



# ADVISORY CIRCULARS

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## **EDIT GUIDE FOR CIVIL AVIATION AIRCRAFT MAINTENANCE TRAINING ORGANIZATION MANAGEMENT MANUAL**

Flight Standard Department

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DEPARTMENT OF FLIGHT STANDARD  
CIVIL AVIATION ADMINISTRATION OF CHINA

**Advisory Circulars**

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Authorized: Jiang Huaiyu

**TITLE: EDIT GUIDE FOR CIVIL AVIATION AIRCRAFT MAINTENANCE  
TRAINING ORGANIZATION MANAGEMENT MANUAL**

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**1. Gist and Objective**

This Advisory Circular (AC) is edited according to Article 147.21 of «Civil Aviation Aircraft Maintenance Training Organization Certification Regulation» (CCAR-147). The objective is providing guide to civil aviation aircraft maintenance training organization to edit management manual.

**2. Applicable Scope**

This AC is applicable for civil aviation aircraft maintenance organization which intends to apply or has already possessed civil aviation aircraft maintenance organization certificate.

**3. Repeal**

For backup

**4. Declaration**

Civil Aviation Aircraft Maintenance Training Organization Management Manual is basic document for civil aviation aircraft maintenance training organization to implement maintenance training management. Maintenance Training Organization Management Manual not only includes working procedure but also is applied to edit working procedure manual solely. When solely editing working procedure manual, this manual could be authorized by accountable manager or he/she authorized quality manager of maintenance training organization, and is approved by civil aviation administration. CAAC or regional civil aviation administration could point out any deficiency and

problem of working procedure manual, and ask organization to make correction; otherwise, this will impact the authorization of maintenance training organization management manual.

## **5. Structure and Content of Management Manual**

### **5.1 Cover Page**

### **5.2 Table of Content Page**

There should be corresponding page number, and content should be listed out by chapter and section.

### **5.2 Valid Page List**

Every edition amendment should be controlled by valid page list, edition and date amendment of each page should be in detail, and every edition amendment should be authorized by accountable manager.

### **5.3 Amendment Record**

Amendment edition, amendment date, amendment note, folding person and folding date should be labeled in amendment record.

### **5.4 List Delivery**

Maintenance training organization should number every paper version of maintenance training organization management manual, and control every manual.

### **5.5 Declaration of Accountable Manager**

Accountable manager should declare how this manual comply with CCAR-147, and ensure own organization constantly comply with the requirement of CCAR-147 regulation. When there is change for accountable manager, it should be signed and need to be authorized again.

### **5.6 Manual Management**

Department, which is in charge of manual amendment and delivery, and working procedure should be included in this chapter.

### **5.7 Organizational Structure and Responsibility**

#### **5.7.1 Overall Structure Diagram**

Training organization could be edited according to fact of organization in this section, it should be clearly indicated that quality manager could accountable to accountable manager in the structure diagram.

#### **5.7.2 Responsibility**

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Responsibility of each department of organization should be clearly indicated in this section.

- 1) Name and responsibility of each department could be edited according to the fact of training organization;
- 2) Divided work of each department should avoid cross and overlap with each other;
- 3) Other non-training department and its responsibility can not be put into the manual.

## **5.8 Personnel**

### **5.8.1 Primary Management Personnel**

Name, title and responsibility of primary manager such as accountable manager, quality manager should be clearly indicated in this chapter.

### **5.8.2 Instructor List and Qualification Description**

## **5.9 Training Facility and Equipment Management**

### 5.9.1 Training Location List

### 5.9.2 Training Facility Description

#### (1) Training Facility Ichnography

Primary training facility ichnography of own organization, which is related with CCAR-147, should be laid out.

#### (2) Theory Training Facility and Equipment

Training organization lays out primary training facility and equipment such as CBT Lab, theory lecture room, CBT software, etc. in accordance with respective training capability.

#### (3) Practice Training Facility and Equipment

Training organization should list name, model and quantity of primary training facility and equipment such as aircraft, simulator, and training equipment according to respective training capability. When used tool is different from aircraft maintenance, it will be described.

### **5.9.3 Training Material List**

Maintenance training organization should number the training material, number and name of training material should be listed in the training management manual.

## **5.10 Training Capability Description**

5.10.1 Training organization certificate (copy), which should currently be valid. When training organization applies, the location of this page should be ready in advance.

5.10.2 Trainee intake plan and number of training organization should be listed in this section.

Intake plan should be clear about whether this organization recruit trainee all-year round or in a fixed date. Training organization should determine recruit trainee number in accordance with its instructor, facility and equipment.

5.10.3 Course List: name, number and training hour should be listed out, the training outline of specific course could be found in the general training outline.

5.11 Table and Label

- 1) Table and label sample is only need to list out table and label which is required by CCAR-147 and mentioned in this manual as well;
- 2) Training organization could edit filing table note as required.

5.12 Conformability Description

Description of comply with CCAR-147

CCAR-147 Article	Training Organization Management Manual	Working Procedure	Conformability	Description

- 1) When totally comply with requirement, “Comply”is filed in the “Conformability ” column; When totally not comply with requirement, “not comply” is filed in it, moreover, equivalent safety measure is filed in the “Description” column; when partially comply with requirement, “Partial Comply” is filed in it, furthermore, equivalent safety measure is filed in the “Description” column.
- 2) If there is nothing to file, “None”is filed.

## **6 Content Requirement for Working Procedure**

### **6.1 Organization Change Report**

If there is organization change, for example: name, address and training capability, the report procedure should be described.

### **6.2 Training Course Planning and Organizing**

Working process and management procedure of course planning and organizing should be described.

### **6.3 Training Outline Formation and Management Requirement**

Working process, responsible department and person are formed, edited and authorized in training outline.

### **6.4 Instructor Employment and Management**

Instructor qualification requirement, employment method, training job requirement and training plan should be clear.

### **6.5 Training Material Preparation and Management Procedure**

Working process, responsible department and person are formed, edited and authorized in training material.

### **6.6 Classroom, Facility Preparation and Management Procedure**

This includes classroom environment control, training facility configuration, etc.

### **6.7 Practice Field Preparation and Management Procedure**

Management requirement, label, maintenance and operation description of tool and practice equipment, preparation and authorization of practice working list and card, management of practice reference material should be included.

### **6.8 Training Implementation Process Management Procedure**

Trainee management, show record, training material delivery, training course preparation and training method should be included.

### **6.9 Different Training Site Management Procedure (if applicable)**

Different site training method, training quality assurance method should be included.

### **6.10 Training Record Filing Procedure**

Content requirement for training record, training record filing, record keeping method and time limit should be included.

## 6.11 Test Organizing and Management Procedure

### 6.11.1 Test Paper Preparation and Secrecy Method

Edit rule of test question, secrecy method of test paper should be included.

### 6.11.2 Test Room Preparation

Requirement and preparation method of test room should be included.

### 6.11.3 Test Procedure

Invigilating procedure, re-test measure and cribbing treatment should be included.

### 6.11.4 Practice Test Procedure

Evaluation method of practice should be included.

### 6.11.5 Test Paper Evaluation and Test Record Procedure

### 6.11.6 Test Record Filing Procedure

Content requirement of test record, record filing, record keeping and backup method of computerized record should be included.

### 6.11.7 Different Site Test Management Procedure ( if applicable )

## 6.12 Training Certificate Preparation, Control and Issue

Category classification, filing description, issue method and filing requirement should be included.

## 6.13 Training Quality Audit Procedure

### 6.13.1 Self-Audit Procedure of Training

### 6.13.2 Self-Audit Procedure of Test

### 6.13.3 Analysis of Test Result

### 6.13.4 Error Correction of Self Audit

### 6.13.5 Annual Audit Report

### 6.13.6 Instructor Evaluation

### 6.13.7 Invigilate Personnel Evaluation

### 6.13.8 Record File Keeping of Instructor and Invigilate Personnel Evaluation and Authorization

Content, keeping method and time limit of file should be included.

## 6.14 Exempt Course

Exempt rule, test method of exempt course should be included.

Note: The above title is recommended content, training organization could



select and re-write it in accordance with its fact, but management content should be included.