

 CAA هيئة الطيران المدني CIVIL AVIATION AUTHORITY	Application for Maintenance Training Organisation Exposition Approval	Form	AWR 018
		Issue	1
	Civil Aviation Authority - DGCA	Revision	3
		Date	14/02/2024

MTOE Application purpose: Initial Amendment

1. Applicant / Operator					
MTO Name:					
Address:					
Tel/Email:					
Contact person:					
MTOE Edition /Revision /date					
Maintenance Exposition Approval Ref. (for Amendment)		Attachment No. Ref	Checked		Inspector comments
			Sats	U/S.N/A	
PART 0 GENERAL ORGANISATION					
0.0 INTRODUCTION					
0.1 General Info – Background, Name, Address, Tel & Fax address& email address					
0.2 Table of Content					
0.3 List of Effective pages					
0.4 List of Revision/Amendment					
0.5 Distribution List					
0.6 Glossary and Abbreviation					
PART 1 MANAGEMENT					
1.1 Corporate commitment by the accountable manager					
1.2. Management personnel					
1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor					
1.4. Management personnel organisation chart					
1.5. List of instructional and examination staff					
1.6. List of approved addresses					
1.7. List of sub-contractors as per CAR- 147.145(d)					
1.8. General description of facilities at paragraph 1.6 addresses					
1.9. Specific list of courses approved by the Authority					
1.10. Notification procedures regarding changes to organisation					
1.11. Exposition and associated manuals amendment procedure					
PART 2 – TRAINING AND EXAMINATION PROCEDURES					
2.1. Organisation of courses					
2.2. Preparation of course material					
2.3. Preparation of classrooms and equipment					
2.4. Preparation of workshops/maintenance facilities and equipment					
2.5. Conduct of basic knowledge & practical training					
2.6. Records of training carried out					
2.7. Storage of training records					
2.8. Training at locations not listed in paragraph 1.6					
2.9. Organisation of examinations					
2.10. Security and preparation of examination material					
2.11. Preparation of examination rooms					

2.12. Conduct of examinations				
2.13. Conduct of basic practical assessments				
2.14. Marking and record of examinations				
2.15. Storage of examination records				
2.16. Examinations at locations not listed in paragraph 1.6				
2.17. Preparation, control & issue of basic training course certificates				
2.18 Control of sub-contractors				

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

3.1. Audit of training				
3.2. Audit of examinations				
3.3. Analysis of examination results				
3.4. Audit and analysis remedial action				
3.5. Accountable manager annual review				
3.6. Qualifying the instructors				
3.7. Qualifying the examiners				
3.8. Records of qualified instructors & examiners				

PART 4 – APPENDICES

4.1. Example of documents and forms used				
4.2. Syllabus of each training course				
4.3. Cross reference Index - if applicable				

Note S: Satisfactory –NS: Not Satisfactory –NA: Not Applicable

2. Applicant Compliance statement

I hereby declare that all documentation and information submitted have been verified and found in compliance with CAR 147 Regulation, its Implementing Rules and all other applicable requirements/procedures.

Training Manager:
Date: _____ Signature: _____

Quality Manager:
Date: _____ Signature: _____

FOR CAA USE ONLY

Flight Safety Director Approval (if applicable)

Airworthiness Inspector Name: Date :

Signature and Stamp: _____ Satisfactory for Airworthiness Approval Yes No