

# Advisory Circular

## AUTHORISATION OF A MAINTENANCE TRAINING ORGANISATION TO CONDUCT EXAMINATIONS AND PRACTICAL ASSESSMENTS

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### GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 3C of the Air Navigation Act (Cap. 6) (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

### PURPOSE

This AC provides guidance to the Maintenance Training Organisation (MTO) to be authorised to conduct examinations and tests, in relation to an aircraft maintenance licence.

### APPLICABILITY

This AC is applicable to a SAR-147 MTO.

### RELATED REGULATIONS

This AC relates specifically to ANO Paragraph 11(9)(b) and SAR-147.

### CANCELLATION

This is the first AC issued.

### EFFECTIVE DATE

This AC is effective from 20 September 2021.

### OTHER REFERENCES

Nil.

## 1 INTRODUCTION

- 1.1 Pursuant to ANO Paragraph 11(9)(b), CAAS may authorise an MTO to conduct any examination or test in relation to the grant of an aircraft maintenance licence.

## **2 REQUIREMENTS FOR THE MTO**

- 2.1 For the MTO to be authorised to conduct examinations and/or practical assessments, the MTO needs to satisfy DGCA that it is capable of managing the personnel involved and effectively conduct the examinations and/or practical assessments. The MTO should have the following in place:
- (a) Qualified personnel to conduct the examinations and practical assessments;
  - (b) Facilities which are conducive for the conduct of practical assessments and examinations, and are appropriately furnished, including having the required tools and equipment;
  - (c) Processes and procedures for the conduct of examinations and practical assessments; and
  - (d) Preventive measure(s) to avoid conflict of interests in areas which might result in undue influence over the outcome of an examination or a practical assessment.

## **3 SCOPE, MINIMUM EXPERIENCE AND QUALIFICATIONS OF ASSESSORS AND EXAMINERS**

- 3.1 The MTO may select suitable persons who meet the qualification and competency requirements to be approved by CAAS as:
- (a) basic practical assessors;
  - (b) type knowledge examiners; or
  - (c) type practical assessors.

### Basic Practical Assessor

- 3.2 A Basic Practical Assessor may be approved to conduct the basic practical assessment referred to in SAR-147.210. The responsibilities of the Basic Practical Assessor should include the following:
- (a) Development of basic practical assessment tasks; and
  - (b) Assessment of trainees' performance.
- 3.3 A Basic Practical Assessor should:
- (a) be an approved Basic Practical Instructor; and
  - (b) complete a course in the development and conduct of practical assessment specified in the MTOE.

### Type Knowledge Examiner

- 3.4 A Type Knowledge Examiner may be approved to conduct type knowledge examinations referred to in SAR-147.305. The responsibilities of the Type Knowledge Examiner may include one or more of the following:
- (a) Development of type examination questions;
  - (b) Administration and invigilation of the type examinations;
  - (c) Marking of type examinations; and
  - (d) Review and analysis of type examination questions and results.
- 3.5 A Type Knowledge Examiner should:

- (a) be an approved Type Knowledge Instructor; and
- (b) complete a course in the development of examination as specified in the MTOE.

#### Type Practical Assessor

- 3.6 A Type Practical Assessor may be approved to conduct the type practical assessment referred to in SAR-147.305. The responsibilities of the Type Practical Assessor should include the following:
- (a) Development of type practical assessment tasks; and
  - (b) Assessment of trainees' performance.
- 3.7 A Type Practical Assessor should:
- (a) be an approved Type Practical Instructor; and
  - (b) complete a course in the development and conduct of practical assessment as specified in the MTOE.

## **4 COMPETENCY CRITERIA**

#### Type Knowledge Examiners

- 4.1 The MTO should assess and be satisfied that its selected candidate to be a Type Knowledge Examiner possesses suitable competencies, which should include the following:
- (a) Conversance with the subject matter;
  - (b) Ability to write questions clearly, concisely and that are easily understandable, avoiding ambiguity;
  - (c) Ability to design the question stem, the correct response and the distractors (for multiple-choice questions) appropriately;
  - (d) Ability to write questions that effectively assesses a trainee's knowledge in accordance with the established syllabus and the respective level of difficulty; and
  - (e) Ability to write questions that require the application of concepts, and not just rote learning.

#### Basic and/or Type Practical Assessor

- 4.2 The MTO should assess and be satisfied that its selected candidate for basic and/or type practical assessor possesses suitable competencies, which should include the following:
- (a) Conversance with subject matter;
  - (b) Conversance with the assessment criteria;
  - (c) Ability to assess fairly and consistently;
  - (d) Ability to incorporate check(s) on situational awareness in the assessment task;
  - (e) Ability to intervene in a timely manner in the event of a breach in safety or when danger is imminent;
  - (f) Ability to conduct clear and concise pre- and post- assessment briefings;
  - (g) Knowledge on the necessary tools and equipment for the assessment; and
  - (h) Ability to assess that the candidate meets the minimum standards.

## **5 ESTABLISHMENT OF PROCEDURES BY THE MTO**

- 5.1 The MTO should establish procedures to ensure examination standards and compliance with this AC in its MTO exposition (MTOE) for approval by CAAS in accordance with SAR-147.130(a). The procedures should include, but not need not be limited to:
- (a) Qualification of the candidates to be Type Knowledge Examiners, Basic Practical Assessors and Type Practical Assessors based on the minimum qualifications and competency criteria specified in this AC. The qualification process should include the determination of the appropriate training and development programmes to be completed by the knowledge examiners and practical assessors. The MTO may, as part of its qualification process, develop training programmes for its examiners/assessors.
  - (b) Prevention of conflict of interests that may result in undue influence over the outcome of an examination or a practical assessment.
  - (c) Maintenance of a list of Type Knowledge Examiners, Basic Practical Assessors and Type Practical Assessors, including their respective examining and assessing privileges.
  - (d) Development of the question bank and production of the type examination papers in accordance to the examination standard specified in SAR-66.
  - (e) Prevention of overexposure of the examination questions by regularly refreshing a certain percentage of the examination questions.
  - (f) Conduct of post examination analysis to determine if the answer sheets are marked correctly and that the examination questions are appropriate to the required level of difficulty, and to review feedback from the candidates.
  - (g) Conduct of biennial competency assessment to ensure continued competency of the practical assessors.