



ADVISORY CIRCULARS

Number: AC-147-06

Issue Date: Nov 2nd, 2005

FILING GUIDE FOR CIVIL AVIATION AIRCRAFT MAINTENANCE TRAINING ORGANIZATION ANNUAL REPORT

Flight Standard Department

CONTENTS

1. Gist and Objective	- 1 -
2. Applicable Scope	- 1 -
3. Repeal	- 1 -
4. Declaration	- 1 -
5. Basic Requirement	- 1 -
6. Filing Guide.....	- 2 -
Attachment : CIVIL AVIATION AIRCRAFT MAINTENANCE TRAINING ORGANIZATION ANNUAL REPORT	- 4 -

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

Advisory Circulars

Number: AC-147-06

Issue Date: Nov 2nd, 2005

Authorized:

**TITLE: FILING GUIDE FOR CIVIL AVIATION AIRCRAFT MAINTENANCE
TRAINING ORGANIZATION ANNUAL REPORT**

1. Gist and Objective

This Advisory Circular (AC) is edited according to Article 147.23 of «Civil Aviation Aircraft Maintenance Training Organization Certification Regulation» (CCAR-147). The objective is providing guide for civil aviation aircraft maintenance training organization to file «Civil Aviation Aircraft Maintenance Training Organization Annual Report».

2. Applicable Scope

This AC is applicable for maintenance training organization which possesses civil aviation aircraft maintenance organization certificate issued by Civil Aviation Administration of China (CAAC).

3. Repeal

For backup

4. Declaration

Civil Aviation Aircraft Maintenance Training Organization Annual Report is important document for CAAC and regional civil aviation administration to know management fact of maintenance training organization. Administrative authority could know annual training and management fact of training organization through annual report. Annual report system is important measure for administrative authority to keep constant supervision on it.

5. Basic Requirement

Maintenance training organization should submit 《Annual Report》 (the format is in the attachment) to CAAC or regional civil aviation administration before February 1st each year in order to report training plan of this year, training fact of last year and so forth.

《Annual Report》 should be filed annually, content scope is from January 1st of last year to January 1st of this year.

Maintenance training organization should honestly file 《Annual Report》 according to fact of organization, it should be legible, it is better to be printed out. The report will be regarded as one of the documents for CAAC or regional civil aviation administration to evaluate quality of maintenance training organization. If fail or disguise to report anything, it will impact the validity of maintenance training organization certificate.

Foreign or regional maintenance training organization should report to CAAC; Domestic maintenance training organization should report to relevant regional civil aviation administration.

6. Filing Guide

“Maintenance Training Organization Certificate Number”, “Organization Name” and “Organization Address” on the cover page of 《Annual Report》 should be coherent with valid certificate.

(1) “Is there any change of maintenance training organization in any of the following aspect in last year”

Make “x” in relevant pane to answer “yes” and “no” according to the fact, if the answer is “yes”, please describe detail fact with terse and perspicuous words. Whether relevant change has already reported to administrative authority or not, “Administrative Authority” in report indicate CAAC or regional civil aviation administration, if the answer is “no”, please describe what change is not reported after it happen and brief reason for not report.

(2) “Annual Training”

Conducted training should be filed in “Training Category” column according to the requirement of Article 147.5 of CCAR147; Training rating, aircraft type grade, aircraft and detail item should be filed in “Training Rating”、

“Training Grade” and “Type/Item” column according to the requirement of article CCAR-66; Begin and end date, site, participant number, number of passed test personnel, number of obtained certificate personnel and number of not take test of each training term should be filed in the 5 columns from “Training Begin and End Date” to “Personnel Number Do Not Take Test” according to the fact.

(3) “Annual Training Plan”

Training category, training rating, training grade, type and item, begin and end date of each training, training site, recruit personnel of each training should be filed in relevant column according to the requirement of CCAR147, CCAR-66 and training plan, if there is other matter, it could be filed in the “Remark” column.

(4) “Annual Test”

Whether trainee, instructor and invigilating personnel practise fraud or not during test, if yes, detail fact and treatment result should be described in relevant blank. Whether the fraud has been reported to the administrative authority, if the answer is “no”, what has not been reported and brief reason should be described in the blank below.

(5) “Annual Inner Audit of Quality System”

Make “x” in relevant pane to answer “yes” and “no” according to the fact, if the answer is “no”, please describe reason of not lay a course, change plan or not implement inner audit with terse and perspicuous words in the blank.

Main problem, found in inner audit of quality system, is system problem. This problem and its correction measure should be filed in the blank.

Attachment:

**CIVIL AVIATION AIRCRAFT MAINTENANCE TRAINING
ORGANIZATION ANNUAL REPORT**

(Maintenance Training Organization Certificate Number)

(Organization Name)

(Organization Address)

Reported Content is from _____Year ____Month to _____Year____Month

Quality Manager _____ (should be printed out)

_____ (Signature)

_____Year____Month____Day

Description:

1. This report is enacted in accordance with relevant articles of CCAR-147, it is one of the documents for Civil Aviation Administration of China or regional civil aviation administration (all are named as administrative authority) to evaluate training quality of maintenance training organization.
2. This report should be filed annually, reported content is from January 1st of last year to January 1st of this year, and should be submitted to administrative authority before February 1st each year. If fail or disguise to report anything, it will impact the validity of maintenance training organization certificate.
3. This report should be seriously filed; handwriting should be legible, it is better for content to be printed out.
4. If there is not enough space in the blank, additional paper could be attached and be indicated in the text.

1. Is there any change of maintenance training organization in any of the following aspect in last year:

- | | |
|---|--|
| (1) Name, address, training category and training item | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Maintenance training organization management manual | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Organization Structure | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Primary administrative personnel and instructor | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Training and practice facility, equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Training Outline | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please make “ × ” in the above relevant pane to answer “yes” and “no”, if the answer is “yes”, please describe detail fact in the blank below.

Detail changes:

Has the above change been reported to administrative authority? Yes No

First page, total four pages

3. Annual Training Plan

XXXX Annual Training Plan

Training Category	Training Rating	Training Grade	Type /Item	Training Begin & End Date	Training Site	Recruit Number of Each Intake	Remark

4. Annual Test

(1) Is there any trainee to practice fraud? Yes No

(2) Is there any instructor, invigilating personnel practice fraud? YesNo

Please make “x” in the above relevant pane to answer “yes” and “no”, if the answer is “yes”, please describe detail fact in the blank below.

Detail fact:

Has the above change been reported to administrative authority? Yes No

Third page, total four pages

5. Annual Inner Audit of Quality System

(1) Is inner audit of quality system plan made for this year? Yes No

(2) Is inner audit of quality system implemented according to plan? Yes No

Please make "x" in the above relevant pane to answer "yes" and "no", if the answer is "no", please describe detail fact in the blank below. Please describe reason of not lay a course, change plan or not implement inner audit in the blank below:

Main problem found in inner audit of quality system: (please describe in the blank below)

Correction measure of main problem found in inner audit of quality system: (please describe in the blank below)

Chief Supervisor Comment: (this column is only filed by administrative authority)

Fourth page, total four pages