AIRWORTHINESS PROCEDURE

Aircraft Airworthiness Department of CAAC

No：AP-00-AA-2014-01R4

App. Date：Nov. 18, 2014

Training Management Procedure for Airworthiness Certification Personnel

Content

1. General

1.1 Purpose

This procedure prescribes the requirements for airworthiness certification personnel training, including training category, training management, training plan, training monitor and training records. Which will make the airworthiness training comprehensive and standardize, and optimize improve the competence of airworthiness certification personnel.

1.2 Authority

This procedure is formulated according to the China Civil Aviation Regulation *"Rules on management China Civil Aviation Inspector"* *(CCAR-18)* and *"Rules for Designation of Civil Aircraft Airworthiness Representative Individuals and Organizations"* *(CCAR-183).*

1.3 Cancellation

From Nov. 18, 2014, the third revision of Training Management Procedure for Airworthiness Certification Personnel (AP-00-AA-2012-01R3), dated Dec. 31, 2012, is canceled.

1.4 Related document

(1) Catalog of Airworthiness Course (AC-00-02);

(2) Training program for Aerospace engineers, Flight test pilots, and program support specialists (AP- 21-35);

(3) CAAC flight test engineer and test pilot responsibilities, procedures

and training (AP - 21-33).

1.5 Applicability

This procedure is applicable to the training management of airworthiness certification personnel.

The aircraft airworthiness inspector of safety monitor catalog should accept the initial and continuing of laws and regulations training according to the requirements of CCAR-18.

Airworthiness certification personnel should accept regular and irregular training and exam from Civil Aviation Administration of China (CAAC).

2. Definition

2.1 Airworthiness certification personnel

(1) Aircraft airworthiness inspector of safety monitor catalog which is defined in *"Rules on management China Civil Aviation Inspector"* *(CCAR-18)*

(2) Personnel in Airworthiness Certification Center.

(3) Engineers who are authorized to attend activities of airworthiness certification.

(4) Airworthiness Designated Representative, Designated Organization Representative (DOR) and DOR management personnel.

2.2 Units of airworthiness certification

Aircraft Airworthiness Certification Department of CAAC (hereinafter referred to as AAD), Aircraft Airworthiness Certification Division of Regional Administration and Airworthiness Division of Xinjiang Area Administration of CAAC (hereinafter referred to as AAD of Regional Administration), Airworthiness Certification Center, and Aircraft Airworthiness Institute of China Academy of Civil Aviation Science and Technology (Hereinafter referred to as CAST AAI).

2.3 Airworthiness Training Evaluate Committee

Training Evaluate Committee is set up by CAAC AAD, and is responsible for evaluating the performance of training organization. The Committee is permanent agency with office located in CAST AAI. The

Committee consists of a chairman and several committee members. Leaders of CAAC AAD would serve as chairman. Considering working situation, the chairmen appoint someone to act as committee members, the members from AAD, CAST, the authorized training organization, AAD of Regional Administration, manufacture inspection district office and airworthiness certification center etc.

2.4 Authorized Training Organization

The training organization which had been approved or specified by Aircraft Airworthiness Department of CAAC, and is to provide training for airworthiness certification personnel.

3. Organizations and Responsibilities

3.1 Responsibilities of CAAC AAD

(1) Develop the management procedure of airworthiness training.

(2) Develop the roadmap of initial and continuing professional training.

(3) Develop long-term and annual training plan;

(4) Develop and organize to compile initial training program and materials for airworthiness certification personnel;

(5) Manage the Training Evaluate Committee;

(6) Authorize or delegate training organization to carry out training activities;

(7) Monitoring the training work of all subdivisions;

(8) Manage training records of all aircraft airworthiness inspectors of CAAC AAD;

3.2 Responsibilities of AAD of Regional Administration

(1) Develop training management program for local region;

(2) Develop annual training plan for local region;

(3)Organize training and technical exchange for related airworthiness certification units of local region;

(4) Manage training records of all airworthiness certification personnel in local region;

(5)According to Annual Training Summary Report (Appendix 8) and Training Needs (Appendix 9), report training summary of this year and

training needs of next year to CAAC AAD or authorized organization.

3.3 Responsibilities of Airworthiness Certification Center

(1) Develop training management program for this center;

(2) Develop annual training plan for this center;

(3) Organize airworthiness certification training and technical exchange for this center;

(4) Manage training records of all airworthiness certification personnel in this center;

(5) According to Annual Training Summary Report (Appendix 8) and Training Needs (Appendix 9), report training summary of this year and training needs of next year to CAAC AAD or authorized organization.

3.4 Responsibilities of CAST AAI：

(1) Develop training management program for this institute;

(2) Develop annual training plan for this institute;

(3) Organize airworthiness certification training and technical exchange for this institute;

(4) Manage training records of all airworthiness certification personnel in this institute;

(5) According to Annual Training Summary Report (Appendix 8) and Training Needs (Appendix 9), report training summary of this year and training needs of next year to CAAC AAD or authorized organization.

(6) Collect and evaluate training needs from all airworthiness certification

units, comprehensively coordinate and compile Annual Training Plan, and report to CAAC AAD;

3.5 Training Evaluate Committee

(1) Responsible for reviewing and annual audit of the airworthiness training organization;

(2) Responsible for reviewing and approving the courses and teaching materials which application to join the training course catalog;

(3) Responsible for developing and supervision of the airworthiness training courses.

3.6 Office of Training Evaluate Committee

(1) Responsible for the training daily work of airworthiness certification system.

(2) Responsible for organizing the review and annual audit of the airworthiness training organization;

(3) Annual summary on training implementation of all airworthiness certification personnel.

(4)Complete all work appointed by the Training Evaluate Committee.

3.7 Training Coordinator

The above units should appoint a training coordinator, responsible for collecting training needs, feedback information, arranging training plans, managing training records and information statics. The training

coordinator should be reported to CAAC AAD.

4．Training Profile and Requirement

4.1 Category of Training

Two categories of training for airworthiness certification personals: Initial training and continuing professional training. Training course consists of classroom and practical training.

(1) Initial professional training

All fresh staff involved in airworthiness certification activities shall be have initial professional training before performing their allocated tasks.

(2) Continuing professional training

All the airworthiness certification personnel should regularly finish the continuing professional training for improving the work skills and competence.

4.2 Training outline

4.2.1 Initial training outline includes：

(1) Aircraft airworthiness regulation basic course outline, it include

a) International Civil Aviation Organizations, Conventions, the Annexes and other documentation;

b) Foreign Civil Aviation Authority Organizations, Airworthiness Regulations and Bilateral Airworthiness Agreement;

c) Administrative System of CAAC;

d) Regulations system of CAAC;

e) Regulations and standard documents on airworthiness

certification activities.

(2) Professional courses related to activities

The professional courses include activities knowledge, professional skills and on-job practical. The training content of specific professional are as follows：

I. All staff involved in Type Certificate activities shall have appropriate professional knowledge and the basic knowledge as follows:

a) Airframe—Structures

1）Aircraft Basic Loads

2）Aircraft Vibrations

b) Airframe—Crashworthiness

1）Impact Dynamics

2）Occupant Protection and Survivability

3）Flammability, Smoke and Toxicity

c) Systems—Avionics/Electrical

1）Reliability ,Probability and Safety Analysis

2）System Safety and Hazard Analysis

3）Software Verification and Validation

d) Systems--Mechanical

1）Reliability ,Probability and Safety Analysis

2）System Safety and Hazard Analysis

3）Control Systems Design and Analysis

e) Propulsion — Engine

1）Reciprocating and Turbine Engine Principles

f) Propulsion—Power Plant

1) Reciprocating and Turbine Engine Principles

g) Flight Test Engineer

1）Aircraft Performance

2）Flight Test Principles and practices

3）Aircraft Anti-ice/De-ice Systems

4）Human Factors in Cockpit Standardization

5）Turbine Engine Principles

6）Physiological Compliance

h) Flight Test Pilot

1）Pilot Proficiency

2）Physiological Training

3）Flight Test Principles and Practices

4）Human Factors in Cockpit Standardization

II. All staff involved in manufacture compliance inspects and Production Certificate approved and monitor activities shall have appropriate professional knowledge and the basic knowledge as follows:

a）Type Design Compliance Testing Inspection

b）Aircraft Certification System Evaluation Program (ACSEP),

III. All staff involved in Individual Airworthiness Inspection activities

shall have appropriate professional knowledge and the basic knowledge as follows:

a）requirements of aircraft airworthiness inspection

b）requirements of aircraft nationality registration

c）requirements of Airworthiness Directive

Ⅳ. All staff involved in Aviation fuel/Oil Airworthiness Inspection activities shall have appropriate professional knowledge and the basic knowledge as follows:

a) Chemistry of aviation fuel/Oil;

b) Rendering of aviation fuel/Oil;

c) Detection of aviation fuel/Oil;

d) Quality control.

Ⅳ. All staff involved in Aviation Chemicals Airworthiness Inspection activities shall have appropriate professional knowledge and the basic knowledge as follows:

a) Chemistry of aviation chemicals;

b) Detection of aviation fuel/Oil;

c) Quality control.

4.2.2Continuing professional training outline includes:

All airworthiness certification professional should train to maintain an individual competence in line with a previously achieved standard. Training courses at least include one of the follows：

(1) The new or revision of laws and regulations;

(2) The new knowledge, technology and technical standards;

(3) As the related contents of section 4.2.1in this procedure;

(4) Qualification training related to activities;

(5) Other trainings related to airworthiness certification.

4.2.3 A training program for aerospace engineers, flight test pilots, and program support specialists is built according the procedure AP-21-35. The authorized or entrusted training organization should develop training courses and materials based on the training program, the training course could be joined into airworthiness training courses catalog (AC-00-02) after reviewing and approval by the committee. The training organization should implement training according to the approved training outline and issue training certificates (Appendix 4) to the assessment qualified trainee.

4.3 Training Requirements

4.3.1 An staff apply for aircraft airworthiness inspector and a engineer authorized to aircraft airworthiness certification activities should finish initial training specified in section 4.2.1 of this procedure or acquire equivalent qualifications recognized by Aircraft Airworthiness Certification Department of CAAC;

4.3.2 Aircraft Airworthiness Inspector and Aerospace Engineers who are authorized to attend airworthiness activities should complete at least 40

hours on-job training and acquire the certificate issued by training organization in 2 Years;

4.3.3 Airworthiness Designated Representative, Designated Organization Representative (DOR) and DOR management personnel should finish initial training specified in section 4.2.1 of this procedure or acquire equivalent qualifications recognized by Aircraft Airworthiness Certification Department of CAAC;

4.3.4 Airworthiness Designated Representative, Designated Organization Representative (DOR) and DOR management personnel should finish on-job training organized by Airworthiness Certification Unit at least once every two years. No less than 40 class hours in 2 years and acquiring certificate issued by training organization are required.

4.3.5 CAAC flight test engineer, test pilot, designation representative of test flight should finish initial training and refreshment according to the requirement of CCAR-18 and AP - 21-33.

5．Training Organizations

5.1 General

The Training Organization should be approved by CAAC AAD and then authorize to implement airworthiness training activities.

5.2 Qualifications requirement

Training Organization should develop management manual which approved by CAAC AAD. The Manual explain how to comply with the requirements and management program of this procedure, and the training organization should develop training according the approved manual.

The training management manual at least contains：

　　(1) Cover page;

　　(2) Catalog page;

　　(3) List of effective page;

　　(4) Revision history;

　　(5) Distribution list,

　　(6) Statement of Training Organization manager;

　　(7) Letter of authorization (after approved);

　　(8) Organization structure and responsibility;

　　(9) Manage and Trainer;

　　(10) Training Facilities;

　　(11) Training program and course materials management;

(12) Teaching quality management;

(13) Training course management;

(14) Training record management;

(15) Training manual management, include compile, revision, and distribution.

5.3 Training Organization should provide service in accordance with training types and requirements;

5.4 Training Organization must have competence trainer, equipment and facilities available for specific training.

5.5 Course materials, examination standard and process should meet the requirements of training program.

5.6 Trainer

Qualifications for trainer are as follows:

(1) Detailed in airworthiness laws, regulation, policies and standards.

(2)Professional knowledge and practical experience in related area;

(3) Competence for teaching skills.

5.7 Application and Approval

(1) The agency should submit Training Organization Application (Appendix 10) with legal person's signature and related materials to The Training Evaluate Committee. Committee review its organization management manual and training capabilities of specific courses

according to the Training Organization Evaluating Checklist (Appendix 12).

(2) The Committee discusses the problem found in the review and finished the Review Problem Notification (Appendix 13), the notification should be confirm and finish the improvement.

(3) Training organization should formulate the corrective action according to the requirement of Review Problem Notification (Appendix 13). The organization should implement the corrective action and submit the Corrective Actions Report (Appendix 15) in the deadline definite in the reviewing report.

(4) The Committee should finish the Review Report of Training Organization (Appendix 11) according to the process of reviewing and the Appendix 13 and Appendix 15.

(5)When finished, The Committee submits Review Report of Training Organization (Appendix 11) to CAAC AAD. If it is qualified then AAD will approve the training organization authorizes qualified training by Airworthiness Documents.

5.8 Management of training course

The application, reviewing and approval of training course is according to the requirement of the section 6(Reviewing management of training course) of AC-00-02.

6. Training Monitor

6.1 Training Organization or other authorized units must review and summary the training activities after training, and finish Appendix 5 (Review Form for Training Course);

6.2 When the name, address, manager, trainer, teaching outline or other items change, Training organization should revise the training organization management manual, and submit the Training Organization Change Items (Appendix 7) to the office of committee.

6.3 AAD of Regional Administration, Airworthiness Certification Center, CAST AAI and the authorized training organization should submit Annual Training Summary Report (Appendix 8) to CAAC AAD before November 30th.

6.4 The committee should review the authorized training organization according to the Training Organization Evaluating Checklist (Appendix 12) at least every two years, ensure the organization conformance to the requirements of this procedure, and complete the appendix 14 (Airworthiness Training Organization Annual Review Report).

6.5 The office of committee should organize the committee and office member other experts to listen the approved course of training organization, evaluate and monitor the quality of the course.

7. Training plan

7.1 General

(1)Training needs for airworthiness certification personnel should be collected and evaluated by AAD of Regional Administration, Airworthiness Certification Center, authorized training organization and CAST AAI.

(2) AAD of Regional Administration is responsible for collecting and evaluating training needs of its local region, and it should forward the needs information to CAST AAI;

(3) Airworthiness Certification Center is responsible for collecting and evaluating training needs of its own center. It should forward the needs information to CAST AAI;

(4) Authorized training organization is responsible for collecting and evaluating training needs of its trainers. It should forward the needs information to CAST AAI;

(5) CAST AAI is responsible for collecting and evaluating training needs of its own institute. It should summarize training needs from all airworthiness certification units, comprehensively coordinate and compile Annual Training Plan, and report to CAAC AAD for approval.

7.2 Annual training plan

(1) The authorized training organization should complete next year`s training plan based on the gathering training needs and own capabilities.

The training plan should be issued in the Airworthiness Training System and copy to CAST AAI before November 5th every year.

(3) Referring to all training organizations plan, CAST AAI should map out the Annual Airworthiness Train Plan and report to Airworthiness Inspection Division of CAAC AAD before November 15th.

7.3 Collect and evaluate training needs

(1) Training needs for airworthiness certification personnel should be collected and evaluated by AAD of Regional Administration, Airworthiness Certification Center, authorized training organization and CAST AAI according to the Annual Airworthiness Train Plan issuing by CAAC AAD.

(2) AAD of Regional Administration should finish collecting and evaluating the next year training needs before December 15th. It should be input into Airworthiness Training System and copy to CAST AAI

(3) Airworthiness Certification Center should finish collecting and evaluating the next year training needs before December 15th. It should be input into Airworthiness Training System and copy to CAST AAI

(4) Authorized Training Organization should finish collecting and evaluating the trainer next year training needs before December 15th. It should be input into Airworthiness Training System and copy to CAST AAI

(5) CAST AAI should finish collecting and evaluating the next year

training needs before December 15th. It should be input into Airworthiness Training System.

8.   Training Records

8.1 General

(1) Training records should be managed by approved training organization or authorized training agency when the train organized by CAAC AAD or approved training organization or authorized training agency;

(2) Training records should be managed by AAD of Regional Administration if it organized the train.

(3) Training records should be managed by airworthiness certification center if it organized the train.

(4) Training records should be managed by CAST AAI if it organized the train.

8.2 Specific requirements

(1) Training records

To facilitate and Standardize training record, it should include the Appendix 1(Trainee Information), Appendix 2 (Trainer Information), Appendix 3 (List of Trainee) and Appendix 6(List of training course) or the equivalent form definition in the training organization management manual;

(2) Training records for training organization, include following：

(a) Trainers records：Appendix 2 (Trainer Information) or equivalent form, and records of teaching;

(b) Trainees records ：Appendix 1(Trainee Information) or equivalent form, training records, examination results, number and copy of train certificate;

(c) Training course records ： Appendix 3(List of Trainee) and Appendix 6(List of training course) or equivalent form, materials of teaching assess.

(3) training records for others, include following ：

(a) Training materials;

(b) Trainer records ： Appendix 2 (Trainer Information) and records of teaching;

(c) Trainees records ： Appendix 1(Trainee Information), training records, examination results (if applicable), copy of train certificate (if applicable);

(d) Training course records:Appendix 3 (List of Trainee) and Appendix 6 (List of training course).

(e) Materials of teaching assess.

8.3Filing requirements

(1) Training records should be filed within 10 working days after training by approved training organization;

(2) Training records should be filed within 20 working days after training by other training agency.

8.4 Filing type

Training records should be saved and filed via both electrical data and

paper documents for easy reference.

8.5 The training records of personal should be kept at least for two years after leaving the system of airworthiness certification.

9. Supplementary Provision

9.1 This procedure shall be interpreted by the Aircraft Airworthiness Certification Department of CAAC.

9.2 This procedure becomes effective from the date of its publication (Nov. 18, 2014).

Appendix 1 Trainee Information

Trainee Information

Name			Sex		Date of Birth		
Unit					Position / Title		
Telephone				Fax			
E-mail							
Regional Administration	□North China	□East China	□South China	□Southwest	□Northeast	□Northwest	□Xinjiang
Category	The Authority	□ AAD of CAAC □ AMD of CAAC □ AAD of Regional Administration □ AMD of Regional Administration □ Safety Management Bureau □ Other					
	Airlines	□ Designation Representative □ Other					
	MRO	□ Designation Representative □ Other					
	Manufacture	□ Designation Representative □ Other					
	Other						

Appendix 2 Trainer Information

Trainer Information

Name		Sex		Date of Birth	
Unit		Position / Title			
Phone		Telephone			
E-mail			Postcode		
Address					
Unit					
Training Experience					
Work Experience					
Course Competency					

Appendix 3 List of Trainee

List of Trainee

Training Class: Training Time:

Serial Number	Name	Sex	Unit	Position / Title	Phone	Telephone	E-mail	Test Scores	Training Certificate No.

中 国 民 用 航 空 局 航 空 器 适 航 审 定 司
Aircraft Airworthiness Certification Department of CAAC

培 训 证 书
TRAINING CERTIFICATE

证书编号：**No.《编　　号》**

　　《姓名》　　于　　　年　　月　　日至　　　年　　月　　日在〈培训地点〉参加〈培训单位名称〉举办的《培训班名称》培训班学习，经考核合格，特发此证。

　　This is to certify that «name» has successfully completed〈training name〉provided by〈training organization〉in　〈training location〉from　〈start date〉　to　〈end date〉.

中国民用航空局航空器适航审定司

发证日期(**Issue Data**)：　　年　　月　　日

Appendix 5 Training Course Review Sheet

Training Course Review Sheet

Training Course			Training time		
		Trainer		Trainer	
		Course Module		Course Module	
Fully Prepare Seriously Teaching	Satisfied				
	Less Satisfied				
	General				
	Unsatisfied				
Teaching content, Pertinence and Applicability	Satisfied				
	Less Satisfied				
	General				
	Unsatisfied				
Course Clearly and Well Brief and Focused	Satisfied				
	Less Satisfied				
	General				
	Unsatisfied				
Class Schedule	Proper				
	Add				
	Lessen				

Comprehensive evaluation of the training	Satisfied	Less Satisfied	Unsatisfied
General program and training arrangement			
Class Manage work			
Training facilities			
Training service			

Please leave your valuable comments and suggestions:

Appendix 6 List of training course

List of training course

Serial number	Course Title	Category	Training content	Beginning date	End date	Training place	Teachers	Memos

Note: training categories include initial training and continuing training.

Appendix 7 Training Organization Annual Change Items

Training Organization Annual Change Items

Change Item.	Before change	After change	Change time
□Name			Y M D
□Address			Y M D
□Manage			Y M D
□Trainee			Y M D
□Program			Y M D
□Other			Y M D

Report to authority	□ Yes □ No	Approved	□ Yes □ No	Approve Time	Y M D

This is to confirm that the contents of the report in the real effective.

Manage（Sign and Stamp）：

YY   MM   DD

Instructions:
1. Please fill "√" in the box before the change, and explain the situation in the change column;
2. The report and approval of change item, please choose "yes" or "no" and fill "√" in the box;
3. A detailed description of the change item should be attached.

Appendix 8 Annual Training Summary Report

Annual Training Summary Report

1. Summary of training   Unit name:

　　(AAD of Regional Authority, Airworthiness Certification Center ,CAST AAI and training organization should fill out the Annual Training Summary Report, include   training management, training organization, training plan and implementation, seminars and other activities summary in this year.)

This is to confirm that the contents of the report in the real effective.

The unit responsible person（sign and stamp）：

Y　　M　　D

---

2. Annual develop training course

Serial number	Training category	Training name	In AC-00-01	Beginning Date	End date	Location	Training Quantity			Certificate number	No exam number
							Inspector	DAR	Other		

Note: 1.Training categories include initial training and continuing training.

2. The certificated number (if applicable): if certificated, a copy of the certificate should be reserved.

3. Trainer information of Unit

Serial number	Name	Sex	Birthday	Available curriculum module	Position / Title	Professional	Phone	E-mail	Remarks

Note: 1. The trainer authorized by the unit;

2. Authorized training organization does not fill in this form;

4. Annual training records (Inspector)

Serial number	Name	Personnel number	Supervision Professional	Training course name	Hours	Organizer	Training time	Remarks

Note：1. Training categories include initial training and continuing training;

2. Training time means the beginning and end date of training.

5. Annual training records (DAR)

Serial number	Name	Unit	Authorized scope	Training categories	Training course name	Hour	Organizer	Training time	Remarks

Note:1. The scope of DAR, include DER, DMIR and DIR;
   2. Training categories include initial training and continuing training;
   3. Training time means the beginning and end date of training.

6. Annual training records (other personnel)

Serial number	Name	Position / Title	Staff categories	Unit	Training categories	Training course name	Training Time	Certificated

Note: 1. Staff categories include the airworthiness certification engineer, training institution staff, and other relevant personnel;
2. Training categories include initial training and continuing training;
3. Training time means the beginning and end date of training.

Appendix 9 Training Needs Information Form

Training Needs Information Form

Unit name:_____

Serial Number	Training Course	Training content	Quantity	Training organization	Independent Class

Note: Training categories including initial and continuous training.

Appendix 10 Training Organization Application

<h2 style="text-align:center">Training Organization Application</h2>

1. Training organization name _____

2. Training organization address _____

  Phone _____ Fax _____ Postcode _____

3.Application category: □The initial application in training

    □Application for authorizing new training courses

4. Application for training courses:

_____

_____

5. Submit data

□Training organization management manual

□Teaching program

□Trainer information and training certificate

□teaching material　　　□other _____

6. Statement

I hereby declare that the application form is filled with the truth, and I take all responsibility for the contents.

                      Applicant (signed and sealed) _____

                      Position _____

                      Date _____

Appendix 11 Training Organization Review Report

Training Organization Review Report

Training organization name: _____

Application category:

□Initial application for authorization training

□Application for authorizing increase new training courses

1. Review Record

Review items	Meet the requirements	Problem Finding	
□Training organization management manual	□Y □N		
□Training Facility	□Y □N		
□Trainer	□Y □N		
□Teaching program	□Y □N		
□Teaching equipment	□Y □N		
Assessment person		Assessment date	Y M D

Note:
1. First application for training organization, review scope includes all the items in this sheet;
2. Application for increasing authorized training courses, review scope should be determined by the Airworthiness Training Evaluate Committee.

2 Review comment

Airworthiness Training Evaluate Committee (Chapter)

Y   M   D

Appendix 12 Training Organization Evaluating Checklist

Training Organization Evaluating Checklist

Training organization:

Review time:

Review Group Leader:

Review Group Member:

Airworthiness training organization management manual check list

Serial Number	Manual Item	Based on the procedure	Review conclusion			problem description
			conformance	nonconformance	Not applicable	
1	**Preface**	5.2				
1.1	Language					
1.2	Manual form					
1.3	Manual layout					
	—Cover Page					
	—Catalog Page					
	—List of Effective Pages					
1.4	Revision Control —revision record					
1.5	Manage State					
1.6	Compile、Revision and Distribution procedure —Distribution list					
2	**Training Organization**	5.2				
2.1	—Organization explanation					
	—Responsibility					
2.2	—Manager and responsibility					
2.3	—Training facility					
2.4	—Training service					

2.5	一Training ability					
2.6	一Training Form					
2.7	一Change Report	Appendix 7				
2.8	一Plan and Organize					
2.9	一Employment and management of Trainer					
2.10	一Classroom management					
2.11	一Implement process					
2.12	一Train in other place(if applicable)					
2.13	一Training Certificate management					
3	**Training Plan**	7.2				
3.1	一Requirements and evaluation					
3.2	一Trainer needs	7.3				
3.3	一Annual Training Plan					
4	**Training Program and materials**	5.2				
4.1	一Program formulate and management					
4.2	一Material formulate and management					
4.3	一Examine Standard	5.5				
4.4	一Examine procedure	5.5				
4.5	一Course management					

4.6	一Course list					
5	**Trainer**	5.6				
5.1	一Airworthiness Regulations					
5.2	一Professional knowledge					
5.3	一Experience					
5.4	一Teaching ability					
5.5	一Part-time trainer(if applicable)					
6	**Quality management**	5.2				
6.1	一Teaching quality management	5.2				
6.2	一Training work evaluation and summary					
6.3	一Annual Training Summary	Appendix 8				
7	**File management**	8.2				
7.1	一Trainee files					
7.2	一Training course file					
7.3	一Training filing time requirements					
7.4	一Filing form					
7.5	一Filing limits					
8	**Others**					

Appendix 13 Review Problem Notification

<table>
<tr><td colspan="4" align="center">Review Problem Notification</td></tr>
<tr><td>Training Organization Name</td><td colspan="3"></td></tr>
<tr><td>Training Organization Address</td><td colspan="3"></td></tr>
<tr><td>Training Organization Manager</td><td colspan="3"></td></tr>
<tr><td>Review Time</td><td></td><td>Review Location</td><td></td></tr>
<tr><td colspan="4">Review Findings：</td></tr>
<tr><td colspan="4">Review Problem in manual checklist

Review Problem On-site

</td></tr>
<tr><td colspan="4">Review Group Comments：</td></tr>
<tr><td colspan="4">

</td></tr>
<tr><td colspan="4">Corrective Actions Report Submitting Date：</td></tr>
<tr><td colspan="4">Review Group Leader：</td></tr>
<tr><td colspan="4">Review Group Members：</td></tr>
<tr><td colspan="4">Training Organization Manager：</td></tr>
</table>

Appendix 14 Airworthiness Training Organization Annual Review Report

<table>
<tr><td colspan="4" align="center">**Airworthiness Training Organization Annual Review Report**</td></tr>
<tr><td>Training Organization Name</td><td colspan="3"></td></tr>
<tr><td>Training Organization Address</td><td colspan="3"></td></tr>
<tr><td>Training Organization Manager</td><td colspan="3"></td></tr>
<tr><td>Review Time</td><td></td><td>Review Location</td><td></td></tr>
<tr><td colspan="4">Training briefing of last year：</td></tr>
<tr><td colspan="4" height="200"></td></tr>
<tr><td colspan="4">Review Summary：</td></tr>
<tr><td colspan="4" height="150"></td></tr>
<tr><td colspan="4">Review Group Comments：</td></tr>
<tr><td colspan="4" height="50"></td></tr>
<tr><td colspan="4">Suggestion：</td></tr>
<tr><td colspan="4" height="250"></td></tr>
<tr><td colspan="4">Review Group Leader：</td></tr>
<tr><td colspan="4">Review Group Members：</td></tr>
<tr><td colspan="4" height="60"></td></tr>
<tr><td colspan="4">Report Date：</td></tr>
</table>

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Appendix 15 Corrective Actions Report

<table>
<tr><td colspan="4" align="center">**Corrective Actions Report**</td></tr>
<tr><td>Training Organization Name</td><td colspan="3"></td></tr>
<tr><td>Training Organization Address</td><td colspan="3"></td></tr>
<tr><td>Training Organization Manager</td><td colspan="3"></td></tr>
<tr><td>Review Time</td><td colspan="3"></td></tr>
<tr><td colspan="4">Review Findings Description：</td></tr>
<tr><td colspan="4">

</td></tr>
<tr><td colspan="4">Reason Analysis：</td></tr>
<tr><td colspan="4">

</td></tr>
<tr><td colspan="4">Take corrective actions and finish time</td></tr>
<tr><td colspan="4">

</td></tr>
<tr><td>Manager：</td><td></td><td>Date：</td><td></td></tr>
<tr><td colspan="4">Review Group Leader and Review Comments：</td></tr>
<tr><td colspan="4">

</td></tr>
<tr><td>Review Group Leader</td><td></td><td>Date：</td><td></td></tr>
</table>