

Advisory Circular

APPROVAL AND MINIMUM QUALIFICATION FOR INSTRUCTORS, EXAMINERS AND ASSESSORS IN SAR-147 MAINTENANCE TRAINING ORGANISATIONS

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1. **GENERAL.** Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (DGCA) 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.
2. **PURPOSE.** This AC advises the Maintenance Training Organisation (MTO) on the standards that the DGCA considers acceptable for his approval of a person to be an instructor, examiner, and assessor.
3. **APPLICABILITY.** This AC is applicable to SAR-147 MTOs approved for basic and/or type training.
4. **CANCELLATION.** This AC supersedes AC 147-1(1) dated 20 July 2012.
5. **EFFECTIVE DATE.** This AC is effective from 2 August 2016.
6. **REFERENCES.** ANO Paragraph 11(9) and SAR-147.105(h).
7. **BACKGROUND.**
 - 7.1 Paragraph 11(9) of the ANO provides for the DGCA to authorise a person to conduct any examination or test, and to approve a person to provide any course of training or instruction, in relation to an aircraft maintenance license.
 - 7.2 SAR-147.105(h) requires an MTO to establish acceptable standards for nominating instructor, examiner and assessor for DGCA's approval.
 - 7.3 Paragraph 8 of this AC sets out the standards that the DGCA considers acceptable for the approval of instructors, examiners and assessors. These standards should be incorporated into the MTO's Maintenance Training Organisation Exposition (MTOE). The MTO should nominate persons in accordance to the approved MTOE for the DGCA's approval.
 - 7.4 Paragraph 9 of this AC provides the follow-up actions for the MTO to seek DGCA's approval.

8. STANDARDS ACCEPTABLE TO DGCA.

For Basic Knowledge Instructor and Examiner

- 8.1 A basic knowledge instructor should possess at least one of the following qualifications:
- (a) Holds, or has held, an aircraft maintenance licence (in the relevant category) issued by an ICAO Contracting State for at least 3 years; or
 - (b) Has an engineering degree or diploma in a discipline relevant to the subject to be taught, and has passed the relevant CAAS basic examination paper(s).
- 8.2 A basic knowledge examiner, in addition to satisfying Paragraph 8.1, should also have completed a course in the development and conduct of examination.

For Basic Skills Practical Instructor and Assessor

- 8.3 A basic skills practical instructor should possess at least one of the following qualifications:
- (a) Holds, or has held, an aircraft maintenance licence (in the relevant category) issued by an ICAO Contracting State for at least 3 years.
 - (b) Has at least 5 years' experience as an aircraft maintenance technician in the relevant category and has passed the relevant CAAS basic examination paper(s).
- 8.4 A basic skills practical assessor, in addition to satisfying Paragraph 8.3, should also complete a course in the development and conduct of practical assessment.

For Type Knowledge Instructor and Examiner

- 8.5 A type knowledge instructor should possess at least one of the following qualifications:
- (a) Holds, or has held, an aircraft maintenance licence issued by an ICAO Contracting State for at least 3 years, and endorsed with the appropriate type rating.
 - (b) Holds, or has held, an aircraft maintenance licence (without the appropriate type rating endorsed), issued by an ICAO Contracting State for at least 3 years and has completed type training and passed examination(s) on the appropriate aircraft type.
 - (c) Holds an aeronautical, electrical or mechanical engineering degree and has completed type training and passed examination(s) on the appropriate aircraft type.
- 8.6 A type knowledge examiner, in addition to satisfying Paragraph 8.5, should also complete a course in the development and conduct of examination.

For Type Practical Instructor and Assessor

- 8.7 A type practical instructor should possess at least one of the following qualifications:
- (a) Holds, or has held, an aircraft maintenance licence issued by an ICAO Contracting State for at least 5 years, and endorsed with the appropriate type rating.
 - (b) Holds, or has held, an aircraft maintenance licence (without the appropriate type rating endorsed), issued by an ICAO Contracting State for at least 5 years and has completed type training and passed examination(s) on the appropriate aircraft type.
- 8.8 A type practical assessor, in addition to satisfying Paragraph 8.7, should also have completed a course in the development and conduct of practical assessment.

9. ACTIONS BY MAINTENANCE TRAINING ORGANISATION.

9.1 An MTO holding a SAR-147 approval is expected to, by 31 August 2016 –

- (a) incorporate the standards in Paragraph 8 of this AC or proposed alternate standards for qualifying an instructor, examiner, and assessor in its MTOE and submit it for the DGCA's approval; and
- (b) ensure that all its instructors, examiners and assessors are qualified in accordance with its approved standards in its MTOE, and that these persons have been approved by the DGCA accordingly.