

FIJI AERONAUTICAL INFORMATION CIRCULAR



CIVIL AVIATION AUTHORITY OF FIJI
PRIVATE BAG (NAP0354), NADI AIRPORT
FIJI

TEL (679)721555
FAX (679)721500

AIRW

AIC 02/02
Effective
22 Mar 2002

AIRCRAFT MAINTENANCE ORGANISATION TRAINING REQUIREMENT

1.0 Introduction

Air Navigation Regulation (ANR) 53(2) requires all maintenance personnel certifying maintenance to have sufficient knowledge, experience, competence and skill before they can be granted an Aircraft Maintenance Engineers Licence (AMEL) to issue certificates under ANR 14, 15 & 16.

Similarly, Minimum Requirement Document (MRD) 18 FJAR145.30 requires that persons authorised by an FJAR145 organisation to issue ANR 14, 15, 16 certificates, and those holding key support positions e.g. planners, engineers etc. within the organisation, must undergo a recognised and acceptable level of training as per the FJAR145 Acceptable Means of Compliance (AMC) 145-30

ICAO Annex 1 Chapter 4 and Annex 6 Part 1 paragraph 8.7.5.4 require that maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities in accordance with an approved training program. The training program established by the Approved Maintenance Organisation (AMO) shall include training in knowledge and skills related to Human Performance, including co-ordination with other maintenance personnel and flight crew.

2.0 Purpose

MRD 17 sets out the requirements for the grant and issue of Fiji AMEL to aircraft engineers to enable them to issue ANR 14, 15 & 16 certificates. In support of these functions, this AIC is issued to provide a broad guideline on what must be included in a FJAR145 AMO training standard and program.

CAAF may from time to time require a particular AMO to include other training requirements in addition to those outlined below in order for the AMO to fulfil the requirements of its Maintenance Approval Certificate. This AIC may be reissued when new requirements become apparent.

3.0 Standards and Requirements

- 3.1 Training conducted either internally or externally must meet the ATA 104 standard if the course is to be used as a basis for issuing FJAR145 authorisations for Certificate of Release to Service. Assessment of such courses shall be made by the AMO Quality Assurance Department in accordance with MRD 17 Chapter L5, and the CAAFI Form 169 must be completed and submitted to CAAFI to formally recognise the course.
- 3.2 CAAF may accept training based on JAR147 standards or other standards equivalent to ATA 104. In this case, the FJAR145 Quality Assurance Manager must assess the course and be satisfied that it meets the requirement of this AIC and fulfils the company's needs, before making an application to CAAF.
- 3.3 Training courses for non-certifying staff must be assessed, based on the nature of the task and the function to be performed by the incumbent. This may not be ATA 104 compliant. However, the AMO must outline the criteria and requirement for such courses in its own Maintenance Organisation Exposition (MOE) or discrete Training Manual. CAAF requires that the training of all FJAR145 staff on the company procedures must be conducted as a minimum requirement and this must be reflected in the company procedures.
- 3.4 All training must include the depth of knowledge appropriate to the task including hands-on training to develop and/or supplement the experience of the staff as required. The duration of courses for issuing CRS authorisation must be carefully reviewed, so that the time allocated is sufficient to cover each subject or system to the required scope and depth when compared to the relevant Modules in MRD 17 Appendix 1.
- 3.5 Human Performance and Limitations Training must be included in the training program. As a standard, CAAF will adopt the JAA Human Factors requirement which is currently a Notice of Proposed Amendment 145-12 (NPA-145-12) supplemented by the ICAO Human Factors Training Manual document number 9683, FAA Advisory Circular (AC) 65-31 as amended and, the UK CAA CAP 715 and 718. CAAFI will not require compliance to human performance training until after 30 June 2002. The content, scope, depth, (level 1, 2, 3 as per MRD 17) must meet the requirements of MRD 17 Appendix 1 Module 13.
- 3.6 Specialised and Workshop training e.g. NDT, Avionics, Welding etc, to support the AMO FJAR145 scope of work must be included in the AMO training requirement. Approval of Welders and Non-Destructive Testing (NDT) personnel must follow the guidelines provided in MRD 18 Appendix 10 & 11 respectively. Also, CAAF will apply the requirements of Airworthiness Notice 94 and FAA AC 65-31 as amended in assessing NDT training requirements.

3.7 Continuation or re-currency training must be included to keep staff current and updated with changes to company procedures. This must also include changes to aircraft or aircraft components as a result of incorporation of airworthiness directives, modifications, service bulletins or recent/new technical information and changes.

4.0 **Examination**

The AMO must conduct examination at the end of each course particularly for those certifying maintenance. Non-certifying staff may be exempted from this requirement. However, as a minimum requirement, CAAF will require all AMO certifying staff to be trained and examined on Human Performance and Limitations.

Additionally, the AMO must establish assessment criteria to determine the competence of staff at the end of each training course in order for the staff to qualify for the assigned function or task. The assessment criteria must be clearly stated in the company policy and procedures.

5.0 **Training Program and Manual.**

The AMO may choose to develop a discrete training manual or use its existing FJAR145 MOE to establish its training policies and requirements.

6.0 **Training Program Review**

The review of the Training Program will be carried out as required by FJAR145.30 at the time of FJAR145 audit. AMO must make available its training requirements and records for the review by CAAF at the time of the audit. The review will be based on but not limited to the following:

1. Training Manual or Policies,
2. Training Program/Requirement for each FJAR145 staff,
3. Training Program/Plan for the last and next 12 months,
4. Initial and recurrent training must be clearly identified,
5. Specialised and workshop training to support FJAR145 C Ratings,
6. Training records for each staff identified in AMC 145-30, and
7. Training Approval.