

Advisory Circular

SCHEDULE OF EXPERIENCE & ON-THE-JOB TRAINING PROGRAMME

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GENERAL

Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (CAAS) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This Advisory Circular (AC) provides guidance to a SAR-145 Approved Maintenance Organisation (AMO) holding Category A rating that intends to have a programme to enable its staff who wish to apply for an aircraft maintenance licence (AML) or a first aircraft type rating to acquire the experience for Schedule of Experience (SOE) or On-the-Job Training (OJT) under SAR-66 requirements.

APPLICABILITY

This AC is applicable to a SAR-145 Approved Maintenance Organisation (AMO) with Category A rating that intends to have a programme to enable its staff to acquire the experience for SOE or OJT under SAR-66 requirements.

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 26 November 2020.

REFERENCES

- SAR-145.70(a)(17)
- SAR-66.30(d), SAR-66.40(d), AMC 66.45(d)

1 INTRODUCTION

A SAR-145 AMO may enable its staff who wish to apply for an AML or first aircraft type rating to acquire the experience for SOE or OJT (also known as a “trainee”) by including a programme in the organisation’s Maintenance Organisation Exposition (MOE) as specified in SAR-145.70(a)(17). The AMO should propose related procedures in accordance to the requirements in this AC and seek the approval of the CAAS to include the programme(s) in the Maintenance Organisation Exposition (MOE).

2 REQUIREMENTS ON AMO CONDUCTING SOE/OJT

The Maintenance Organisation Exposition Manual (MOE) should address the following areas:

- (a) A reporting structure to senior management of AMO with the responsibility to ensure the proper and safe conduct and management of the SOE/OJT programme(s).
- (b) The environment which the SOE/OJT may be conducted and applicable requirements which should minimally ensure that –
 - (i) The SOE/OJT is carried out on actual tasks performed on aircraft/components, covering line and/or base maintenance tasks, however the AMO may identify suitable tasks that may be carried out using synthetic training devices; and
 - (ii) Trainees undergoing SOE/OJT do not sign off any tasks on the aircraft maintenance records.

Note: This does not prevent a person (e.g. qualified technician) from signing off a task that he or she is already qualified by the AMO to do so.
- (c) The description of the SOE/OJT programme(s) should include but is not limited to:
 - (i) The list of aircraft type and engine combinations for which the AMO is approved to provide SOE/OJT;
 - (ii) The SOE/OJT task list¹ in accordance to the format in AC 66-2 for each aircraft type and engine combination;
 - (iii) The qualifying criteria and appointment of its designated supervisor, assessor and final signatory of the SOE/OJT, and their attributes, roles and responsibility; and
 - (iv) The quality management system for the SOE/OJT programme(s).

¹ If the actual tasks cannot be performed on aircraft/components, a synthetic maintenance training device or dry run of tasks may be used and should be annotated in the SOE/OJT task list.

3 ROLES & RESPONSIBILITIES OF THE SUPERVISOR, ASSESSOR AND THE FINAL SIGNATORY

3.1 The designated supervisor's ("Supervisor") roles and responsibilities include:

- (a) Ensuring that the trainee under his/her charge actively participates in the entire task at hand;
- (b) Overseeing the trainee's performance for the entire process, including completion of task, use of manuals and procedures, and observance of safety measures and warnings in the maintenance environment;
- (c) Personally observing the task being performed by the trainee to ensure safety and completeness, and should be readily available for consultation; and
- (d) Signing off the SOE/OJT tasks that he/she has supervised the trainee on.

3.2 The designated assessor's ("Assessor") roles and responsibilities include:

- (a) Evaluating the completed SOE/OJT record to verify that the trainee had covered an acceptable level of diversity and quantity of tasks in each relevant ATA chapter;
- (b) Seeking feedback from the Supervisors, if necessary, to evaluate the attitude and the general work performance of the trainee;
- (c) Ascertaining that the trainee possesses an acceptable level of knowledge to support the completed tasks; if necessary, the Assessor should have a one-on-one session with the trainee to determine his/her competency of the ATA chapter; and
- (d) Countersigning against each ATA chapter in the completed task list if satisfied that the trainee possess the knowledge, skills and attitude to safely carry out the completed tasks in that ATA chapter. (It is acceptable for the Assessor to countersign only once against each ATA chapter in the SOE/OJT record since the Assessor is assessing the trainee based on his/her tasks performed from a broad-based ATA perspective).

3.3 The designated final signatory's ("Final Signatory") roles and responsibilities include:

- (a) Quality management of the SOE/OJT programme(s) within the area under his charge (i.e. at Line Maintenance or Base Maintenance);
- (b) Providing a final signoff of an entire SOE/OJT record, in the form of a declaration and recommendation to the DGCA for the grant of an initial licence or a first type rating to the trainee, when satisfied that the work experiences documented in the respective SOE/OJT are performed in accordance with this AC;
- (c) Carrying out an oral interview together with a panel of representatives from the production, quality and training division, if he assesses it to be necessary, to determine the overall readiness and suitability of the trainee to be recommended for the grant of a SAR-66 AML or the first type rating before providing the final signoff for a SOE/OJT record; and

- (d) Maintaining compliance with the approved SOE/OJT procedures in the SAR-145 MOE.

4 ATTRIBUTES OF A SUPERVISOR, ASSESSOR AND THE FINAL SIGNATORY

4.1 A Supervisor should have the following attributes:

- (a) Be able to coach (setting objectives, giving training, performing supervision, evaluating, handling trainee's reactions and cultural issues, managing debriefing sessions, determining the need for extra training or re-orientate the training, reporting, etc.); and
- (b) Be safety-oriented.

4.2 An Assessor should possess the skill sets to carry out assessments as well as supervision.

4.3 A Final Signatory should possess the skill sets to carry out independent checks on the SOE/OJT records to ensure that they comply with the SOE/OJT programme in the MOE.

5 ACCEPTABLE QUALIFYING CRITERIA FOR A SUPERVISOR, ASSESSOR AND FINAL SIGNATORY

5.1 A Supervisor should meet the following qualifying criteria:

- (a) Holds a Certification Authorisation for at least 2 years;
- (b) Holds a Certification Authorisation for the aircraft and engine type relevant to the tasks under supervision; and
- (c) Has completed briefing or training on instructional techniques.

5.2 An Assessor should meet the following qualifying criteria:

- (a) Holds a SAR-66 Category B1/B2 AML for –
 - (i) any aircraft type for the same (sub)category relevant to the assessment tasks for SOE; or
 - (ii) the specific aircraft type and (sub)category relevant to the assessment tasks for OJT;
- (b) Holds a Certification Authorisation or has been a SAR-147 practical assessor for at least 5 years; and
- (c) Completed briefing or training on assessment techniques.

- 5.3 A Final Signatory of the SOE/OJT should be an independent checker (e.g. from the quality department) who is familiar with the established SOE/OJT procedures and holds an aircraft maintenance licence with the relevant experience. An AMO may designate more than one Final Signatory (e.g. one for Line Maintenance and another for Base Maintenance).