



United Kingdom Civil Aviation Authority

UK REGULATION (EU) No. 1321/2014, ANNEX IV (PART 147)
COMPLIANCE CHECK LIST

		Survey Ref No: <i>CAA Use Only</i>
Organisation Name:		Part 147 Approval Number:
Address:		
Contact Name:	Tel No:	Email:
MTOE Reference:	CAA Regional Office:	
Compiled by; (Org):	Reviewed by; (CAA) <i>CAA Use Only</i>	Date:

Instructions for completion by applicant and CAA

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of Part 147 (column 1) by indicating in column (2) the MTOE or procedure reference, if any part is not relevant then N/A should be inserted in column (2). It should be stated in the comments column (3) why the part is not applicable.

Column (3) should give details of method of compliance for applicable paragraphs.

If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.

Once completed please return this document to the Regional Office Surveyor dealing with the Part 147 approval.

Column (4) RESULT is for CAA use only. The [UK Regulation \(EU\) No 1321/2014](#) should be consulted at all times when completing this compliance Check List

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.05 - Scope				
Requirements to qualify	147.A.05			
Part 147.A.10 - General				
Legal entity	147.A.10			
Part 147.A.15 - Application				
Application	147.A.15(a)			
Registered name and address of the applicant	147.A.15(b)			
Address of organisation requiring the approval	147.A.15(b)			
Scope of approval	147.A.15(b)			
Name and signature of accountable manager	147.A.15(b)			
Date of application	147.A.15(b)			
Part 147.A.100 – Facility Requirements				
Size and structure	147.A.100(a)			
Adequate accommodation 1) Max number of students 28 -knowledge training 2) Examination standard	147.A.100(b)			
Environment	147.A.100(c)			
Seperation of facilities	147.A.100(d)			
Appropriate facilities – examples of aircraft type	147.A.100(e)			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.100 (cont)				
Max number of students 15 per assessor (practical)	147.A.100(f)			
Office accomodation	147.A.100(g)			
Secure storage	147.A.100(h)			
Library	147.A.100(i)			

Part 147.A.105 – Personnel Requirements				
Accountable manger	147.A.105(a)			
Nominated postholders	147.A.105(b)			
Suffcient staff	147.A.105(c)			
Sub contract	147.A.105(d)			
Multi role individual	147.A.105(e)			
Experience & qualifications	147.A.105(f)			
Examiners & assessors	147.A.105(g)			
Continuation training (Update training)	147.A.105(h)			
Part 147.A.110 – Records of Instructors, Examiners and Assessors				
Records of Instructors, Knowledge examiners and practical assesors	147.A.110(a)			
Terms of Reference for Instructors, Knowledge examiners and practical assesors	147.A.110(b)			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.115 – Instructional Equipment				
Presentation equipment	147.A.115(a)			
Basic training workshop. Tools and equipment	147.A.115(b)			
Basic training workshop. Selection of aircraft, engines, aircraft parts and avionic equipment.	147.A.115(c)			
Access to appropriate aircraft type.	147.A.115(d)			
Part 147.A.120 – Maintenance and Training Material				
Training course material 1) Basic knowledge syllabus. 2) Type course content	147.A.120(a)			
Use of technical library	147.A.120(b)			
Part 147.A.125 - Records				
Records retained for <i>unlimited</i> period.	147.A.125			
Part 147.A.130 – Training Procedures and Quality System				
Procedures acceptable to the CAA. Training methods and tools	147.A.130(a)			
Independent audit function. Quality audits to cover the full scope of this part	147.A.130(b)1			
Quality System feedback	147.A.130(b)2			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.135 - Examinations				
Examination to be paper or electronic	147.A.135			
Security of examination questions	147.A.135(a)			
Student cheating	147.A.135(b)			
Examiner cheating	147.A.135(c)			
Part 147.A.140 – Exposition (MTOE)				
Layout of MTOE – see CAP 2376	147.A.140(a)			
Approval of ammendments	147.A.140(b)			
Indirect approval	147.A.140(c)			
Part 147.A.145 - Privileges of the maintenance training organisation				
Basic / Type / Examinations	147.A.145(a)			
Training may only be carried out at locations stated on approval certificate	147.A.145(b)			
Conduct of remote sites	147.A.145(c)			
Conduct of distance based learning	147.A.145(c)			
Subcontract of training	147.A.145(d)			
Examination approval - Only granted if full scope is approved on Form 11 approval certificate	147.A.145(e)			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.145 - Privileges of the maintenance training organisation (cont)				
Examination where training is not required	147.A.145(f)			
Part 147.A.150 - Changes to the maintenance training organisation				
Notification to competent authority <i>prior</i> to the change occurring	147.A.150(a)			
Conditions	147.A.150(b)			
Suspension or revocation	147.A.150(c)			
Part 147.A.155 - Continued Validity				
Validity to be <i>unlimited</i> subject to conditions	147.A.155(a)			
Approval to be returned to CAA	147.A.155(b)			
Part 147.A.60 – Findings				
Level 1 finding	147.A.160(a)			
Level 2 finding	147.A.160(b)			
Corrective action plan	147.A.160(c)			
Part 147.A.200 - The approved basic training course				
Basic training to consist of Knowledge training/knowledge examination, practical training and practical assessment	147.A.200(a)			
Knowledge training element to cover subject matter specified in Annex III (Part 66)	147.A.200(b)			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.200 - The approved basic training course (cont)				
Knowlwdge examination element shall cover a cross section of subject matter above (b)	147.A.200(c)			
Practical training to cover use of tooling/equipment and parts relevant to the module	147.A.200(d)			
Practical assessment	147.A.200(e)			
Duration of basic course iaw appendix I	147.A.200(f)			
Duration of conversion courses	147.A.200(g)			
Part 147.A.205 - Basic knowledge examinations				
Examination maybe attended without attending a basic course	147.A.205			
Comply with standard defined in Annex III (part 66)	147.A.205(a)			
Basic examination conducted without use of training notes	147.A.205(b)			
Cover cross representative section of subjects from the particular module as per Annex III (part 66)	147.A.205(c)			

REGULATION	PART 147 REFERENCE (1)	MTOE / PROCEDURE REFERENCE (2)	COMMENT (3)	RESULT (4)
Part 147.A.210 - Basic practical assessment				
Assessments shall be carried out during course by nominated practical assessors	147.A.210(a)			
Student to achieve an assessed pass as per 147.A.200(e)	147.A.210(b)			
Part 147.A.300 - Aircraft type / task training				
Type/task training as per Annex III (part 66) and 66.A.45	147.A.300			
Part 147.A.305 - Aircraft type examinations and task assessments				
Type training assessments as per Annex III (Part 66) and 66.A.45	145.A.305			