval or with the rejection of all or part of the training curriculum.

8.0   PHASE FOUR - EVALUATING INITIALLY APPROVED TRAINING CURRICULUM

8.1   Phase 4 begins when the organization starts training under the initially approved curriculum during the Demonstration and Inspection Phase. This phase should provide the AMO with adequate time to test the programme and the flexibility to adjust the programme during evaluation by the Authority. An AMO should provide ongoing schedules of all training and checking to be accomplished under an initially approved training curriculum.

8.2   Sometimes proposed revisions may be transmitted to the Authority just before the initial approval expiration date. If the change is significant, the Authority may need to establish a different expiration date for the curriculum segment, or for the revised portions, to allow adequate time for a proper evaluation.

8.3   An inspection of training facilities, training devices, and instructional aids will be performed by the Authority inspector.

8.4   During phase 4, the organization will be required to demonstrate the ability to effectively train maintenance and inspection personnel. There are four main elements that will be evaluated when assessing the overall effectiveness of training programmes. These four elements are:

8.4.1   Curriculum segment outlines;

8.4.2   Courseware;

8.4.3   Instructional delivery methods and training environment;

8.4.4   Testing and checking.

8.5   Each deficiency identified during the evaluation of training conducted under an initially approved curriculum will be discussed with the AMO. If the deficiencies are significant, they will be documented and kept on file. Each significant deficiency identified would need to be immediately corrected. If an organization does not take corrective action within a mutually acceptable timeframe, the Authority would advise the AMO in writing that initial approval is withdrawn.

9.0   PHASE FIVE - GRANTING FINAL APPROVAL

This phase involves the granting of final approval of an AMO's training curriculum. Based on the results of the evaluation, the Authority will determine whether to grant or deny final approval of a training curriculum.

Civil Aviation Authority