

Advisory Circular

QUALIFICATION AND COMPETENCY REQUIREMENTS FOR INSTRUCTORS IN MAINTENANCE TRAINING ORGANISATIONS

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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 for the Maintenance Training Organisation (MTO) in its selection of appropriately qualified persons to perform the roles of instructors as part of the MTO's approval to provide any course of training or instruction, 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)(c) and SAR-147.

CANCELLATION

This AC supersedes AC 147-1(2) issued on 2 August 2016.

EFFECTIVE DATE

This AC is effective from 20 September 2021.

OTHER REFERENCES

Nil.

1 INTRODUCTION

1.1 Pursuant to ANO Paragraph 11(9)(c), CAAS may approve an MTO to provide basic or type training, in relation to an aircraft maintenance licence. The MTO may select suitable persons who meet the qualification and competency requirements to be approved by CAAS as:

- (a) basic knowledge instructors;

- (b) basic practical instructors;
 - (c) type knowledge instructors; or
 - (d) type practical instructors.
- 1.2 A basic knowledge or practical instructor is one who is involved in the conduct of a course referred to in SAR-147.200. A type knowledge or practical instructor is one who is involved in the conduct of a course referred to in SAR-147.300.

2 MINIMUM EXPERIENCE AND QUALIFICATIONS

Basic Knowledge Instructor

- 2.1 A basic knowledge instructor should possess at least one of the following qualifications:
- (a) Hold, or have held, an aircraft maintenance licence (in the category relevant to the subject(s) to be taught) issued by an ICAO Contracting State; or
 - (b) Have 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) for the subject(s) to be taught.
- 2.2 A basic knowledge instructor should also complete an instructional technique programme as specified in the MTO's approved exposition.

Basic Practical Instructor

- 2.3 A basic practical instructor should possess at least one of the following qualifications:
- (a) Hold, or have held, an aircraft maintenance licence (in the category relevant to the subject(s) to be taught) issued by an ICAO Contracting State; or
 - (b) Have at least 5 years' experience as an aircraft maintenance technician in the category relevant to the subject(s) to be taught and has passed the relevant CAAS basic examination paper(s) for the subject(s) to be taught.
- 2.4 A basic practical instructor should also complete an instructional technique programme as specified in the MTO's approved exposition.

Type Knowledge Instructor

- 2.5 A type knowledge instructor should possess at least one of the following qualifications:
- (a) Hold, or have held, an aircraft maintenance licence issued by an ICAO Contracting State and endorsed with the appropriate type rating;
 - (b) Hold, or have held, an aircraft maintenance licence (without the appropriate type rating endorsed), issued by an ICAO Contracting State and has completed type training and passed the type examination(s) on the appropriate aircraft type; or
 - (c) Hold an aeronautical, electrical or mechanical engineering degree and have completed type training and passed the type examination(s) on the appropriate aircraft type.
- 2.6 A type knowledge instructor should also complete an instructional technique programme as specified in the MTO's approved exposition.

Type Practical Instructor

- 2.7 A type practical instructor should possess at least one of the following qualifications:

- (a) Hold, or have held, an aircraft maintenance licence issued by an ICAO Contracting State, and endorsed with the appropriate type rating.
 - (b) Hold, or have held, an aircraft maintenance licence (without the appropriate type rating endorsed), issued by an ICAO Contracting State and has completed type training and passed the examination(s) on the appropriate aircraft type.
- 2.8 A type practical instructor should, in addition to satisfying paragraph 2.8, complete an instructional technique programme as specified in the MTO's approved exposition.

3 COMPETENCY CRITERIA

- 3.1 The MTO should assess and be satisfied that its selected candidate for basic and/or type knowledge/practical instructor possesses suitable competencies, which should include the following:
- (a) Conversance with the subject matter;
 - (b) Ability to explain the topics;
 - (c) Ability to use training aids safely and effectively;
 - (d) Ability to share practical and highlight safety considerations related to topics; and
 - (e) Ability to interact/ communicate with the class.

4 ESTABLISHMENT OF PROCEDURES BY THE MTO

- 4.1 In accordance with SAR-147.130(a), the MTO should establish procedures to ensure proper training standards and adherence to this AC in its MTO exposition (MTOE) for approval by CAAS. The procedures should include, but need not be limited to:
- (a) Qualification of the candidates to be instructors based on the minimum qualifications and competency criteria in accordance with this AC. The qualification process should include the determination of the appropriate training and development programmes to be completed by the instructors. The MTO may, as part of its qualification process, develop training programmes for its instructors.
 - (b) Maintenance of a list of instructors, including their respective instructing privileges.
 - (c) Conduct of biennial competency assessment to ensure continued competency of the instructors over a 2-year cycle.