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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **CAAM PART 147 – MAINTENANCE TRAINING PROGRAMME CHECKLIST**  *(Civil Aviation Regulation 2016)* |
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| **SECTION 1 –GENERAL INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Organisation Name** | | **:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **MTO Approval No.** | | **:** | |  | | | | | | | | | | | | | | | | | | | | | | **Expiry Date** | | | | | | | | | | | | | **:** | |  | | | | | |  |
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|  | **Training Programme/ TNA Title** | | | | | | **:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | |  | |  | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | |  | |  | | | | | |  |
|  | **Training Programme/ TNA Ref No.** | | | | | | **:** | |  | | | | | | | | | | | | | | | | | | **Issue/ Revision** | | | | | | | | | | | | | **:** | |  | | | | | |  |
|  |  | | | | | |  | |  | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | |  | |  | | | | | |  |
|  | **MTOE/ Procedure Manual Ref No.** | | | | | | **:** | |  | | | | | | | | | | | | | | | | | | **Issue/ Revision** | | | | | | | | | | | | | **:** | |  | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | |  | | | | | |  |
|  | **Scope of Training** | | **:** | |  | | Basic Training | | | | | | | | | | | | | | | | | | | | Choose an item. | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | |  |
|  |  | |  | | Type Training | | | | | | | | | | | | | | | | | | | | Choose an item. | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Basic Training** | | **:** | | Theoretical Hours | | | | | | | **:** | | |  | | | | | | | | | | | | | Practical Hours | | | | | | | | | | | | | **:** | |  | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | 30% practical training performed in actual maintenance environment: | | | | | | | | | | |  | | | Delivered by Part 147 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | Received at following Part 145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | |  | | | Name | | | | | | | | | | | **:** | | | | |  | | | | | | | | | | | | |  |
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|  |  | |  | | | Approval No. | | | | | | | | | | | **:** | | | | |  | | | | | | | | | | | | |  |
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|  |  | |  | | | Location: | | | | | | | | | | | **:** | | | | |  | | | | | | | | | | | | |  |
|  |  | |  | |  | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Type Training** | | **:** | |  | | | **Full Type Training Course** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | Airframe | | | | | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | Engine | | | | | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | **Differences Type Training Course** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | From | | | | | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | To | | | | | **:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | Does engine interface covered by the course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : |  | Yes | | | | |  | No | | |  |
|  |  | | Additional engine covered by this course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : |  | | | | | | | | | |  |
|  |  | | engine interface covered by the course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : |  | Yes | | | | |  | No | | |  |
|  |  | | Additional avionics system covered by this course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : |  | Yes | | | | |  | No | | |  |
|  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  | | | | |  |  | | |  |
|  |  | | This course covers | | | | | | | | | | | | | | | | | : | | | |  | | | | | Theoretical element only | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | | Theoretical and practical element | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | | | | | | | | | | | |  |
|  |  | | Access to aircraft | | | | | | | | | | | | | | | | | : | | | |  | | | | | Aircraft owned by the training organisation | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | | Contract with on OEM | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | | Contract with Part 145 or Operator | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | | No access | | | | | | | | | | | | | | | | |  |
|  |  | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **SECTION 2 – PROGRAMME/ TRAINING NEEDS ANALYSIS DOCUMENTS CRITERIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **Criteria** | | | | | | | | | | | | | **Satisfactory** | | | | | | | | | | | **Reference/ Remarks** | | | | | | | | | | | | | | | | | | | | | | **CAAM USE** | | |
| **Yes** | | | | **No** | | | **N/A** | | | |
| Does the document provide the name and address of the organisation | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the document provide details of the course basic category/ subcategory or aircraft type rating (airframe, avionics and/or combination of engine) | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the document make an appropriate referencing from the exposition document (MTOE Section 1.9) | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the organisation have policy and procedure for the amendment of training programme, which includes minor amendment | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the document provided with the following:- | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| A statement signed by the organisation | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Content list containing the following: | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| List of effective pages | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Revision status/ revision record | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Provision for the document’s approval | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Training Course Plan | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Module Plan (Theoretical Section) | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Assessment Plan (Practical Section) | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Structured Practical Training | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Examination | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Training Notes/ Manual | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Instructional Staff Capability Matrix | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Time table for the whole duration of the training course | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the programme provide the following information: | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| training duration, including ratio | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| a break-down of time distribution for each module / subject/ ATA chapter | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| level and depth for each subject | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| learning objective for each subject | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| detail/ content specifications for each subjects to be taught | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| training aid, instructor/examination/ assessment guide or guidance material | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| delivery method and sequence | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| examination which includes: | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| examination standard, number of MCQ and its associated level and depth of knowledge | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| examination paper reference, and revision status | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| practical training and assessment which includes: | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| list of practical training and its associated documents | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| list of practical assessment and its associated documents | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| specification on passing mark for examination and trainee competency on assessment | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| course activities that include the following; | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| workshop practices | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| practical training | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| industry visits | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Others: | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the training programme contain syllabus and standard required, and comply to CAD1801 Appendix 1, Appendix 2 and Appendix 3, as applicable. | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the programme have access to Operational Suitability Data (OSD.) If yes, describe the OSD used for this programme. | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the programme developed based on aircraft maintenance planning documents, or maintenance data such as AMM, SRM, CMM, ICA, AD etc. | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the programme specify and describe what part of the training sub-contracted to another organisation. | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the programme describe the prerequisite for the course. | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| Does the documents includes aircraft maintenance experience logbook/ SPT Logbook to be used by the trainee | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| **SECTION 3 – TRAINING OBJECTIVE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **Criteria** | | | | | | | | | | | | | **Satisfactory** | | | | | | | | | | | **Reference/Remarks** | | | | | | | | | | | | | | | | | | | | | | **CAAM USE** | | |
| **Yes** | | | | **No** | | | **N/A** | | | |
| Does the programme contain the following; | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| the desired performance or what the trainee is expected to be able to do at the end of training or at the end of particular stages of training | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| the performance standard that must be attained to confirm the trainee’s level of competence, and the conditions under which the trainee will demonstrate that competence | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| the conditions under which the trainee is to perform the tasks, and the standards that describe how the trainee should perform the task | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| means of measurement for objectives and trainee performance (specific results are to be achieved) | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| description of the desired trainee performance after training | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | |
| **SECTION 4 – FACILITY AND PERSONNEL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Criteria** | | | | | | | | | | | | | | **Satisfactory** | | | | | | | | | | | **Reference/Remarks** | | | | | | | | | | | | | | | | | | | | **CAAM USE** | | | |
| **Yes** | | | | **No** | | | **N/A** | | | |
| Does the facility for theoretical and practical training has been audited and available for the training as per MTOE | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the facility for the practical training is available and the agreement has been made with other organization for the aircraft access. | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the instructor/s, practical assessor/s and knowledge examiner/s for the appropriate training are qualified and competent in accordance with CAGM 1823. | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the programme contain list of qualified instructor, examiner and assessor, and describe evidence/ proof of competency assessment. | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| **SECTION 5 – EXAMINATION, ASSESSMENT AND FEEDBACK** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **Criteria** | | | | | | | | | | | | | | **Satisfactory** | | | | | | | | | | | **Reference/Remarks** | | | | | | | | | | | | | | | | | | | | **CAAM USE** | | | |
| **Yes** | | | | **No** | | | **N/A** | | | |
| Does the programme indicate means of effecting valid and reliable examination and does a progress examination given after every module | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the programme have one combined examination after the delivery of the entire course | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| If ‘Yes’ in above, does the means of assessment on trainee performance indicate fairness in accounting for performance in individual modules | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Is there means of assessing performance in practical training | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the programme specify the nature of examinations given | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Is there provision for trainee to comment or provide feedback on the training | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Is there any means that the trainee feedback is analysed by management for remedial action | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Does the programme indicate course of action to be taken in order to address identified trainee weaknesses | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| Is there a system to allow failed trainee to re-attempt course or specific phase of the course before proceeding with other activities | | | | | | | | | | | | | |  | | | |  | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | |
| **SECTION 6 – DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | 1. I declare that the information provided in this form is true and correct. 2. I fully understand that any false statement and wrong information may affect the approval of the Maintenance Training Programme | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | **Prepared by:** | | | | | | | | | | | | | | | | |  | | | | | | **Verified by:** | | | | | | | | | | | | | | | | | |  |  |
|  |  |  | | | | **(Training Manager/ Subject Expert)** | | | | | | | | | | | | | | | | |  | | | | | | **(Quality Assurance Manager)** | | | | | | | | | | | | | | | | | |  |  |
|  |  | **Signature** | | **:** | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | |  |  |
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| **SECTION 7 – CAAM USE** | | | | | | | | | | | | | | |
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|  | **File reference No.** | | | **:** | |  | | |  |  | | | |  |
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|  | **Remarks** | | | **:** | |  | | | | | | | |  |
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|  | **Result** | | |  | |  | **Satisfactory** | | | |  | **Not Satisfactory** | |  |
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|  |  | | |  | | **Inspector 1** | |  | | **Inspector 2 (SME)** | | |  |  |
|  |  | **Signature** | | **:** | |  | |  | |  | | |  |  |
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**INSTRUCTION**

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| SECTION | DESCRIPTION |
| 1 | Please enter the details of general information of the aircraft maintenance training program for basic training and/or type/task training and the specific reference in the aircraft maintenance training program |
| 2 | Please enter and briefly describe the information of the maintenance training programme documents and training need analysis criteria and the specific reference in the aircraft maintenance training program |
| 3 | Please enter and briefly describe the details of the training objective of the programme and the specific reference in the aircraft maintenance training program |
| 4 | Please enter and briefly describe the readiness of the facility and personnel to perform the training and the specific reference in the aircraft maintenance training program |
| 5 | Please enter and briefly describe the examination, assessment, and feedback system in the maintenance training programme |
| 6 | Declaration by MTO’s Training Manager/Subject Matter Expert (SME) and Quality Assurance Manager on the information given in this checklist |
| 7 | CAAM Airworthiness inspector and Subject Matter Expert (SME) recommendation and comments on the Aircraft Maintenance Training Programme based on information provided in this checklist and any supporting documents related to. |