

 PACA الهيئة العامة للطيران المدني	Application for Maintenance Training Exposition Approval	Form	AWR 18
		Edition	Original
	Public Authority for Civil Aviation- DGCAR	Revision	1
		Date	1/12/2019

MTOE Application purpose: Initial Amendment

1. Applicant / Operator				
ATO 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 PACA USE ONLY				
Flight Safety Director Approval (if applicable)				
Airworthiness Inspector Name:			Date :	
Signature and Stamp:		Satisfactory for Airworthiness Approval <input type="checkbox"/> Yes <input type="checkbox"/> No		