



## ADVISORY CIRCULARS

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Number: AC-147-01  
Issue Date: Nov 2<sup>nd</sup>, 2005

### APPLICATION GUIDE FOR CIVIL AVIATION AIRCRAFT MAINTENANCE TRAINING ORGANIZATION

Flight Standard Department

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**DEPARTMENT OF FLIGHT STANDARD  
CIVIL AVIATION ADMINISTRATION OF CHINA**

**Advisory Circular**

Number: AC-147-01

Issue Date: Nov 2<sup>nd</sup> 2005

Authorized: Jiang Huaiyu

**TITLE: APPLICATION GUIDE FOR CIVIL AVIATION AIRCRAFT  
MAINTENANCE TRAINING ORGANIZATION**

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**1. Basis and Purpose:**

This Advisory Circular (AC) is edited according to Article 147.6 of《Civil Aviation Aircraft Maintenance Training Organization Certification Regulation 》(CCAR-147). The objective is providing guide to the civil aviation aircraft maintenance training organizations to apply for training certificates that are issued by the Civil Aviation Administration of China (CAAC).

**2. Applicable Scope:**

This AC is applicable for civil aviation aircraft maintenance training organization who intends to apply for, or already possess, a civil aviation aircraft maintenance training organization certificate.

**3. Repeal:**

For backup

**4. Declaration:**

There are different procedures and application documents when applying for domestic training organizations and regional/foreign training organizations.

Therefore this AC is divided into two parts:

Application guide for domestic maintenance training

Application guide for regional/foreign maintenance training

**5. Application Guide for Domestic Maintenance Training Organization**

**5.1 Qualification of Applicant**

( 1 ) Applicant should be corporate body or its written authorized inter-organization which is familiar with CCAR-147 and possess partial or entire training categories, rating training capabilities and terms which are listed in Article 147.5 of CCAR-147,they are as follow:

Training scope	Training Category	Training Rating	Type/Item
Basic Maintenance Skill Training	ME		
	AV		
Aircraft Maintenance Basic Training	ME		TA
			PA
			TH
			PH
	AV		
Component Repair Basic Training	STR		
	PWT		
	LGR		
	MEC		
	AVC		
	ELC		
Aircraft Type Training	ME	CAT I	For example : B737-800(CFM56)
	ME	CAT II	
	AV	CAT I	
	AV	CAT II	
Component Repair Item Training	STR		For example: 011、012
	PWT		
	LGR		
	MEC		
	AVC		
	ELC		

(2) When applicants apply for two different training courses, the training organization should possess these two entire courses and already be authorized by regional civil aviation administration. Objects of different training should be people who have already finalized specific training courses and obtained certificate from training organization certified by CAAC.

## 5.2 Administrative Department

Acceptance and authorization of domestic application is responsibility of the Airworthiness and Maintenance Divisions of regional civil aviation administration where the applicant located, contact details are as follow:

Airworthiness and Maintenance Division of North China Regional Civil Aviation Administration:

Beijing Capital International Airport

Postal Code: 100621

FAX: ( 010 ) 64592342

Airworthiness and Maintenance Division of East China Regional Civil Aviation Administration:

Shanghai Hongqiao International Airport

Postal Code: 200335

FAX: ( 021 ) 62688950

Airworthiness and Maintenance Division of South China Regional Civil Aviation Administration:

Airport Road, Guangzhou

Postal Code: 510406

FAX: ( 020 ) 86686946

Airworthiness and Maintenance Division of Southwest China Regional Civil Aviation Administration:

Chengdu Shuangliu International Airport

Postal Code: 610202

FAX: ( 028 ) 85704084

Airworthiness and Maintenance Division of Northwest China Regional Civil Aviation Administration:

No.27 Taoyuan South Road, Xian

Postal Code: 710082

FAX: ( 029 ) 84261526

Airworthiness and Maintenance Division of Northeast China Regional Civil Aviation Administration:

No.3 Xiao He Yan Road, Dong District, Shenyang City

Postal Code: 110043

FAX: ( 024 ) 88295794

Airworthiness and Maintenance Division of Xinjiang Regional Civil Aviation Administration:

No.46 Ying Bin Road, Urumchi

Postal Code: 830016

FAX: ( 0991 ) 3804024

### **5.3 Examine and Approve Procedure**

#### **5.3.1 Original Application**

- ( 1 ) Applicant should read valid CCAR-147 and other relevant ACs.
- ( 2 ) Applicant should file the 《Application For Issue of Maintenance Training Organization Certificate》 and other application documents which are mentioned in Article 5.5 of this AC. Copy of application form could be used, but the filed and signed information must be the original.
- ( 3 ) Applicant should submit application documents to relevant administrative department. Applicant should be informed by written letter about whether its application is accepted or not within 5 working days.
- ( 4 ) The primary manager of relevant administrative department should meet with accountable manager and quality manager to confirm each applied item. The time for meeting could be decided through bilateral negotiation.
- ( 5 ) The administrative department could issue accept notice to applicant that comply with Article 5.1 of this AC. Applicant is willing to accept examination of CAAC and pay examination charge.
- ( 6 ) The examination date could be negotiated through written or meeting method.
- ( 7 ) The applicant pay an examination charge in the designated manner which is described in the accept notice.
- ( 8 ) Censor group conduct field examination.
- ( 9 ) After field examination, censor group will take approval proposal by the way of examination report.
- ( 10 ) Relevant administrative department will issue maintenance training organization certificate to domestic maintenance training organization, which comply with this AC and have paid examination charge within 20 working days after field examination. Letter would be delivered to the applicant that does not comply with this AC.

#### **5.3.2 Change Application**

- ( 1 ) Application should be submitted if there are changes of one of the following item: Name, address , training category and training rating.

Maintenance training organization should submit written application to the Airworthiness and Maintenance Division of relevant regional civil aviation administration 60 days prior to change maintenance training organization certificate.

( 2 ) If there are significant change in training infrastructure, training equipment, training outline, personal, organizational framework and maintenance training organization management manual, Maintenance training organization should inform the Airworthiness and Maintenance Division of relevant regional civil aviation administration 30 days prior to the change.

#### **5.4 Document Submission**

##### **5.4.1 “Original Application” should submit each of the following document**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) 《Training Organization Management Manual》 ( It could be edited refer to AC-147-05 《Edit Guide For Civil Aviation Aircraft Maintenance Training Organization Management Manual》 )

( 1 ) Training Outline

( 2 ) Copy of working certificate and copy of authorization document to the applicant of the corporate body

##### **5.4.2 “Application for change training category, item, training rating”, each of the following documents should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Modified part of 《Training Organization Management Manual》

( 3 ) Modified part of training outline

( 4 ) Conformability description to plan change

##### **5.4.3 “Change training location” each of the following document should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Modified part of 《Training Organization Management Manual》

( 3 ) Conformability description to plan change

**5.4.4 “Change organization or name” each of the following document should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Reason for organization and name change

( 3 ) Modified part of 《Training Organization Management Manual》

**5.5 Application Document Note**

**5.5.1 Filing Note of the Application for Issue of Maintenance Training Organization Certificate**

The application document should be filed in Chinese。 All the items, except signature, should be printed out.

( 1 ) Applicant name column: It should be filed in full name of applicant.

( 2 ) Applicant address column: It should be filed in the address of applicant.

( 3 ) Application reason column: make“√”sign of the reason listed

( 4 ) Training category column: make“√”sign in front of the training category listed

( 5 ) Accountable manager column: accountable manager should be the one in the 《Training Organization Management Manual》 submitted. Name, title, date should be printed out, the accountable manager should sign in the signature column by him/herself. No one is allowed to sign the accountable manager’s name instead of him/her.

( 6 ) Training item and location column: if the training location is same as the address which is listed in 5.5.1 ( 2 ) of this AC, it is not necessary to be listed; if the training location is not at or more than the address which is listed in 5.5.1

( 2 ) of this AC, it is necessary to list and file the name of the applied training course。 For example: training location of B737-800(CFM56) ME- I .

Note: If the training organization of the applied aircraft type training only provides theory training without on-the-job training, it must be noted in this column.

**5.5.2 Requirement for Training Organization Management Manual**



Applicant should submit the whole Training Organization Management Manual that should be loose-leaf and there should be cover page, table of content, amendment record and valid list in it. There should be name of training organization, chapter number, date of issue and amendment, page number on each page of the manual.

### **5.5.3 Requirement of Training Outline**

The training outline should comply with the requirement of training outline and should be established respectively in accordance with the applied item/rating.

For example : applicant who apply for B737-800(CFM56) ME- I and B747-400(PW4000)ME- I should submit different training outline.

Note: the edit of the training outline could refer to «Edit Guide For Maintenance Training Organization Training Outline» AC-147-09.

### **5.5.4 Conformability Description to Plan Change**

Mainly include:

- ( 1 ) Whether the organization comply with Article 5.1 of this AC or not after name change;
- ( 2 ) Whether the organization comply with the requirement of regulation for training infrastructure and equipment or not after address change;
- ( 3 ) How does the training outline, instructor, training infrastructure and equipment comply with the requirement of regulation after training rating change?

### **5.6 Examination Charge Criterion**

( For Backup )

## **6 Application Guide for Foreign and Regional Maintenance Training Organization**

### **6.1 Qualification of Applicant**

( 1 ) Applicant should be corporate body or their written authorized inter-organization who is familiar with CCAR-147 and possess partial or entire training categories, rating training capabilities and terms which are listed in article 147.5 of CCAR-147,they are as follow:

Training scope	Training Category	Training rating	Type/Item
Basic Skill Training	ME		
	AV		
Aircraft Maintenance Basic Training	ME		TA
			PA
			TH
			PH
Component Repair Basic Training	AV		
	STR		
	PWT		
	LGR		
	MEC		
	AVC		
Aircraft Type Training	ELC		
	ME	CAT I	For example: B737-800(CFM56)
	ME	CAT II	
	AV	CAT I	
	AV	CAT II	
Component Repair Items Training	STR		For example: 011、012
	PWT		
	LGR		
	MEC		
	AVC		
	ELC		

(2) When applicant apply for two different training courses, the training organization should possess these two entire courses and already be authorized by the regional civil aviation administration. Objects of different training should be people who have already finalized specific training courses and obtained certificate from the training organization certified by CAAC.

## 6.2 Administrative Department

Acceptance and authorization of foreign or regional application is responsibility of the Sustained Airworthiness and Maintenance Division of Department of Flight Standard of CAAC, contact detail is as follow:

Sustained Airworthiness and Maintenance Divisions  
Department of Flight Standard  
Civil Aviation Administration of China

No.155 Dong Si West Street, Beijing

Postal code: 100710

FAX: ( 010 ) 64030987

### **6.3 Examine and Approve Process**

#### **6.3.1 Original Application**

( 1 ) Applicant should read valid CCAR-147 and other relevant ACs.

( 2 ) Applicant should file the 《Application For Issue of Maintenance Training Organization Certificate》 and other application documents which are mentioned in Article 6.5 of this AC. Copy of application form could be used, but the filed and signed information must be original.

( 3 ) Applicant should submit application document to relevant administrative department. Applicant should be informed by written letter about whether their application is accepted or not within 5 working days.

( 4 ) The primary manager of relevant administrative department should meet with accountable manager and quality manager to confirm each applied item. The time for meeting could be decided through bilateral negotiation.

( 5 ) The administrative department could issue accept notice to applicant who comply with Article 6.1 of this AC. Applicant is willing to accept examination of CAAC and pay examination charge.

( 6 ) The examination date could be negotiated through written or meeting method.

( 7 ) The applicant pay the examination charge in the designated manner described in the accept notice.

( 8 ) Censor group conduct field examination.

( 9 ) After field examination, censor group will take approval proposal by the way of examination report.

( 10 ) Relevant administrative department will issue maintenance training organization certificate to foreign/regional maintenance training organization, which comply with this AC and has paid examination charge, within 30 working days after field examination. Letter would be delivered to the applicant who does not comply with this AC.

#### **6.3.2 Change Application**

( 1 ) Application should be submitted if there are changes of one or more of the following items: Name, address, training category and training rating .Written application should be submitted to the Airworthiness and Maintenance Division of Flight Standard Department of CAAC 60 days prior to change of maintenance training organization certificate.

( 2 ) If there are significant change in training infrastructure, training equipment, training outline, personal, organizational framework and maintenance training organization management manual, Maintenance training organization should inform the Sustained Airworthiness and Maintenance Division of Department of Flight Standard of CAAC 30 days prior to the change.

### **6.3.3 Deferred Application**

The foreign or regional maintenance training organization, with deferred application, should submit written application to CAAC to extend the expiry date of maintenance training organization certificate 6 months before the expiry date, and should accept re-examination and re-examination charges. The organization should apply corrective measures to deal with deficiencies which the examination group found, and report the result to CAAC.

## **6.4 Document Submission**

### **6.4.1 “Original Application” should submit each of the following document**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) 《Training Organization Management Manual》 ( It could be edited refer to 《 Civil Aviation Aircraft Maintenance Training Organization Management Manual Edit Guide》 AC-147-05 )

( 3 ) Training Outline

( 4 ) Foreign or regional applicant should submit copy of Maintenance Training Organization Certificate that is issued by its country/region

( 5 ) Letter of intend for training

### **6.4.2 “Application for change of training category, item, training rating” each of the following document should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Modified part of 《Training Organization Management Manual》

( 3 ) Modified part of training outlines

( 4 ) Conformability description to plan change

**6.4.3 “Change of training location” each of the following document should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Modified part of 《Training Organization Management Manual》

( 3 ) Conformability description to plan change

**6.4.4 “Change of organization or name” each of the following document should be submitted:**

( 1 ) The Application For Issue of Maintenance Training Organization Certificate

( 2 ) Reason for organization and name change

( 3 ) Modified part of 《Training Organization Management Manual》

**6.4.5 “Application for extending training organization certificate”.**

Applicant should submit a letter to declare the intention of extending the training organization certificate which is signed by the accountable manager or authorized qualify manager of maintenance training organization, and pay the examination charge.

**6.5 Application Document Note**

**6.5.1 Filing Note of the Application for Issue of Maintenance Training Organization Certificate**

The application letter of foreign maintenance training organization should be filed in English. The application letter from the regional maintenance training organization should be filed in English or Chinese. All items, except signature, should be printed.

( 1 ) Applicant name column: It should be filed in full name of applicant.

( 2 ) Applicants address column: It should be filed in the address of applicant.

( 3 ) Application reason column: make“√”sign of the reason listed

( 4 ) Training category column: make“√”sign in front of the training category

listed

( 5 ) Accountable manager column: The accountable manager should be the one in submitted 《Training Organization Management Manual》 . Name, title and date should be printed, the accountable manager should sign in the signature column by him/herself. No one is allowed to sign the accountable manager's name instead of him/her.

( 6 ) Training item and location column: if the training location is same as the address which is listed in 6.5.1 ( 2 ) of this AC, it is not necessary to be listed. If the training location is not at or more than the address which is listed in 6.5.1 ( 2 ) of this AC, it is necessary to list and file the name of the applied training course. For example: training location of B737-800(CFM56) ME- I .

Note: If the training organization of the applied aircraft type training only provides theory training without on-the-job training must be noted in this column.

### **6.5.2 Requirement for Training Organization Management Manual**

Applicant should submit the whole Training Organization Management Manual that should be loose-leaf, there should be cover page、 table of content、 amendment record and valid list in it. There should be name of training organization, chapter number, date of issue and amendment, page number on each page of the manual.

Note: the edit of the training organization management manual could refer to 《Civil Aviation Aircraft Maintenance Training Organization Management Manual Edit Guide》 AC-147-05.

### **6.5.3 Requirement of Training Outline**

The training outline should comply with the requirement of training outline and should be established respectively in accordance with the applied item/rating.

For example : applicant who apply for B737-800(CFM56) ME- I and B747-400(PW4000)ME- I should submit different training outlines.

### **6.5.4 Conformability Description for Plan Change**

Mainly include:

( 1 ) Whether the organization complies or not with Article 5.1 of this AC after name change;

( 2 ) Whether comply with the requirement of regulation for training infrastructure and equipment or not after address change;

( 3 ) How does the training outline, instructor, training infrastructure and equipment comply with the requirement of regulation after training rating change.

#### **6.5.5 Letter of intent for training**

This is only applicable for foreign or regional applicant. Maintenance training organization should provide letter of intent for training of domestic client.

Training category and rating in the letter of intent for training should be in the coverage of applied training category and rating.

#### **6.6 Examination Charge Criterion**

( For backup )