

# Application for Change to Approval, Remote Site or Distance Learning Approval - Annex IV Part-147

Please complete this form and submit through the CAA Application and Fee Submission System.



## FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

## 1. APPLICANT DETAILS

Registered Company Name (in full): .....

Registered Office Address: .....

..... Postcode: .....

Telephone: ..... Fax: .....

E-mail: .....

Trading Name: (if applicable) .....

Trading Address (primary site): .....

..... Postcode: .....

### Authorised Representative of the Maintenance Training Organisation

This application may be completed and signed by the Accountable Manager, a Nominated Person (Form 4 holder), or their designated deputy as identified within the approved exposition. The Accountable Manager retains overall accountability for compliance.

Title: ..... Forename: ..... Surname: .....

Position in Company: .....

Telephone No: ..... E-mail: .....

## 2. MAINTENANCE TRAINING ORGANISATION CAA REFERENCE NUMBER

UK.147.

- Applications for Remote Site applications must be made a minimum of 30 working days in advance of proposed training.
- For other changes to a Part 147 approval, applications must be received 12 weeks in advance of proposed training date.

## 3. APPLICATION

Application for: Change to Current 147 Approval ☐ Remote Site ☐ Distance Learning ☐

- **Change to Approval:** This should be ticked where the application is for one or more courses/sites to be added to the current approval held by the organisation.
- **Remote Site:** This should be ticked where the application is to add a site temporarily to the current approval.
- **Distance Learning:** This privilege is intended for UK CAA approved Part 147 Maintenance Training Organisations, who have initiated type training, and a period of compliance has been audited by the CAA. It is not intended that the distance learning privilege be issued to organisations who have not yet exercised the privileges of their approval.

Choose Regulation ☐ Choose Regulation ☐

Choose Regulation ☐ Choose Regulation ☐

Please tick all that apply in respect of this application at the current approved sites, or for a new site application.

**Basic training Examinations** - If the remote site is for the examination only of students who DID NOT attend the basic training course – Please contact your allocated surveyor so they may select the questions for the exam. 147.A.145(a)(v) refers.

**4. FACILITIES (please tick which applies and complete the address in respect of the site ticked)**

All Training Sites should be audited for suitability in advance of any training by the applicant organisation, and the audit reports are to be made available at the time of any CAA audit or forwarded for review when requested by the Nominated Surveyor. Remote sites will not be added issued to organisations who have not yet exercised the privileges of their approval, therefore cannot be applied for during initial application.

**a.** Add Main Site☐**b.** Change Main Site☐

Main Training Site Address

**c.** Add Additional Site☐**d.** Delete Additional Site☐

Additional Training Site Address

**5. REMOTE SITE / DISTANCE LEARNING (consider theory, practical, examination and assessment)**

Where an instructor is teaching from a location other than an approved site, this must be recorded as a remote site.

1. Proposed date training to commence and type  
(remote site or distance learning):

Date:

Remote site

☐

Distance learning

☐Proposed date training, including examination/  
assessment to be completed:  
(Remote Site and Distance Learning only)

Location(s) of remote site:

URL for CAA access during training – 147.A.140  
(Distance Learning)2. Proposed date training to commence and type  
(remote site or distance learning):

Date:

Remote site

☐

Distance learning

☐Proposed date training, including examination/  
assessment to be completed:  
(Remote Site and Distance Learning only)

Location(s) of remote site:

URL for CAA access during training – 147.A.140  
(Distance Learning)

|                                                                                                                                                                                   |                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 2. Proposed date training to commence and type<br>(remote site or distance learning):<br>Date: _____ Remote site <input type="radio"/><br>Distance learning <input type="radio"/> | Proposed date training, including examination/<br>assessment to be completed:<br>(Remote Site and Distance Learning only) |
| Location(s) of remote site:                                                                                                                                                       | URL for CAA access during training – 147.A.140<br>(Distance Learning)                                                     |

| 6a. APPLICATION FOR BASIC TRAINING COURSES AND / OR EXAMINATIONS<br>(Please tick all relevant courses and complete all appropriate details) |        |       |                                                                   |                          |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Class                                                                                                                                       | Rating |       | Limitations<br>(Tick course)                                      | Add Course               | Delete Course            | Proposed No. of Students |
|                                                                                                                                             |        |       |                                                                   | (Tick as applicable)     |                          |                          |
| Basic                                                                                                                                       | B1     | TB1.1 | Aeroplanes Turbine                                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TB1.2 | Aeroplanes Piston                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TB1.3 | Helicopters Turbine                                               | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TB1.4 | Helicopters Piston                                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             | B2     | TB2   | Avionics                                                          | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             | B2L    | TB2L  | Avionics (General Aviation)                                       | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             | B3     | TB3   | Piston-Engine Non-Pressurised Aeroplanes<br>2000Kg MTOM and below | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             | A      | TA.1  | Aeroplanes Turbine                                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TA.2  | Aeroplanes Piston                                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TA.3  | Helicopters Turbine                                               | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             |        | TA.4  | Helicopters Piston                                                | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                                                                                                                                             | L      | TL    | Sailplanes, Balloons and Airships                                 | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**6b. APPLICATION FOR TYPE TRAINING COURSES AND / OR EXAMINATIONS**

(please tick all relevant courses and complete all appropriate details. Type course IAW [UK Part 66 rating list engine/airframe combination](#). Include course combined categories and differences courses)

| Class       | Rating |    | Limitations<br>(Please complete for the applicable course) | Add Rating               | Delete Rating            | Proposed No. of Students |
|-------------|--------|----|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
|             |        |    |                                                            | (Tick as applicable)     |                          |                          |
| Type / Task | C      | T4 | State Aircraft Type and Engine:                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|             | B1     | T1 | State Aircraft Type and Engine:                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|             | B2     | T2 | State Aircraft Type and Engine:                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|             | A      | T3 | State Aircraft Type and Engine:                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**7. NOTES**

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Please complete in full to clarify any details in support of initial / variation applications and changes to the Part 147 approval

| 8. MANAGEMENT STRUCTURE    |                            |                                |
|----------------------------|----------------------------|--------------------------------|
| Position / Post            | Name (Surname, first name) | Licence Number (if applicable) |
| Accountable Manager        |                            |                                |
| Training Manager           |                            |                                |
| Quality Manager            |                            |                                |
| Examination Manager        |                            |                                |
| 147 Examiner (Invigilator) |                            |                                |
| 147 Examiner (Invigilator) |                            |                                |
| 147 Examiner (Invigilator) |                            |                                |

- Please complete in full for all initial applications and changes to approval
- Form SRG1705** ([www.caa.co.uk/SRG1705](http://www.caa.co.uk/SRG1705)) should additionally be forwarded to CAA for approval of key post-holders and any changes to such positions / posts.

| 9. CHARGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) <a href="#">Scheme of Charges</a> to be paid on application are enclosed herewith.</p> <p>NB: This application will not be processed until the applicable charges have been received.</p> <p>Total charges included are: £ .....</p> <p>Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:</p> <p>.....</p> <p><b>IMPORTANT NOTES:</b></p> <ul style="list-style-type: none"> <li><b>Additional Charges:</b> Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.</li> <li><b>Overseas Visits:</b> If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.</li> <li><b>Withdrawal/Cancellation of Approval:</b> In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the <a href="#">CAA Refund Policy</a> for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.</li> </ul> |

| 10. FINANCIAL DECLARATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.</li> <li>I enclose the charges payable on application in accordance with the <a href="#">Scheme of Charges</a></li> <li>I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.</li> </ul> <p>Name of Applicant: .....<br/>(as shown in 2 a), 2 b) or 2 c))</p> <p>Signature of Applicant, Authorised Representative<br/>or Accountable Manager (named in section 2): .....</p> <p>Date: .....</p> |

## 11. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

**Checklist for submission (please note, your application will be held if any required item below is not submitted):**

Form SRG1705 (number of key post holder nominations) maintenance training organisation exposition (MTOE)

Local procedures referenced from MTOE

Course approval (SF) forms

Training needs analysis (TNA) (per type course)

Audit of Distance Synchronised Learning (DSL) procedure including instructor training in DSL

List of instructors and examiners

Resource plan showing nominated persons time allocation

Internal compliance audit demonstrating compliance with Part 147/66 and including photos of any new facility

Copy of contract with any sub-contractor or access for practical/workshop training

Student training notes

Sample of exams

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

☐

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

☐

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and