

# Civil Aviation Administration of China

**ADVISORY**

**CIRCULAR**

**No: AC-66-05**

**Issue Date: October-10-2013**

## **Title: Acceptance Guidance For Civil Aircraft Maintenance Training Organization**

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### **1. Basis and Purpose:**

This Advisory Circular (AC) is formulated in accordance with CCAR66 《Management Rule of Civil Aircraft Maintenance Personnel License》, and serves as an guidance for accepting civil aircraft Maintenance training organization and its training course.

### **2. Scope of application:**

This AC is applicable to Original Equipment Manufacturers (OEM) of civil aircraft components and Original Equipment Manufacturers (OEM) of civil aircraft except those large civil aircraft defined in CCAR-91R2 Appendix A, which apply for the acceptance of maintenance training organization and its training courses.

### **3. Effective Date:**

This AC takes effect on January 1st, 2014.

### **4. Description:**

In accordance with the definition of CCAR-66 Article 66.5(f), maintenance training organization accepted by CAAC means the organization which does not obtain CAAC issued maintenance training organization certificate in accordance with CCAR 147, but which training course is accepted by CAAC as per specified procedures.

This AC describes the scope and requirements of CAAC accepted training courses, and specify CAAC acceptance procedure for training courses of maintenance training organization and requirements of its related training courses, instructors, training facilities, examination, training records, training reports and etc. An organization should be deemed as an accepted maintenance training organization when its training courses are accepted by CAAC, Those courses represents the organization capability.

### **5. Scope and Requirements of CAAC accepted training courses**

#### **5.1 Scope of CAAC accepted training courses**

CAAC accepted training courses include the following two categories:

- (1) Civil aircraft maintenance personnel aircraft type training course;
- (2) Civil aircraft Component maintenance personnel component maintenance items training course;

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## **5.2 Requirements of CAAC accepted training courses**

### **5.2.1 Requirements of CAAC accepted civil aircraft type training courses**

The applicant of CAAC accepted civil aircraft type training course should be the Original Equipment Manufacturers (OEM) of civil aircraft except those large civil aircraft defined in CCAR-91R2 Appendix A.

Requirements related to civil aircraft type training course content, instructor's qualification, training facilities, examination and etc. should refer to CCAR-147 requirement accordingly.

### **5.2.2 Requirements of CAAC accepted component maintenance item training courses**

The applicant of CAAC accepted component maintenance item training courses should be the Original Equipment Manufacturers (OME) of civil aircraft component.

Requirements related to civil aircraft component maintenance item training course content, instructor's qualification, training facility, examination and etc. should refer to CCAR-147 requirement accordingly.

## **6. Acceptance Procedures for training courses**

Flight Standards Department of CAAC or its' authorized organization is responsible for accepting aircraft type training course of civil aircraft Original Equipment Manufacturers (OEM) and component maintenance item training courses of civil aircraft component Original Equipment Manufacturers (OEM) .

Applicant should submit application form (see Appendix 1) and application material defined in this AC Item 7 to the Flight Standards Department at least 2 months prior to the start of training course.

The Flight Standards Department

- Should determine whether application is acceptable within 5 working days after the complete application material is received.
- May assign authorized organization to audit the application material
- Will issue letter (see Appendix 2) before the start of training course to accept civil aircraft type training course or component maintenance item training course in accordance with the audit result. The letter is basis document for accepting training course of maintenance training organization and will be valid for 2 years.

The applicant should apply for acceptance again to Flight Standards Department in case of change in training course content, instructor qualification, main training facility, examination and etc.

Applicant should submit training Report (see Appendix 3) to Flight Standards Department for record within 10 working days after training course accomplishment .

The Flight Standards Department has the right to determine whether to do an on-site audit to training and to audit the keeping of the training records.

## **7. Application material for training courses acceptance**

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**7.1 Applicant for training course acceptance should submit the following material:**

- 1) Domestic civil aircraft maintenance personnel's letter of intend for training;
- 2) Application form for training courses acceptance;
- 3) The copy of the type certificate (if applicable);
- 4) Course description;
- 5) Instructors' qualification description;
- 6) Training facility description;
- 7) Examination method description; Written exam should provide a sample of test paper;
- 8) Training certificate sample.

**7.2 Course description:**

- 1) Course syllabus (Theoretical and Practical);
- 2) Courseware (including aircraft type rating/component description);
- 3) List of tasks for practical training and work card sample;
- 4) Training schedule.

**7.3 Instructors' qualification description:**

- 1) Instructor list and instructor's authorized courses;
- 2) Each instructor's education background, positional title certificate, maintenance license (if applicable), copy of training certificate of the original type/component manufacturer (if applicable);
- 3) Each instructor's working experience.

**7.4 Training facility description**

Training facility description shall describe both theoretical and practical facility of training.

**7.5 Examination description**

Examination description should describe both theoretical training and practical training assessment methods; sample of written exams should be provided

**8. Requirements of training certificate**

The applicant should issue training certificate to trainees having successfully passed examination. The certificate should include the following information:

- 1) Trainee's name;
- 2) Course name (course name should be the same as the name on the acceptance letter);
- 3) Training location;
- 4) Training hours;
- 5) Referred acceptance letter number.

**9. Training record**

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The applicant should set up training record for every batch of trainee.

The record shall include the following information:

- 1) The beginning and end date of training;
- 2) Training course name, training hours and instructors;
- 3) Attendance record;
- 4) Record of test paper and exam mark;
- 5) Copy of training certificate;
- 6) Violation penalty record.

The abovementioned training record should be kept at least 5 years after training completion.

#### **10. Administrative Department**

Continuing Airworthiness and Maintenance Divisions

Flight Standards Department of Civil Aviation Administration of China

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Appendix 1: Application form for Training Course acceptance

Application form for Training Course acceptance

1. Name of Applicant:			
2. Address:			
3. Reason for Application:			
<input type="checkbox"/>	Aircraft Type Training	Aircraft Type Rating:	
<input type="checkbox"/>	Component maintenance Item Training	Item:	
4. Training Provider:			
<input type="checkbox"/> Original Equipment Manufacturers (OEM) of civil aircraft			
<input type="checkbox"/> Original Equipment Manufacturers (OEM) of civil aircraft component			
<input type="checkbox"/> Others			
5. Training Venue:			
6. Commitment of Compliance with AC-66-05 <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. Applicant contact information:			
Contact Person:		Position:	
Telephone:		Fax:	
E-mail:			
Person-in-charge signature/Date:		Position:	
Telephone:		Fax:	
E-mail:			

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Appendix 2: acceptance Letter

Applicant:

Address:

Telephone:

Fax:

Issue Date:

Validity date:

Acceptance No:

Letter of accepting xx aircraft Type Training Course

Dear Sir or Madam:

Based on your application material for xxx aircraft type training course, it is found your training course comply with the relevant requirements of CAAC acceptance procedures for maintenance training courses. CAAC accept your organization as civil aircraft maintenance training organization and the corresponding training.

Training report shall be submitted to Flight Standards Department of CAAC for record every time after these aircraft type training finish.

Flight Standards Department of Civil Aviation Administration of China

Attachment 3: Training Report

Training Course title				
Training acceptance Letter No.				
Training Date				
Training address and Main Training Facility (Theoretical, Practical)				
Instructors and their courses				
Exam and Pass rate				
Signature of person-in-charge or instructor			Date	
Passed Trainee information				
No.	Name	Company	ID Number	Training Certificate Number

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