

Licensed Aircraft Engineers: On the Job Training (OJT) for the first type rating in any Category or subcategory of a UK Part-66 Aircraft Maintenance Licence

CAP 1530

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Revision history and effective pages

Revision Number	Major / Minor Revision	Summary of Revision	Date
01	Major	Initial Issue	April 2017
02	Minor	Update	Nov 2017
03	Minor	Update	Feb 2018
04	Minor	Update	Sep 2019
05	Major	New CAP format & EU Exit	Sep 2023
06	Major	Update, full revision	February 2026

1. Introduction

On-the-job training (OJT) should not be confused with practical training, which is conducted by Part-147 organisations. Guidance on this is provided in [CAP 1529 Part-147 Practical Training Guidance](#), or with experience gained on operating aircraft recorded in an aircraft maintenance engineer logbook in [CAP 741](#)

OJT and assessment is carried out by a UK Part-145 organisation with the appropriate aircraft type on its approval and OJT authorisation detailed in the Maintenance Organisation Exposition.

OJT is mentored training rather than instruction and should include one-to-one supervision. It should include actual work task performance on aircraft and/or components, covering line and/or base maintenance tasks. Completion of the pre-agreed tasks should be recorded in a logbook issued by the Part-145 organisation to the student through the Quality Department and carried out under the direct supervision of an engineer approved to complete the tasks. These tasks constitute further type contact to consolidate the theory and practical training and to gain experience in performing safe maintenance on the first type in each subcategory.

For the endorsement of the first type rating in each Part-66 aircraft maintenance licence category/subcategory, completion of on-the-job training is required, as stated in Part-66.A.45. This is mandatory for Group 1 aircraft. For Groups 2 and 3 aircraft, OJT is not required if an oral examination is conducted in place of type training (theory and practical) ([GM 66.A.45](#)). See Appendix B of this document for clarification.

The engineer must supply evidence of completing the following for each first type in each licence category or sub-category:

UK Part-147 organisation

Theory training and examination
Practical training and assessment

UK Part-145 organisation

For example, if a basic B1/B2 licence is endorsed with the Airbus A320 type in the B1 category and the engineer wishes to add the A320 in the B2 category, they will have to complete B2 related OJT representative of that aircraft and its systems.

If the same engineer adds the B1.3 category to the basic licence and wishes to add the first helicopter type, they must complete OJT representative of that first helicopter type. Endorsement of any subsequent types in each of the categories will not require OJT.

Each OJT programme is independent of any OJT completed in another licence category/sub-category. There is no reduction in OJT requirements for subsequent category/sub-category OJT.

2. Training Privileges

OJT may only be carried out under the control of a maintenance organisation appropriately approved to maintain the particular type concerned. It is not mandatory for a maintenance organisation to deliver OJT. In either case, the Maintenance Organisation Exposition (MOE) must indicate applicability.

Up to 50% of the required OJT may be undertaken before the aircraft theoretical type training starts.

Task completion and feedback should be observed and recorded in the approved logbook by the direct supervisor, who should oversee the entire task process and confirm completion in the logbook. The experience should be carried out on the specific aircraft type required for endorsement on the licence.

3. Logbook content

The OJT should cover at least 50% of the tasks contained in [Appendix II to AMC to Part-66](#). Some tasks should be selected from each paragraph of the Appendix II list. Tasks should be selected among those applicable to the type of aircraft and licence (sub)category applied for. Other tasks than those in the Appendix II may be considered as a replacement when they are relevant. Typically, in addition to the variety and the complexity, the OJT tasks should be selected because of their frequency, safety, novelty, etc.

The 50% allowance is against the [Appendix II to AMC to Part 66](#) task list. It is not 50% of the OJT logbook created from the task list.

The logbook should contain a statement that records that the completed tasks, or groups of tasks, have been selected and completed on the basis of their variety and complexity. It is recognised that some organisations, for example line stations, have less exposure to more technically difficult tasks.

Consideration should be given to the repetition of tasks that are available, to allow the requisite experience to be gained in conducting safe maintenance. Substantial repetition must be considered by the surveyor and be proportionate and reasonable. Where possible, the organisation should detail tasks that it expects to perform on a regular basis. These may be defined by the organisation as mandatory tasks within the logbook.

NOTE: *It should be remembered that potential OJT participants may not have had any previous experience on the type concerned and that the only contact they have had was during Theory and Practical type training.*

Logbooks should be created for each licence category or subcategory, for example B1, B2, or B1 and B2, that the organisation intends to support, and should detail the required diversity and complexity of tasks to support an application.

An alternative to the use of a logbook to demonstrate the record of OJT may be agreed by the CAA on a case-by-case basis.

In selecting tasks, maintenance organisations may consider the following examples:

- De-icing – Not relevant in hot or humid locations or operations
- Hoists – Relevant to helicopter hoist operations
- Floats – Relevant to marine or amphibious aircraft / helicopters
- Survey – Inspections related to survey equipment and modifications

Production Planning

The maintenance organisation should detail their procedure in Section 3.20 of the UK MOE, how they will plan their tasks around the maintenance of the aircraft and availability of the accepted Supervisors, considering, as a minimum:

- Human factors
- Workload
- Any critical tasks being performed

Supervision & Assessment

The procedure referred to in Section 3.20 should detail the complete process for the supervision of any OJT task and should also explain what action will be taken if the applicant does not receive a positive assessment, for example if the OJT assessment is failed during the OJT period. The organisation may wish to include the following:

- Additional training
- 2nd re-assessment (only if the failure was marginal)
- Further experience to be gained

All of the above should be considered and a rationale provided within the supporting procedure.

Safe Release of the Aircraft upon completion of the OJT

The organisation shall also detail its procedure to ensure that any aircraft released from maintenance, having had applicants undertaking OJT, meets the Part-145 requirements for the issue of a CRS, taking into account the following:

- Performance of any critical task (i.e. a task that meets the requirements of 145.A.48)
- Human factors (e.g. supervisors may be distracted from the task if they are supervising OJT)
- Any other factors such as lighting, facilities, shift handover, etc.

4. Simulation

The use of simulators or non-operational aircraft in OJT is not allowed, as the overall objective is to gain actual experience of conducting safe maintenance on live aircraft ([AMC to section 6 of Appendix III to Part-66 item 3](#)).

5. OJT Assessment

This assessment should be documented within a statement either within the OJT book itself or on a separate assessment record and signed accordingly. Assessment is completed by a designated assessor.

The function of the assessor, as described in section 6 of Appendix III to Part-66, is to conduct the final assessment of the completed OJT. This assessment should include confirmation of the completion of the required diversity and quantity of tasks and should be based on the supervisor(s) reports and feedback.

6. Approving the conduct of the OJT by the UK CAA

In order to hold the OJT privilege, the organisation must carry out the following:

- Provide a copy of their supporting internal quality audit against the requirements of Part 66 Appendix III and this CAP.
- Update their MOE (and ensure it complies with [CAP 2375](#)) with a thorough procedure either defined in Section 3.20 or referred out to a separate local procedure. Then provide the latest version to the CAA for approval.
- Designate a list of supervisors and assessors. This list may refer to the list of certifying staff in Section 1.6, or the staff responsible may be named in Section 3.20. In either case, the organisation should nominate the supervisors and assessors. Copies of their current authorisations should also be included, including authorisation as designated OJT supervisors/assessors.
- Develop an OJT logbook for the type of aircraft (and engine) that they wish to conduct the OJT on. The organisation must have the aircraft type on their scope of approval, and the logbook should be clearly identified as to whether it is for B1 or B2 staff. (A sample list of OJT tasks can be found in Appendices to AMC to Part 66 [Appendix II](#)).
- The OJT logbook should then be retained indefinitely for review by the CAA.

The organisation will submit the OJT logbook to the CAA for approval before any training under the logbook commences.

OJT shall cover a cross section of tasks acceptable to the CAA. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

Each task shall be signed off by the student and countersigned by a designated supervisor. The tasks listed shall refer to an actual job card/work sheet, etc.

Any application requesting the acceptance of any military-based platform must be addressed separately and, on a case-by-case basis.

The final assessment of the completed OJT is mandatory and shall be performed by an appropriately qualified, designated assessor.

Approval will be indicated through the inclusion and acceptance of procedures in the organisation's MOE Section 3.20 or referenced in a procedure's manual ([AMC to section 6 of Appendix III to Part-66 item 9](#)) and shall include processes such as:

- The assessment of the completed OJT
- The certification technique for the completed OJT, e.g., issuing a Certificate of Completion
- The qualification/training of the Supervisors and Assessors.
- The role of the Quality Department

These processes and the records produced will be audited during the organisation's oversight period by the Part-145 assigned surveyor.

OJT shall have been started and completed within the **3 years** preceding the application for a type rating endorsement.

The organisation should demonstrate a process that explains the qualification and authorisation of these personnel and how they are managed.

7. Qualifications

Supervisors play the biggest role in OJT and they should therefore:

- Have the relevant certifying privileges for the task.
- Be competent for the selected tasks
- Be safety orientated.
- Be capable to coach, mentor and when necessary, determine the need for extra or additional training
- Be designated by the approved maintenance organisation to carry out supervision

Assessors should have training and experience on the assessment process being undertaken and be authorised to do so by the organisation ([*AMC to section 6 of Appendix III to Part-66 item 8*](#)).

The organisation should demonstrate a process that explains the qualification and authorisation of these personnel and how they are managed.

8. What happens next?

The maintenance organisation should present the student with evidence of OJT completion that can be submitted to the CAA, with the Certificates of Recognition for Theory and Practical training, for their licence to be endorsed with the type rating.

In order to facilitate the verification of such evidence by the CAA, demonstration of the OJT shall consist of:

- Detailed worksheets/logbook, and
- A compliance report demonstrating how the OJT meets the requirements of Part 66.

The regulation does not state the nature of the compliance report; however, the sample shown in Appendix B gives an example of an acceptable means of compliance:

- Certificate of Completion – (See sample in Appendix C)
- A letter/statement of confirmation of completion
- The completed approved OJT logbook

For audit purposes, they should contain a reference to the Part-66 requirements with which the OJT complies and be cross-referenced to the student's original OJT logbook.

Records of the completed OJT logbooks should be retained by the Part-145 organisation to facilitate subsequent audits by the assigned Part-145 surveyor.

9. Contacts

Engineer Licensing – ELDWEB@caa.co.uk

Appendix A - Abbreviations

Abbreviations

DfT	Department of Transport
CAA	UK CAA
OJT	On the Job Training
AMC	Acceptable Means of Compliance
MOE	Maintenance Organisation Exposition
CRS	Certificate of Release to Service
CAP	Civil Aviation Publication

Appendix B - Example Compliance Report

CERTIFICATE OF COMPLETION (Compliance Report)

Reference: UK.145.****

The Certificate is issued to:

Date of Birth:

Place of Birth:

****NAME AND ADDRESS OF ORG****

Reference: UK.145.****

A maintenance organisation approved to provide On the Job Training (OJT) in accordance with Annex II (Part-145) of UK Regulation (EU) No. 1321/2014

This certificate conforms that the above-named person has completed the OJT course of training stated below and complies with the following.

(TYPE RATING AS PER PART 66 List)

<i>Requirement</i>	<i>Confirmed</i>
OJT completed at an approved UK Part 145 Organisation	YES / NO
Completed OJT covers a representative cross section of tasks from Part-66, Appendix II	YES / NO
Minimum 50% of applicable tasks to the category completed and are representative in nature	YES / NO
No more that 50% of the OJT completed before the completion of the Part 147 Type training	YES / NO
OJT Logbook supervised by designated supervisors and assessed by designated assessors.	YES / NO

Compliance Statement:

The competence of the delegate has been assessed together with the contents of this logbook, which contains the sufficient diversity and quantity of tasks to meet the requirements of Part-66 for the first type rating as per AMC to Section 6 of Appendix III to Part 66, (item 8).

Signed:

Compliance Monitoring Manager

Date:

Appendix C - Example OJT Logbook

[company Logo/Image]

[Company Name / Approved Maintenance Organisation]

Company Approval No:

Aircraft Type:

On The Job Training (OJT) Record Book

Location of OJT:

Aircraft/engine rating applied for:

Amendment Page

Issue number	Issue date	Change description

Student Details

STUDENT DETAILS			
Last name		First name(s)	
Date of birth	Licence no	Location of training	Part 145 approval number
Type Theory Course		Practical type training course	
Start date	End date	Start date	End date
<i>Training started and completed within 3 years of application.</i>			
Student signature		Date	

OJT Introduction

The objective of OJT is to gain the required competence and experience in performing safe maintenance.

OJT shall cover a cross section of tasks acceptable to the UK CAA. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task.

Each task shall be signed off by the student and countersigned by a designated supervisor.

The tasks listed shall refer to an actual job card/work sheet, etc and actual operational aircraft.

The use of simulators is not allowed

It shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

The final assessment of the completed OJT is mandatory and shall be performed by a designated assessor appropriately qualified.

In order to facilitate verification by the UK CAA on licence application demonstration of the OJT shall consist of:

- I. This workbook
- II. A completed Compliance Report demonstrating how the OJT meets the requirement of this Part.

OJT Procedure - example

See procedure xxxxxxxx details regarding the OJT process.

1. Mandatory tasks are indicated by an X in the M column. All mandatory tasks are to be completed where possible.
2. 50% of tasks per ATA chapter should be completed not including the mandatory tasks. These tasks are to represent a cross section of activities. In total 50% of the tasks in Part 66 Appendices to AMC Appendix II task list must be completed.
3. Up to 50% of the required tasks may be undertaken before type training.
4. All cells for each completed task must be filled in.
5. Only designated supervisors who have directly supervised the task may sign completed tasks.
6. The designated supervisor signing the task must have supervised and assessed the trainee during the task performance.
7. Tasks signed by the trainee must be tasks that the trainee has signed for on the maintenance paperwork.
8. It is recommended that the trainee keep a copy of the signed maintenance paperwork to evidence task completion.
9. Additional tasks completed can be recorded in the additional tasks section of this OJT record logbook or in available rows in the applicable ATA section.
10. Fault finding tasks are to be recorded in the Fault Finding and Troubleshooting section of this logbook.
11. The task maintenance data reference must be recorded.
12. False entries will result in the logbook being rejected and may be subject to disciplinary action.
13. The use of the same task to complete multiple OJT task requirements is not permissible.
14. The following task codes are used:
 - LOC – Location
 - FOT – Functional / Operational Test
 - SGH – Service and Ground Handling
 - INS – Inspection and Checks
 - R – Removal
 - I – Installation
 - MEL – Minimum Equipment List

Specimen Signatures

Name	Licence No/Title	Stamp	Signature
(Student Name)	XXXXXXXXXX/Student		
(Assessor Name)	XXXXXXXXXX/Assessor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		
(Supervisor Name)	XXXXXXXXXX/Supervisor		

ATA 05 – Time Limits / Maintenance Checks

Task #	ATA	Description of task & data ref	Aircraft Reg	Job card/work order/tech log,	M	Task code	Date	Trainee Signature	Supervisor Signature
1						INS			
2					X	LOC			
3						SGH			
4									
5									
6									
7									

Supervisor Comments

Record here comments on the performance of the student particularly noting areas requiring development.

Additional Tasks

Logbook Page X of X

Additional Tasks									
Task #	ATA	Description of task & data ref	Aircraft Reg	Job card/work order/tech log,	M	Task code	Date	Trainee Signature	Supervisor Signature
X									
X									
X									
X									
X									
X									
X									
Supervisor Comments									
<i>Record here comments on the performance of the student particularly noting areas requiring development.</i>									

Include a total tasks completed. This should be referenced to the total number of tasks available in AMC to Part 66 Appendix II task list for the appropriate category. 50% of the Appendix II tasks should be completed, not 50% of the logbook.

Supervisor Reports

Supervisor Report 1	
<p><i>The report is compiled by the supervisor and typically would review the performance of the student in the following typical areas: Use of manuals, documentation, technical knowledge, use of basic special tooling, airworthiness attitude, procedures, competence of the individual performing the task, direction for further improvement</i></p>	
Task date	Task:
	Report
Supervisor name:	Signature:
Date of report:	Stamp:

Supervisor Report 2

The report is compiled by the supervisor and typically would review the performance of the student in the following typical areas: Use of manuals, documentation, technical knowledge, use of basic special tooling, airworthiness attitude, procedures, competence of the individual performing the task, direction for further improvement

Task date Task:

Report

Supervisor name:

Signature:

Date of report:

Stamp:

Compliance Report

Student name:

Aircraft type rating:

Assessor Review

Assessor Signature/ Initial

OJT completed within an approved OJT maintenance organisation and all required content is included.

(AMC to Section 6 Appendix III (1), Part 66 Appendix III(6)(b))

A minimum of 50% of applicable tasks have been selected from Appendix II list of tasks with tasks selected from each applicable chapter.

(AMC to Section 6 Appendix III (4))

Each task has been signed by the student & a designated supervisor

(Part 66 Appendix III(6)(b))

Review of Training Plan /Schedule for the OJT

(AMC to Section 6 Appendix III (6))

All tasks have been started and completed within 3 years preceding the application

(Part 66 Appendix III (6) para 2, Part 66 Appendix III(5)(h)(2))

All tasks have been performed under direct supervision

(AMC to Section 6 Appendix III (2), (7))

Theory and Practical type training certificates are valid (3 years from course start date)

No Simulators / CBT allowed

(AMC to Section 6 Appendix III(3))

No more than 50% of the completed OJT have been completed prior to undertaking aircraft theoretical type training

(AMC to Section 6 Appendix III(5))

Review and assessment of the supervisor report(s), *these must be satisfactory (AMC to Section 6 Appendix III(7),(8))*

Confirmation the OJT contains the required quantity & diversity of tasks

Part 66 Appendix III(6)(b), AMC to Section 6 Appendix III(8))

Verify as the designated assessor you are identified, named and listed within the relevant company documents to perform the assessment

and supervisors are also designated for the supervision of students. *(AMC to Section 6 Appendix III(7),(8))*

I hereby certify I have reviewed the completed OJT Logbook and can confirm the student named above has completed the OJT in accordance with Part 66 appendix III section 6 – On-the-Job Training & AMC to Section 6 of Appendix III to Part 66 and that it contains the required quantity and diversity of tasks.

Assessor Name:

Assessor Signature:

Licence/Auth No:

Date:

Annex D - Example OJT Self-Audit Record

Audit Number	Organisation Name and Approval Number
Audit Start Date	Audit Type – OJT – Initial/Periodic/Change
Completed By	Completed Date
Instructions 1. All questions must be completed to demonstrate inclusion within the procedure and OJT logbook. 2. Each question response must be supported with a qualifying statement of objective sampling. 3. Refer to the associated sections of Part 66 for reference	Key REVIEWED: This regulation including all applicable subparts has been sampled. COMPLIANT: This regulation is Compliant to the organisation approval NO RESPONSE: Not reviewed during the audit

Audit Summary	
<i>To be completed post audit. Summary of the Audit.</i>	
1. OJT may only be carried out under the control of a maintenance organisation appropriately approved to maintain the particular type concerned. <i>Ref: Part-66 Appendix III (6), CAP 1530.</i>	
<input type="checkbox"/>	Reviewed
<input type="checkbox"/>	Compliant
2. It is not mandatory for a maintenance organisation to deliver OJT but in either case, the Maintenance Organisation Exposition (MOE) must indicate applicability. <i>Ref: Part-66 Appendix III (6), CAP 1530.</i>	
<input type="checkbox"/>	Reviewed
<input type="checkbox"/>	Compliant
3. Up to 50% of the required OJT can be undertaken before the aircraft theoretical type training starts. <i>Ref: AMC to Section 6 of Part-66, CAP 1530.</i>	
<input type="checkbox"/>	Reviewed
<input type="checkbox"/>	Compliant

4. At least 50% of the tasks contained in Appendix II to AMC to Part-66, shall be completed where relevant to the particular aircraft type and licence subcategory applied for. Tasks other than those in Appendix II to AMC to Part-66 can be considered as replacements when they are relevant.

Ref: Appendices to AMC to Part-66 Appendix II, AMC to Section 6 Part-66, CAP 1530.

Reviewed

Compliant

5. Tasks should be chosen for their variety, complexity, diversity, frequency, safety and novelty etc. (AMC to section 6 of Appendix III to Part-66 item 4). Tasks should also be achievable and relevant to the aircraft type.

Ref: Appendices to Part-66 Appendix III (6), CAP 1530.

Reviewed

Compliant

6. The logbook should contain a statement that a record of the completed tasks or group of tasks have been selected and completed based upon their variety and complexity. It is recognised that some organisations have less exposure to more technically difficult tasks, for example line stations.

Ref: Appendices to Part-66 Appendix III (6), CAP 1530.

Reviewed

Compliant

7. Consideration should be taken for the repetition of the tasks that are available, to allow for the requisite experience to be gained in conducting safe maintenance. Substantial repetition must be considered by the surveyor and be proportionate and within reason. Where possible the organisation should detail tasks that it expects to perform on a regular basis.

Ref: Appendices to AMC to Part-66 Appendix II, CAP 1530.

Reviewed

Compliant

8. It should be remembered that potential OJT participants may not have had any previous experience on the type concerned and that the only contact they have had was during Theory and Practical type training. *Ref: CAP 1530.*

Reviewed

Compliant

9. Task completion and feedback should be observed and stated in the approved logbook by the direct designated supervisor (mentor), who should oversee the entire task process and confirm completion in the logbook. The experience should be carried out on the specific aircraft type that is required for endorsement on the licence.

Ref: App to Annex III Part-66 Appendix III (6), AMC to Section 6 of Appendix III to Part-66, CAP 1530.

Reviewed

Compliant

10. Logbooks should be created for each licence category i.e. B1, B2 or B1 & B2 and each aircraft type i.e. airframe/engine combination, that they intend to support, detailing the required diversity and complexity of tasks to support an application.

Ref: App to Part-66 Appendix III (6), CAP 1530.

Reviewed

Compliant

11. Tasks need not always be direct reflection of the regulation and may be included depending upon the needs or the organisation and its operations. Typically examples of this maybe those such as:

- De-icing – Not relevant in hot or humid locations or operations.
- Hoists – Relevant to helicopter hoist operations.
- Floats – Relevant to marine or amphibious aircraft / helicopters.

Ref: AMC to Section 6 of Appendix III to Part-66, CAP 1530.

Reviewed

Compliant

12. The maintenance organisation should detail their procedure in Section 3.20 of the UK MOE, how they will plan their tasks around the maintenance of the aircraft and availability of the accepted supervisors, considering, as a minimum:

- Human Factors.
- Workload.
- Any critical tasks being performed.

Ref: 145.A.70(a) - AMC1 145.A.70(a), CAP 2375 MOE, CAP 1530.

Reviewed

Compliant

13. The procedure referred to in Section 3.20 shall detail the complete process for the supervision of any OJT task and should also detail what to do if the applicant does not have a positive assessment i.e., fails the OJT assessment during the period of OJT. The organisation may wish to include the following:

- Additional Training.
- 2nd Re-assessment (only if the failure was marginal).
- Further experience to be gained.

All of the above should be considered and a rationale provided within the supporting procedure.

Ref: 145.A.70(a) - AMC1 145.A.70(a), CAP 2375 MOE, CAP 1530.

Reviewed

Compliant

14. The organisation shall also detail their procedure ensuring that any aircraft being released from maintenance having had applicants undertaking OJT meets the Part 145 requirements for issue of a CRS, taking into account the following:

- Performance of any critical task (i.e. a task that meets the requirements of 145.A.48).
- Human Factors (Supervisors may be distracted from the task if they are supervising OJT).
- Any other factors such as lighting, facilities, shift handover etc.

Ref: AMC to Section 6 of Part-66, CAP 2375 MOE, CAP 1530.

Reviewed

Compliant

15. The use of simulators in OJT is not allowed, as the overall objective is to gain actual experience of conducting safe maintenance on live aircraft (AMC to section 6 of Appendix III to Part-66 item 3).

Ref: AMC to Section 6 of Appendix III to Part-66, CAP 1530.

Reviewed

Compliant

16. A final assessment of the completed OJT documentation is carried out to confirm the trainee has completed the required diversity and quantity of tasks (AMC to section 6 of Appendix III to Part-66 item 8). The final assessment is a review of the completed OJT record, including supervisor reports and task completion, to confirm compliance with Part-66 requirements. It is not a re-assessment of individual task performance. The final assessment should detail a statement/confirmation that the completion of the required diversity and quantity of OJT has been completed and that the supervisor reports and feedback (whether included in the logbook or retained separately) have been completed. (See Appendix B of this document). The final assessment is completed by an appropriately designated assessor.

Reviewed

Compliant

17. In order to hold the OJT privilege, the organisation must carry out the following:

- Provide a copy of their supporting internal quality audit.
- Update their MOE (IAW CAP 2375) with a thorough procedure either defined in Section 3.20 or referred out to a separate local procedure. Provide the latest version to the CAA for approval.
- Define a list of designated Supervisors/Assessors, list may refer to the list of Certifying staff in Section 1.6 or the staff responsible be named in Section 3.20. Include copies of their current authorisation.
- Develop an OJT logbook for the type(s) of aircraft that they wish to conduct the OJT on. The organisation must have the type on their scope of approval, and the logbook should be clearly identified as to whether it is for B1 or B2 staff. List of OJT tasks in App II to Part 66.
- The OJT logbook should then be retained indefinitely for review by the

Ref: CAP 1530

Reviewed

Compliant

18. To facilitate the approval of the OJT process by the CAA, the organisation shall produce the relevant worksheets or logbook, scheduling the list of tasks to be performed, for each type and a compliance report demonstrating how the OJT meets the requirements of Part-66. This could be as simple as a short narrative referencing the MOE procedures, Supervisors, Assessors, the 50% requirements and the regulation complied with. Alternatively, organisations may wish to use a format similar to the CAP 741 but this should be populated with the tasks to be accomplished and agreed with the CAA.

Ref: AMC to Section 6 of App III to Part-66, CAP 1530.

Reviewed

Compliant

19. OJT shall cover a cross section of tasks acceptable to the CAA. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

Each task shall be signed off by the student and countersigned by a designated supervisor. The tasks listed shall refer to an actual job card/work sheet, etc.

Ref: Appendices to AMC to Part-66 App II, App to Part-66 App III, AMC to Section 6 of App III to Part-66, CAP

Reviewed

Compliant

20. The final assessment of the completed OJT is mandatory and shall be performed by an appropriately qualified, designated assessor.

Ref: AMC to Section 6 of App III to Part-66, Appendices to Part-66 App III, Appendices to AMC to Part-66 Appendix III, CAP 1530.

Reviewed

Compliant

21. Approval will be indicated through the inclusion and acceptance of procedures in the organisation's MOE Section 3.20 or referenced in a Procedures manual (AMC to section 6 of Appendix III to Part-66 item 9) and shall include processes such as:

- The assessment of the completed OJT.
- The certification technique for the completed OJT, e.g., issuing a Certificate of Completion.
- The qualification/training of the Supervisors and Assessors.

Ref: Appendices to AMC to Annex III (Part-66) Appendix III, 145.A.70, CAP 1530

Reviewed

Compliant

22. It shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

Ref: Appendices to Annex III (Part-66) Appendix III, CAP 1530

Reviewed

Compliant

23. Supervisors play the biggest role in OJT and they should therefore:

- Have the relevant certifying privileges for the task.
- Be competent for the selected tasks.
- Be safety orientated.
- Be capable to coach, mentor and when necessary, determine the need for extra or additional training.
- Be designated by the approved maintenance organisation to carry out supervision.

Ref: Appendices to AMC to Annex III (Part-66) Appendix III, CAP 1530

Reviewed

Compliant

24. Assessors should have training and experience on the assessment process being undertaken and be authorised to do so by the organisation (AMC to section 6 of Appendix III to Part-66 item 8).

Ref: Appendices to AMC to Annex III (Part-66) Appendix III, Appendices to Annex III (Part-66) Appendix III, AMC to section 6 of Appendix III to Part-66, CAP 1530

Reviewed

Compliant

25. The maintenance organisation should present the student with evidence of OJT completion that can be submitted to the CAA, with the Certificates of Recognition for Theory and Practical training, for their licence to be endorsed with the type rating. In order to facilitate the verification of such evidence by the CAA, demonstration of the OJT shall consist of:

- Detailed worksheets/logbook, and
- A compliance report demonstrating how the OJT meets the requirements of Part 66.

Ref: Appendices to Annex III (Part-66) Appendix III, AMC to section 6 of Appendix III to Part-66, CAP 1530

Reviewed

Compliant

26. The regulation does not state the nature of the compliance report, however the sample demonstrated in Appendix C gives an example of acceptable means:

- Certificate of Completion – (See sample in Appendix C).
- A letter/statement of confirmation of completion.
- The completed approved OJT logbook.

For audit purposes, they should contain a reference to the Part-66 requirements the OJT complies with and be cross referenced to the student's original OJT logbook. Records of the completed OJT logbooks should be retained by the Part-145 organisation to facilitate subsequent audits by the assigned Part-145 surveyor.

Reference(s): CAP 1530

Reviewed

Compliant