



REPUBLIC OF MAURITIUS
DEPARTMENT OF CIVIL AVIATION

Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien

MCAR PART 147

**APPROVAL OF TRAINING
ORGANISATION**

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DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

FORWARD

Regulation 21 of the Civil Aviation Regulations 2007 as amended stipulates that the Authority has the responsibility of approving a person to provide or conduct any course of training or instruction; and approving a person as qualified to furnish reports to him; and authorizing a person to provide or conduct examinations or tests, and approve any course of training or instruction,

The objective of this Requirement is to ensure that Maintenance Training Organisations meet the requirements of this MCAR-PART 147 and that maintenance personnel are trained and qualified to an international standard and to assist the aviation industry in obtaining suitable competent staff.

This MCAR-PART Part 147 is based on ICAO DOC 7192 (Training Manual) Part D-1 Aircraft Maintenance (Technician/Engineer/Mechanic) and ICAO DOC 9841 Approval of Training Organisation, which provides where appropriate the contents of MCAR-PART-147 and the maintenance-training standard for maintenance certifying staff to comply with the requirements of MCAR-PART-66 requirements.

The MCAR-PART 147 prescribed procedural requirements and technical standards and guidelines for Organisations seeking approval as a Maintenance Training Organisation and to demonstrate to have the required facilities, resources and equipment, data, documentation and a system of quality control adequate for the scope of activities applied for.

This issue 3 Rev 0 of MCAR-PART-147 replaces issue 2 Rev 0 dated March 2013 and is issued by the Authority pursuant to the provision of Regulation 135 of the Civil Aviation Regulations 2007 as amended.

All Maintenance Training Organisation are required to implement the MCAR-PART 147 to fully comply with the same effective date mentioned in section MCAR-PART-147.3

All Maintenance Training Organisations approved under MCAR-PART-147 issue 2, dated March 2013, will have to demonstrate full compliance with this new issue 3 MCAR-PART-147 requirements by **30 September 2022**.

This MCAR-PART-147 Issue 3 Rev 0 will be effective as from 01 April 2022.



T POKHUN
Director of Civil Aviation

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

TABLE OF CONTENT

FORWARD	2
RECORD OF REVISIONS	3
TABLE OF CONTENT	4
SECTION 1 – REQUIREMENTS	7
SUB-PART A – GENERAL	7
147.A.05 Scope.....	7
MCAR-PART-147.1 General	7
MCAR-PART-147.3 Effectivity.....	7
MCAR-PART-147.5 Definitions	7
MCAR-PART-147.10 Applicability	8
MCAR-PART-147.15 Application.....	8
MCAR-AMC PART-147.15 Application	8
SUB-PART B -ORGANISATIONAL REQUIREMENTS	9
MCAR-PART-147.100 Facility requirements	9
MCAR-AMC-PART-147.100(i) Facility requirements	10
MCAR-PART-147.105 Personnel requirements	10
MCAR-AMC-PART-147.105 Personnel requirements	11
MCAR-AMC-PART-147.105(b) Personnel requirements.....	11
MCAR-GM-PART-147.105(f) Personnel requirements.....	11
MCAR-AMC-PART-147.105(h) Personnel requirements.....	12
MCAR-PART-147.110 Records of instructors, examiners and assessors.....	12
MCAR-AMC-PART-147.110 Records of instructors, examiners and assessors	12
MCAR-PART-147.115 Instructional equipment	13
MCAR-AMC-PART-147.115(c) Instructional equipment.....	13
MCAR-PART-147.120 Maintenance training material.....	14
MCAR-AMC-PART-147.120(a) Maintenance training material	14
MCAR-PART-147.125 Records.....	14
MCAR-PART-147.130 Training procedures and quality system	14
MCAR-PART-147.130(a) Training procedures and quality system.....	14
MCAR-AMC-PART-147.130(b) Training procedures and quality system.....	19
MCAR-PART-147.135 Examinations	21
MCAR-AMC-PART-147.135 Examinations	21

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-PART-147.140 Maintenance training organisation exposition	21
MCAR-AMC-PART-147.140 Maintenance training organisation exposition	22
MCAR-PART-147.145 Privileges of the maintenance training organisation	23
MCAR-AMC-PART-147.145(d) Privileges of the Maintenance training organisation	24
MCAR-AMC-PART-147.145(f) Privileges of the maintenance training organisation	25
MCAR-PART-147.150 Changes to the maintenance training organisation	25
MCAR-PART-147.155 Continued validity	26
MCAR-PART-147.160 Findings.....	26
SUB-PART C -THE APPROVED BASIC TRAINING COURSE	27
MCAR-PART-147.200 The approved basic training course.....	27
MCAR-AMC-PART-147.200(b) The approved basic training course	27
MCAR-AMC 147.200(d) The approved basic training course	27
MCAR-AMC 147.200(f) The approved basic training course	27
MCAR-AMC 147.200(g) The approved basic training course	28
MCAR-PART-147.205 Basic knowledge examinations.....	28
MCAR-AMC 147.205 Basic knowledge examinations	29
MCAR-PART-147.210 Basic practical assessment	29
MCAR-AMC 147.210(a) Basic practical assessment.....	29
MCAR-AMC 147.210(b) Basic practical assessment.....	29
SUB-PART D -AIRCRAFT TYPE/TASK TRAINING	30
MCAR-PART-147.300 Aircraft type/task training	30
MCAR-AMC 147.300 Aircraft type/task training.....	30
MCAR-PART-147.305 Aircraft type examinations and task assessments	30
APPENDIX TO MCAR PART 147	31
Appendix 1 - BASIC TRAINING COURSE DURATION	31
Appendix 2 - MAINTENANCE TRAINING ORGANISATION EXPOSITION	32
AMC to Appendix II to Part-147 — Maintenance Training Organisation Approval	35
Appendix III — Certificates of Recognition referred to MCAR- Part-147) — DCA Forms 148 and 149.....	36
AMC to Appendix III to Part-147 — Certificates of Recognition referred to in MCAR (Part-147) — DCA Forms 148 and 149	38
Appendix IV - TYPICAL EXAMPLE OF AN APPROVED COURSE CERTIFICATE.....	38
APPENDICES TO AMC TO MCAR PART-147.....	40
Appendix I — Maintenance training organisation exposition (MTOE)	40
Appendix II — DCA Form 4.....	42
Appendix III — DCA Form 22.....	46

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

Appendix IV — DCA Form 12 54

SECTION 1 – REQUIREMENTS

SUB-PART A – GENERAL

147.A.05 Scope

This section establishes the requirements to be met by organisations seeking approval to conduct training and examination as specified in MCAR-Part-66.

MCAR-PART-147.1 General

Pursuant to Regulation 21 of the Civil Aviation Regulation, the MCAR-PART-147 prescribes the requirements for the approval of a maintenance-training organization, approving a person to provide or conduct any course of training or instruction; and approving a person as qualified to furnish reports to him; and authorising a person to provide or conduct examinations or tests, and approve any course of training or instruction,

The issue of a maintenance training organisation approval shall be dependent upon the organisation demonstrating compliance with the requirements of the MCAR-PART-147 and all other applicable requirements published pursuant to the provision of Regulation 135 of the Civil Aviation Regulations 2007 as amended by the Authority.

MCAR-PART-147.3 Effectivity

The MCAR-PART-147 for approval of maintenance training organisations is effective as from 01 April 2022.

MCAR-PART-147.5 Definitions

For the purpose of this MCAR-PART -147, the following definitions shall apply:

‘Accountable Manager’ means the manager who has corporate authority for ensuring that training can be finance and carried out to the standards required by the Authority.

‘Assessors’ are persons authorised by the maintenance training organisation to conduct practical training assessment.

‘Examiners’ are persons authorised by the maintenance training organisation to conduct theoretical knowledge examination.

‘Instructors’ are persons authorised by the maintenance training organisation to conduct theoretical instruction and/or practical training.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-PART-147.10 Applicability

This MCAR-PART-147 establishes the requirements to be met by organisations seeking approval to conduct:

- (a) training and examination as specified in MCAR-PART-66.
- (b) training and examination for qualifying certifying staff of MCAR-PART-145 organisations holding Class C ratings.

MCAR-PART-147.15 Application

- (a) An application for an approval or for the amendment of an existing maintenance training organisation approval shall be made in a form and manner prescribed by the Authority.
- (b) An application for an approval or change to an approval shall include the following information:
 - 1. the registered name and address of the applicant;
 - 2. the address of the organisation requiring the approval or change to the approval;
 - 3. the intended scope of approval or change to the scope of approval;
 - 4. the name and signature of the accountable manager;
 - 5. the date of application.
- (c) An applicant who meets the requirements of this MCAR-PART-147 and has paid any charges prescribed by the Authority may be granted a maintenance training organisation approval.

MCAR-AMC PART-147.15 Application

The application form should contain the information required in the **DCA Form 12**

SUB-PART B -ORGANISATIONAL REQUIREMENTS

MCAR-PART-147.100 Facility requirements

- (a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
 - (1) The maximum number of students undergoing knowledge training during any training course shall not exceed **28**.
 - (2) The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (c) The sub-paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the maintenance training organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The Authority shall require access to any such organisation and the written agreement shall specify this access.
- (e) In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in MCAR-PART-147.115(d).
- (f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (g) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- (h) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in MCAR-PART-147.125. The storage facilities and office accommodation may be combined, subject to adequate security.
- (i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-AMC-PART-147.100(i) Facility requirements

1. For approved basic maintenance training courses this means holding and ensuring reasonable access to copies of all Parts and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and component records, release documentation, procedures manuals and aircraft maintenance programmes.
2. Except for the Parts and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionic documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

MCAR-GM-PART-147.100(i) Facility requirements

Where the organisation has an existing library of regulations, manuals and documentation required by another Part, it is not necessary to duplicate such a facility subject to student access being under controlled supervision.

MCAR-PART-147.105 Personnel requirements

- (a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Requirement.
- (b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance the requirements of this Part, shall be nominated. Such person(s) must be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in point (a).
- (c) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
- (d) By derogation to point (c), when another organisation is used to provide practical training and assessments, such other organisation's staff may be nominated to carry out practical training and assessments.
- (e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with point (f).
- (f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the Authority.
- (g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

- (h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

MCAR-AMC-PART-147.105 Personnel requirements

1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organisation on a day-to-day basis. Such person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph MCAR-PART-147.130(b) and an examination manager with the responsibility of managing the relevant MCAR-PART-147 Sub-PART C or Sub-PART D examination system. Such person(s) may also be an instructor and/or examiner.
2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the sub-paragraph (1) positions subject to the Authority verifying and being satisfied that all functions can be properly carried out in combination.
3. When the organisation is also approved against other Requirement which contain some similar functions then such functions may be combined.

MCAR-AMC-PART-147.105(b) Personnel requirements

With the exception of the accountable manager, a DCA Form 4 should be completed for each person nominated to hold a position required by MCAR-PART-147.105(b). An example of a DCA Form 4 is included the Appendix.

MCAR-GM-PART-147.105(c) Personnel requirements

The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

MCAR-AMC-PART-147.105(f) Personnel requirements

Any person currently accepted by the Authority in accordance with the national aviation regulations in force prior to MCAR-PART-147 coming into force may continue to be accepted in accordance with MCAR-PART-147.105(f).

MCAR-GM-PART-147.105(f) Personnel requirements

It is recommended that potential instructors be trained in instructional techniques.

MCAR-GM-PART-147.105(g) Personnel requirements

Examiners should demonstrate a clear understanding of the examination standard required by MCAR-Part-66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-AMC-PART-147.105(h) Personnel requirements

Updating training should normally be of **35 hours** duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner.

MCAR-GM-PART-147.105(h) Personnel requirements

1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.
2. The updating training may be subdivided during the **24 months** into more than one element and may include such activities as attendance at relevant lectures and symposiums.

MCAR-PART-147.110 Records of instructors, examiners and assessors

- (a) The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.
- (b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

MCAR-AMC-PART-147.110 Records of instructors, examiners and assessors

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
 - (a) Name
 - (b) Date of Birth
 - (c) Personnel Number
 - (d) Experience
 - (e) Qualifications
 - (f) Training history (before entry)
 - (g) Subsequent Training
 - (h) Scope of activity
 - (i) Starting date of employment/contract
 - (j) If appropriate – ending date of employment/contract.
2. The record may be kept in any format but should be under the control of the organisations quality system.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. The Authority is an authorised person when investigating the records system for initial and continued approval or when the Authority has cause to doubt the competence of a particular person.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-GM-PART-147.110 Records of instructors, examiners and assessors

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

MCAR-PART-147.115 Instructional equipment

- (a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- (b) The basic training workshops and/or maintenance facilities as specified in MCAR-PART-147.100(d) must have all tools and equipment necessary to perform the approved scope of training.
- (c) The basic training workshops and/or maintenance facilities as specified in MCAR-PART-147.100(d) must have an appropriate selection of aircraft, engines, aircraft parts and avionics equipment.
- (d) The aircraft type-training organisation as specified in MCAR-PART-147.100(e) must have access to the appropriate aircraft type. Synthetic training devices may be used when the Authority is satisfied that such synthetic training devices ensure adequate training standards.

MCAR-GM-PART-147.115(a) Instructional equipment

1. Synthetic training devices are working models of a particular system or component and include computer simulations.
2. A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.

MCAR-AMC-PART-147.115(c) Instructional equipment

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of PART-66 being instructed. For example, the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.
2. Appropriate aircraft, engines, aircraft parts and avionics equipment means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example category B2 avionic training should require amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

3. 'Access' may be interpreted to mean, in conjunction with the facilities requirement of MCAR-PART-147.100(d), that there may be an agreement with a maintenance organisation approved under MCAR-PART-145 to access such parts, etc.

MCAR-PART-147.120 Maintenance training material

- (a) Maintenance training course material shall be provided to the student and cover as applicable:
- (1) the basic knowledge syllabus specified in MCAR Part-66 for the relevant aircraft maintenance licence category or subcategory and,
 - (2) the type course content required by MCAR Part-66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- (b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in MCAR-PART-147.100 (i).

MCAR-AMC-PART-147.120(a) Maintenance training material

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided, a written warning to this effect should be given.

MCAR-PART-147.125 Records

The organisation shall keep all student training, examination and assessment records for an unlimited period.

MCAR-PART-147.130 Training procedures and quality system

- (a) The maintenance training organisation shall establish procedures acceptable to the Authority to ensure proper training and examination standards and compliance with all relevant requirements in this MCAR-PART-147.
- (b) The maintenance training organisation shall establish a quality system including:
- (1) an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
 - (2) a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in point MCAR-PART-147.105(a) to ensure, as necessary, corrective action.

MCAR-PART-147.130(a) Training procedures and quality system

This guidance material provides some clarifications for the incorporation of new training methods and training technologies in the procedures for aircraft maintenance training.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

The classic training method is a teacher lecturing the pupils in a classroom. Commonly the training tools are a blackboard and training manuals. New technologies make it possible to develop new training methods and use other training tools, e.g. multimedia-based training and virtual reality. A combination of several training methods/tools is recommended in order to increase the overall effectiveness of the training.

Simulation cannot be eligible as a sole training or assessment tool for basic hand skills such as wiring, welding, drilling, filing, wire locking, riveting, bonding or any other skill where competence may only be achievable by performing a hands-on activity.

Three tables are provided to illustrate the possibilities for the use of different training methods and tools:

Table 1: Training tools

Table 2: Training methods

Table 3: Combination of training methods and tools and their use

Table 1 lists existing training tools that may be selected for basic training.

Table 1: Training Tools

Training tools		Description
1.	Slideshow presentation	A structured presentation of slides.
2.	Manuals	Comprehensive and controlled publication of a particular topic.
3.	Computer (desktop PC, laptop, etc.)	An electronic processing device that can hold and display information in various media.
4.	Mobile devices (such as, but not limited to, tablets, smart phones, etc.)	A mobile electronic processing device that can hold and display information in various media.
5.	Videos	Electronic media for broadcasting moving visual images.
6.	MSTD — Maintenance simulation training device	A training device that is intended to be used in maintenance training, examination, and/or assessment for a component, system or entire aircraft. The MSTD may consist of hardware and software elements.
7.	Mock-up	A scaled or full-size replica of a component, system or entire aircraft that preserves (i.e. is an exact replica of) the geometrical, operational or functional characteristics of the real component, system or entire aircraft for which maintenance training is delivered with the use of such a replica.
8.	Virtual reality	A computer-generated three-dimensional (3D) environment which can be explored and possibly interacted with.
9.	MTD — Maintenance training device	Maintenance training device is any training device other than an MSTD used for maintenance training

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

Training tools		Description
		and/or examination and/or assessment. It may include mock-ups.
10.	Real aircraft	A suitable aircraft whose condition allows teaching a selection of maintenance tasks that are representative of the particular aircraft or of the aircraft category. 'Suitable' means an aircraft of the type or licence (sub)category (if the licence (sub)category aircraft is outfitted with the same equipment subject to the particular lesson module(s) and is sufficiently similar so that the lesson objective(s) can be satisfactorily accomplished) for type training, or an aircraft representative of the licence (sub)category for basic training, and excludes 'virtual aircraft'. 'Condition' means that the aircraft is equipped with its main components and that the systems can be activated/operated when this is required by the learning objectives.
11.	Aircraft component	A suitable aircraft component used to teach specific maintenance tasks off-the-wing. This may include but is not limited to tasks such as borescope inspections, minor repairs, testing, or the assembly/disassembly of sub-components. 'Suitable' means that the condition of the component should fit the learning objectives of the tasks and, when appropriate, may feature existing defects or damages.
12.	Augmented reality	An enhancement (modification, enrichment, alteration or manipulation) of one's current perception of reality elements of a physical, real-world environment following user's inputs picked up by sensors transferred to rapid streaming computer images. By contrast, virtual reality replaces the real world with a simulated one.
13.	Embedded training	A maintenance training function that is originally integrated into the aircraft component's design (i.e. a centralised fault display system).
14.	Classroom	A physical, appropriate location where learning takes place.
15.	Virtual classroom	A simulated, not physical, location where synchronous learning takes place.
16.	Virtual aircraft	A simulated, not physical, aircraft that may be used in theoretical training, practical training, examination or assessment.
<p>Note: Synthetic training devices (STDs) is a generic term used for systems using hardware and/or software, simulating the behaviour of one or more aircraft systems or a complete aircraft, such as maintenance simulation training devices (MSTDs), maintenance training devices (MTDs) and flight simulation training devices (FSTDs).</p>		

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

Table 2 lists existing training methods that may be selected for basic training.

Table 2: Training methods

Training method	Description	Instructor-centred ⁽¹⁾	Student-centred ⁽²⁾	Blended training ⁽³⁾
Assisted learning (mentoring)	Assisted learning or mentorship represents an ongoing, close relationship of dialogue and learning between an experienced /knowledgeable instructor and a less experienced/knowledgeable student in order to develop experience/knowledge of students.	x	x	x
Computer-based training (CBT)	CBT is any interactive means of structured training using a computer to deliver a content. (Note: Not to be confused with competency-based training that also uses the acronym 'CBT')	x	x	x
Demonstration	A method of teaching by example rather than explanation.	x		x
Distance learning asynchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is asynchronous if the teacher and the students do not interact at the same time.		x	x
Distance learning synchronous	Distance learning reflects training situations in which instructors and students are physically separated. It is synchronous if the teacher and the students interact at the same time (real time).	x		x
e-learning	Training via a network or electronic means, with or without the support of instructors (e-tutors).	x	x	x
Lecturing (instructor-led/face to face)	Practice of face-to-face delivery of training and learning material between an instructor and students, either individuals or groups.	x		x

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

Training method	Description	Instructor-centred ⁽¹⁾	Student-centred ⁽²⁾	Blended training ⁽³⁾
Mobile learning (M-learning)	Any sort of learning that happens when the student is not at a fixed, predetermined location, using mobile technologies.	x	x	x
Multimedia-based training ⁽⁴⁾	Any combined use of different training media.	x	x	x
Simulation	Any type of training that uses a simulator imitating a real-world process or system.	x	x	x
Web-based training (WBT)	Generic term for training or instruction delivered over the internet or an intranet using a web browser.	x	x	x

Note: The purpose of this table is to provide a short definition for each associated training method and to relate each method to the focus of the learning. It is not meant to comprehensively explore and identify the capabilities of each training method herein included.

(1) 'Instructor-centred' means that the instructor is responsible for teaching the student.

(2) 'Student-centred' means that the student is responsible for the learning progress. (3) 'Blended training' includes different instructional methods and tools, different delivery methods, different scheduling (synchronous/asynchronous) or different levels of guidance. Blended training allows the integration of a range of learning opportunities.

(4) 'Multimedia-based training' by definition uses various media to achieve its objective, thus, none of the single media listed is per se a complete solution for training.

Table 3 presents the combination of training methods and tools that may be taken into account for theoretical and practical training.

The table is intended to support potential delivery methods. Additional training methods and further use of those methods could be acceptable to the Authority when demonstrated as supporting learning objectives.

Table 3: Combination of training methods and tools and their use

Training method	Training tools	Theoretical elements			Practical elements	OJT	Learning objectives		
		Level 1	Level 2	Level 3			Knowledge	Skills	Attitude
See Table 2	See Table 1								
Lecturing (instructor-led /face to face)	1,2,3,5, 6,7,8,9, 10,11,1 2,13,14, 16	x	x	x	x	X only type	x	x	X only type
Assisted learning (mentoring)	1,2,3,5, 6,7,8,9, 10,11,1	x	x	x	X	X only type	x	x	X only type

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

Training method	Training tools	Theoretical elements			Practical elements	OJT	Learning objectives		
		Level 1	Level 2	Level 3			Knowledge	Skills	Attitude
See Table 2	See Table 1								
e-learning	2,13,14,15,16	x	x	X ⁽¹⁾	X ⁽¹⁾		x	X ⁽¹⁾	X ⁽¹⁾
Computer-based training	1,2,3,4,5,8,12,14,15,16	x	x	x	X ⁽¹⁾		X only type	X ⁽¹⁾	
Multimedia-based training	1,2,3,4,5,8,12,13,14,15,16	x	x	x	X ⁽¹⁾		X only type	X ⁽¹⁾ only type	X ⁽¹⁾
Web-based training (WBT)	1,2,3,4,5,8,12,14,15,16	x	x	X ⁽¹⁾	X ⁽¹⁾		X only type	X ⁽¹⁾ only type	X ⁽¹⁾
M-learning	1,2,3,4,5,12,15,16	x	x	X ⁽¹⁾	X ⁽¹⁾		X ⁽¹⁾ Type unlimited	X ⁽¹⁾	
Distance learning synchronous	1,2,3,4,5,8,15,16	x	x	X ⁽¹⁾			X ⁽¹⁾ Type unlimited	X ⁽¹⁾	X ⁽¹⁾ Type unlimited
Demonstration	1,2,3,5,6,7,8,9,10,11,12,13,14,15,16	x	x	X ⁽¹⁾	x	X ⁽¹⁾ only type	x	x	X ⁽¹⁾ only type
Simulation	1,3,4,6,7,8,9,10,12,14,15(1),16	x	x	X ⁽¹⁾	x		x	x	X only type

This table relates a given training method to a list of acceptable training tools (code), oriented to deliver the theoretical elements, practical elements or on-the-job training associated with their specific learning objectives.

(1) Limited suitability. It means that the respective training method may be used but with limited results, thus requiring the support of a complementary training method to fulfil the learning objectives. NOTE: Instructor (human) involvement should be considered in Basic Knowledge Modules 9A/9B.

MCAR-AMC-PART-147.130(b) Training procedures and quality system

- The independent audit procedure should ensure that all aspects of MCAR-PART-147 compliance should be checked at least once in every **12 months** and may be carried out as one complete single exercise or subdivided over a **12-month period** in accordance with a scheduled plan.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

2. In a small maintenance training organisation the independent audit function may be contracted to another maintenance training organisation approved under MCAR-PART-147 or a competent person acceptable to the Authority. Where the small training organisation chooses to contract the audit function it is conditional on the audit being carried out twice in every **12-month period** with one such audit being unannounced.
3. Where the maintenance training organisation is also approved to another Part requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the sub-contract control system:
 - (i) a pre audit procedure should be established whereby the MCAR-PART-147 approved maintenance training organisation' should audit a prospective sub-contractor to determine whether the services of the sub-contractor meet the intent of MCAR-PART-147.
 - (ii) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the MCAR-PART-147 standard.
 - (iii) the sub-contract control procedure should record audits of the sub-contractor and to have a corrective action follow-up plan.
5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

MCAR-GM-PART-147.130(b) Training procedures and quality system

1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with MCAR-PART-147.
2. The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.
4. A large training organisation (an organisation with the capacity to provide training for 50 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an organisation with the capacity to

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning and implementation being under the control of the quality manager.

5. The management control and follow up system should not be contracted to outside persons. The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day to day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

MCAR-PART-147.135 Examinations

- (a) The examination staff shall ensure the security of all questions.
- (b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least **12 months** after the date of the incident. The Authority shall be informed of any such incident together with the details of any enquiry within **one calendar month**.
- (c) Any examiner found during an examination to be providing answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The Authority shall be informed of any such occurrence within **one calendar month** and provided with details of any inquiry within **one calendar month**.

MCAR-AMC-PART-147.135 Examinations

1. Examinations may be computer- or hard-copy-based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.

MCAR-GM-PART-147.135 Examinations

The Authority will determine when or if the disqualified examiner may be reinstated.

MCAR-PART-147.140 Maintenance training organisation exposition

- (a) The maintenance training organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information:

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

- (1) a statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organisation's compliance with this MCAR-PART-147 and shall be complied with at all times.
 - (2) the title(s) and name(s) of the person(s) accepted by the Authority in accordance with MCAR-PART -147.105(b).
 - (3) the duties and responsibilities of the person(s) specified in sub-paragraph (a) (2), including matters on which they may deal directly with the Authority on behalf of the maintenance training organisation.
 - (4) a maintenance training organisation chart showing associated chains of responsibility of the person(s) specified in sub-paragraph (a) (2).
 - (5) a list of the training instructors, knowledge examiners and practical assessors, which may be kept in a separate document.
 - (6) a general description of the training and examination facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by MCAR-PART-147.145(b).
 - (7) a list of the maintenance training courses which form the extent of the approval.
 - (8) the maintenance training organisation's exposition amendment procedure.
 - (9) the maintenance-training organisation's procedures and internal quality assurance system as required by MCAR-PART-147.130(a).
 - (10) the maintenance-training organisation's control procedure, as required by MCAR-PART-147.145(c), when authorised to conduct training, examination and assessments MCAR-PART-147 in locations different from those specified in MCAR-PART-147.145(b).
 - (11) a list of the locations pursuant to MCAR-PART-147.145 (b).
 - (12) a list of organisations, if appropriate, as specified in MCAR-PART-147.145(d).
- (b) The maintenance training organisation's exposition and any subsequent amendments shall be approved by the Authority.
- (c) Notwithstanding point (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).

MCAR-AMC-PART-147.140 Maintenance training organisation exposition

1. A recommended format of the exposition is included in Appendix 1.
2. When the maintenance training organisation is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part may form the basis of the maintenance training organisation exposition in a combined

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

document, as long as the other exposition contains the information required by MCAR-PART-147.140 and a cross reference index is included based upon Appendix 1.

3. When training or examination is carried out under the sub-contract control system the maintenance training organisation exposition should contain a specific procedure on the control of sub-contractors as per Appendix 1 item 2.18 plus a list of sub-contractors as required by MCAR-PART-147.140(a) 12 and detailed in Appendix 1 item 1.7.
4. The Authority may approve a delegated exposition approval system for all changes other than those affecting the approval.

MCAR-PART-147.145 Privileges of the maintenance training organisation

- (a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
 - (i) basic training courses to the MCAR-PART-66 syllabus, or part thereof. Aircraft type/task training courses in accordance with MCAR-PART-66.
 - (ii) aircraft type/task training courses in accordance with MCAR-PART-66.
 - (iii) the examination of students who attended the basic or aircraft type training course at the maintenance training organisation.
 - (iv) the examination of students who did not attend the aircraft type training course at the maintenance training organisation.
 - (v) the examination of students who did not attend the basic training course at the maintenance training organisation, provided that:
 - (1). the examination is conducted at one of the locations identified in the approval certificate, or
 - (2). if performed at locations not identified in the approval certificate, as permitted by points (b) and (c), either
 - the Authority selects the questions for the examination;
 - (vi) the issue of certificates in accordance with Appendix 3 following successful completion of the approved basic or aircraft type training courses and examinations specified in points (a)(1), (a)(2), (a)(3), (a)(4) and (a)(5), as applicable..
- (b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organisation exposition.
- (c) By derogation to point (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the point (b) locations in accordance with a control procedure specified in the

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.

- (d). (1) The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to an organisation not approved in accordance with the MCAR-PART-147 only when under the control of the maintenance training organisation quality system.
- (2) The subcontracting of basic theoretical training is limited to MCAR-PART -66, , Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
- (3) The subcontracting of type training and examination is limited to power plant and avionics systems.
- (e) An organisation may not be approved to conduct only examinations unless approved to conduct training.
- (f) By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

MCAR-AMC-PART-147.145(d) Privileges of the Maintenance training organisation

1. When training or examination is carried out under the sub-contract control system it means that for the duration of such training or examination, the MCAR-Part-147 approval has been temporarily extended to include the sub-contractor. It therefore follows that those parts of the sub-contractor's facilities, personnel and procedures involved with the MCAR-PART-147 approved maintenance training organisation's students should meet requirements of MCAR-PART-147 for the duration of that training or examination and it remains the MCAR-PART-147 organisation's responsibility to ensure such requirements are satisfied.
2. The maintenance training organisation approved under MCAR-PART-147 is not required to have complete facilities and personnel for training that it needs to sub-contract but it should have its own expertise to determine that the sub-contractor meets the MCAR-PART-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of MCAR-PART-66 and the aircraft technologies are appropriate.
3. The contract between the maintenance training organisation approved under MCAR-PART-147 and the sub-contractor should contain:
 - a provision for the Authority to have right of access to the sub-contractor;
 - a provision for the sub-contractor to inform the MCAR-PART-147 approved maintenance training organisation of any change that may affect its MCAR-PART-147 approval, before any such change takes place.

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

MCAR-GM-PART-147.145(d) Privileges of the maintenance training organisation

1. The pre audit procedure should focus on establishing compliance with the training and examination standards set out in MCAR-PART-147 and MCAR-PART-66.
2. The fundamental reason for allowing a maintenance training organisation approved under MCAR-PART-147 to sub-contract certain basic theoretical training courses is to permit the approval of maintenance training organisations, which may not have the capacity to conduct training courses on all MCAR-PART-66 modules.
3. The reason for allowing the subcontracting of training modules 1 to 6 and 8 to 10 only is, most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in 147.A.200 does not apply to them. On the contrary, training modules 7 and 11 to 17 are specific to aircraft maintenance and include the practical training element as specified in 147.A.200. The intent of the 'limited subcontracting' option as specified in 147.A.145 is to grant PART-147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

MCAR-GM-PART-147.145(d)3 Privileges of the maintenance training organisation

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionics systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the MCAR-PART-147 organisation itself).

MCAR-AMC-PART-147.145(f) Privileges of the maintenance training organisation

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

- The development and the conduct of the type examination;
- The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

MCAR-PART-147.150 Changes to the maintenance training organisation

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

- (a) The maintenance training organisation shall notify the Authority of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the Authority to determine continued compliance with this MCAR-PART-147 and to amend if necessary the maintenance training organisation approval certificate.
- (b) The Authority may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the Authority determines that the maintenance training organisation approval must be suspended.
- (c) Failure to inform the Authority of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.

MCAR-PART-147.155 Continued validity

- (a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:
 - (1) the organisation remaining in compliance with this Requirement, in accordance with the provisions related to the handling of findings as specified in point 147.B.130; and;
 - (2) the Authority being granted access to the maintenance training organisation to determine continued compliance with this MCAR-PART-147; and
 - (3) the payment of any charges prescribed by the Authority. Failure to pay entitles the Authority to suspend, but does not automatically render the approval invalid.
- (b) Upon surrender or revocation of the maintenance training organisation approval, the certificate of approval shall be returned to the Authority.

MCAR-PART-147.160 Findings

- (a) A level 1 finding is one or more of the following:
 - 1. any significant non-compliance with the examination process which would invalidate the examination(s),
 - 2. failure to give the Authority access to the organisation's facilities during normal operating hours after two written requests,
 - 3. the lack of an accountable manager,
 - 4. a significant non-compliance with the training process.
- (b) A level 2 finding is any non-compliance with the training process other than level 1 findings.
- (c) After receipt of notification of findings according to point MCAR-Part-147.130, the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Authority within a period agreed with this Authority.

SUB-PART C -THE APPROVED BASIC TRAINING COURSE

MCAR-PART-147.200 The approved basic training course

- (a) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.
- (b) The knowledge training element shall cover the subject matter for a category or subcategory aircraft maintenance licence as specified in MCAR-Part-66.
- (c) The knowledge examination element shall cover a representative cross section of subject matter from the point (b) training element.
- (d) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/ assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular MCAR-PART-66 complete module.
- (e) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
- (f) The duration of basic training courses shall not be less than those specified in Appendix 1.
- (g) The duration of conversion courses between (sub) categories shall be determined through an assessment of the basic training syllabus and the related practical training needs.

MCAR-AMC-PART-147.200(b) The approved basic training course

Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of MCAR-PART-147.200(f) to (g) inclusive being satisfied.

MCAR-AMC 147.200(d) The approved basic training course

- 1 Where the maintenance-training organisation approved under MCAR-PART-147 contracts the practical training element either totally or in part to another organisation in accordance with MCAR-PART-147.100(d), the contracting organisation should ensure that the practical training elements are properly carried out.
- 2 At least 30% of the practical training element should be carried in an actual maintenance working environment.

MCAR-AMC 147.200(f) The approved basic training course

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

- 1 In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the Authority may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles. These principles are especially important in those cases where:
 - Theoretical and practical training are performed at the same time;
 - Training and normal maintenance duty/apprenticeship are performed at the same time.
- 2 The minimum participation time for the trainee to meet the objectives of the course should not be less than 90 % of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum participation defined for the course is not met, a certificate of recognition should not be issued.

MCAR-AMC 147.200(g) The approved basic training course

Typical conversion durations are given below:

- (a) The approved basic training course to qualify for conversion from holding a MCAR-Part-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 or B2 should not be less than 1600 hours and for conversion from holding a MCAR-PART-66 aircraft maintenance licence in subcategory A1 to subcategory B1.1 combined with B2 should not be less than 2200 hours. The course should include between 60% and 70% knowledge training.
- (b) The approved basic training course to qualify for conversion from holding a MCAR-PART-66 aircraft maintenance licence in subcategory B1.1 to B2 or category B2 to B1.1 should not be less than 600 hours, and should include between 80% and 85% knowledge training.
- (c) The approved basic training course to qualify for conversion from holding a PART-66 aircraft maintenance licence in subcategory B1.2 to subcategory B1.1 should not be less than 400 hours, and should include between 50% and 60% knowledge training.
- (d) The approved basic training course to qualify for conversion from holding a PART-66 aircraft maintenance licence in one subcategory A to another subcategory A should not be less than 70 hours, and should include between 30% and 40% knowledge training.
- (e) The approved basic training course to qualify for conversion from holding a PART-66 aircraft maintenance licence in any subcategory A of category B2L (with any system rating) should be less than 800 hours and should include between 60 and 70 % knowledge training.

MCAR-PART-147.205 Basic knowledge examinations

Basic knowledge examinations shall:

DEPARTMENT OF CIVIL AVIATION

MAURITIUS CIVIL AIRWORTHINESS REQUIREMENTS- PART 147

- (a) be in accordance with the standard defined in MCAR PART-66.
- (b) be conducted without the use of training notes.
- (c) cover a representative cross section of subjects from the particular module of training completed in accordance with MCAR-PART-66.

MCAR-AMC 147.205 Basic knowledge examinations

The Authority may accept that the maintenance training organisation approved under MCAR-PART-147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

MCAR-PART-147.210 Basic practical assessment

- (a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.
- (b) The student shall achieve an assessed pass with respect to MCAR-PART-147.200(e) to be deemed to have completed the relevant module.

MCAR-AMC 147.210(a) Basic practical assessment

Where the maintenance training organisation approved under MCAR-PART-147 contracts the practical training element either totally or in part to another organisation in accordance with MCAR-PART-147.100(d) and chooses to nominate practical assessors from the other organisation, the organisation in question should ensure that the basic practical assessments are carried out.

MCAR-AMC 147.210(b) Basic practical assessment

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of MCAR-PART-147.200(e). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals in that the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

SUB-PART D -AIRCRAFT TYPE/TASK TRAINING

MCAR-PART-147.300 Aircraft type/task training

A maintenance training organisation may be approved to carry out MCAR-PART-66 aircraft type training when in compliance with the standard specified in MCAR-PART-66.

MCAR-AMC 147.300 Aircraft type/task training

Aircraft type training may be sub-divided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under MCAR-PART-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

1. Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
2. Powerplant type training course means a type training course on the bare engine, including the build-up to a quick engine change unit.
3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
4. Avionics/electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

MCAR-PART-147.305 Aircraft type examinations and task assessments

A maintenance training organisation approved in accordance with MCAR-PART -147.300 to conduct aircraft type training shall conduct the aircraft type examinations assessments specified in MCAR-PART-66 subject to compliance with the aircraft type and/or task standard specified in MCAR-PART-66.

DEPARTMENT OF CIVIL AVIATION

APPENDIX TO MCAR PART 147

Appendix 1 - BASIC TRAINING COURSE DURATION

The minimum duration of a complete basic training course shall be as follows:

Basic Course	Duration (in	Theoretical Training Ratio (in %)
A1	800	30–35
A2	650	30–35
A3	800	30–35
A4	800	30–35
B1.1	2 400	50–60
B1.2	2 000	50–60
B1.3	2 400	50–60
B1.4	2 400	50–60
B2	2 400	50–60
B2L	1 500 (*)	50–60
B3	1 000	50–60

(*) This number of hours shall be increased as follows, depending on the additional system ratings selected:

System Rating	Duration (in hours)	Theoretical Training Ratio
COM/NAV	90	50–60
INSTRUMENTS	55	
AUTOFLIGHT	80	
SURVEILLANCE	40	
AIRFRAME SYSTEMS	100	

REPUBLIC OF MAURITIUS



DEPARTMENT OF CIVIL AVIATION

**MAINTENANCE TRAINING ORGANISATION
APPROVAL CERTIFICATE**

Reference: **MU-147**.

Pursuant to the Mauritius Civil Aviation Regulations 2007 as amended for the time being in force and subject to the condition specified below, the Department of Civil Aviation hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance training organisation in compliance with Section 1 of MCAR-PART-147 of the Mauritius Civil Airworthiness Requirements approved to provide training listed in the attached approval schedule and issue related certificates of recognition to students.

CONDITIONS:

1. This approval is limited to that specified in the scope of approval section of the approved maintenance training organisation exposition, and
2. This approval requires compliance with the procedures specified in the approved maintenance training organisation exposition, and
3. This approval is valid whilst the approved maintenance training organisation remains in compliance with MCAR-PART-147 of the Mauritius Civil Airworthiness Requirements.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid (until xxxx /) for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue:

Date of this revision:

Revision No:

For Director of Civil Aviation
DCA Form 11 - Issue 1

MAINTENANCE TRAINING ORGANISATION APPROVAL SCHEDULE

Reference: **MU-147.xx**

Organisation: **[COMPANY NAME AND ADDRESS]**

CLASS	RATING		LIMITATION	
TYPE/TASKS				

This training/examination approval schedule is valid when working in accordance with the MCAR-PART-147 maintenance training organisation exposition, latest approved edition.

Maintenance Training Organisation Exposition Reference:

Date of original issue:

Date of last revision approved:

Revision No:

Signed:

for Director of Civil Aviation

DCA Form 11 - Issue 1

The following fields on page 1 'Maintenance Training and Examination Approval Schedule' of the maintenance training and examination organization approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition

- Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

1. Basic Training/Examination

The basic training certificate template shall be used for recognition of completion of either the basic training or the basic examination, or both the basic training and basic training examinations.

The training certificate shall clearly identify each individual module examination by date passed.

CERTIFICATE OF RECOGNITION

Reference: [STATE CODE] .147. [XXXX]. [YYYYY]

The certificate of recognition is issued to:
[NAME]

[DATE and PLACE OF BIRTH]

By:

[COMPANY NAME AND ADDRESS]

Reference: [STATE CODE].147. [XXXX]

a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with MCAR-Part-147) of Civil Aviation Regulations.

This certificate confirms that the above named person either successfully passed the approved basic training course or the basic examination stated below in compliance with Civil Aviation Regulations.

[BASIC TRAINING COURSE] or/and [BASIC EXAMINATION]

[LIST OF PART-66 MODULES/DATE OF EXAMINATION PASSED]

Date:

Signed:

For: [COMPANY NAME]

2. Type Training/Examination (Appendix III to MCAR- Part-147)

The type training certificate template shall be used for recognition of completion of either the theoretical elements or the practical elements, or both the theoretical and practical elements of the type rating training course.

The certificate shall indicate the airframe/engine combination for which the training was imparted.

DEPARTMENT OF CIVIL AVIATION

The appropriate references shall be deleted as applicable and the course type box shall detail whether only the theoretical elements or the practical elements were covered or whether theoretical and practical elements were covered.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course for A320 technicians. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.

CERTIFICATE OF RECOGNITION

Reference: [STATE CODE].147. [XXXX]. [YYYYY]

The certificate of recognition is issued to:

[NAME]

[DATE and PLACE OF BIRTH]

By:

[COMPANY NAME AND ADDRESS]

Reference: [STATE CODE].147. [XXXX]

a maintenance training organisation approved to provide training and conduct examinations within its approval schedule and in accordance with MCAR-Part-147) of Civil Aviation Regulations.

This certificate confirms that the above named person either successfully passed the theoretical (**) and/or the practical elements (**) of the approved type training course stated below and the related examinations in compliance with Civil Aviation Regulations for the time being in force.

[AIRCRAFT TYPE TRAINING COURSE]

[START and END DATES]

[SPECIFY THEORETICAL ELEMENTS AND/OR PRACTICAL ELEMENTS]

Or

[AIRCRAFT TYPE EXAMINATION]

[END DATE]

Date:

Signed:

For: [COMPANY NAME]

AMC to Appendix III to Part-147 — Certificates of Recognition referred to in MCAR (Part-147) — DCA Forms 148 and 149

As stated in Appendix III to MCAR Part-147, the DCA Form 148 'Certificate of Recognition for Basic Training/Examination' may be issued after completion of either basic training, basic examination or both basic training and basic examination.

Some examples of cases where an DCA Form 148 could be issued are the following:

- After successful completion of a full basic course in one licence (sub) category including successful completion of the examinations of all the corresponding modules.
- After successful completion of a full basic course in one licence (sub) category without performing examinations. The examinations may be performed at a different Part-147 organisation (this organisation will issue the corresponding Certificate of Recognition for those examinations) or at the Authority.
- After successful completion of all module examinations corresponding to a licence (sub) category.

After successful completion of certain modules/sub-modules/subjects. It must be noted that 'successful completion of a course' (without the module examinations) means successful completion of the theoretical and practical training including the corresponding practical assessment

Appendix IV - TYPICAL EXAMPLE OF AN APPROVED COURSE CERTIFICATE

Approved course certificate

1 A typical approved course certificate should include at least the following information:

- (i) Serial number of the certificate
- (ii). Name and approval number of the maintenance training organisation
- (iii). Name of the course and course reference number
- (iv) Duration of the course in days
- (v) Name of the student
- (vi) Signature of the authorised person(s) issuing the certificate

2 The approved course certificate should contain the following statement:

[Name of the student] has successfully passed the above approved course and in that respect has met part of the requirements for the [e.g. issue of a MCAR-PART-66 B1.1 licence] under the Mauritius Civil Airworthiness Requirements

DEPARTMENT OF CIVIL AVIATION

COURSE CERTIFICATE SERIAL NUMBER

NAME OF APPROVED MCAR-PART-147 ORGANISATION MTO APPROVAL NUMBER

NAME OF THE APPROVED COURSE AND COURSE REFERENCE/ID CODE

DURATION OF THE APPROVED COURSE NAME OF STUDENT

has successfully passed the above approved course and in that respect has met part of the requirements for the [e.g. issue of a MCAR-PART-66 B1.1 licence] under the Mauritius Civil Airworthiness Requirements

NAME AND AUTHORISED SIGNATURE(S) OF PERSON ISSUING THE CERTIFICATE

APPENDICES TO AMC TO MCAR PART-147

Appendix I — Maintenance training organisation exposition (MTOE)

- 1 The following subject headings form the basis of the MTOE required by MCAR-PART-147.140.
- 2 Whilst this format is recommended it is not mandatory to assemble the MTOE in this manner as long as a cross reference index is included in the MTOE as an appendix and the Part 1 items remain in Part1.
- 3 Part 2, 3 and 4 materials may be produced as separate detailed manuals subject to the main exposition containing the part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
- 4 Where an organisation is approved in accordance with any other parts of the Mauritius Civil Airworthiness Requirements which require an exposition it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the parts 2, 3 and 4. When this method is used it is essential to include the cross reference index of Part 4 item 4.3.

PART 1 – MANAGEMENT

- 1.1 Corporate commitment by accountable manager
- 1.2 Management personnel
- 1.3 Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4 Management personnel organisation chart
- 1.5 List of instructional and examination staff Note: A separate document may be referenced
- 1.6 List of approved addresses
- 1.7 List of sub-contractors as per 147.145(d)
- 1.8 General description of facilities at paragraph 1.6 addresses
- 1.9 Specific list of courses approved by the Authority
- 1.10 Notification procedures regarding changes to organisation
- 1.11 Exposition and associated manuals amendment procedure

PART 2– TRAINING AND EXAMINATION PROCEDURES

- 2.1 Organisation of courses
- 2.2 Preparation of course material
- 2.3 Preparation of classrooms and equipment
- 2.4 Preparation of workshops/maintenance facilities and equipment
- 2.5 Conduct of basic knowledge & practical training
- 2.6 Records of training carried out
- 2.7 Storage of training records
- 2.8 Training at locations not listed in paragraph 1.6

DEPARTMENT OF CIVIL AVIATION

- 2.9 Organisation of examinations
- 2.10 Security and preparation of examination material
- 2.11 Preparation of examination rooms
- 2.12 Conduct of examinations
- 2.13 Conduct of basic practical assessments
- 2.14 Marking and record of examinations
- 2.15 Storage of examination records
- 2.16 Examinations at locations not listed in paragraph 1.6
- 2.17 Preparation, control & issue of basic training course certificates
- 2.18 Control of sub-contractors

PART 3– TRAINING SYSTEM QUALITY PROCEDURES

- 3.1 Audit of training
- 3.2 Audit of examinations
- 3.3 Analysis of examination results
- 3.4 Audit and analysis remedial action
- 3.5 Accountable manager annual review
- 3.6 Qualifying the instructors
- 3.7 Qualifying the examiners
- 3.8 Records of qualified instructors & examiners

PART 4– APPENDICES

- 4.1 Example of documents and forms used
- 4.2 Syllabus of each training course
- 4.3 Cross reference Index - if applicable

DEPARTMENT OF CIVIL AVIATION

Department of Civil Aviation
SSR International Airport
Plaine Magnien
MAURITIUS



Tel : (230) 6032000
Fax : (230) 6373164
[Email : civil-aviation@govmu.org](mailto:civil-aviation@govmu.org)

Details of Nominated Personnel required to be accepted as specified in:

PART M PART M -- M.A.707 (ARC signatory)

PART 21 PART 145 PART 147

1. Name of Organisation:

.....

2. Approval Reference:

.....

3. Name:

.....

4. Email Address:

.....

5. Telephone Number

.....

6. Position:

.....

7. Qualifications relevant to the item (6) Position:

--

8. Work Experience relevant to the item (6) Position:

--

9. Other nominated DCA Form 4 positions currently held (including name of organisation):

--

Signature:

Date:

--	--

DEPARTMENT OF CIVIL AVIATION

On completion, send this form under confidential cover to the DCA at the relevant address listed below.

DCA use only

Name and signature of authorised DCA staff member accepting person:

Signature

Date

Name

Office

Once authorised, a copy of the completed DCA Form 4 must be returned to the nominee.

Submit this form to the DCA address at the top of this form to the address provided at the top of page 1

Part 1: General

Name of organisation

Approval reference:

Requested approval rating/
Form 11 dated*:

Other approvals held (if applicable)

Address of facility audited:

Audit period from: _____ to: _____

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

DCA surveyor: _____ Signature(s)

Date of Form part 1 completion

*delete where applicable

DEPARTMENT OF CIVIL AVIATION

PART-147 APPROVAL RECOMMENDATION REPORT

DCA FORM 22

Part 2: Part-147 Compliance Audit Review

The five columns may be labeled and used as necessary to record the approved training/examinations facility, including subcontractor's, reviewed. Against each column used of the following Part-147 subparagraphs please either (✓) the box. If satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject												
147.A.100	Facility requirements												
147.A.105	Personnel requirements												
147.A.110	Records of instructors, examiners and assessors												
147.A.115	Instructional equipment												
147.A.120	Maintenance training material												
147.A.125	Records												
147.A.130	Training procedures and quality system												
147.A.135	Examinations												
147.A.145	Privileges of the maintenance training organisation												
147.A.150	Findings												
147.A.200	Approved basic training course												
147.A.205	Basic knowledge examination												
147.A.210	Basic practical assessment												

DEPARTMENT OF CIVIL AVIATION

147.A.300	Aircraft type/task training										
147.A.305	Aircraft type examinations and task assessments										

DCA surveyor(s):

Signature(s)

Date of Form part 1 completion:

Part 3: Compliance with Part-147 – maintenance training organisation exposition (MTOE)

Please enter tick (✓) the box or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Part 1 MANAGEMENT

1.1	<input type="checkbox"/>	Corporate commitment by accountable manager
1.2	<input type="checkbox"/>	Management personnel
1.3	<input type="checkbox"/>	Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessors
1.4	<input type="checkbox"/>	Management personnel organisation chart
1.5	<input type="checkbox"/>	List of instructional and examination staff
1.6	<input type="checkbox"/>	List of approved addresses
1.7	<input type="checkbox"/>	List of subcontractors as per 147 of 145(d)
1.8	<input type="checkbox"/>	General description of facilities of paragraph 1.6 addresses
1.10	<input type="checkbox"/>	Notification procedures regarding changes to the organisation
1.11	<input type="checkbox"/>	Exposition and associated manuals amendment procedures

Part 2 TRAINING AND EXAMINATION PROCEDURES

2.1	<input type="checkbox"/>	Organisation of courses
2.2	<input type="checkbox"/>	Preparation of course material
2.3	<input type="checkbox"/>	Preparation of classrooms and equipment
2.4	<input type="checkbox"/>	Preparation of workshop/maintenance facilities and equipment
2.5	<input type="checkbox"/>	Conduct of basic knowledge and practical training
2.6	<input type="checkbox"/>	Records of training carried out
2.7	<input type="checkbox"/>	Storage of training records
2.8	<input type="checkbox"/>	Training at locations not listed in paragraph 1.6
2.9	<input type="checkbox"/>	Organisation of examinations
2.10	<input type="checkbox"/>	Security and preparation of examination material

2.11		Preparation of examination rooms
2.12		Conduct of examinations
2.13		Conduct of basic practical assessments
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Examinations at locations not listed in paragraph 1.6
2.17		Preparation, control and issue of basic training course certificates
2.18		Control of subcontractors

Part 3 TRAINING SYSTEM QUALITY PROCEDURES

3.1		Audit Training
3.2		Audit of examinations
3.3		Analysis of examination results
3.4		Audit and analysis remedial action
3.5		Accountable manager annual review
3.6		Qualifying the instructors
3.7		Qualifying the examiners
3.8		Records of qualified instructors and examiners

Part 4 APPENDICES

4.1		Example of documents and forms used
4.2		Syllabus of each training course
4.3		Cross reference Index - if applicable

MTOE reference:

MTOE amendment:

DCA audit staff:

Signature(s):

Date of Form 22 part 3 Completion:

Part 4: Findings regarding PART-147 Compliance Status

Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross-reference to the Part 2 requirement. All non-rectified things should be copied in writing to the organisation for the necessary corrective action.

Part 2 or 3 ref	Audit reference(s): Findings	LEVEL	Corrective action		
			Date Due	Date Closed	Reference

Department of Civil Aviation SSR International Airport Plaine Magnien MAURITIUS		Tel : (230) 6032000 Fax : (230) 6373164 Email : civil-aviation@govmu.org
--	---	--

DCA Form 12

1. Applicant Data

1.1 Name and Address (registered (business) name and legal seat of the company)	DCA N°	DCA.147.XXXX
	Applicant N°	<i>if available, please enter your DCA applicant number (e.g.3XXXXXX)</i>
	(Company) Name	
	Trading Name	if different
	Street / Nr	
	Post Code	
	City	
Country		
1.2 Date of Certificate of Incorporation		

1.3 Contact Person (responsible for this application)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone/Fax	
	Email	
1.4 (Proposed*) Accountable Manager (*The term "proposed" only remains applicable until the application has been approved.)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	

1.5 Billing Data (may be left blank, if same as 1.1 Applicant Data)

1.5.1 Billing Address (For the receipt of DCA Fees and Charges Invoices. DCA invoices are issued via post-mail to the address provided here.)	(Company) Name	Same as in section 1.1 (other name only in exceptional cases)
	Street / Nr	
	PO Box	
	Post Code	
	City	
	Country	

1.5.2 Contact Person (Responsible for ensuring the DCA terms of payment are honoured. An electronic invoice copy will be issued to the email address indicated here.)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Name	
	First name	
	Job title	
	Phone/Fax	
	Email	
1.6 Address(es) requiring approval		<i>Reserved for DCA</i>
1.6.1 Principle Location (please leave blank if same as 1.1)	(Company) Name	
	Trading Name	
	Street / Nr	
	Post Code	
	City	
	Country	
	Activities of this facility	
1.6.2 Additional Facility/Site 1	Street / Nr	
	Post Code	
	City	
	Country	
	Activities of this facility	
1.6.3 Additional Facility/Site 2	Street / Nr	
	Post Code	
	City	
	Country	
	Activities of this facility	
1.6.4 Additional Facility/Site n	Street / Nr	
	Post Code	
	City	
	Country	
	Activities of this facility	
Total number of facilities under DCA approval		
2. Application Details		
2.1 Application Type	<input type="checkbox"/> Application for initial grant	
	<input type="checkbox"/> Application for change	
	<input type="checkbox"/> Approval of additional course(s)	
	<input type="checkbox"/> Removal of course(s)	

	<input type="checkbox"/> Approval of additional facilities <input type="checkbox"/> Removal of facilities <input type="checkbox"/> Increase number of staff <input type="checkbox"/> Decrease number of staff <input type="checkbox"/> Change of Company name <input type="checkbox"/> Change of address <input type="checkbox"/> Change of Accountable Manager <input type="checkbox"/> Approval of MTOE <u>procedure</u> for off-site training course delivery <input type="checkbox"/> Approval of change (other than above): please describe
--	--

2.2 Scope of PART-147 Approval relevant to this application		<i>Reserved for DCA</i>
--	--	-------------------------

2.3 Number of staff
Please count the number of staff employed by the organisation in order to comply with DCA Part-147 and the number of contracted staff associated with the proposed approval.

	Employees	Contractors
Main Facility		
Additional Facility 1		
Additional Facility 2		
Additional Facility n		

2.4 Total number of staff		
----------------------------------	--	--

2.5 Type Training Course(s) - List of training courses relevant to this application
Please consult the DCA website at <http://DCA.europa.eu/> > FAQ > Fees & Charges, for further information.

Course #	Course Description	Please enter: Airframe (engine) OR Airframe x (engine) vs. Airframe y (engine) OR engine type only, as applicable		
01				
Course Type	CAT	T/P	Action required	<i>Reserved for DCA</i>
<input type="checkbox"/> Type training course <input type="checkbox"/> Differences course <input type="checkbox"/> Avionics only <input type="checkbox"/> Engine only <input type="checkbox"/> Airframe only	<input type="checkbox"/> A <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B1 + B2 <input type="checkbox"/> B3 <input type="checkbox"/> C	<input type="checkbox"/> Theoretical <input type="checkbox"/> Practical <input type="checkbox"/> Theoretical + Practical	<input type="checkbox"/> Approval of Course <input type="checkbox"/> Removal of Course	

Course #	Course Description	Please enter: Airframe (engine) OR Airframe x (engine) vs. Airframe y (engine) OR engine type only, as applicable		
02				
Course Type	CAT	T/P	Action required	<i>Reserved for DCA</i>
<input type="checkbox"/> Type training course <input type="checkbox"/> Differences course <input type="checkbox"/> Avionics only <input type="checkbox"/> Engine only <input type="checkbox"/> Airframe only	<input type="checkbox"/> A <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B1 + B2 <input type="checkbox"/> B3 <input type="checkbox"/> C	<input type="checkbox"/> Theoretical <input type="checkbox"/> Practical <input type="checkbox"/> Theoretical + Practical	<input type="checkbox"/> Approval of Course <input type="checkbox"/> Removal of Course	

2.6 Basic Training Course(s) - List of training courses relevant to this application
Please consult the DCA website at <http://DCA.europa.eu/> > FAQ > Fees & Charges, for further information.

Course #	Course Description	Action required	<i>Reserved for DCA</i>
01			
Course Type	CAT	Action required	<i>Reserved for DCA</i>

<input type="checkbox"/> Basic Course <input type="checkbox"/> Bridging Course	<input type="checkbox"/> B1.1 (aeroplanes turbine) <input type="checkbox"/> A1 <input type="checkbox"/> B1.4 + B2 (combined) <input type="checkbox"/> B1.2 (aeroplanes piston) <input type="checkbox"/> A2 <input type="checkbox"/> B1.3 + B2 (combined) <input type="checkbox"/> B1.3 (helicopters turbine) <input type="checkbox"/> A3 <input type="checkbox"/> B1.1 + B1.2 (combined) <input type="checkbox"/> B1.4 (helicopters piston) <input type="checkbox"/> A4 <input type="checkbox"/> B1.3 + B1.4 (combined) <input type="checkbox"/> B1.1 vs. B1.2 (bridging) <input type="checkbox"/> B2 (avionics) <input type="checkbox"/> B1.1 + B2 (combined) <input type="checkbox"/> B1.3 vs. B1.4 (bridging) <input type="checkbox"/> B3 <input type="checkbox"/> B1.2 + B2 (combined) <input type="checkbox"/> Other: please describe	<input type="checkbox"/> Approval of Course <input type="checkbox"/> Removal of Course	
---	--	---	--

Course #			
02			
Course Type	CAT	Action required	<i>Reserved for DCA</i>
<input type="checkbox"/> Basic Course <input type="checkbox"/> Bridging Course	<input type="checkbox"/> B1.1 (aeroplanes turbine) <input type="checkbox"/> A1 <input type="checkbox"/> B1.4 + B2 (combined) <input type="checkbox"/> B1.2 (aeroplanes piston) <input type="checkbox"/> A2 <input type="checkbox"/> B1.3 + B2 (combined) <input type="checkbox"/> B1.3 (helicopters turbine) <input type="checkbox"/> A3 <input type="checkbox"/> B1.1 + B1.2 (combined) <input type="checkbox"/> B1.4 (helicopters piston) <input type="checkbox"/> A4 <input type="checkbox"/> B1.3 + B1.4 (combined) <input type="checkbox"/> B1.1 vs. B1.2 (bridging) <input type="checkbox"/> B2 (avionics) <input type="checkbox"/> B1.1 + B2 (combined) <input type="checkbox"/> B1.3 vs. B1.4 (bridging) <input type="checkbox"/> B3 <input type="checkbox"/> B1.2 + B2 (combined) <input type="checkbox"/> Other: please describe	<input type="checkbox"/> Approval of Course <input type="checkbox"/> Removal of Course	
2.7 Total number of training course(s) to be approved			
2.8 Reserved			
	PART 21 Approval N°	if applicable, DCA.21J.XXX	
	PART 145 Approval N°	if applicable, DCA.145.XXXX	

<p>2.9 Does the organisation hold approval under PART 21 / Part 145 / PART M?</p>	<p>PART M Approval N°</p>	<p>if applicable, DCA.MG.XXXX</p>
<p>3. Applicant's declaration and acceptance of the General Conditions and Terms of Payment</p>		
<p>I declare that I have the legal capacity to submit this application to DCA and that all information provided in this application form is correct and complete.</p> <p>I have understood that I am submitting an application for which fees or charges will be levied by DCA in accordance with Civil Aviation (Amendment) Regulation 2010.</p>		
<p>Date/Location</p>	<p>Name of proposed* Accountable Manager</p>	<p>Signature of proposed* Accountable Manager</p>
<p>Important Note: DCA cannot accept applications without signature. Please make sure that you sign the application.</p>		
<p>This Application should be sent by fax, e-mail or regular mail to:</p> <p>The Director of Civil Aviation SSR International Airport, Plaine Magnien, Mauritius</p> <p>Email: civil-aviation@govmu.org Tel: +230 603-2000 Fax: +230 637-3164</p>		