AIRWORTHINESS NOTICE

NOTICE 1201

Issue 2
17 July 2019

APPROVED MAINTENANCE TRAINING ORGANISATION
(CAAM PART 147)

IN exercise of the powers conferred by section 240 of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes this Airworthiness Notice ("Notice") – Approved Maintenance Training Organisation (CAAM Part 147).

This Notice provides the requirement governing the organisation to engage in maintenance training.

This Notice is published by the Chief Executive Officer under section 240 of the Civil Aviation Act 1969 [Act 3] and come into operation on 17th July 2019.

Non-compliance with this Notice

Any person who contravenes any provision in this Notice commits an offence and shall on conviction be liable to the punishment under section 240 of the Civil Aviation Act 1969 [Act 3].

(Ahmad Nizar Zolfakar)
Chief Executive Officer
Civil Aviation Authority of Malaysia
17th July 2019
1.0 INTRODUCTION

1.1 Civil Aviation Regulation (CAR) 2016, Regulation 31, 32 and 202 makes provision for the approval of maintenance training organisation and provides the regulatory basis for the Certificate of Approval.

1.2 This Notice provides details to supplement the CAR in respect of approval for maintenance training organisation.

1.3 An organisation responsible for the trainings of aircraft maintenance personnel shall demonstrate its capability by holding a maintenance training organisation approval, issued by the Authority in accordance with this Notice.

2.0 SCOPE AND RATINGS

2.1 This Notice establishes the procedures for the approval of maintenance training organisations and rules governing the rights and obligations of applicants for, and holders of, such approvals.

2.2 The Authority does not issue an ATO if the facility is located outside of Malaysia, unless the Authority finds that the facility places no undue burden on the Authority in administering applicable airworthiness requirements.

2.3 The scope of approval for ATO is classified in the following ratings:

a) Category A (Aircraft Maintenance Technician)
   i) A1 – Aeroplanes Turbine
   ii) A2 – Aeroplanes Piston
   iii) A3 – Helicopters Turbine
   iv) A4 – Helicopters Piston

b) Category B1 (Aircraft Maintenance Engineer - Mechanical)
   i) B1.1 – Aeroplanes Turbine
   ii) B1.2 – Aeroplanes Piston
   iii) B1.3 – Helicopters Turbine
   iv) B1.4 – Helicopters Piston

c) Category B2 (Aircraft Maintenance Engineer – Avionics)
3.0 DEFINITIONS

3.1 Within the scope of this Notice, the following definitions shall apply:

a) ‘Validator’ means a licenced personnel who is responsible to train and validate the skill training or experience acquisition of an aircraft maintenance trainee or a person authorised by the Authority.

b) ‘Practical Assessor’ means a person approved by the Authority to conduct the practical assessment.

c) ‘Knowledge Examiner’ means a person approved by the Authority to conduct knowledge examinations.

4.0 APPLICATION

4.1 Each application for ATO shall be made in a form and manner established by the Authority and shall include a draft of the Maintenance Training Organisation Exposition (MTOE).

5.0 ORGANISATIONAL REQUIREMENT

5.1 Facility Requirements

a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.

i) The maximum number of students undergoing knowledge training during any training course shall not exceed twenty-eight (28).

ii) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his position during examinations.

c) The paragraph 5.1 (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.

d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements shall be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written
agreement shall be made with such organisation specifying the conditions of access and use thereof. The Authority or authorised personnel shall have access to any such contracted organisation and the written agreement shall specify this access.

e) In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in paragraph 5.4 (d) and the written agreement shall specify this access.

f) The maximum number of students undergoing practical training during any training course shall not exceed fifteen (15) per supervisor or instructor.

g) 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.

h) Secured storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in paragraph 5.6 (b) hereof. The storage facilities and office accommodation may be combined, subject to adequate security.

i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

5.2 Personnel Requirements

a) The maintenance training organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Notice. Nomination shall be made in form CAAM Form 4 and submitted to Authority for approval. The accountable manager shall:

i) ensure that all necessary resources are available to accomplish training commitments to support the organisation approval;

ii) establish and promote the safety and quality policy specified in Maintenance Training Organisation Exposition (MTOE); and

iii) demonstrate a basic understanding of this Notice.

b) The organisation shall nominate a person or group of persons, whose responsibilities include ensuring that the organisation complies with this Notice. Such person(s) shall ultimately be responsible to the accountable manager and shall comply with the following;
i) The person(s) nominated shall represent the training management structure of the organisation and be responsible for all functions specified in this Notice;

ii) Nomination shall be made in form CAAM Form 4 and submitted to the Authority for approval;

iii) The person(s) nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft maintenance training and demonstrate a working knowledge of this Notice; and

iv) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.

c) Unless already nominated in accordance with paragraph 5.2 (b), the accountable manager under paragraph 5.2 (a) hereof shall appoint a person with responsibility for monitoring the quality system, including the associated feedback system. The appointed person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters. The appointment of such person shall be acceptable to the Authority through from CAAM Form 4.

d) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.

e) By derogation to paragraph 5.2 (d) hereof, when another organisation is used to provide practical training and assessments, such other organisation staff may be nominated to carry out practical training and assessments.

f) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph 5.2 (h) hereof.

g) The knowledge examiners and practical assessors shall be specified in the MTOE for the acceptance of such staff.

h) The organisation shall establish and control the competence of personnel involved in any training, management and / or quality audits in accordance with a procedure and to a standard agreed by the Authority.

i) Instructors, knowledge examiners and practical assessors shall undergo updating training at least every twenty-four (24) months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.
5.3 Record of Instructors, Examiners and Practical Assessors

a) The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.

b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

5.4 Instructional Equipment

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

b) The basic training workshops and/or maintenance facilities as specified in paragraph 5.1 (d) must have all tools and equipment necessary to perform the approved scope of training.

c) The basic training workshops and/or maintenance facilities as specified in paragraph 5.1 (d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.

d) The aircraft type training organisation as specified in paragraph 5.1 (e) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

5.5 Maintenance Training Material

a) Maintenance training course material shall be provided to the student and cover the following, as applicable:

i) the basic knowledge syllabus specified in Airworthiness Notice No. 1101 for the relevant aircraft maintenance licence category or subcategory and,

ii) the type course content required by Airworthiness Notice No. 1101 for the relevant aircraft type and aircraft maintenance licence category or subcategory.

b) Students shall have access to examples of maintenance documentation and technical information from the library as specified in paragraph 5.1 (i).
5.6 Records

a) The ATO shall establish a system of record-keeping that allows adequate traceability of the Training related process.

b) The organisation shall keep all student training, examination and assessment records. Records shall not be destroyed without consent from the Authority.

c) The records for the training related process of maintenance training organisations shall include as a minimum:
   i) The student application documentation;
   ii) The student previous and current certificate;
   iii) A copy of the audit program listing the dates when audits are due and when audits were carried out;
   iv) Continued oversight records including all audit records;
   v) Details of any student exemption records;
   vi) Any report from other foreign authorities relating to the student exemption; and

5.7 Training Procedure and Quality System

a) The organisation shall establish procedures acceptable to the Authority to ensure proper training standards and compliance with all relevant requirements in this Notice. The procedures shall be regularly reviewed.

b) The organisation shall establish a quality system including:
   i) An independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures; and
   ii) A feedback system of audit findings to the person(s) specified in paragraph 5.2 (b) and ultimately to the accountable manager to ensure, as necessary, corrective action.

5.8 Examinations

a) The examination staff shall ensure the security of all questions.

b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall
be disqualified from taking the examination and may not take any 
examination for at least twelve (12) months after the date of the incident. 
The Authority shall be informed of any such incident within forty-eight 
(48) hours and the details of any enquiry to be submitted within one (1) 
calendar month.

c) Any examiner found during a knowledge examination to be providing 
question answers to any student being examined shall be disqualified 
from acting as an examiner and the examination declared void. The 
Authority shall be informed of any such incident within forty-eight (48) 
hours and the details of any enquiry to be submitted within one (1) 
calendar month.

5.9 Maintenance Training Organisation Exposition (MTOE)

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

i) A statement signed by the accountable manager confirming that 
the maintenance training organisation exposition and any 
associated manuals define the maintenance training 
organisation’s compliance with this Notice and shall be complied 
with at all times;

ii) The title(s) and name(s) of the person(s) nominated in 
accordance with paragraph 5.2 (b) and 5.2 (c);

iii) The duties and responsibilities of the person(s) specified in 
paragraph 5.9 (a)(ii), including matters on which they may deal 
directly with the Authority on behalf of the maintenance training 
organisation;

iv) A maintenance training organisation chart showing associated 
chains of responsibility of the person(s) specified in paragraph 5.9 
(a)(ii);

v) A list of the training instructors, knowledge examiners and 
practical assessors;

vi) A general description of the training and examination facilities 
located at each address specified in the maintenance training 
organisation's approval certificate, and if appropriate any other 
location, as required by paragraph 5.10 (b).

vii) A list of the maintenance training courses which form the extent 
of the approval;

viii) The maintenance training organisation's exposition amendment 
procedure;
ix) The maintenance training organisation's procedures, as required by paragraph 5.7(a);

x) The maintenance training organisation's control procedure, as required by paragraph 5.10 (c), when authorised to conduct training, examination and assessments in locations different from those specified in paragraph 5.10 (b);

xi) A list of the locations pursuant to paragraph 5.10 (b); and

xii) A list of organisations, if appropriate, as specified in paragraph 5.10 (d).

b) The MTOE and any subsequent amendments shall be approved by the Authority.

c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

### 5.10 Privileges of the Maintenance Training Organisation

a) The maintenance training organisation may carry out the following as permitted by and in accordance with the MTOE:

i) Basic training courses to the CAAM Part-66 syllabus as in Airworthiness Notice No. 1101, or part thereof;

ii) Aircraft type/task training courses in accordance with CAAM Part-66 syllabus as in Airworthiness Notice No. 1101;

iii) The issue of certificates in accordance with an approved format following successful completion of the approved basic or aircraft type training courses and examinations specified in paragraphs 5.10(a)(i) and 5.10 (a)(ii), as applicable.

b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the MTOE.

c) By derogation to paragraph 5.10 (b) hereof, the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the approved locations in accordance with a control procedure specified in the MTOE. Such locations need not be listed in the MTOE.

d) The maintenance training organisation may subcontract the conduct of basic theoretical training as specified in paragraph (e), type training as specified in paragraph (f), and related examinations to a non
maintenance training organisation only when under the control of the maintenance training organisation quality system in accordance with procedures in MTOE.

e) The subcontracting of basic theoretical training and examination is limited to Modules 1, 2, 3, 4, 5, 8, 9 and 10 of Appendix 1 in Airworthiness Notice No. 1101;

f) The subcontracting of type training and examination is limited to power plant and avionics systems.

g) An ATO may be considered for authorisation to conduct examinations on behalf of the Authority.

5.11 Changes to the Maintenance Training Organisation

(a) The ATO shall notify the Authority of any proposal to carry out any of the following changes before such changes take place to enable the Authority to determine continued compliance with this Notice and to amend, if necessary, the approval certificate, except that in the case of proposed changes in personnel not known to the management before hand, these changes must be notified at the earliest opportunity:

i) The name of the organisation;

ii) The main location of the organisation;

iii) Additional locations of the organisation;

iv) The accountable manager; and

v) Any of the persons nominated under paragraph 5.2 (b) and 5.2(c);

(b) The Authority may prescribe the conditions under which the ATO may operate during such changes unless the Authority determines that the ATO approval must be suspended.

(c) Failure to inform the Authority of such changes would invalidate the certificate of approval and may result in suspension or revocation of the ATO approval certificate.

5.12 Continued Validity

a) An ATO approval certificate shall be valid for a period not exceeding one (1) year. The Authority may renew the approval subject to the following:

i) The ATO remaining in compliance with this Notice,
ii) The ATO shall remain in compliance with the provisions related to the handling of findings as specified under paragraph 5.7 (b);

iii) The Authority or authorised personnel being granted access to the ATO, including any subcontract organisation, to determine continued compliance with this Notice;

iv) The ATO shall pay appropriate fee; and

v) The certificate not being surrendered, suspended or revoked.

b) Upon surrender or revocation, the original approval certificate shall be returned to the Authority.

5.13 Findings

a) A level 1 finding is any significant non-compliance with requirements laid down in this Notice which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the ATO.

b) A level 2 finding is any non-compliance with requirements laid down in this Notice which could lower the safety standard and possibly hazard the flight safety. If the ATO fails to accomplish the corrective action to the satisfaction of Authority within 14 days after receipt of notification of findings, unless otherwise agreed by the Authority, the ATO approval shall cease to be in force until acceptable corrective action has been taken by the ATO.

c) After receipt of notification of findings, the applicant or holder of the ATO approval shall define a preventive action and demonstrate the preventive action to the satisfaction of the Authority within 90 days unless otherwise agreed by the Authority.

6.0 APPROVED BASIC TRAINING COURSE

6.1 The Approved Basic Training Course

a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.

b) The duration of basic training courses shall be in accordance with the Basic Training Course Duration in Appendix 1 of this Notice.
c) The duration of conversion courses between (sub)categories shall be determined through an assessment of the basic training syllabus and the related practical training needs as agreed by the Authority.

6.2 Basic Knowledge Training

The knowledge training element shall cover the subject matter for a category or subcategory A, B1 & B2 of aircraft maintenance licence as specified in Airworthiness Notice No. 1101.

6.3 Basic Knowledge Examinations shall:

a) cover a representative cross section of subject matter from the basic knowledge training (paragraph 6.2) element;

b) be in accordance with the standard defined in Airworthiness Notice No. 1101; and

c) be conducted without the use of training notes

6.4 Basic Practical Training and Validation

a) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular modules (Modules 7, 11, 12, 13, 14, 15, 16 and 17) of Appendix 1 specified in Airworthiness Notice No. 1101.

b) The skills and experiences acquired by the trainees at the ATO or maintenance organisation shall be validated by a Validator.

c) Basic practical validation shall be carried out during the basic maintenance training course by the Validators at the completion of each visit period to the practical workshops/maintenance facility.

d) The evidence of validation shall be documented using a document approved by the Authority.

6.5 Basic Practical Assessment shall:

a) be conducted by an approved practical assessor and carried out in a manner that is acceptable to the Authority; and

b) ensure evidence of skill and experience acquisition and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals. The student shall also be assessed on their situational awareness ability.
6.6 Issuance of Basic Training Certificate

On the successful completion of the approved basic training course, the ATO may issue the Basic Training Certificate to the qualified student. The format of the Basic Training Certificate shall be in accordance with the Sample of Basic Training Certificate in Appendix 2 of this Notice.

7.0 AIRCRAFT TYPE / TASK TRAINING

7.1 Aircraft Type/Task Training shall be in compliance with the standard specified in Airworthiness Notice No. 1101.

7.2 Aircraft Type Examinations and Task Assessments

The conduct of aircraft type examinations and aircraft task assessments shall be in compliance with Airworthiness Notice No.1101. Practical assessments shall be conducted by an approved practical assessor and carried out in a manner that is acceptable to the Authority.

7.3 Issuance of Aircraft Type Training Course Certificate

On the successful completion of the approved aircraft type course, the organisation may issue the Aircraft Type Training Course Certificate to the qualified student. The format of the Aircraft Type Training Course Certificate shall be in accordance with the Sample of Aircraft Type Training Course Certificate in Appendix 3 of this Notice.

8.0 REVOCATION

This Notice revokes Airworthiness Notice 1201 Issue 1.
### APPENDIX 1 BASIC TRAINING COURSE DURATION

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

<table>
<thead>
<tr>
<th>BASIC COURSE</th>
<th>DURATION (in hour)</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>
</tbody>
</table>
APPENDIX 2
SAMPLE OF BASIC TRAINING COURSE CERTIFICATE

This Certificate of Recognition is issued to:

Student Name

NRIC / Passport Number

By:

Approved Maintenance Training Organisation / Approval Reference Number

An organisation approved to the requirements of CAAM Part-147 by:

Civil Aviation Authority Malaysia

This Certificate confirms that the above-named person has successfully completed the approved basic training course stated below:

Basic Aircraft Maintenance Course Category


On

Date Completed

Signed: .................................................. Certificate No: ..............................................

For: Approved Maintenance Training Organisation / Approval Reference Number Date: ..........................................................
SAMPLE OF CERTIFICATE OF RECOGNITION FOR TYPE RATING TRAINING

This Certificate of Recognition is issued to:

Student Name

NRIC / Passport Number

By:

Approved Training Organisation Name / Approval Reference Number

An organisation approved to the requirements of CAAM Part-147 by:

Civil Aviation Authority Malaysia

This Certificate confirms that the above-named person either successfully passed the approved type / task training course stated below:

Aircraft Type Course
Category
For Aircraft Type
On
Date Completed

Signed: …………………………………………… Certificate No: …………………………………..

For: Approved Maintenance Training Organisation / Approval Reference Number Date: ……………………………………………
APPENDIX 4 EXAMINATION ON BEHALF OF THE AUTHORITY

1.0 GENERAL

1.1 An organisation responsible for the conduct of the examination shall demonstrate its capability by holding a supplementary rating issued by the Authority in accordance with this Appendix.

1.2 Approved Maintenance Training Organisation (ATO) may only conduct the examination for its own students unless authorised by the Authority.

2.0 APPLICATION

2.1 Application to conduct the examination may only be made by an ATO.

2.2 Each application shall be made in a form and manner agreed by the Authority.

3.0 ORGANISATIONAL REQUIREMENTS

3.1 Facilities

3.1.1 Fully enclosed appropriate accommodation separate from other facilities shall be provided for the conduct of the examinations.

3.1.2 The size of accommodation for the examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his position during the examinations.

3.2 Personnel

3.2.1 ATO shall nominate a person or group of persons, whose responsibilities include ensuring that the ATO complies with this Appendix. Such person(s) shall ultimately be responsible to the accountable manager and shall comply with the following:

(a) The person(s) nominated shall represent the examination management structure of ATO and be responsible for all functions specified in this Appendix;

(b) The person(s) nominated shall be identified and their credentials submitted in form CAAM Form 4 for the Authority approval;

(c) The person(s) nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to the examination; and

(d) Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person.
3.2.2 ATO shall contract sufficient staff to plan/perform the examination, including development and control of question bank and question papers, in accordance with this authorisation.

3.3 Procedure and Quality System

3.3.1 ATO shall establish procedures acceptable to the Authority to ensure proper examination standards and compliance with all relevant requirements of this Appendix. The procedures shall be regularly reviewed.

   a) The ATO shall establish a quality system including:

      i) An independent audit function to monitor examination standards, the integrity of the examinations, compliance with and adequacy of the procedures; and

      ii) A feedback system of audit findings to the person(s) specified in paragraph 3.2.1 of this Appendix and ultimately to the accountable manager to ensure, as necessary, corrective action.

3.3.2 ATO shall establish procedure for development and control of examination papers.

   a) Examination papers shall be prepared by authorised individuals within the organisation. Papers may be prepared from a question databank for each examination sitting or a sufficient stock of papers may be held.

   b) Examination papers shall cover the complete syllabus or section of the syllabus concerned in accordance to Airworthiness Notice No. 1101.

   c) Examination papers shall be submitted to the Authority for assessment and approval. Only approved examination paper shall be used for the examination.

   d) Each paper shall be identified with a reference number, issue or revision number and serial number. Records of papers shall be maintained.

   e) The papers used in the examination shall be decided by an authorised individual other than the instructor of the subject.

   f) ATO shall ensure the security of all questions. Examination databanks shall be kept secure and protected from unauthorised access by adequate security means. Examination papers and databank printouts shall be kept in locked cabinets under the control of the nominated person agreed to by the Authority.

   g) A system for the management of the development, review and amendment of questions shall be established and records maintained. Quality review of examination questions shall be regularly conducted. Records of such reviews shall be properly kept.
3.4 Examination

a) Any student found during the examination to be cheating or in possession of material, including electronics devices, pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least twelve (12) months after the date of the incident. The Authority shall be informed of any such incident immediately and the details of any enquiry to be submitted within one (1) calendar month.

b) Any authorised individual found during the examination to be providing question answers to any student being examined shall be disqualified from acting as an authorised individual and the examination declared void. The Authority shall be informed of any such incident immediately and the details of any enquiry to be submitted within one (1) calendar month.

c) Only qualified candidates shall be allowed to sit for this examination. ATO shall ensure that all candidates are adequately screened to prevent unqualified candidate from sitting in this examination. ATO shall submit a list of qualified candidates with associated examination details to the Authority.

d) Completed examination papers shall be submitted to the Authority. ATO shall maintain the confidentiality of the examination marks.