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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **CAAM PART 147 – MAINTENANCE TRAINING PROGRAMME CHECKLIST***(Civil Aviation Regulation 2016)* |
|  |

|  |  |
| --- | --- |
| **SECTION 1 –GENERAL INFORMATION** |  |
|  |  |
|  | **Organisation Name** | **:** |       |  |
|  |  |  |  |  |
|  | **MTO Approval No.** | **:** |       | **Expiry Date** | **:** |       |  |
|  |  |  |  |  |  |  |  |  |
|  | **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  | **:** |       |  |
|  |  |  |  |  |  |  |
|  |  |  | Approval No. | **:** |       |  |
|  |  |  |  |  |  |  |
|  |  |  | Location: | **:** |       |  |
|  |  |  |  |  |  |  |
|  | **Type Training** | **:** | **[ ]**  | **Full Type Training Course** |  |
|  |  | Airframe | **:** |       |  |
|  |  |  |  |
|  |  | Engine | **:** |       |  |
|  |  |  |  |  |  |
|  |  | **[ ]**  | **Differences Type Training Course** |  |
|  |  |  |  |  |  |
|  |  | From | **:** |       |  |
|  |  |  |  |  |  |
|  |  | 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** |
|  |  |  |  |  |  |
|  | 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**  | **:** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Name**  | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Designation** | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Date** | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |

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| **SECTION 7 – CAAM USE** |
|  |  |  |  |  |  |  |
|  | **File reference No.** | **:** |       |  |  |  |
|  |  |  |  |  |
|  | **Remarks** | **:** |       |  |
|  |  |       |  |
|  |  |       |  |
|  |  |       |  |
|  |  |       |  |
|  |  |       |  |
|  |  |  |  |  |
|  | **Result** |  | **[ ]**  | **Satisfactory** | **[ ]**  | **Not Satisfactory** |  |
|  |  |  |  |  |
|  |  |  | **Inspector 1** |  | **Inspector 2 (SME)** |  |  |
|  |  | **Signature** | **:** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Name** | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Designation** | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Date** | **:** |       |  |       |  |  |
|  |  |  |  |  |  |  |  |

**INSTRUCTION**

|  |  |
| --- | --- |
| 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. |