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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **MAINTENANCE TRAINING ORGANISATION EXPOSITION (MTOE) CHECKLIST**  *(Civil Aviation Regulation 2016)* |
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| **SECTION 1 : MAINTENANCE TRAINING ORGANISATION DETAILS** | | | | | |
| Organization Name | : |  | | | |
| Address  *(As per in the MTOE)* | : |  | | | |
| MTO Approval Number | : |  | | | |
| Organization’s MTOE reference | : |  | | | |
| MTO Current Issue/Rev/Date | : |  | | | |
| Scope of Rating | | | | | |
| Basic Training | : |  | | | |
| Task/Type Training | : |  | | | |
| Prepared by | : |  | | | |
| Contact Person  *(\* QAM or Post Holder)* | : |  | Telephone No & Email address | : |  |

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| **SECTION 2: EXPOSITION CHECKLIST** |
| 1. Structure of the Maintenance Training Organisation Exposition   The MTOE may be produced in the form of a single document or may consist of several separate documents.   * Single document: The standard MTOE produced i.a.w. CAD 1821 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance training procedures and detailed quality system procedures. * Several documents: The MTOE must contain at least the information as detailed in CAD 1821 Chapter 4.10. The additional material may be published in separate documents which must be referenced from the MTOE. In this case:   + The MTOE should cross refer to the associated procedures, documents, appendices and forms which are managed separately.   + These associated documents must meet the same rules as described for the MTOE.   + This/these associated document(s), procedure(s) and form(s) etc. must be provided to CAAM, as part of the MTOE.   For some organizations certain sections of the headings defined within chapter of CAD/CAGM may be ‘not applicable’. In this case they should be annotated as such within the MTOE.   1. When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the CAD 1821 requirement through the content by indicating in the MTOE reference, if any part is not relevant then it should indicate with N/A and justify why the part is not applicable. Please tick (√) in the box appropriately. |

| **Content** | **CAD Ref.** | **MTOE Reference** | **CAAM Use** | | |
| --- | --- | --- | --- | --- | --- |
| **COVER PAGE** | | | **Satisfactory** | | |
| **Yes** | **No** | **N/A** |
| Name of the document | NIL |  |  |  |  |
| Official name of the organisation | NIL |  |  |  |  |
| Organisation information i.e.: (as applicable)   * Registered address (as in the MTOE) * Telephone number * E-mail address, etc | NIL |  |  |  |  |
| Approval reference of the MTO | NIL |  |  |  |  |
| The copy number from the distribution list | NIL |  |  |  |  |
| **INTRODUCTION** | | | |  |  |
| List of effective pages:   1. Internal organisation approval column/ section signed by QM. Shall be included with name, date and signature. 2. Provision for CAAM Approval column/ section is available for date and signature. | NIL |  |  |  |  |
| Effective date of the current revision: | NIL |  |  |  |  |
| Table of content | NIL |  |  |  |  |
| Foreword: | NIL |  |  |  |  |
| Distribution list: MTOE copy number, holder of the copies & format of copies | NIL |  |  |  |  |
| Abbreviation, terminology and definitions | NIL |  |  |  |  |
| **PART 1 - MANAGEMENT** | | | |  |  |
| * 1. **Corporate Commitment, Signed by the Accountable Manager** | CAD1821 para 4.10(a)(1) |  |  |  |  |
| * 1. **Management personnel**   Accountable Manager (AM),  Training Manager (TM),  Quality Manager (QM),  Other: Exam manager, etc. | CAD1821 para 4.2; (a), (b), (c), (j) |  |  |  |  |
| * 1. **Duties and Responsibilities of Management Personnel, Practical Assessor, Knowledge Examiner and Instructor.**   Including:   1. matters on which they may deal directly with CAAM on behalf of the maintenance training organisation; and 2. procedures shall make clear who deputises for any management personnel in the case of lengthy absence | CAD1821 para 4.2;  (a), (b), (c) |  |  |  |  |
| * 1. **Management Personnel Organisation Chart**  1. Management personnel organisation chart showing associated chains of responsibility of management personnel. Nominated Post Holders should be identified in the chart. 2. Quality Assurance personnel must be shown to be independent from Training Manager, Knowledge Examiners and Examination Manager. Examination Manager must be shown to be independent from Training Section. 3. Quality Assurance Manager shall have access to Accountable Manager for any associated feedback. | CAD1821 para 4.10(a)(4) |  |  |  |  |
| * 1. **List of Instructional, Practical Assessor and Knowledge Examiner**   A separate document may be referenced. The document become part of the MTOE and must be revision-controlled (revision number and date) and subject to quality internal approval. The list must reflect the scope of the approval and include its applicability, showing adequate staff to support the scope of the approval. | CAD1821 para 4.10(a)(5) |  |  |  |  |
| * List of the qualified training instructors |  |  |  |  |  |
| * List of the qualified knowledge examiners |  |  |  |  |  |
| * List of the qualified practical assessor |  |  |  |  |  |
| * 1. **List of Approved Addresses**   Address(s) at which theoretical and/or practical training are to be carried out for the duration of the Part-147 course.  The names, address(s) and approval numbers of any proposed Part-145 AMO at which it is proposed to carry out student practical training in order to fulfil the requirements of Part-147 may be kept in another document or procedure and cross referenced here. This arrangement should include written agreement with relevant Part 145 AMO. | CAD1821;  para 4.1,  para 4.10 (a)(11),  para 7.2(a) |  |  |  |  |
| * 1. **List of Sub-Contractors (if applicable)**   This paragraph should list the name and address of organisation(s) which part of training is sub-contracted out include list of maintenance location, and cross referencing to the valid agreement. | CAD1821;  para 4.1(d), para 7.2 |  |  |  |  |
| * 1. **General Description of Facilities**   Description of facilities listed under paragraph 1.6 and 1.7 that includes layout of premises and size, office accommodations, classrooms for theoretical class, library, workshops, examinations room, type/task training facility, secure storage facility. | CAD 1821;  para 4.1,  para 4.10(a)(6) |  |  |  |  |
| * 1. **Specific List of Courses and Examinations Approved by CAAM**   This section must contain a list of the Part-147 course(s) and type examination appropriate to the category/ subcategory for which approval is/ to be held. A cross reference to the maintenance training programme (MTP) documents reference number shall be included.  Example: Airbus A330 (PW4000) – MTP Airbus A330(PW4000) ref no  Note: MTO shall not be allowed to conduct examination only | CAD1821 para 4.10(a)(7) |  |  |  |  |
| * 1. **Notification Procedure Regarding Changes to the Organisation** | CAD1821 para 8.1 |  |  |  |  |
| * 1. **Exposition and Associated Manuals Amendment Procedure** | CAD1821 para 4.10(a)(8) |  |  |  |  |
| **PART 2 – TRAINING AND EXAMINATION PROCEDURE** | | | |  |  |
| **2.1 Organisation of Courses**  In this section the organisation should detail the procedures in place in order to organise the courses and to ensure that all necessary means are available to deliver in good conditions and by appropriately qualified staff all the course elements as required by the CAD1801 Appendix 1 and/or Appendix 3 syllabus.  Such procedure may also include a formalised review and internal approval processes, as applicable of the availability of required appropriate training rooms, training materials, TNA, course plan, lesson plan/module plan, course schedule, assessment kits, Synthetic Training Devices (STD), training specialists etc, and resulting in a training programme | CAD1821;  para 5,  para 6,  App 1,  CAD1801;  App 1,  App 3, |  |  |  |  |
| **2.2 Preparation of Course Material**  1) Training material should meet the requirements of CAD1801. It should also state how the approved company produces a course for a new aircraft type. This would typically include the production of the TNA   1. For each basic/ type training MTO shall submit maintenance training programme containing the information, but not limited to the followings:   • Course programme duration – detailing the overall/ total training program taking into consideration the elements of Appendix 1 of CAD1801 and type training course duration as applicable.  • Showing compliance to CAD1801 Appendix 1/ Appendix 3 including each subtopics/ ATA chapter  • Lesson Plan/ Module Plan – inclusive of Training Need Analysis (TNA) and eventually a training program of what is being taught, objective of training, to what level and duration of training  • Examination Plan, Master List of Examination Question Paper  • List of practical skill, either to be performed at Part-147 ATO and/or Part-145 AMO.  • List of practical assessments  • List of maintenance training materials; synthetic training devices (STD), tools and equipment required to be used for training purposes, appropriate selection of aircraft parts/ component, training manuals/ note.   * Instructor guide, manual or material.  1. Procedures shall include processes in developing, review and amendments of maintenance training programme. 2. In order to get the course approved a set of multi-choice questions/and or essay questions must be submitted for CAAM review and approval 3. This procedure should also be utilized to list the responsibilities for Part-66 module production, review & amendment of lecture notes. 4. Procedure may also include approval process of development, review and amendment of CAAM Part-66 AML Logbook to be used by Part-147 Trainee, on non-trainee (if applicable) | CAD1821 para 4.5,  CAD1801;  App 1,  App 3, |  |  |  |  |
| * 1. **Preparation of Classrooms and Equipment** | CAD1821 para 4.4, para 4.1 |  |  |  |  |
| * 1. **Preparation of Workshop/Maintenance Facilities and Equipment** | CAD1821 para 4.4, para 4.1 |  |  |  |  |
| * 1. **Conduct of Basic/Type Knowledge and Practical Training**   Description of the method utilised in teaching the Basic/Type knowledge and practical training courses for which the organisation is approved. Cross refer to the low-level document as referred to in section 2.1 of this checklist. | CAD1821 para 5.0,  CAD1821 para 6.0 |  |  |  |  |
| * 1. **Records of Training Carried Out**   MTO shall specify list of training conducted and kept as record & evidence. | CAD1821 para 4.6 |  |  |  |  |
| * 1. **Storage of Records**   Note: Electronic means of storage may be utilised as required, provided detailing procedure on how organisation ensure computer security systems are in place. | CAD1821 para 4.1(h) |  |  |  |  |
| * 1. **Training at Locations not Listed in Paragraph 1.6**   Any training carried out at address not listed at 1.6 above must be approved by the CAAM and control procedures must be in place to ensure that the organisation is in compliance with the requirements of Part 66 & Part 147. | CAD1821 para 7.2(b) |  |  |  |  |
| * 1. **Organisation of Examinations**   MTO shall specify the methodology and principle of setting up number of questions, level as appropriate according to the CAD1801 Appendix 1 and Appendix 3 syllabus. | CAD1821 para 4.8,  para 5.2.1,  para 6.1.1 |  |  |  |  |
| * 1. **Security and Preparation of Examination Material** | CAD1821 para 4.8 |  |  |  |  |
| * 1. **Preparation of Examination Rooms** | CAD1821;  para 4.1(b),  para 4.7(b) |  |  |  |  |
| * 1. **Conduct of Examinations** | CAD1821 para 4.8 (b) |  |  |  |  |
| * 1. **Conduct of Basic or/and Type/Task Practical Assessments** | CAD1821 para 4.9 |  |  |  |  |
| * 1. **Marking and Records of Examinations** | CAD1821 para 4.8(c)(4) and 4.8(c)(8) |  |  |  |  |
| * 1. **Storage of Examination Results and Records**   *Note: Electronic means of storage may be utilised as required, provided detailing procedure on how organisation ensure computer security systems are in place.* | CAD1821;  para 4.6  para 4.8(c)(7) |  |  |  |  |
| * 1. **Examinations at locations not listed in paragraph 1.6**   Cross refer to the control procedure in common with section 2.8 above. This location must comply with the section described in 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15 above. | CAD1821 para 4.1(c), (d),(e) |  |  |  |  |
| * 1. **Preparation, Control and Issue of Basic/Type Training Course Certificates** | CAD1821 para 7.1(e),  Appendix 2 |  |  |  |  |
| * 1. **Control of Sub-Contractors**   Note:   * + 1. In the case of basic training the organisation that furnished for an evidence of an engagement with local AMO to support the performance of practical training and on the job training for the trainee’s practical hands-on activity and maintenance experience gathering can be considered as Sub-Contractors.     2. In the case of type training the organisation that furnished to support the performance of practical training and on the job training can be considered as Sub-Contractors. | CAD1821 para 7.2 |  |  |  |  |
| **PART 3 – TRAINING SYSTEM QUALITY PROCEDURE** | | | |  |  |
| **3.1 Audit of Training**  The purpose of the auditing system is to ensure organisation meets and continuously in compliance with the elements of CAD1801 and CAD1821 requirements. The organisation shall specify, at minimum the following processes:   1. Definition of the Quality System  * Independence * Access to Accountable Manager * Composition and functions of management quality group * Audit plan * Creation and management of the audit plan * Plan to show all subparagraphs compliance. * Plan to show compliance on all area, training, examination, assessment, different locations, sub-contractor(s), MTOE, quality procedures etc.  1. Company Audit Policy including compliance audit  * Scheduled audits and unscheduled/ random audits * Audit notification * Surveillance on theoretical & practical training, on the job training, maintenance experience gathering, practical and/or final assessment and examination. * Audit reports (documents used, writer, issue, points checked, and deviations noted, deadline for rectification) * Validation/internal approval of the audit programme  1. Annual Review of Training Procedures, including Maintenance Training Programme 2. Audit programme  * Adequate facilities * Compliance with approved procedures * Dates and timescales * Product audits * Audit of Subcontractors  1. Quality audit reports retention  * Duration (At least duration of 2 years) / location * Type of documents (notification, audit reports, check list, audit programs   A complete audit of the Part-147 organisation must be completed every 12 months, including independent audit(s) of the quality system. | CAD1821 para 4.7 |  |  |  |  |
| **3.2 Audit of Examination**  The audit program should reflect period of examination audit (must be done annually), procedure shall specify area of examination system to be audited. | CAD1821 para 4.7 |  |  |  |  |
| **3.3 Analysis of Examination Results** | CAD1821; para 4.7,  para 4.8 (c)(8) |  |  |  |  |
| **3.4 Audit of Analysis Remedial Action** | CAD1821 para 4.7 |  |  |  |  |
| **3.5 Accountable Manager Annual Review** | CAD1821 para 4.7 |  |  |  |  |
| **3.6 Qualifying the Instructors**  1) The organisation shall specify at minimum:   * qualification for knowledge, experience, skill required for module/ aircraft type instructor * procedures for the induction of inexperienced instructors as required. * All staff should have an appreciation and understanding of the contents of CAAM Part-66 and CAAM Part-147 * Initial and continuation training policy  1. Detail procedure may be crossed referred to another documents   *Note: MTO shall specify the process of qualifying and competency & continuous assessment for instructors*. | CAD 1821 para 4.2 (e), (i),(j), (k) & (l) |  |  |  |  |
| * 1. **Qualifying the Knowledge Examiners and Practical Assessors**   Minimum criteria and training policy for PAKE shall be specified as section 3.6 elements above.  *Note: MTO shall specify the process of qualifying and competency & continuous assessment for knowledge examiners & assessors.* | CAD1821 para 4.2 (e), (i) (j), (k) & (l) |  |  |  |  |
| **3.8 Records of Qualified Instructors, Knowledge Examiners and Practical Assessors**   1. The organisation must maintain a record of all training staff which must include details of the scope of their authorisation. 2. Training staff must be provided with evidence of the scope of their authorisation. 3. The records may be kept in any format (hard copy or computer based) subject to the usual security requirements. 4. The authorisation document should be in a style that makes its scope clear to instructors and any authorized person that may be required to examine the document. Where codes are used to define scope, an interpretation document should be readily available. 5. Instructional staffs are not required to carry the authorisation document at all times but should produce it within a reasonable time of a request from an authorised person. Authorised persons, a part from the organisation´s department must include CAAM inspector | CAD1821 para 4.3 |  |  |  |  |
| **PART 4 – APPENDICES** | | | |  |  |
| **4.1 Examples of Documents and Forms Used** | NIL |  |  |  |  |
| **4.2 Syllabus of Each Training Course**  *Note: A separate document may be referenced to Maintenance Training Programme* | NIL |  |  |  |  |
| **4.3 Cross-Reference Index – if applicable** | NIL |  |  |  |  |

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| **SECTION 3 – MTO DECLARATION** | | | | | | | | | | | | | | | | | | |
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| 1. I declare that the information provided in this form is true and correct. 2. I fully understand that in order for CAAM to approve the exposition, on-site visit/audit may be required, which incurred some cost under Civil Aviation (Fees and Charges) Regulation 2016. All related cost shall be borne by the organisation. 3. I fully understand that any false statement and wrong information in this checklist and in the Maintenance Training Organisation Exposition, may delay or cause the approval to be rejected. | | | | | | | | | | | | | | | | | | |
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| **SECTION 4 – CAAM OFFICIAL USE ONLY** | | | | | | | | | | | | | | | | | | |
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| **INSTRUCTIONS** | | |
| **SECTION 1 : MAINTENANCE TRAINING ORGANISATION DETAILS** | | | |
|  | Fill up MTO name and address  Fill up the MTO Approval Number issued by CAAM.  Fill up provisional approval ref and date  Fill up MTOE Approval Number  Fill up MTO amendment status & date of amendment  Fill up name of person at ‘prepared by’ column  Fill up contact person name, telephone number and email address. (QAM or Post Holder) | | |
| **SECTION 2 : EXPOSITION CHECKLIST** | | | |
|  | Fill up the MTOE reference/remark in accordance with column. Checked (x) in appropriate box.  Tick and fill up remark all checklist from part cover page, introduction and part 1 until part 4  Column For CAAM use will be filled up by CAAM |  | |
| **SECTION 3 – MTO DECLARATION** | | | |
|  | Fill up date, stamp of company position (if any) and put signature of MTO Authorised personnel on the MTOE checklist declaration part submission.  Authorized person shall refer to Accountable Manager (AM) or Quality Assurance Manager (QAM) or Training Manager (TM) |  | |
| **SECTION 4 – CAAM OFFICIAL USE ONLY** | | | |
|  | To be filled up by CAAM Airworthiness inspector with recommendation and comments upon reviewing the Maintenance Training Exposition (MTOE) based on information provided in this checklist and any supporting documents related to it. | | |