



NOTICE OF AMENDMENT

Revision 8 to Singapore Airworthiness Requirements

SUMMARY OF AMENDMENTS

This amendment to the Singapore Airworthiness Requirements (SAR) implements new requirements for Approved Maintenance Training Organisations. The new requirements are for SAR-66 Category 'A' basic training courses.

INSTRUCTIONS

Chapter	REMOVE			INSERT		
	Rev	Date	Pages	Rev	Date	Pages
LEP	7	1 Apr 04	LEP-1 to -4	8	1 Nov 04	LEP-1 to -4
ROR	-	-	-	Update		
6.7	7	1 Apr 04	6.7.1-1 to 6.7.10	8	1 Nov 04	6.7.1-1 to 6.7.10
6.7 Appendix 1	-	-	-	8	1 Nov 04	6.7-App1-1 to 6.7-App1-2

Please disseminate this information to all relevant personnel in your organisation. For updated requirements, you may also refer to CAAS website at www.caas.gov.sg.

EFFECTIVE DATE

Organisations seeking approvals to conduct new training courses or to be approved as a maintenance training organisation must comply with the revised SAR Chapter 6.7 requirements from 1 November 2004.

Existing approved training organisations must comply with the revised SAR Chapter 6.7 by 1 November 2004.

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CHAPTER 6.7

APPROVAL OF MAINTENANCE TRAINING ORGANISATIONS

EFFECTIVE DATE : 1 NOVEMBER 2004

REVISION NO : 8 (ISSUE 2)

1 General

- 1.1 Pursuant to paragraph 11 of the Air Navigation Order, this Chapter prescribes the requirements for the approval of maintenance training organisations to conduct training/examination of aviation maintenance personnel.
- 1.2 Organisations intending to apply for a maintenance training organisation approval must satisfy the Authority that there is a need for such an approval.
- 1.3 Maintenance training organisations may be granted approval when in compliance with the requirements of this Chapter and any other requirements or conditions notified by the Authority.

2 Application for Approval

- 2.1 An application for a maintenance training organisation approval or for the amendment of an existing maintenance training organisation approval shall be made on form CAAS(AW)21T together with a copy of the maintenance training organisation exposition.
- 2.2 Approval may be granted when the applicant has demonstrated to the Authority that it meets the relevant requirements of this SAR and has paid all associated fees prescribed by the Authority.
- 2.3 The approval when granted shall apply to the whole maintenance training organisation headed by the accountable manager.

3 Scope of Approval

- 3.1 A maintenance training organisation may be granted an approval to conduct the following courses :
 - (1) Basic courses to meet the requirements of SAR Section 7 or SAR-66
 - (2) Specific aircraft type courses meeting the level III standard of ATA Spec. 104 or equivalent.

(3) Basic courses for workshop certifying staff

Note : Qualifications obtained under a paragraph 3.1(3) basic workshop certifying staff course are strictly to meet the certifying staff examination requirements for SAR-145 organisations holding Class Ratings B or C only.

4 Definitions

For the purpose of this Chapter the following definitions shall apply:

'Accountable Manager' means the manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority. The accountable manager may delegate in writing the day to day management to the senior technical person in the organisation but not the overall approval management responsibility.

'Approved basic training course' means a defined course of maintenance training designed to give a level of knowledge and some experience to a student such that it justifies the reduction in maintenance experience permitted by SAR Section 7 Chapter 7.4 and SAR-66.30.

'Terms of Reference' means the scope of work that a person is responsible for and authorised to carry out on behalf of the maintenance training organisation.

5 Facility Requirements

- 5.1 Facilities must be provided to ensure protection from the prevailing environmental elements and of overall size to cope with all planned training and examination on any particular day.
- 5.2 Fully enclosed accommodation separate from other facilities must be provided for the instruction of theory and the conduct of examinations as necessary.
- 5.3 The sub-paragraph 5.2 accommodation environment must be maintained at a light, noise and temperature/humidity level such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- 5.4 Where applicable, basic training workshops and/or maintenance facilities separate from training classrooms must be provided for practical instruction appropriate to the training course, except that arrangements may be made with another organisation to provide such workshops and/or maintenance facilities. When another organisation is used to provide workshops and/or maintenance facilities, a written agreement must be made with such organisation specifying the conditions of access and use of the basic maintenance workshops and/or maintenance facilities. The Authority will require this access.
- 5.5 In the case of an aircraft type training course, access must be provided to appropriate facilities containing examples of the intended aircraft type.

- 5.6 Office accommodation must be provided for instructors and practical assessors and must be of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- 5.7 Secure storage facilities must be provided for examination papers and training records. The storage environment must be such that documents remain in good condition for the required retention period. The storage facilities and office accommodation may be combined subject to adequate security.
- 5.8 A library must be provided containing all reference material appropriate to the scope and level of training provided.

6 Personnel Requirements

- 6.1 A senior person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the maintenance training organisation is in compliance with these requirements, must be nominated. Such person(s) must be responsible to the accountable manager and must be acceptable to the Authority.
- 6.2 One senior person shall be nominated to be responsible for the paragraph 12 internal quality assurance system and to liaise with the Authority on behalf of the maintenance training organisation's approval.
- 6.3 The maintenance training organisation must employ or contract sufficient qualified staff to plan, conduct and manage the training courses and examinations in accordance with the approval.
- 6.4 The experience and qualifications of instructors, examiners and practical assessors must be established to a standard acceptable to the Authority and must be appropriate to the course(s) being taught or examined.
- 6.5 Instructors who have no previous proven successful instructional experience must be supervised by an experienced instructor until satisfactory instructional competence has been established by the experienced instructor.

Note : Satisfactory instructional competence means possessing sufficient knowledge and practical experience (if applicable) on the subject being taught and having the ability to put across that knowledge to a willing student such that the required level of knowledge can be achieved within the time limits of the particular training course.
- 6.6 Potential instructors must have successfully completed a course in instructional techniques.
- 6.7 The training organisation must establish a procedure for initially assessing, and a procedure for maintaining, the competence of persons responsible for the development and delivery of training courses or examinations.
- 6.8 Terms of Reference must be drawn up for all persons responsible for the development and delivery of training courses or examinations. Any limitation of the scope of authority of the individual must be clearly indicated. Such persons must be provided with a copy of their Terms of Reference.

- 6.9 The knowledge of the paragraph 6.8 persons pertaining to current technology, practical skills, human factors and the latest training techniques appropriate to the training provided must be updated in accordance with a procedure in the exposition.

7 Instructional Equipment

- 7.1 Each classroom must have sufficient presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment should include representative synthetic training devices to assist students understanding of the particular subject matter where such devices are considered beneficial for such purposes.
- 7.2 The basic training workshops and/or maintenance facilities required by paragraph 5.4 must have all tools and equipment necessary to perform the appropriate scope of training.
- 7.3 The paragraph 5.5 aircraft type training facilities must have an example of the appropriate aircraft type except that synthetic training devices may also be used when the Authority is satisfied that such synthetic training devices ensure good training standards.

8 Maintenance Training Material

- 8.1 Maintenance training course material must be provided to the student and cover the syllabus relevant to that course.
- 8.2 Students must be allowed reasonable access to examples of maintenance documentation and technical information held by the maintenance training organisation library.
- 8.3 The maintenance training organisation must hold current copies of all training and reference materials that are necessary for the provision of the training courses and assessments listed in the applicant's exposition.
- 8.4 The maintenance training organisation shall ensure that the paragraph 8.3 training and reference material are controlled in the following manner :
- (1) all material is reviewed and authorised by appropriate personnel before issue;
 - (2) current issues of relevant material are available to personnel for the provision of training courses and examinations listed in the exposition;
 - (3) all obsolete material is promptly removed from all points of issue or use; and
 - (4) changes to material are reviewed and approved by appropriate personnel.

9 Training courses

9.1 The maintenance training organisation must establish procedures acceptable to the Authority to ensure good training and examination standards and compliance with all relevant requirements in this Chapter.

9.2 The maintenance training organisation must ensure that :

- (1) all training courses meet applicable syllabus requirements;
- (2) in addition, all training courses related to SAR Section 7 or SAR-66 must be approved by the Authority.
- (3) Examination questions, if any, must cover the syllabus for the course conducted.
- (4) training syllabi and material are reviewed regularly to ensure that they remain relevant;
- (5) the Authority is kept informed of any significant changes to the training course;
- (6) a minimum attendance policy is established. In any case, students who have missed more than 15 percent of the course through absences are deemed not to have completed the course.

9.3 The paragraph 9.2 (2) submission of courses for Authority's approval shall include at least the following information :

- (1) Name of course
- (2) Course control number and revision status
- (3) Course objectives
- (4) Name of instructor(s)
- (5) Reference materials
- (6) Syllabus, including any practical training sessions, if applicable
- (7) Comparison of syllabus against SAR Section 7 or SAR-66 syllabi or level III of the ATA Spec 104, if applicable
- (8) Course duration including the number of training hours for each topic
- (9) Course timetable detailing the topics to be covered for each day of the course
- (10) Maximum number of students per class
- (11) Format of any examination
- (12) Signature of the senior person responsible for the development of the course

9.4 Approved maintenance training organisations intending to conduct SAR-66 basic courses must also comply with Appendix 1.

10 Records

10.1 The maintenance training organisation shall establish procedures to maintain records necessary for the training courses and examinations listed in the exposition.

- 10.2 The maintenance training organisation shall ensure that :
- (1) there is a record for each person responsible for the development and delivery of training courses or examinations. The record shall include details of their experience, qualifications, training, and competence assessments and Terms of Reference;
 - (2) there is a record for each student being trained or examined by the maintenance training organisation. The record shall include details of enrolment, attendance, subjects, instructor comments, any practical sessions, and the results of any examinations;
 - (3) there is a record of each internal quality assurance review of the maintenance training organisation carried out under the procedures required by paragraph 12; and
 - (4) there is a record of each approved training course containing at least the course details required by paragraph 9.2 (3).
- 10.3 The records required by paragraph 10.2 (2) shall be retained for a period of at least 3 years following the completion of the particular student's course.

11 Examinations

- 11.1 The maintenance training organisation must have established procedures to ensure appropriate control of access and security of all examination questions.
- 11.2 Any student found during an examination attempting to cheat or in possession of unauthorised material pertaining to the examination subject must be disqualified from passing the examination for at least 12 months from the date of the incident. The Authority must be informed of any such incident together with the details of any inquiry within 7 working days.
- 11.3 Any examiner found during an examination to be providing answers to any student being examined must be disqualified from acting as an examiner and the examination declared void. The Authority must be informed of any such occurrence within 7 working days and the case reviewed jointly with the Authority and the maintenance training organisation.

12 Internal Quality Assurance System

- 12.1 The maintenance training organisation shall establish an internal quality assurance system to ensure good training standards, the integrity of examinations and compliance with and adequacy of the procedures required by this Chapter.
- 12.2 The internal quality assurance system shall include :
- (1) an internal audit programme to audit the maintenance training organisation for conformity with the procedures in its exposition;

- (2) procedures to ensure quality indicators, such as personnel and customer feedback and examination pass rates are monitored to identify existing problems or potential causes of problems within the system;
- (3) procedures for corrective action to ensure that existing problems or potential causes of problems that have been identified within the system are corrected;
- (4) management review procedures to measure the effectiveness of any corrective action taken and to ensure the continuing effectiveness of the internal quality assurance system in satisfying the requirements of this Chapter.

12.3 The internal quality audit programme must :

- (1) specify the frequency of audits taking into account the nature of the activity to be audited;
- (2) ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;
- (3) ensure the results of audits are reported to the persons responsible for the activity being audited and the senior person responsible for the internal quality assurance system;
- (4) require corrective action to be taken by the persons responsible for the activity being audited if problems are found by the audit; and
- (5) ensure follow up audits to review the effectiveness of any corrective action taken.

12.4 The paragraph 6.2 senior person responsible for the internal quality assurance system shall have direct access to the accountable manager on matters pertaining to the internal quality assurance system.

12.5 The management of the quality system must include feedback of the independent audit findings to the paragraph 6 senior person(s) and ultimately to the accountable manager. Such systems must be acceptable to the Authority.

12.6 Where the maintenance training organisation is part of a larger SAR-145 approved maintenance organisation, the independent audit procedure only, may be carried out by the quality audit section of such SAR-145 approved maintenance organisation.

13 Maintenance Training Organisation Exposition

13.1 The maintenance training organisation must provide an exposition for use by the organisation containing the following information:

- (1) A statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals defines the maintenance training organisation's compliance with the Singapore Airworthiness Requirements and will be complied with at all times.

- (2) The names, titles, duties and responsibilities of the senior person(s) accepted by the Authority in accordance with paragraph 6.1.
- (3) A maintenance training organisation chart showing associated chains of responsibility of the senior person(s) specified in sub-paragraph (2).
- (4) A list of the training instructors and practical assessors, which may be kept in a separate document.
- (5) A list of persons appointed to sign the training certificates.
- (6) A general description of the training facilities located at each address specified in the maintenance training organisation's approval certificate, and if appropriate any other location, as required by paragraph 14.2.
- (7) A description of the system of security control of examination materials.
- (8) A list of the maintenance training courses which form the extent of the approval.
- (9) The maintenance training organisation exposition amendment procedure.
- (10) The maintenance training organisation's procedures and internal quality assurance system as required by paragraphs 6 to 12 inclusive.
- (11) The maintenance training organisation's control procedure, as required by paragraph 14.3, when conducting training and examinations away from the paragraph 14.2 locations.
- (12) A list of the locations identified by paragraph 14.2.

13.2 The maintenance training organisation exposition and any subsequent amendments must be approved by the Authority.

13.3 When the maintenance training organisation is approved in accordance with any other SAR which also requires an exposition, it is not necessary to provide a separate exposition to satisfy this SAR as long as the other exposition contains the information required by this paragraph and a cross reference index is included.

14 Privileges of the Maintenance Training Organisation

14.1 The maintenance training organisation may carry out the following as permitted by and in accordance with the approved maintenance training organisation exposition:

- (1) Basic courses to SAR Section 7 or SAR-66.
- (2) Approved aircraft type training courses meeting the level III standard of ATA Spec. 104 or equivalent.
- (3) Basic courses for workshop certifying staff

- 14.2 Except where stated otherwise in paragraph 14.3, training and examinations may only be carried out at the locations identified on the approval certificate and/or at any location specified in the maintenance training organisation exposition.
- 14.3 The maintenance training organisation may only conduct training and examinations away from the paragraph 14.2 locations in accordance with a control procedure acceptable to the Authority. Such locations need not be listed in the exposition.

15 Renewal of Approval

- 15.1 An application for the renewal of a maintenance training organisation approval shall be made on form CAAS(AW)21T and submitted to the Authority at least 30 days before the approval expires.

16 Continued Validity of Approval

- 16.1 Unless the maintenance training organisation's approval has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding the expiry date specified in the approval certificate, the continued validity of the approval is dependent upon:
- (1) The maintenance training organisation remaining in compliance with this Chapter;
 - (2) The maintenance training organisation complying with all the procedures detailed in the maintenance training organisation's exposition;
 - (3) The maintenance training organisation making each applicable part of the maintenance training organisation exposition available to personnel who require those parts to carry out their duties;
 - (4) The Authority being granted access to the maintenance training organisation to determine continued compliance with this Chapter; and
 - (5) The payment of any fees prescribed by the Authority.

17 Changes to the Approved Maintenance Training Organisation

- 17.1 The maintenance training organisation must notify the Authority of any proposed changes to the organisation that affect the approval before any such change takes place to enable the Authority to determine continued compliance with this Chapter and to amend if necessary the approval certificate.
- 17.2 The Authority may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the Authority determines that the approval should be suspended.
- 17.3 Failure to inform the Authority of such changes may result in suspension or revocation of the approval certificate backdated to the actual date of the changes.

18 Revocation, suspension, limitation, refusal to renew the approval or acceptance

- 18.1 The Authority may, on reasonable grounds after due inquiry, revoke, suspend, limit or refuse to renew the approval if the Authority is not satisfied that the holder of the approval continues to meet the requirements of this Chapter and any other relevant requirements notified by the Authority.

CHAPTER 6.7: APPROVAL OF MAINTENANCE ORGANISATIONS APPENDIX 1

GENERAL REQUIREMENTS

EFFECTIVE DATE : 1 NOVEMBER 2004

REVISION NO : 8 (ISSUE 2)

1 Approved SAR-66 Basic Training Course

- (a) The approved basic training course must consist of the following three elements, namely: knowledge training, practical training and a practical assessment.

Note: Examinations conducted by maintenance training organisations at the end of the course will not be deemed to be equivalent to the knowledge examinations conducted by the Authority.

- (b) The knowledge training element must cover the subject matter for a SAR-66 category or sub-category aircraft maintenance licence as specified in SAR-66. The training course for each licence category or sub-category may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements being satisfied.
- (c) Alternatively, an approved maintenance training organisation may develop basic training courses limited to only one or a group of SAR-66 basic knowledge modules.
- (d) The practical training element must cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular SAR-66 module.
- (e) Where the approved maintenance training organisation contracts the practical training element either totally or in part to another organisation, the approved maintenance training organisation must ensure that the practical training elements are carried out.
- (f) The duration of a paragraph (b) full basic training course for SAR-66 Category A must not be less than 800 hours. The practical training element must constitute 65-70% of this duration, of which 30% should be carried out in an actual maintenance working environment. This is to ensure that the student has some experience of the working environment before completion of the approved basic course.
- (g) The duration of paragraph (c) limited basic training course shall be of a suitable proportion to the duration of the full basic training course. The course shall also include practical training and assessments, if applicable.

- (h) The practical assessment element must cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.
- (i) The approved basic training course to qualify for conversion from holding a SAR-66 aircraft maintenance licence in one sub-category A to another sub-category A must not be less than 70 hours.
- (j) Notwithstanding paragraphs (f) to (i) inclusive, the Authority may exempt an approved maintenance training organisation and its students from the need to give or receive knowledge and/or practical training in one or more of the subjects covered by the approved basic training course subject to the Authority being satisfied that such subject matter was taught to the SAR-66 standard elsewhere and thereby may reduce the specified training hours on a pro rata basis.

2 Basic Practical Assessment

- (a) Basic practical assessments must be carried out during the basic training course by the nominated practical assessors.
- (b) Where the approved maintenance training organisation contracts the practical training element either totally or in part to another organisation and chooses to nominate practical assessors from the other organisation, the approved maintenance training organisation must ensure that the basic practical assessments are carried out.
- (c) The student must achieve an assessed pass in respect of the criteria in paragraph 1(h) of this Appendix.

3 Approved Aircraft Task Training

- (a) An approved maintenance training organisation may be approved to carry out SAR-66 aircraft task training for Category A certifying staff subject to the Authority being satisfied that compliance has been established with the standard specified in SAR-66.