

MAINTENANCE TRAINING ORGANISATION EXPOSITION

FOR

GALAXY AEROSPACE (M) SDN BHD

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ADDRESS: A-G-01, A-02-01 & A-03-01, BLOK A
BANGUNAN PERDAGANGAN SIERA ARA
DAMANSARA, JALAN PJU 1A/5A,
ARA DAMANSARA,
47301 PETALING JAYA,
SELANGOR, MALAYSIA

TELEPHONE NO.: +603 7455 0555

E-MAIL: kushairi@galaxyaerospace.my

Issue No.	2
Revision No.	0

PART 0: GENERAL




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<p align="center">Recommended by: Principle Quality Assurance (Training) Galaxy Aerospace (M) Sdn Bhd</p> <div style="text-align: center;">  AHMAD KUSHAIRI YUNUS <small>Principle Quality Assurance (Training) Galaxy Aerospace (M) Sdn. Bhd.</small> </div> <p>Name:</p> <p>Dated: 29 FEB 2024</p>	<p align="center">Approved by: Civil Aviation Authority of Malaysia</p> <div style="text-align: center;">  MOHAMAD SOFIAN BIN BIYAMIN <small>Penolong Pengarah Kanan Airworthiness Bahagian Airworthiness Pihak Berkuasa Penerbangan Awam MALAYSIA</small> </div> <div style="text-align: right;">  </div> <p>Name:</p> <p>Dated: 22 MAR 2024</p>
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Recommended by:
Principle Quality Assurance (Training)
Galaxy Aerospace (M) Sdn Bhd



Name: **AHMAD KUSHAIRI YUNUS**
 Principle Quality Assurance (Training)
 Galaxy Aerospace (M) Sdn. Bhd.

Dated: **29 FEB 2024**

Approved by:
Civil Aviation Authority of
Malaysia




Name: **MOHAMAD SOFIAN BIN BIYAMIN**
 Penolong Pengerah Kanan Airworthiness
 Bahagian Airworthiness
 Pihak Berkuasa Penerbangan Awam
 MALAYSIA

Dated: **22 MAR 2024**

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

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	5 of 11	2/0	01/01/2024		2 of 2	2/0	01/01/2024
	6 of 11	2/0	01/01/2024	3.9	1 of 3	2/0	01/01/2024
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	2 of 5	2/0	01/01/2024				

Recommended by:
Principle Quality Assurance (Training)
Galaxy Aerospace (M) Sdn Bhd



Name: **AHMAD KUSHAIRI YUNUS**
Principal Quality Assurance (Training)
Galaxy Aerospace (M) Sdn. Bhd.

Dated: **29 FEB 2024**

Approved by:
Civil Aviation Authority of
Malaysia




MOHAMAD SOFIAN BIN BIYAMIN
Penolong Pengarah Kanan Airworthiness
Bahagian Airworthiness
Pihak Berkuasa Penerbangan Awam
MALAYSIA

Name:

Dated:

22 MAR 2024

0.4 DISTRIBUTION LIST

This section is to ensure adequate distribution of the MTOE for Galaxy Aerospace (M) Sdn Bhd - Maintenance Training Organisation (GAM-MTO) personnel to have access to the relevant information. This does not mean that all personnel must be in receipt of a complete MTOE but that a reasonable number of copies are readily available within the organisation.

The distribution list may be in the following form.

COPY NO.	FORMAT OF COPIES	HOLDER OF THE COPIES
1	Hard Copy	Principal Quality Assurance (Training) (Master)
2	Hard Copy	Civil Aviation Authority of Malaysia (Master)
1	Soft Copy	Accountable Manager (Duplicate)
1	Soft Copy	Training Manager (Duplicate)
1	Soft Copy	Examination Manager (Duplicate)
1	Soft Copy	Associate Instructional Staff and Other GAM-MTO Personnel (Duplicate)

0.5 FOREWORD

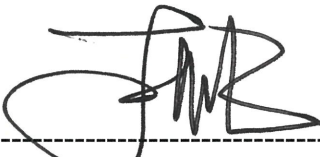



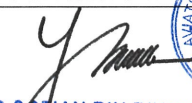

- a. The Maintenance Training Organisation Exposition (MTOE) for Galaxy Aerospace (M) Sdn Bhd - Maintenance Training Organisation (GAM-MTO) serves to establish the organisational structure, responsibilities, resources, policies, procedures, and processes in performing aircraft maintenance training and the management of the training to the standards of Civil Aviation Authority of Malaysia (CAAM).
- b. Compliance to these policies and requirements are the basis for the approval granted by CAAM. The approval permits GAM-MTO to conduct the approved type/task training and their examination, and issuance of Certificate of Recognition - Theoretical Element, Examination Report, Certificate of Recognition - Practical Element and Practical Assessment Report upon successful completion of the training.
- c. All GAM-MTO personnel are therefore required to perform the aircraft maintenance training and the management of the training in accordance with the MTOE and Maintenance Training Programme (MTP). The MTOE and MTP are a first level document and any amendment to is subjected to the approval of the CAAM.
- d. The MTOE is supported by a second level document which is described as Training Procedures Manual (TPM). A reference shall be made to the TPM for detailed procedures and guidelines.
- e. The MTOE is organised into 5 parts as:
 - i. Part 0 – General
 - ii. Part 1 – Management
 - iii. Part 2 – Training and Examination Procedures
 - iv. Part 3 – Training System Quality Procedures
 - v. Part 4 – Appendices

0.6 CONDITION OF USE

- a. This Maintenance Training Organisation Exposition (MTOE) is the property of Galaxy Aerospace Sdn Bhd – Maintenance Training Organisation (GAM-MTO). It is not to be copied or communicated in any part to any person not employed by the company, without the expressed written consent of the Accountable Manager.
- b. This MTOE is not intended to conflict with or override the Civil Aviation Directives or any related requirements of the Civil Aviation Authority of Malaysia (CAAM).
- c. The MTOE will be used to coordinate all training functions and ensure compliance with the requirements of CAAM.

0.7 APPROVAL PAGE

This is the approval page for Galaxy Aerospace (M) Sdn Bhd - Maintenance Training Organisation (GAM-MTO), MTOE Issue 2 Revision 0 dated 01 January 2024.

<p>Training Procedures Prepared by:</p>	 <p>----- Adam Zafran George bin Abdullah Training Manager</p>
<p>Examination Procedures Prepared by:</p>	 <p>----- Roslina binti Mohd Sobri Examination Manager</p>
<p>Recommended by:</p>	 <p>----- Ahmad Kushairi bin Yunus Principal Quality Assurance (Training)</p>
<p>Accepted by:</p>	 <p>----- Dato' Shamsul Kamar bin Samsudin Accountable Manager</p>
<p>Approved by:</p>	  <p>MOHAMAD SOFIAN BIN BIYAMIN Penolong Pengarah Kanan Airworthiness Bahagian Airworthiness Pihak Berkuasa Penerbangan Awam MALAYSIA</p> <p>----- Civil Aviation Authority of Malaysia</p>

0.8 SUMMARY OF AMENDMENTS

MTOE Reference:	GAM/CAAM/MTOE
Issue:	2
Revision:	0
Date:	01 Jan 2024

Note: For any typo errors or cosmetic reasons, will be indicated as minor changes.

No.	Reference	Subject	Changes
1.	All Pages	Cosmetic	<ul style="list-style-type: none"> New GAM logo inserted.
2.	Cover Page	Cover Page	<ul style="list-style-type: none"> Amended to reflect the latest approval no., revision no., date and email address.
3.	Part 0.1	Table of Contents	<ul style="list-style-type: none"> Amended the no. of pages for Part 1.5.
4.	Part 0.2	Record of Revisions	<ul style="list-style-type: none"> Added the latest revision no. and date.
5.	Part 0.3	List of Effective Pages	<ul style="list-style-type: none"> Amended to reflect the pages with the latest revision no.
6.	Part 0.7	Approval Page	<ul style="list-style-type: none"> Amended to reflect the latest revision no., date and signatory approval.
7.	Part 0.8	Summary of Amendments	<ul style="list-style-type: none"> Amended the revision no. and date. Added the summary of changes for the latest revision MTOE.
8.	Part 1.5	List of Approved Instructors, Practical Assessors and Knowledge Examiners	<ul style="list-style-type: none"> Part 1.5.1.1 – Added AIRBUS HELICOPTERS AS 365 N3 (SAFRAN ARRIEL 2C) Category C, AIRBUS HELICOPTERS AS 350 B2 (SAFRAN ARRIEL 1D1) Category C & AIRBUS HELICOPTERS AS 350 B3 (SAFRAN ARRIEL 2 SERIES) Category C instructors. Part 1.5.1.2 – Added AIRBUS HELICOPTERS AS 365 N3 (SAFRAN ARRIEL 2C) Category C, AIRBUS HELICOPTERS AS 350 B2 (SAFRAN ARRIEL 1D1) Category C & AIRBUS HELICOPTERS AS 350 B3 (SAFRAN ARRIEL 2 SERIES) Category C knowledge examiners.
9.	Part 1.9	Specific List of Courses and Examinations Approved By CAAM	<ul style="list-style-type: none"> Part 1.9.1 – Added new capability of training courses and examinations for AIRBUS HELICOPTERS AS 365 N3 (SAFRAN ARRIEL 2C) Category C, AIRBUS HELICOPTERS AS 350 B2 (SAFRAN ARRIEL 1D1) Category C & AIRBUS HELICOPTERS AS 350 B3 (SAFRAN ARRIEL 2 SERIES) Category C.

0.9 ABBREVIATION, TERMINOLOGY AND DEFINITIONS

0.9.1 Abbreviation

AM	Accountable Manager
AMAR	Accountable Manager Annual Review
AML	Aircraft Maintenance Licence
AMO	Approved Maintenance Organisation
CAAM	Civil Aviation Authority of Malaysia
CAD	Civil Aviation Directive
CAGM	Civil Aviation Guidance Material
CCTV	Closed-Circuit Television
COR	Certificate of Recognition
EM	Examination Manager
GAM	Galaxy Aerospace (M) Sdn Bhd
GAM-MTO	Galaxy Aerospace (M) Sdn Bhd - Maintenance Training Organisation
IEA	Independent External Auditor
ISS	Issue
KE	Knowledge Examiner
LEP	List of Effective Pages
MCAR	Malaysia Civil Aviation Regulation 2016
MTO	Maintenance Training Organisation
MTOE	Maintenance Training Organisation Exposition
MTP	Maintenance Training Programme
PA	Practical Assessor
PQAT	Principal Quality Assurance (Training)
QAI	Quality Assurance Inspector
REF	Reference
REV	Revision
SME	Subject Matter Expert
SPT	Structured Practical Training
TE	Training Executive
TM	Training Manager
TP	Training Programme
TPM	Training Procedures Manual
UniKL MIAT	University of Kuala Lumpur - Malaysian Institute of Aviation Technology

0.9.2 Terminology and Definitions

- a. **Aircraft Maintenance Licence or AML** means a licence issued by CAAM in accordance with CAD 1801.
- b. **AMO** means, an approved maintenance organisation which holds a valid certificate of approval granted under regulation 31(1) (b), or regulation 32 of the MCAR.
- c. **Knowledge Examiner** means an appropriately qualified person authorised by the maintenance training organisation to develop theoretical examination question paper and conduct assessment on the performance of the examinations.
- d. **Large Aircraft** means
 - i. an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
 - ii. an aeroplane equipped with turbojet engine(s) or more than one turboprop engine;
 - iii. a rotorcraft with a maximum certificated take-off mass exceeding 3,175 kg; or
 - iv. a rotorcraft with more than one engine.
- e. **Maintenance** means, in relation an aircraft, the performance of tasks required to ensure the continuing airworthiness of the aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.
- f. **Maintenance Experience** means experience of being involved in maintenance tasks on operating aircraft and cover a wide range of tasks in length, complexity and variety.
- g. **Maintenance Training Organisation Exposition** or MTOE means an approved document that contains the material specifying the scope of work deemed to constitute approval and showing how the organisation intends to comply with this CAD.
- h. **MTO or The Organisation** means an approved maintenance training organisation which holds a valid certificate of approval granted under regulation 31(1)(c), or regulation 32 of the MCAR.

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- i. **Practical Assessor** means an appropriately qualified person authorised by the maintenance training organisation to conduct the practical assessments in determining the level of practical knowledge or skill whether the trainee is competent.
- j. **Validator** means licensed personnel or a person authorised by the maintenance training organisation who is responsible to supervise, train and validate the skill training and experience acquisition of aircraft maintenance trainee or personnel.
- k. Throughout this MTOE, the use of the male gender should be understood to include male and female persons.

0.10 SAFETY AND QUALITY POLICY COMMITMENT

Galaxy Aerospace (M) Sdn Bhd is committed to be a leader in Maintenance Repair & Overhaul (MRO) industry and shall continuously improve to maintain a positive and sustainable Safety, Health, and Environment (SHE) culture.

We shall also continuously:

- Strive to improve the level of safety, health, and environment performance.
- Comply with all applicable legal and other regulatory requirements.
- Providing the necessary resources for the implementation of safety, health, and environment policy and to deliver a safe product/service.
- Ensuring safety, health, and environment is a primary accountability and responsibility of all management and staff including implementing the effective Safety Management System (SMS) and its component at all levels.
- Encourage a culture of fair reporting of all safety hazards in which management will not initiate disciplinary action against any personnel, who in good faith, due to unintentional conduct, disclose a hazard or safety incident.

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PART 1: MANAGEMENT

1.1 CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

As the Accountable Manager, I have the authority to ensure that all necessary training services needed by the customer are financed and provided to the required standard, and that all necessary resources are available for compliance with this Maintenance Training Organisation Exposition (MTOE).

I will establish and promote policies for safety management and quality systems for this organisation and its employees in accordance with this exposition.

This MTOE defines the organisation and procedures on which the Civil Aviation Authority of Malaysia (CAAM) Part 147 Maintenance Training Organisation (MTO) approval is based. It should be noted that these procedures do not override the need to comply with any new or amended regulations published by the CAAM, where these new or amended regulations conflict with these procedures.

The CAAM will approve this organisation as long as they are satisfied that the procedures are being followed and reserves the right to suspend, vary or revoke the training approval of the organisation if they have evidence that the procedures are not being followed and standards are not being upheld.

The undersigned understands and agrees to comply with these procedures whenever theoretical or practical training is being conducted under the terms of the MTO approval.

The undersigned fully accepts the duties and responsibilities of the Accountable Manager and understands that these responsibilities will remain with the Accountable Manager even if they are delegated to others.



Dato' Shamsul Kamar bin Samsudin
Accountable Manager
Galaxy Aerospace (M) Sdn Bhd

1.2 MANAGEMENT PERSONNEL

1.2.1 List of Management Personnel

Management Personnel	Lengthy Absence Deputisation
Dato’ Shamsul Kamar bin Samsudin Managing Director / Accountable Manager	Mr. Ahmad Kushairi bin Yunus Principal Quality Assurance (Training)
Mr. Adam Zafran George bin Abdullah Training Manager	Mr. Ahmad Zhafri bin Mohd Nor Lead Instructor
Mrs. Roslina binti Mohd Sobri Examination Manager	Mr. Danial Aiman Hakeem bin Yee Training Executive
Mr. Ahmad Kushairi bin Yunus Principal Quality Assurance (Training)	Mr. Yusof bin Ahmad Quality Assurance Inspector

Note: All management personnel must complete CAAM/AW/0104-00 Details Management Personnel (CAAM Form 4) and approved by CAAM.

Lengthy absences are classified as absent with leave between 14 days to 3 months or absent without leave exceeding 3 days. After 14 days of lengthy absence, Principal Quality Assurance (Training) will submit a nomination plan to replace the management personnel or as agreed by CAAM.

All management personnel will immediately be nominated at least 3 months before his/her tender resignation, unless otherwise agreed by CAAM. Failure to comply MTO approval may be affected.

1.2.3 Management Personnel Training Development

- a. Management personnel are required to undergo updating training at least every twenty-four (24) months for the courses as per below:
 - i. Human Factor;
 - ii. Aviation Legislation;
 - iii. Safety Management System;
 - iv. Technology Update Training (only applicable to TM and PQAT).
- b. Training can be in the form of classroom, briefings and notification of read acknowledgement.

1.3 DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL, PRACTICAL ASSESSORS, KNOWLEDGE EXAMINERS AND INSTRUCTORS

1.3.1 Accountable Manager

1.3.1.1 Personnel Requirements

- a. Able to demonstrate a basic understanding of CAAM CAD 1821.

1.3.1.2 Duties and Responsibilities

- a. Appoint management personnel and secure funding for their training and development.
- b. Ensure that company policies on safety and quality, as outlined in MTOE Part 0.10, are understood and implemented at all levels.
- c. Obtain the necessary funding, personnel, and facilities to comply with the requirements for CAAM Part 147 approval for training, examination, and assessment.
- d. Pay any required fees or charges as stipulated by the CAAM.
- e. Ensure efficient management of GAM-MTO and compliance with CAAM regulations as outlined in CAAM CAD 1821.
- f. Oversee the administration of the company and the proper use of company assets and equipment.
- g. Chair the Accountable Manager Annual Review (AMAR) meeting in the third quarter to evaluate training examination and audit conducted.
- h. In the event of lengthy absence, delegate regulatory duties and responsibilities to the Principal Quality Assurance (Training) (PQAT); however, the Accountable Manager (AM) retains overall accountability.

1.3.2 Training Manager

1.3.2.1 Personnel Requirements

- a. The Training Manager (TM) is appointed by the Accountable Manager (AM) and shall be approved by the CAAM. TM shall ultimately be responsible to the AM.

- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft maintenance training and demonstrate a working knowledge of CAAM CAD 1821.

1.3.2.2 Duties and Responsibilities

- a. Manage day-to-day functions of GAM-MTO to ensure that the established plans and objectives of training, and the development of material for training meet the CAAM Part 147 approved Maintenance Training Organisations (MTO) requirements.
- b. Ensure all CAAM approved training is delivered to the standard and content at the required level of knowledge, as outlined in CAAM CAD 1801.
- c. Provide appropriate office and facility accommodations for the management personnel and instructional staff.
- d. Ensure sufficient resources, including storage, tools, equipment, materials and publications are available to perform the planned theoretical and practical training.
- e. Provide maintenance training man-hour plan for Training Unit personnel, to plan, perform, supervise and conduct training in accordance with the approval.
- f. Maintain all records pertaining to instructors and ensure the records are kept up to date.
- g. Ensure instructors are trained and assessed for competence.
- h. Plan and keep record of instructors' update/recurrent training.
- i. Ensure all Training Unit personnel, including associate instructor, conform to GAM-MTO procedures.
- j. Ensure trainee records are properly kept and stored in secure conditions.
- k. Administer the issuance of Certificate of Recognition.
- l. Update and amend the MTOE, MTP or TPM as necessary.

- m. Ensure corrective action is carried out from the findings of quality audits and following up to re-establish the standards of training.
- i. In the event of lengthy absence, delegate regulatory duties and responsibilities to the Lead Instructor (LI); however, the TM retains overall accountability.

1.3.3 Principal Quality Assurance (Training)

1.3.3.1 Personnel Requirements

- a. The Principal Quality Assurance (Training) (PQAT) is appointed by the Accountable Manager (AM) and shall be approved by the CAAM. The PQAT shall report to the AM.
- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to the quality system.

1.3.3.2 Duties and Responsibilities

- a. Oversee the quality system and feedback system as required by CAAM CAD 1821.
- b. Establish an independent quality system to monitor compliance.
- c. Implement a quality audit programme to review compliance with all training and examination procedures and address any non-compliances or poor standards.
- d. Have direct access to the AM, to keep him informed on quality and compliance matters.
- e. Propose and implement corrective actions to eliminate non-compliance and ensuring their effectiveness.
- f. Record minutes of the Accountable Manager Annual Review (AMAR) meeting.
- g. Manage and update the MTOE, and promptly inform CAAM of any changes.
- h. Authorise the instructors, knowledge examiners, practical assessors, invigilators and internal auditor.
- i. Maintain and control quality records and documentations.

- j. Provide a man-hour plan for Quality Unit personnel, to plan, perform, supervise and quality monitor in accordance with the approval.
- k. Ensuring that all necessary airworthiness data published by the CAAM is made available.
- l. In the event of lengthy absence, delegate regulatory duties and responsibilities to the Quality Assurance Inspector (QAI); however, the PQAT retains overall accountability.

1.3.4 Examination Manager

1.3.4.1 Personnel Requirements

- a. The Examination Manager (EM) is appointed by the Accountable Manager (AM) and shall be approved by the CAAM. The EM shall report to the AM.
- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to the examination.

1.3.4.2 Duties and Responsibilities

- a. Ensure all approved examinations meet CAAM CAD 1801 standards and content at the required level of knowledge.
- b. Oversee the examination and assessment process in line with MTOE Part 2.12 and 2.13.
- c. Plan and coordinate examination schedules with the TM.
- d. Maintain a question bank and select examination questions in accordance with MTOE Part 2.10, ensuring security and proper preparation of examination papers.
- e. Train and assess knowledge examiners, practical assessors, and invigilators for competence.
- f. Maintain all records pertaining to knowledge examiners, practical assessors and invigilators.
- g. Provide a man-hour plan for Examination Unit to plan, perform, supervise and develop exam questions, conduct examination and practical assessment in accordance with the approval.

- h. Mark examinations using accepted standards and ensure the marking is completed and recorded accordingly.
- i. Analyse examination results in accordance with MTOE Part 3.3.
- j. Generate analysis report and examination results.
- k. Maintain examination records and store candidate examination answer sheets and practical assessment sheets in accordance with MTOE Part 2.14 and Part 2.15.
- l. Ensure secure storage for examination papers prior to the examination.
- m. Assist the PQAT in identifying root causes and taking corrective action for non-compliances in examination and assessment areas.
- n. Ensure corrective action is carried out from the findings of quality audits and following up to re-establish the standards of examination.
- o. In the event of lengthy absence, delegate regulatory duties and responsibilities to the Training Executive; however, the Examination Manager retains overall accountability.

1.3.5 Lead Instructor and Instructor

1.3.5.1 Personnel Requirements

- a. The Lead Instructor and/or Instructor are appointed by the Training Manager (TM). They shall report to the TM.
- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to CAAM Part 147 training.

1.3.5.2 Duties and Responsibilities

- a. Conduct theoretical and/or practical training for which they are qualified.
- b. Develop and update Maintenance Training Programme (MTP) and Training Course Materials (TCM).
- c. Maintain and ensure classrooms are in a conducive environment for learning.
- d. Monitor and record trainees' training course attendance.

- e. Enforce regulations related to trainee conduct and discipline.
- f. Ensure training aids and equipment are in serviceable condition.
- g. Carry out appropriate corrective action, where instructed, and to clear non-compliances raised in the Training Unit.
- h. Perform any additional tasks assigned by the TM.
- i. Deputise for the TM during lengthy absence (applicable to Lead Instructor only).

1.3.6 Knowledge Examiner

1.3.6.1 Personnel Requirements

- a. The Knowledge Examiner (KE) is appointed by the Examination Manager (EM). He shall report to the EM.
- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to CAAM Part 147 examination.

1.3.6.2 Duties and Responsibilities

- a. Prepare, develop and update examination questions for relevant subject areas.
- b. Evaluate the accuracy of answers and determine the level of knowledge demonstrated by the trainee, except when correct answers are already established.
- c. Perform any additional tasks assigned by the EM.

1.3.7 Practical Assessor

1.3.7.1 Personnel Requirements

- a. The Practical Assessor (PA) is appointed by the Examination Manager (EM). He shall report to the EM.
- b. Able to demonstrate relevant knowledge, background and satisfactory experience related to CAAM Part 147 training.

1.3.7.2 Duties and Responsibilities

- a. Prepare, develop and update practical assessment questions for relevant Structured Practical Training (SPT).
- b. Observe and evaluate trainees during hands-on tasks and skills, including the use of tools and calibration equipment.
- c. Conduct the practical assessment, compiling the results, and providing them to the EM.
- d. Perform any additional tasks assigned by the EM.

1.3.8 Invigilator

1.3.8.1 Personnel Requirements

- a. The Invigilator is appointed by the Examination Manager (EM). He shall report to the EM.
- b. Able to demonstrate examination procedures with a specific emphasis on the exam's integrity aspects and on the handling of cheating or misconduct cases.

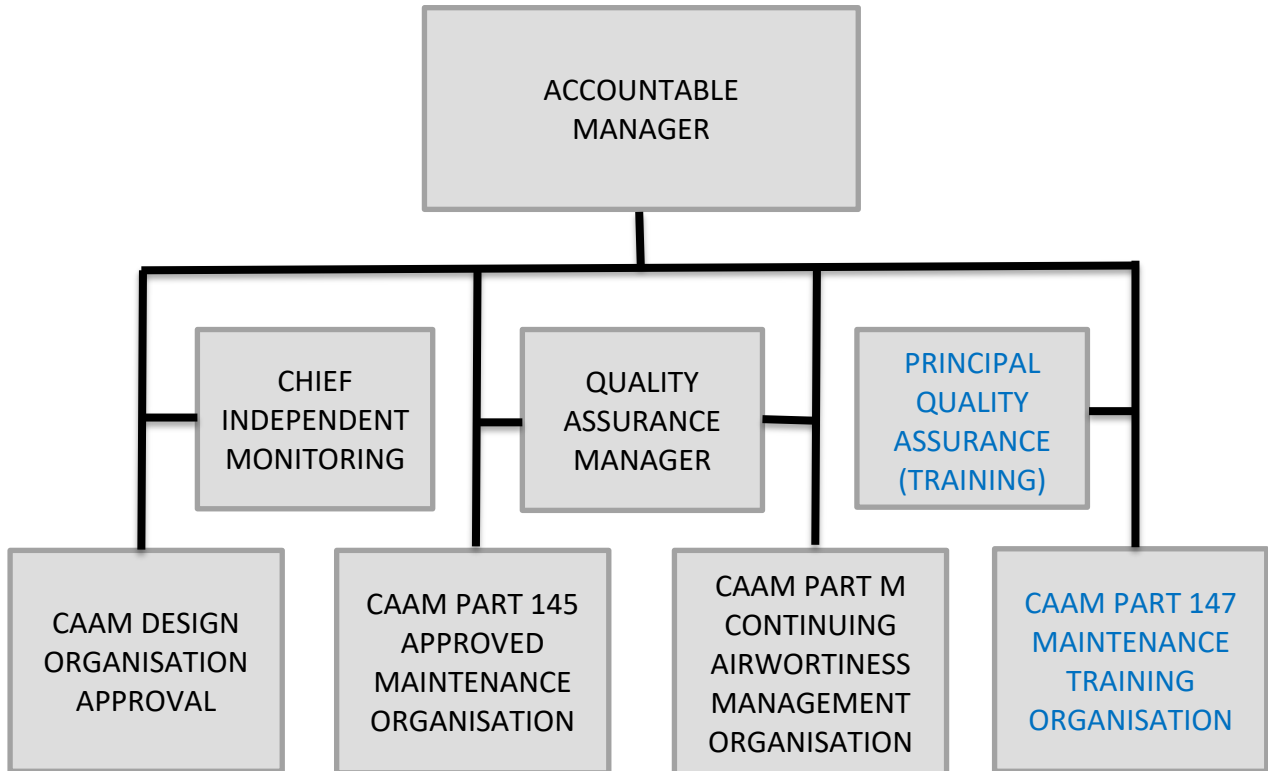
1.3.8.2 Duties and Responsibilities

- a. Collect the theoretical examination papers from the EM's office before supervising the exam.
- b. Set up the examination room by properly arranging stationery, equipment and examination papers.
- c. Guide candidates to the examination location and advising them on what items are allowed in the examination room before the exam begins.
- d. Ensure that candidates do not communicate with each other during the examination.
- e. Invigilate the examination, addressing any questions or concerns from candidates, and handling any exam irregularities according to established procedures.
- f. Check the attendance and trainee identification.

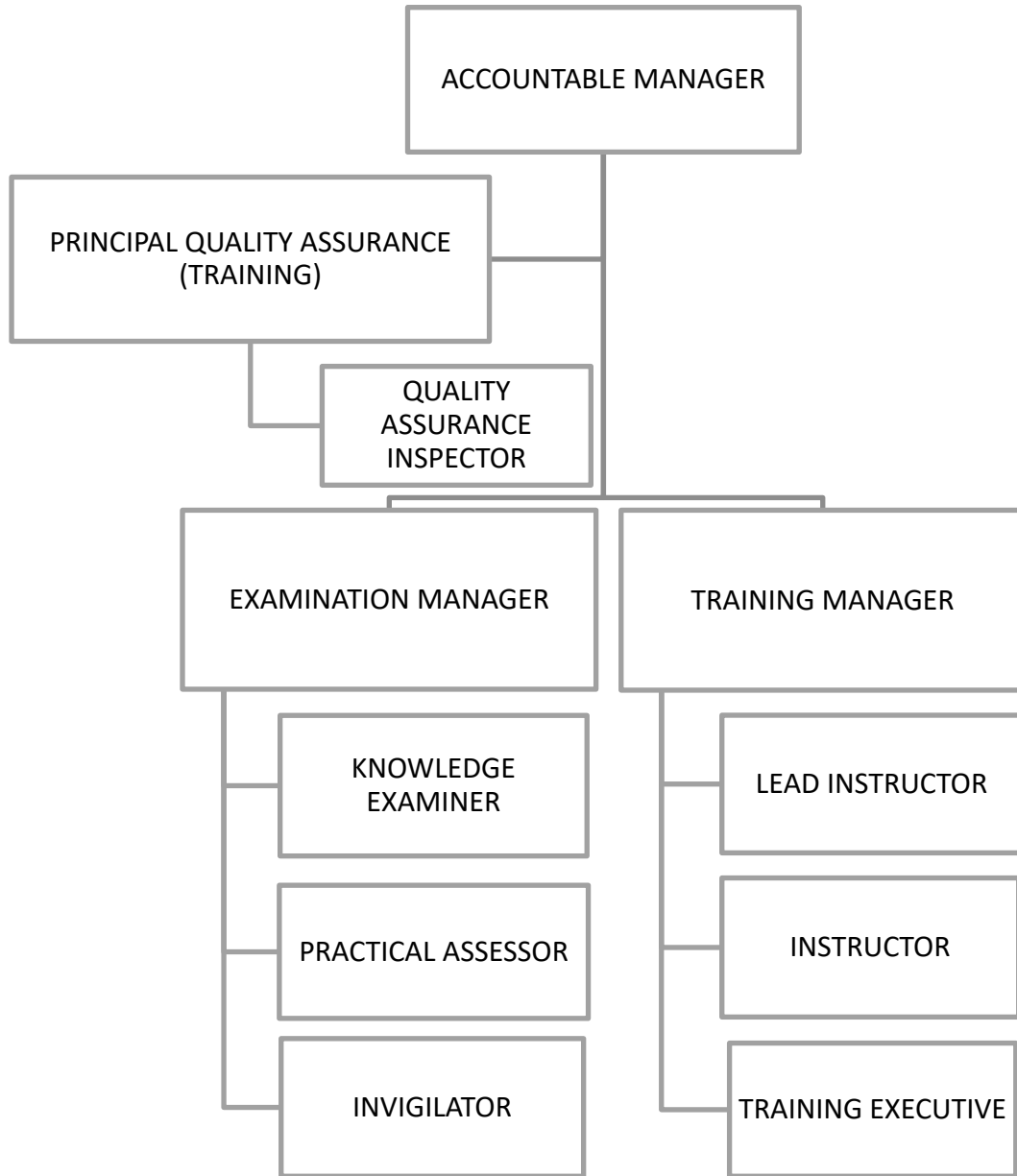
- g. Collect examination papers and answer sheet at the end of the examination.
- h. Mark the examination papers as instructed by the EM.
- i. Perform any additional tasks assigned by the EM.

1.4 MANAGEMENT PERSONNEL ORGANISATION CHART

1.4.1 General Organisation Chart



1.4.2 GAM-MTO Organisation Chart



1.5 LIST OF APPROVED INSTRUCTORS, PRACTICAL ASSESSORS AND KNOWLEDGE EXAMINERS
1.5.1 Type/Task Training Instructional Staff Capability Matrix
1.5.1.1 Instructor
**LEONARDO AW189 (GE CT7)
Category B1.3 & B2**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Muhammad bin Mohd Taib*	B1.3	X	X	X		
3.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X
4.	Mohd Azlan bin Tahir*	B2			X	X	X

* Associate

**AIRBUS HELICOPTERS AS 365 N3
(SAFRAN ARRIEL 2C) Category B1.3, B2 & C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Mohd Shahrul Aswad bin Mohd Zainal*	B1.3	X	X	X		
2.	Ibrahim Hazly bin Mohamad Yusof*	B1.3	X	X	X		
3.	Idros bin Abd Rahman*	B2			X	X	X

* Associate

**AIRBUS HELICOPTERS AS 350 B2
(SAFRAN ARRIEL 1D1) Category C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X

**AIRBUS HELICOPTERS AS 350 B3
(SAFRAN ARRIEL 2 SERIES) Category C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X

1.5.1.2 Knowledge Examiner

LEONARDO AW189 (GE CT7) Category B1.3 & B2

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Knowledge Examiner	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X

**AIRBUS HELICOPTERS AS 365 N3
(SAFRAN ARRIEL 2C) Category B1.3, B2 & C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Mohd Shahrul Aswad bin Mohd Zainal*	B1.3	X	X	X		
2.	Ibrahim Hazly bin Mohamad Yusof*	B1.3	X	X	X		
3.	Idros bin Abd Rahman*	B2			X	X	X

* Associate

**AIRBUS HELICOPTERS AS 350 B2
(SAFRAN ARRIEL 1D1) Category C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X

**AIRBUS HELICOPTERS AS 350 B3
(SAFRAN ARRIEL 2 SERIES) Category C**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X

1.5.1.3 Practical Assessor

**LEONARDO AW189 (GE CT7)
Category B1.3 & B2**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Practical Assessor	Licence Category					
1.	Akmal bin Azhar	B1.3	X	X	X		
2.	Muhammad bin Mohd Taib*	B1.3	X	X	X		
3.	Ahmad Zhafri bin Mohd Nor	B2			X	X	X
4.	Mohd Azlan bin Tahir*	B2			X	X	X

* Associate

**AIRBUS HELICOPTERS AS 365 N3
(SAFRAN ARRIEL 2C) Category B1.3 & B2**

			Airframe	Engine	Electrical	Instrument	Radio
No.	Name of Instructor	Licence Category					
1.	Mohd Shahrul Aswad bin Mohd Zainal*	B1.3	X	X	X		
2.	Ibrahim Hazly bin Mohamad Yusof*	B1.3	X	X	X		
3.	Idros bin Abd Rahman*	B2			X	X	X

* Associate

1.5.2 List of Instructors for CAAM Accepted Training

No.	Training Title	Name of Instructor
1.	Train The Examiner	<ul style="list-style-type: none"> a. Roslina binti Mohd Sobri b. Adam Zafran George bin Abdullah c. Amran Shah bin Masnon* d. Syafrul Yamani bin Safruddin*
2.	Train The Assessor	<ul style="list-style-type: none"> a. Roslina binti Mohd Sobri b. Adam Zafran George bin Abdullah c. Amran Shah bin Masnon* d. Syafrul Yamani bin Safruddin* e. Yusof bin Ahmad

* Associate

1.5.3 List of Invigilator

No.	Name of Invigilator	Scope
1.	Roslina binti Mohd Sobri	All Training
2.	Danial Aiman Hakeem bin Yee	All Training

1.5.4 Man-hours Planning

- a. GAM-MTO will have a plan in place for the allocation of man-hours for maintenance training, ensuring that there is enough staff available to plan, conduct, supervise, and monitor training, knowledge examinations, practical assessments, and quality assurance in accordance with the approval.
- b. GAM-MTO will review and adjust the plan as needed if the actual number of staff falls short of the planned number for any specific training.
- c. GAM-MTO will have permanent staff to handle the minimum required maintenance training but may hire additional instructors on a part-time basis for subjects that are taught infrequently.

1.6 LIST OF APPROVED ADDRESSES

1.6.1 Business Address

No.	Company Name	Address
1.	Galaxy Aerospace (M) Sdn Bhd	A-G-01, A-02-01 & A-03-01, Blok A Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia.

1.6.2 Main Office, Classroom, Examination and Assessment Facility

No.	Company Name	Address
1.	Galaxy Aerospace (M) Sdn Bhd	No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia.


1.6.3 Practical Training Facility

1.6.3.1 AW189 (GE CT7) Category B1.3 & B2

No.	Company Name	Address
1.	Galaxy Aerospace (M) Sdn Bhd	Hangar 2, UniKL MIAT Subang Campus, Persiaran A, Off Jalan Lapangan Terbang, 47200 Subang, Selangor, Malaysia.

1.6.3.2 AIRBUS HELICOPTERS AS 365 N3 (SAFRAN ARRIEL 2C) Category B1.3 & B2

No.	Company Name	Address
1.	Galaxy Aerospace (M) Sdn Bhd	Stesen Udara Maritim Subang, Agensi Penguatkuasaan Maritim Malaysia, Kementerian Dalam Negeri, Jalan TUDM, 40150 Shah Alam, Selangor, Malaysia.

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1.7 LIST OF SUB-CONTRACTORS

To be added as necessary.

1.8 GENERAL DESCRIPTION OF FACILITIES

1.8.1 Training Office, Classroom, Examination and Assessment Room

1.8.1.1 Introduction

- a. The address for the office, classroom, examination, and assessment room is specified in MTOE Part 1.6. GAM-MTO rents the facilities to carry out theoretical training, examination, and assessment, and they must meet the standards of CAAM CAD 1821 Para 4.1.

1.8.1.2 General Description

- a. The training location is designed to provide a comfortable and distraction-free environment for trainees to focus on their studies and exams. The facilities include proper lighting, air conditioning, and electrical outlets.
- b. Signage is clearly visible to make it easy to find the training location. Safety measures are in place to ensure the safety of staff and trainees.
- c. The classroom and examination room are equipped with tables, chairs, televisions, and other teaching aids.
- d. If GAM-MTO does not own the training facilities, a valid agreement will be established with the facility owner.

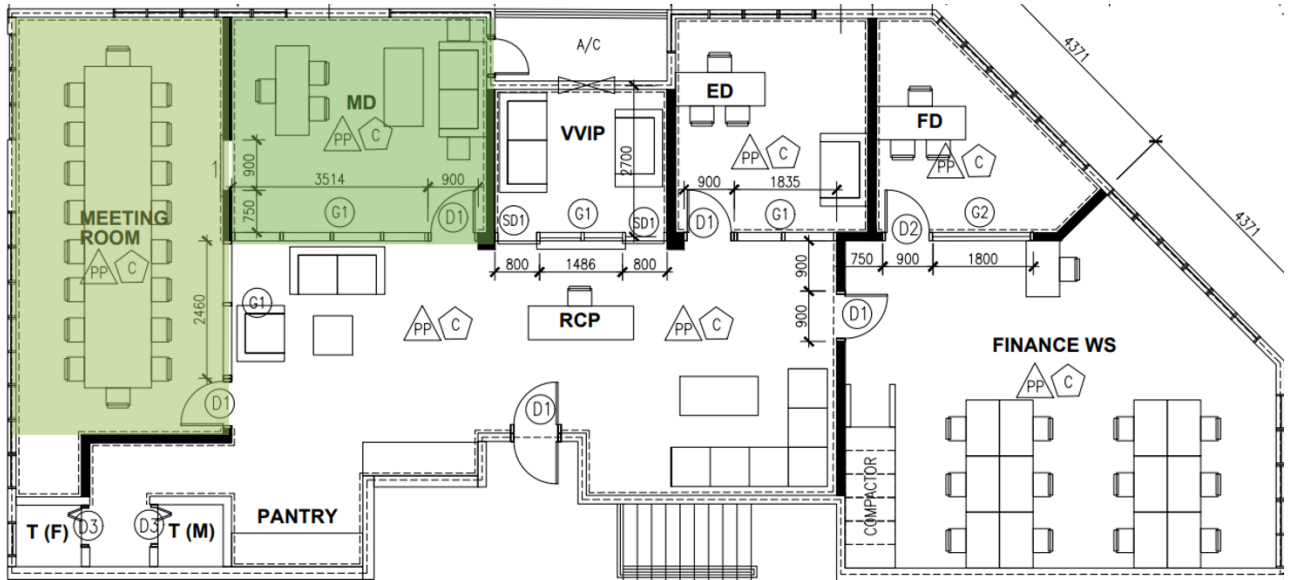
1.8.1.3 Facility

- a. The size and structure of the facility are ensured protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- b. GAM-MTO have fully enclosed appropriate accommodation separate from other facilities that provided for the instruction of theory and the conduct of knowledge examinations.
- c. The maximum number of trainees undergoing theoretical training during any training course shall not exceed twenty-eight (28) as outlined in CAAM CAD 1821 Para 4.1(b).
- d. By derogation to above Part 1.8.1.3 (c), the maximum capacity of trainees for GAM-MTO classroom is twenty-two (22).

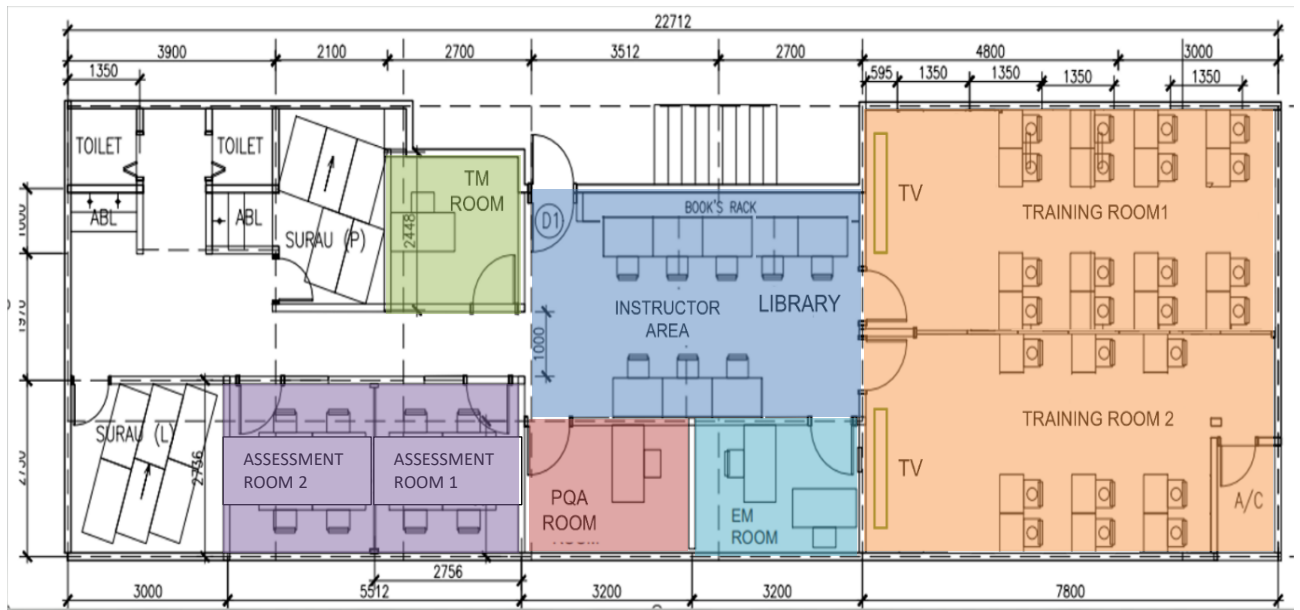
- e. The size of accommodation for examination purposes will be such that no trainee can read the paperwork or computer screen of any other trainee from his position during examinations.
- f. The maximum number of trainees undergoing examination at GAM-MTO examination room shall not exceed twenty-two (22).
- g. Accommodation environment will be maintained such that trainees are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- h. Office accommodations are provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- i. The office for management personnel is equipped with office equipment and storage of records.
- j. An electronic library (e-library) is provided and contains all technical material appropriate to the scope and level of training undertaken.

1.8.2 Layout Plan of Accountable Manager Office, Training Office, Classroom, Examination and Assessment Room

1.8.2.1 Accountable Manager Office Located at Business Address Office



1.8.2.2 Training Manager Office, Examination Manager Office, Principal Quality Assurance (Training) Office, Instructor Area, Library, Classroom and Assessment Room



1.8.2.3 Examination Room/Hall



1.8.3 Hangar Facility for Practical Training

1.8.3.1 Introduction

- a. For practical training on the AW189 (GE CT7) aircraft, GAM has an agreement with UniKL MIAT to use their hangar. This agreement enables the CAAM or authorised personnel to access the office facilities and aircraft hangar to ensure compliance with CAAM CAD 1821 Para 4.1(d).
- b. For practical training on the AIRBUS HELICOPTERS AS 365 N3 (SAFRAN ARRIEL 2C) aircraft, GAM has an agreement with Agensi Penguatkuasaan Maritim Malaysia (APMM) to use their hangar. This agreement enables the CAAM or authorised personnel to access the office facilities and aircraft hangar to ensure compliance with CAAM CAD 1821 Para 4.1(d).

1.8.3.2 General Description

- a. The practical training is conducted in a hangar which is well equipped to ensure proper conduct of practical training.
- b. The hangar contains examples of aircraft type as appropriate for the practical training.

- c. Adequate safety measures are provided to assist the movement of staff and trainees.

1.8.3.3 Facility

- a. The hangar is equipped with proper tools and equipment as appropriate to the practical training.
- b. The maximum number of trainees undergoing practical training during type/task training course must not exceed fifteen (15) per practical instructor or validator.
- c. The hangar office has a briefing room for practical training. These rooms are well equipped with tables, chairs, adequate lighting and air conditioning for a conducive environment.

1.9 SPECIFIC LIST OF COURSES AND EXAMINATIONS APPROVED BY CAAM

1.9.1 Training Courses and Examinations

No.	Scope	Rating	Category	Elements	MTP Reference No.:	Issue/Rev/Date
1.	Type Training	Leonardo AW189 (GE CT7)	B1.3 & B2	Theoretical & Practical	GAM/CAAM/MTP/AW189/B1B2	Issue 2/Rev 0/ 01 Dec 2023
2.	Type Training	Airbus Helicopters AS 365 N3 (SAFRAN ARRIEL 2C)	B1.3 & B2	Theoretical & Practical	GAM/CAAM/MTP/AS365N3/B1B2	Issue 1/Rev 0/ 01 Aug 2023
3.	Type Training	Airbus Helicopters AS 365 N3 (SAFRAN ARRIEL 2C)	C	Theoretical	GAM/CAAM/MTP/AS365N3/C	Issue 1/Rev 0/ 01 Jan 2024
4.	Type Training	Airbus Helicopters AS 350 B3 (SAFRAN ARRIEL 2 SERIES)	C	Theoretical	GAM/CAAM/MTP/AS350B3/C	Issue 1/Rev 0/ 01 Jan 2024
5.	Type Training	Airbus Helicopters AS 350 B2 (SAFRAN ARRIEL 1D1)	C	Theoretical	GAM/CAAM/MTP/AS350B2/C	Issue 1/Rev 0/ 01 Jan 2024


1.9.2 Other Training Courses Accepted by CAAM

No.	Training Course Title	TP Reference No.:	Issue/Rev/Date
1.	Train The Examiner*	GAM/CAAM/TP/TTE	Issue 1/Rev 0/ 01 Apr 2023
2.	Train The Assessor*	GAM/CAAM/TP/TTA	Issue 1/Rev 0/ 01 Apr 2023

*Refer to MTOE Part 4.2 for the training course syllabus.

1.9.3 Internal Approved Training

- a. Refer TPM Part 4.2 for the Internal Approved Training (IAT).

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1.10 NOTIFICATION PROCEDURES REGARDING CHANGES TO THE ORGANISATION

1.10.1 Changes Which Require Notification to CAAM

- a. GAM-MTO shall notify the Civil Aviation Authority of Malaysia (CAAM) of any proposal to carry out changes before such changes take place to enable the CAAM to determine continued compliance.
- b. Types of changes that require notification to CAAM are;
 - i. the name of the organisation;
 - ii. the main location of the organisation;
 - iii. additional locations of the organisation;
 - iv. the accountable manager;
 - v. any of the persons nominated other than the Accountable Manager;
 - vi. the facilities, procedures and scope of work;
 - vii. changes to the Maintenance Training Programme.

1.10.2 Notification Procedures

- a. The Principal Quality Assurance (Training) (PQAT) or Accountable Manager (AM) will be responsible for notifying the CAAM on any of the above-mentioned changes. The notification will be made at the earliest opportunity except that in the case of proposed changes in personnel not known to the management beforehand.
- b. The MTOE will be updated to reflect the changes within a period of three (3) months.
- c. Refer TPM Part 1.3 for detailed procedures.

1.11 EXPOSITION AND ASSOCIATED MANUALS AMENDMENT PROCEDURE

- a. The MTOE is initially developed by the Training Manager (TM) and Examination Manager (EM), of which will be recommended by the Principal Quality Assurance (Training) (PQAT) to the Accountable Manager (AM). Upon accepted by the AM, the MTOE will be submitted to CAAM for approval.
- b. The MTOE will be supported by a second level manual known as Training Procedures Manual (TPM).
- c. GAM-MTO personnel have the responsibility of reporting any errors, omissions, or discrepancies found in the procedures to their manager.
- d. All staff of GAM-MTO will have access to the latest version of the MTOE and TPM through online means.
- e. Refer TPM 1.4 for detailed procedures.

1.11.1 Amendments to the MTOE and MTP

- a. Any adjustments outlined in MTOE Part 1.10 will necessitate revising the MTOE and MTP.
- b. The PQAT is responsible for overseeing the changes, submitting MTOE and MTP amendment requests, and ensuring they are updated after CAAM approval.
- c. All MTOE and MTP changes must receive CAAM approval. They must be submitted to the CAAM prior to being added.
- d. Revisions will be marked with a dark vertical line on the left and a revision number and date at the bottom of each page. An amendment summary will be created for easy referencing and traceability.
- e. The PQAT will review the entire or parts of the MTOE and MTP when necessary.
- f. The procedures in the MTOE and MTP must be controlled. Each page should include:
 - i. Issue Number;
 - ii. Revision Number;
 - iii. Date;

iv. Page Number.

- g. List of Effective Pages (LEP) shall have the subject, page, revision number and date on each page. The PQAT will recommend and CAAM will approve it. The contents of LEP shall reflect all the pages in the MTOE and MTP with date of revision.
- h. CAAM approval is not necessary for minor changes such as typo error or cosmetic changes. It will be indicated as minor changes in MTOE Part 0.8. A revised copy will be submitted to CAAM after review.

1.11.2 Amendments to the TPM

- a. Any discrepancies in the TPM can be pointed out by all GAM-MTO personnel.
- b. The TM and/or EM will assess any amendments to the written procedures and initiate updates as necessary.
- c. The TM and/or EM will submit the changes to the PQAT for approval.

PART 2: TRAINING AND EXAMINATION PROCEDURES

2.1 ORGANISATION OF COURSES

- a. This policy is intended to ensure that all training courses offered by the organisation meet CAAM standards and provide a high-quality learning experience for trainees.
- b. The Training Manager (TM) will continuously review and update this policy as necessary to maintain compliance with CAAM requirements.
- c. Refer TPM Part 2.1 for detailed procedures.

2.1.1 Type/Task Training Course

2.1.1.1 Training Course Development

- a. All type/task training courses offered by the organisation will be developed in accordance with CAAM CAD 1801 Para 5.3 Appendix 3 requirements. The courses will be designed to meet the necessary knowledge and skills.
- b. GAM-MTO will only conduct type/task training courses based on the approved Maintenance Training Programme (MTP) as outlined in MTOE Part 1.9.

2.1.1.2 Training Course Material

- a. All training course materials, including syllabus, lesson plans, and presentations, will be developed and reviewed by the TM to ensure they meet CAAM standards and requirements.

2.1.1.3 Instructor Qualification


- a. Only qualified instructors with the necessary experience as outlined in MTOE Part 3.6 will be selected to deliver the training courses.

2.1.1.4 Training Course Scheduling

- a. All type/task training courses will be scheduled to take place at an appropriate time and approved location as described in the MTP, taking into consideration the number of trainees, instructor availability, and facility requirements.

2.1.1.5 Training Course Enrolment

- a. Trainees can enrol in training courses by contacting the TM and completing an applicant registration form.

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- b. Enrolment will be limited to twenty-two (22) trainees to ensure a reasonable trainee-instructor ratio and a high-quality training experience.

2.1.1.6 Training Course Records

- a. All training course records as outlined in the MTOE Part 2.6 will be maintained in accordance with CAAM requirements and stored securely.


2.1.1.7 Training Course Evaluation

- a. All training courses will be evaluated regularly to ensure they meet the CAAM standards and to identify areas for improvement. Feedback from trainees and instructors will be considered in the evaluation process.

2.2 PREPARATION OF COURSE MATERIAL

2.2.1 Type/Task Training Course Material

- a. The type/task Training Course Material (TCM) will be prepared and developed in accordance with the approved Maintenance Training Programme (MTP) by an appropriately qualified instructor or subject matter expert.
- b. The type/task TCM shall include the following:
 - i. Training notes (for theoretical training);
 - ii. Structured Practical Training (SPT) logbook;
 - iii. Instructor guide;
 - iv. Presentation material (if different from training notes).
- c. The preparation of type/task TCM must adhere to the following requirements:
 - i. All type/task TCM reference, issue number, revision number and date, must be in line with the latest version of approved MTP;
 - ii. TCM must include relevant and up-to-date information, including any recent changes in regulations and procedures;
 - iii. TCM must be organised, easily understood, and suitable for the intended purpose;
 - iv. TCM must be presented in an appropriate format, such as but not limited to PowerPoint slides, portable document format, handouts, or interactive multimedia presentations;
 - v. All illustrations, graphs, and charts used in the training course material must be clear, concise, and accurately represent the information being conveyed;
 - vi. The TCM is controlled by the approved MTP specified in MTOE Part 1.9.

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2.2.2 Maintenance Training Programme

- a. The Maintenance Training Programme (MTP) will be prepared and developed in accordance with the requirements of CAAM CAGM 1821 Para 6.2 Appendix 2.
- b. The development of a MTP is based on a training need analysis for each type/task training course offered and contains the applicable elements described in CAAM CAD 1801 Para 5.3 Appendix 3.
- c. The MTP must obtain approval from CAAM prior to the implementation.
- d. By derogation to above Part 2.2.2 (c), the MTP must be submitted with the Maintenance Training Programme Checklist (CAAM/AW/1822-02), Examination Paper Approval Form (CAAM/AW/1841-03) and Examination Question Compliance Checklist (CAAM/AW/1841-02) for the review and approval of CAAM.
- e. GAM-MTO must not change its approved MTP unless the change is approved in advance. The amendment procedure is as outlined in the MTOE Part 1.11.1 (a).
- f. The TM must review the approved MTP and/or TCM either when required or at least once annually.
- g. Refer TPM Part 2.2 for detailed procedures.

2.3 PREPARATION OF CLASSROOMS AND EQUIPMENT

- a. All training courses must be conducted in a conducive training environment such that the trainees are able to attend the training without undue distraction or discomfort.
- b. The allocation of classroom will be managed by the Training Manager (TM) and the maximum capacity of trainees for GAM-MTO classroom is twenty-two (22).
- c. The TM is responsible to ensure the adequacy of classrooms and instructional equipment such as:
 - i. Classrooms must be kept clean and tidy at all times. All surfaces, including desks, chairs, and floors, must be cleaned regularly to maintain a hygienic environment;
 - ii. Lighting must be sufficient to ensure that all trainees can easily read and see all training materials;
 - iii. The temperature in the classroom must be maintained at a comfortable level. Adequate ventilation must be provided to ensure that air quality is maintained;
 - iv. All audio-visual equipment must be in good working order prior to each class to ensure that it is functioning properly;
 - v. All equipment must be regularly maintained and repaired as needed. Any equipment that is not functioning properly must be removed from the classroom and repaired or replaced;
 - vi. Emergency equipment, such as fire extinguishers, must be readily available and properly maintained;
 - vii. Adequate storage must be provided for materials and equipment. Storage must be organised and easily accessible to all instructors.
- d. Instructors must inspect the classrooms, teaching tools, and instructional equipment, and notify the TM of any issues.
- e. Refer TPM Part 2.3 for detailed procedures.

2.4 PREPARATION OF MAINTENANCE FACILITIES AND EQUIPMENT

- a. The objective is to ensure that instructors and trainees have access to the appropriate aircraft type during Structured Practical Training (SPT) as specified in the approved Maintenance Training Programme (MTP).
- b. The Training Manager (TM) is responsible to ensure access is provided to the appropriate facilities containing examples of aircraft type and a written agreement must specify this access if required.
- c. The TM will ensure that these maintenance facilities and equipment are available and accessible for the periods required during the SPT.
- d. If the SPT is carried out at any facility other than stated in the approved MTP, then consent and approval must be sought from CAAM before the commencement of SPT. CAAM must be granted access to the facility, including any subcontracted organisation, to determine continued compliance with CAAM CAD 1821 Para 4.1 (e).
- e. The maximum number of trainees undergoing SPT must not exceed fifteen (15) per instructor or validator. If more than fifteen (15) trainees are in the class, the instructor may conduct more than one (1) SPT session.
- f. Before the start of the SPT, the qualified practical instructor must ensure that:
 - i. the available aircraft is of the correct type (airframe and engine configuration);
 - ii. the location is suitable for the number of trainees;
 - iii. if the number of trainees exceeds the available space, separate training sessions will be organised;
 - iv. trainees are equipped with appropriate personal protective equipment.
- g. Refer TPM Part 2.4 for detailed procedures.

2.5 CONDUCT OF THEORETICAL AND PRACTICAL TRAINING

- a. The training methods and tools for training is as described in MTP Part 1.2.2 and 1.2.4.

2.5.1 Type/Task Theoretical Training

- a. Prior to the conduct of type/task theoretical training, the instructor must ensure that the training notes used are of the latest revision as per the approved Maintenance Training Programme (MTP).
- b. The training notes must be provided to the trainees either in hard copy or soft copy format.
- c. For effective knowledge transfer, the instructor must follow the approved MTP which outlines the training schedule for each topic.
- d. The maximum number of training hours per day for the theoretical training shall not be more than 6 hours. A training hour means 60 minutes of instruction without breaks, examination, revision, preparation and aircraft visit.
- e. The instructor may give trainees short breaks in between class sessions. As a guideline: 15 minutes break for every one (1) hour of training, however the total training hours per day shall not exceed 6 hours.
- f. The minimum participation time for the trainee to meet the objectives of the theoretical training and sit for the examination should not be less than 90% of the training hours for each phase.
- g. Additional training may be provided with the consent of the Training Manager (TM) in order to meet the minimum participation time and this must be documented.
- h. If the minimum participation defined for the training course is not met, the trainee will not be allowed to sit for the examination.
- i. Type/task training is split into phases and there will be an examination at the end of every phase.

- j. For Category B1, B2 and C, the type training shall have been started and completed within the two (2) years preceding the application for endorsement of the relevant aircraft type ratings.
- k. For Category A, the type/task training shall have been started and completed within the two (2) years preceding the application for endorsement of the relevant aircraft type task ratings.
- l. Multimedia Based Training (MBT) methods may be used to satisfy the theoretical training element either in the classroom or in a virtual controlled environment subject to the acceptance of the Civil Aviation Authority of Malaysia (CAAM).
- m. Refer TPM Part 2.5 for detailed procedures.

2.5.2 Type/Task Practical Training

- a. The type/task practical training will be conducted at an approved location as detailed in MTOE Part 1.6.
- b. The type/task practical training is conducted by a qualified and approved practical training instructor.
- c. The instructor will brief the trainees on regulations and self-conduct requirements before the training.
- d. The instructors must ensure the presence of maintenance personnel authorised to sign off maintenance activities on the aircraft, in case the instructor is not certified to do so.
- e. The type/task practical training consist of either practicing prescribed tasks only, or a combination of practicing prescribed tasks and performing maintenance tasks under supervision, in the normal working environment of the trainee.
- f. The Structured Practical Training (SPT) logbook Section 2.2 outlines the list of tasks for practical training.
- g. On completion of the type/task practical training, the instructor must stamp the Structured Practical Training (SPT) logbook Section 2.2.

- h. The minimum participation time for the trainee to meet the objectives of the practical training and/or sit for the assessments should not be less than 90% of the training hours scheduled.
- i. Additional training may be provided with the consent of the TM in order to meet the minimum participation time and this must be documented. If the minimum participation defined for the practical training is not met, the trainee will not be allowed to sit for the assessments (if applicable) and a Certificate of Recognition will not be issued.
- j. Refer TPM Part 2.5 for detailed procedures.

2.6 RECORDS OF TRAINING CARRIED OUT

- a. The Training Manager (TM) will ensure accurate data collection of the training course conducted. This will ensure proper record-keeping that allows adequate traceability of the training related process.
- b. The training records, will comprise of:
 - i. the trainee application documentation;
 - ii. the trainee certificates;
 - iii. the trainee knowledge and practical training including examination and practical assessments;
 - iv. details of any trainee exemption record (if available);
 - v. any disciplinary and/or termination records (if available);
 - vi. any report from other foreign authorities relating to the trainee exemption (if available).
- c. Other supporting records, that will also be retained indefinitely and comprise of (but not limited to):
 - i. training attendance record with any supporting documents to justify absence, etc.;
 - ii. training schedule;
 - iii. training course feedback and evaluation.

2.7 STORAGE OF TRAINING RECORDS

- a. Training records outlined in MTOE Part 2.6 (c) must be retained indefinitely and shall not be destroyed without the consent of Civil Aviation Authority of Malaysia (CAAM).
- b. The Training Manager (TM) must ensure the physical training records are well-organised and kept in a secure cabinets or drawers, to prevent damage, alteration and theft.
- c. The physical training records will be backed up in digital format to GAM-MTO network server which is in a different location.
- d. Access to the training records is restricted to authorised personnel only, and permission must be granted by the TM before records can be reviewed or updated.
- e. The Principal Quality Assurance (Training) (PQAT) shall have access to the training records to ensure compliance.
- f. Refer TPM Part 2.7 for detailed procedures.

2.8 TRAINING AT LOCATIONS NOT LISTED IN MTOE PART 1.6

- a. In the event that, it is necessary to conduct training (theoretical and/or practical) at a location that is not listed in MTOE Part 1.6, the Principal Quality Assurance (Training) (PQAT) must carry out an audit of the facility ensuring compliance to the requirements of CAAM CAD 1821 Para 4.1. Consideration will be given to those facilities currently approved by other regulatory authorities.
- b. The preparation of the facilities will be as described in MTOE Part 2.3 for theoretical training and MTOE Part 2.4 for practical training, whichever applicable.
- c. The conduct of training conducted will be as described in MTOE Part 2.5.
- d. Information to support the acceptance of the facility shall include, but not be limited to the following:
 - i. Location and address of the facility;
 - ii. Description of the building, room and area used for training;
 - iii. The equipment to be used for training at the facility;
 - iv. The environment control conditions of the building, room and area that is used for training;
 - v. The duration of the training to be conducted at the facility.
- e. On ascertaining that the facilities meet the requirements and access has been granted by the owner of the facility, PQAT will subsequently furnish an audit report and other supporting documents substantiating the acceptance of the location to CAAM.
- f. Refer TPM Part 2.8 for detailed procedures.

2.9 ORGANISATION OF EXAMINATIONS

2.9.1 Type/Task Training Theoretical Examinations

- a. After the theoretical elements of each phase of the aircraft type/task training has been completed, a multi-choice examination will be conducted. The number of questions will depend on the duration of training phase and referred to the approved Maintenance Training Programme (MTP) as outlined in MTOE Part 1.9.
- b. Examination papers must cover the complete syllabus concerned in accordance with the approved MTP Part 1.2.2.
- c. A re-examination is allowed for failed phase examinations. Maximum number of attempts are two (2).
- d. Examination questions are developed by qualified and approved knowledge examiners as outlined in MTOE Part 1.5 during the development of a course.
- e. Each question paper is identified with a reference number, issue or revision number and serial number. Records of papers must be maintained.
- f. The papers used in the examination must be decided only by the Examination Manager (EM).
- g. Examination paper reference is controlled and specified in the approved MTP Part 2.2.
- h. The minimum examination passing mark is 75%. When the type training examination is split into several examinations (phases), each examination must be passed with at least a 75% mark.

2.9.2 Type/Task Training Practical Assessments

- a. After the completion of aircraft type/task practical training, an assessment must be performed, which must comply with the following:
 - i. The assessment must be performed by approved designated practical assessor as outline MTOE Part 1.5.
 - ii. The practical assessments will be part of the Structured Practical Training (SPT) logbook.
- b. Refer TPM Part 2.9 for detailed procedures.

2.10 SECURITY AND PREPARATION OF EXAMINATION MATERIAL

2.10.1 Preparation of Examination

- a. Examination papers must be developed by approved knowledge examiners as outlined in MTOE Part 1.5. Examination papers may be prepared from a question databank for each examination sitting or a sufficient stock of papers may be held.
- b. Examination papers shall cover the complete syllabus concerned in accordance with the approved Maintenance Training Programme (MTP) Part 1.2.
- c. Examination standards for type/task training are in accordance with MTP Part 2.2.2.1.
- d. Examination papers must be submitted to Civil Aviation Authority of Malaysia (CAAM) for approval. Only approved examination paper must be used for the examination.
- e. Each examination paper must be specified in the MTP Part 2.2.2.4.
- f. The examination papers to be used in the examination must be decided by Examination Manager (EM).
- g. Records of completed examination must be retained and maintained in accordance MTOE Part 2.15.
- h. An examination is a selection of predefined questions and must comply with some of the following requirements:
 - i. Format of the examination is of the multi-choice type;
 - ii. Each multi-choice question must have 3 alternative answers of which only one must be the correct answer;
 - iii. The examination does not contain “open book” type questions;
 - iv. The incorrect alternatives must seem equally plausible to anyone ignorant of the subject;
 - v. All the alternatives must be clearly related to the question and of similar vocabulary, grammatical construction, and length;

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- vi. In numerical questions, the incorrect answers must correspond to procedural errors such as the use of incorrect sense (+ versus -) or incorrect measurement units. They must not be mere random numbers;
- vii. The total time of the examination is based on the total number of questions and the time for answering for type trainings based upon a nominal average of 90 seconds per question;
- viii. A minimum of 1 question is included for each hour of instruction subject;
- ix. The level and number of questions on each subject in an examination is the one defined in the MTP Part 1.2. However, the use of a limited number of questions at a lower level is acceptable provided it is not more than 35% overall. As a guideline, the ratio of questions in the examination of a subject is;

Subject Knowledge Level as per Training Programme	No. of Level 1 Questions Per ATA	No. of Level 2 Questions Per ATA	No. of Level 3 Questions Per ATA	Maximum Number of Questions at the Lower Level Overall
1	100%	-	-	0%
2	40%	60%	-	35%
3	50%		50%	35%

- x. For Category B1 and B2 examinations;
 - A detailed understanding of the systems, their operation and maintenance;
 - Certification of maintenance, inspections, and routine work according to the maintenance manual and relevant instructions and tasks;
 - The use of technical literature and documentation.
- xi. Examination questions will be developed in softcopy following a template and the examination paper/sets will be compiled into sets with reference to the Maintenance Training Programme. When developing different papers/sets, 70% of the questions can be reused;
- xii. The examination must be of the closed book type. No reference material is permitted. An exception can be made for the case of examining a B1 or B2 trainee’s ability to interpret technical documents;

- xiii. The minimum examination pass mark is 75%. When the type training examination is divided into several examinations (phases), each examination must be passed with at least a 75% mark;
- xiv. To achieve exactly a 75% pass mark, the number of questions in the examination must be a multiple of 4.

2.10.2 Preparation of Practical Assessment

- a. Practical assessment questions must ensure that the following objectives are covered:
 - i. Safety performance of maintenance, inspections and routine work according to the maintenance manual and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks;
 - ii. Correctly use all technical literature and documentation for the aircraft;
 - iii. Correctly use special tools and test equipment, perform removal and replacement of components and modules unique to the type of aircraft, including any on-wing maintenance activity;
- b. Minimum numbers of practical assessment questions developed by the approved practical assessors for type/task training is ten (10). Three (3) questions will be used to assess the trainee.
- c. Practical assessment question will be determined by the approved practical assessor. The assessment question can also refer to the trainee Structured Practical Training (SPT) logbook to evaluate the knowledge, skills and attitude of the trainee. The assessments will be recorded in the SPT logbook.

2.10.3 Security of Examination Material

- a. Examination and assessment questions/sets, task, and papers (hardcopy) are secured in a lockable cabinet in the Examination Unit.
- b. Each examination paper must be identified with reference number, issue number or revision number and serial number. Records of papers must be maintained.
- c. Used examination papers must be destroyed within the Examination Unit.

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- d. The compilation of questions (bank) in softcopy will be stored and controlled at a desktop computer located in the Examination Unit. This computer will be password controlled and limited to authorised personnel only.
- e. The question set will be backed up in a hard disk and only accessible by EM and authorised personnel. The question set will be password controlled.
- f. Examination questions/sets are accessible only to the EM or knowledge examiners or personnel assigned by the EM.
- g. Assessment questions/sets are accessible only to the EM or practical assessor or personnel assigned by the EM.
- h. Knowledge examiners and practical assessors must ensure the security and confidentiality of all assessment question.

2.10.4 Updating Examination Questions

- a. EM will ensure sufficient examination material is available for the relevant courses.
- b. Existing examination papers will be review when required or at least once every twelve (12) months for technical accuracy, completeness & currency of its content.
- c. Knowledge examiners will be assigned to review and develop more questions if required.
- d. If there is a need for amendment, EM will amend the paper and submit to CAAM for approval.
- e. The previous approved examination set will be retained indefinitely and not destroyed without the consent of CAAM.
- f. Refer TPM Part 2.10 for detailed procedures.

2.11 PREPARATION OF EXAMINATION ROOMS

- a. A classroom may be utilized as an examination room provided it conforms to the following requirements:
 - i. Appropriate desk and individual seating arrangements. The room must have a reasonably sized wall-clock in front of the examination room;
 - ii. GAM-MTO Examination Room is equipped with Closed Circuit Television (CCTV) to review any misconduct during examination;
 - iii. By derogation to above part 2.11 (a) (ii) the CCTV can only be accessed by Examination Manager (EM) and PQAT;
 - iv. Sitting distance between trainees is maintained at a minimum such that no trainee can read the paperwork or computer screen of any other trainee from his position during examinations;
 - v. The maximum number of trainees undergoing examination at GAM-MTO examination room must not exceed twenty-two (22);
 - vi. Charts, manuals, notes, diagrams, training aids etc., are either removed or obscured from the trainee's view;
 - vii. A signage "Please Be Quiet. Examination in Progress" will be placed on the door or the corridor area to make known to public about the on-going exam in the examination room throughout the exam phase.
- b. GAM-MTO examination room or any location approved by PQA must be used as examination room.
- c. The number ratio of invigilator to trainees as per table below:

No. of Invigilator	No. of Trainee	CCTV status
1	22	Serviceable
1	12	Not available

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- d. Alternatively, a normal classroom set-up can be used provided the examinations are made up for each trainee:
 - i. from different questions; or
 - ii. from a different order of questions; or
 - iii. from a different order or alternative answers for each question.
- e. Prior to conducting a practical assessment, the practical assessors shall ensure that the necessary facilities are accessible.
- f. At any circumstances there is an interruption of the examination, the examination will be void and reschedule to a different date.
- g. If the invigilator concludes the condition does not meet the requirements, the EM is to be informed for the necessary corrective actions to be taken.
- h. Refer TPM Part 2.11 for detailed procedures.

2.12 CONDUCT OF EXAMINATIONS

- a. Examination must be invigilated only by Examination Manager (EM) or his appointed invigilator who have not been directly involved in teaching the subject.
- b. The examination will be conducted only for trainees who is registered with GAM-MTO.
- c. The guideline for conducting the exam is in the Pre-Examination Briefing form.
- d. The invigilator is required to complete the Pre-Examination Briefing form whenever performing invigilation duty.
- e. All trainees must be fully seated by prior to the exam. If the trainee arrives 5 minutes before the examination starts, he will not be allowed to seat for the examination.
- f. Trainees must show proof of identity by producing documents such as their identity card or passport. The names must be checked against the list of candidates eligible to sit for the examination.
- g. Only the examination question paper and answer sheet must be available to the trainee during the exam. The examination must be a closed book type. No reference material is permitted unless used to test the trainee's ability to interpret technical documents.
- h. Trainees are not allowed to use calculator and/or dictionaries during examination with exception of certain identified courses where the invigilator will provide dictionaries.
- i. A briefing must be done prior to the commencement of the examination. Any procedural queries must be clarified at this stage.
- j. On commencement of the examination, there must be strictly no speaking, unless to converse with the invigilator. Invigilator must not answer or explain any query related to the subject of the examination.
- k. On completion of the examination, each trainee must hand in his answer sheet and question paper directly to the invigilator and leave the examination hall.

- l. However, during the last 10 minutes of the allocated exam time, trainees are not allowed to leave the examination room. They must remain seated until all exam papers from remaining trainees have been collected by the Invigilator.
- m. Trainees are not allowed to take out any question paper, answer sheet or any exam material from the examination room.
- n. The invigilator must be responsible to ensure that all question papers have been returned and accounted for.
- o. Any trainee found during the examination to be cheating or in possession of material, including electronics devices, pertaining to the examination subject other than the examination papers and associated authorised documentation must be disqualified from taking the examination and may not take any examination for at least twelve (12) months after the date of the incident. The Principal Quality Assurance (Training) (PQAT) must notify such incident immediately to CAAM as soon as practicable but not exceeding 48 hours from event of the occurrence. A complete report of the occurrence with remedial action shall be submitted within one calendar month.
- p. Any knowledge examiner or invigilator found during the examination to be providing question answers to any trainee being examined must be disqualified from acting as a knowledge examiner or invigilator and the examination declared void. PQAT must notify such incident immediately to CAAM as soon as practicable but not exceeding 48 hours from event of the occurrence. A complete report of the occurrence with remedial action shall be submitted within one calendar month.
- q. The minimum participation time for the trainee to meet the objectives of the course and/or sit for the examination should not be less than 90% of the training hours for each phase. Additional training may be provided with the consent of the Training Manager in order to meet the minimum participation time and this must be documented. If the minimum participation defined for the course is not met, the trainee will not be allowed to sit for the examination.
- r. Only qualified candidates must be allowed to sit for this examination. EM must ensure that all candidates are adequately screened to prevent unqualified candidate from sitting in this examination.
- s. Refer TPM Part 2.12 for detailed procedures.

2.13 CONDUCT OF PRACTICAL ASSESSMENTS

- a. The practical assessment must be carried out using an established assessment standard described in the Maintenance Training Programme (MTP) and assessed by qualified and approved practical assessors as described in MTOE Part 1.5.
- b. The practical assessment must ensure evidence of knowledge, skills, attitude and experience acquisition and determine whether the trainee is competent at using tools and equipment and working in accordance with the applicable manuals. The practical assessment must also emphasize the trainee's situation awareness ability and the application of safety principle.
- c. The practical assessment must ensure that the following objectives are met:
 - i. Properly discuss with confidence the aircraft and its systems;
 - ii. Ensure safe performance of maintenance, inspections and routine work according to the maintenance manual and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks;
 - iii. Correctly use all technical literature and documentation for the aircraft;
 - iv. Correctly use special tool and test equipment, perform removal and replacement of components and modules unique to the type of aircraft, including any on-wing maintenance activity.
- d. The practical assessment for type training is reflected in the Structured Practical Training (SPT) logbook.
- e. Practical assessment must only be conducted at the approved location specified in MTOE Part 1.6 and Part 1.8, and be conducted:
 - i. at appropriately enclosed and secured facility;
 - ii. without the trainee carrying any instructional material pertaining to the assessment, other than assessment papers and associated authorised documents;
 - iii. in a control environment where only the practical assessor and trainee scheduled is present for the assessment session.

- f. Trainees must cover at least fifty percent (50%) of the task contained in the SPT logbook and must meet the requirements stated in the SPT logbook to qualify for the practical assessment.
- g. The practical assessor must stamp and indicate the date at assessment portion of the SPT logbook when satisfied with the competency of the trainee.
- h. The minimum participation time for the trainee to meet the objectives of the practical training and/or sit for the practical assessments should not be less than 90% of the training hours scheduled.
- i. Additional training may be provided with the consent of the Training Manager in order to meet the minimum participation time and this must be documented. If the minimum participation defined for the practical training is not met, the trainee will not be allowed to sit for the practical assessments and a Certificate of Recognition will not be issued.
- j. If the trainee does not pass the assessment, trainees are allowed to attend a maximum of two (2) re-assessments for the practical assessment.
- k. On successful completion of the SPT and Practical Assessment, GAM-MTO will keep the completed SPT logbook copy, and the original logbook returned to the candidates for CAAM type/task rating endorsement.
- l. Any practical assessor found to be providing assessment answers to the trainee or otherwise assist a trainee to cheat, or not performing in accordance with Part 2.13, GAM-MTO must:
 - i. disqualify the person from being a practical assessor;
 - ii. declare the practical assessment void;
 - iii. Principal Quality Assurance (Training) (PQAT) must notify such incident immediately to CAAM as soon as practicable but not exceeding 48 hours from event of the occurrence. A complete report of the occurrence with remedial action shall be submitted within one calendar month.
- m. Refer TPM Part 2.13 for detailed procedures.

2.14 MARKING AND RECORD OF EXAMINATIONS

2.14.1 Marking Criteria

- a. Marking of the examination papers will be carried out by the Examination Manager (EM) or invigilator.
- b. Each examination paper must be identified with reference number, issue number, revision number and serial number.
- c. For multi-choice questions, answer sheet template will be used.
- d. Penalty marking must not be imposed on all examinations.
- e. The passing mark for each examination is 75%.
- f. A trainee who requires re-examinations for any examination phases may continue the type/task training course.
- g. EM is responsible for proper archiving of the examination records.

2.14.2 Passing Criteria

- a. The passing criteria for type/task training course are stated below. The mark status criteria must be strictly always adhered to:
 - i. 75% - 100% = PASS
 - ii. 74% and below = FAIL (required to undergo re-examination)
- b. A trainee with a score of 74% and below may continue with the subsequent phase in the same type/task training course.
- c. The penalty waiting periods can be disregarded if the trainee does a full re-course on the phase, this will reset the number of attempts and the waiting period.
- d. Re-course of the failed phase is required after failing two (2) re-examination attempts. A waiting period of seven (7) days is required after the second attempt failed.

- e. Attempts waiting period:


Examination	Attempts Waiting Period
1st re-examination	Nil
2nd re-examination	At least 07 days

2.14.3 Record of Examinations

- a. EM must be responsible for the examination record and ensure the security of all examination records.
- b. Examination record must be kept secured and protected from unauthorised access by adequate security means. Examination record must be kept in locked cabinets.
- c. The examination records will consist of:
 - i. Attendance list of the trainees attending the examination;
 - ii. Answer sheets which will annotate the examination set used, duration of examination, the details of the trainee and the grading of the paper;
 - iii. The record of the examination briefing which will carry the name and signature of the invigilator and record any significant events during the examination;
 - iv. Examination results;
 - v. Examination analysis;
- d. Refer TPM Part 2.14 for detailed procedures.

2.15 STORAGE OF EXAMINATION RESULTS AND RECORDS

- a. Examination records outlined in MTOE Part 2.14.3 (c) must be retained indefinitely and shall not be destroyed without the consent of Civil Aviation Authority of Malaysia (CAAM).
- b. The Examination Manager (EM) must ensure the physical examination records are well-organised and kept in a secure cabinets/drawer, to prevent damage, alteration and theft.
- c. The physical examination records will be backed up in digital format to a hard disk which is in a different location.
- d. Access to the examination records is restricted to authorised personnel only, and permission must be granted by the EM before records can be reviewed or updated.
- e. The Principal Quality Assurance (Training) (PQAT) shall have access to the examination records to ensure compliance.
- f. Refer TPM Part 2.15 for detailed procedures.

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2.16 EXAMINATIONS AT LOCATIONS NOT LISTED IN MTOE PART 1.6

- a. In the event that, it is necessary to conduct examination at a location that is not listed in MTOE Part 1.6, the Principal Quality Assurance (Training) (PQAT) must carry out an audit of the facility ensuring compliance to the requirements of CAAM CAD 1821 Para 4.1. Consideration will be given to those facilities currently approved by other regulatory authorities.
- b. The preparation of the facility will be as described in MTOE Part 2.11.
- c. The conduct of examination conducted will be as described in MTOE Part 2.12.
- d. Information to support the acceptance of the facility shall include, but not be limited to the following:
 - i. Location and address of the facility;
 - ii. Description of the building, room and area used for examination;
 - iii. The equipment to be used for examination at the facility;
 - iv. The environment control conditions of the building, room and area that is used for examination;
 - v. The duration of the examination to be conducted at the facility.
- e. On ascertaining that the facilities meet the requirements and access has been granted by the owner of the facility, PQAT will subsequently furnish an audit report and other supporting documents substantiating the acceptance of the location to CAAM.
- f. Refer TPM Part 2.16 for detailed procedures.

2.17 PREPARATION, CONTROL AND ISSUE OF TRAINING COURSE CERTIFICATES

2.17.1 Type/Task Training Course Certificate of Recognition


- a. The CAAM Part 147 type/task training course Certificate of Recognition (COR) samples as shown in MTOE Part 2.17.1.1 and Part 2.17.1.3, are to be used for recognition of completion of the theoretical and practical elements of the type/task training course.
- b. The COR must indicate the airframe and engine combination/ engine or avionics only for which the training was imparted.
- c. The COR must clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.
- d. The Training Manager (TM) is responsible for the preparation, control, and issuance of the COR.
- e. Preparation of COR:
 - i. The certificates must be prepared in accordance with the CAAM CAD Para 9.3 Appendix 3;
 - ii. The certificates must be legible, accurate and printed on quality paper.
- f. Control of COR:
 - i. COR issued will have serialised certificate number for and a record of all issued certificates must be maintained;
 - ii. The COR must be kept in a secure location, such as a locked cabinets or drawers;
 - iii. Only the TM or authorised personnel are allowed access to the certificates.

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g. Issuance of COR:

- i. The COR will be issued after having successfully completed an approved training and passed the examination(s) and completed a practical training and passed the practical assessment;
- ii. The COR must be signed by the TM or authorised representative;
- iii. The trainee must sign a receipt for the COR, acknowledging receipt and verifying the accuracy on the COR;
- iv. Any request for replacement for loss of COR must be made in written to the TM with valid justification;
- v. For issuance of lost or damaged certificates, the controlled reference will end with a suffix "D" (for duplicate).

h. Refer TPM Part 2.17 for detailed procedures.

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2.17.1.1 Sample of Theoretical Elements Certificate of Recognition



CERTIFICATE OF RECOGNITION

Reference: ATO/2023/02

This Certificate of Recognition is issued to:

[NAME]

[DATE AND PLACE OF BIRTH]

By:

GALAXY AEROSPACE (M) SDN. BHD.
A-G-01, A-02-01 & A-03-01, BLOK A
BANGUNAN PERDAGANGAN SIERA ARA DAMANSARA,
JALAN PJU 1A/5A, ARA DAMANSARA,
47301 PETALING JAYA,
SELANGOR, MALAYSIA

REFERENCE: ATO/2023/02

a maintenance training organisation approved to provide training and conduct examinations, within its terms of approval in accordance with Civil Aviation Directive 1821.

This certificate confirms that the above-named person either successfully passed the theoretical elements of the approved type/task training course stated below and the related examinations in compliance with Civil Aviation Regulation 2016 for the time being in force.

[AIRCRAFT TYPE/TASK TRAINING COURSE (*1)]

[START to END DATES]

THEORETICAL ELEMENTS

and

EXAMINATION

[END DATE]

Date: XX/XXXXXX/XXXX


Signature: _____

[Name] – Training Manager or Accountable Manager (*)

For: **GALAXY AEROSPACE (M) SDN. BHD.**

Certificate No: GAM/XXX/XXX/XXX

2.17.1.2 Sample of Examination Report



EXAMINATION REPORT

Reference: ATO/2023/02

This Examination Report is issued to:

[NAME]

[DATE AND PLACE OF BIRTH]

By:

GALAXY AEROSPACE (M) SDN. BHD.
A-G-01, A-02-01 & A-03-01, BLOK A
BANGUNAN PERDAGANGAN SIERA ARA DAMANSARA,
JALAN PJU 1A/5A, ARA DAMANSARA,
47301 PETALING JAYA,
SELANGOR, MALAYSIA

REFERENCE: ATO/2023/02

a maintenance training organisation approved to provide training and conduct examinations,
within its terms of approval in accordance with Civil Aviation Directive 1821.

This examination report confirms that the above-named person has taken the related
examinations in compliance with Civil Aviation Regulation 2016 for the time being in force.

[AIRCRAFT TYPE/TASK TRAINING COURSE (*)]

[START to END DATES]

EXAMINATION

Phase No.	Date of Examination	Percentage	Result
1			
2			
3			
4			
5			


Date: XX/XXXXX/XXXX

Signature: _____


[Name] – Examination Manager or Accountable Manager (*)

For: **GALAXY AEROSPACE (M) SDN. BHD.**

Report No: GAM/XXX/XXX/XXX

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2.17.1.3 Sample of Practical Elements Certificate of Recognition



CERTIFICATE OF RECOGNITION

Reference: ATO/2023/02

This Certificate of Recognition is issued to:

[NAME]

[DATE AND PLACE OF BIRTH]

By:

GALAXY AEROSPACE (M) SDN. BHD.
 A-G-01, A-02-01 & A-03-01, BLOK A
 BANGUNAN PERDAGANGAN SIERA ARA DAMANSARA,
 JALAN PJU 1A/5A, ARA DAMANSARA,
 47301 PETALING JAYA,
 SELANGOR, MALAYSIA

REFERENCE: ATO/2023/02

a maintenance training organisation approved to provide training and conduct examinations, within its terms of approval in accordance with Civil Aviation Directive 1821.

This certificate confirms that the above-named person either successfully passed the practical elements of the approved type/task training course stated below and the related practical assessment in compliance with Civil Aviation Regulation 2016 for the time being in force.

[AIRCRAFT TYPE/TASK TRAINING COURSE (*]

[START to END DATES]

PRACTICAL ELEMENTS

and

PRACTICAL ASSESSMENT

[END DATE]

Date: XX/XXXXXX/XXXX

Signature: _____

[Name] – Training Manager or Accountable Manager (*)

For: **GALAXY AEROSPACE (M) SDN. BHD.**

Certificate No: GAM/XXX/XXX/XXX

2.17.1.4 Sample of Practical Assessment Report



PRACTICAL ASSESSMENT REPORT

Reference: ATO/2023/02

This Practical Assessment Report is issued to:

[NAME]

[DATE AND PLACE OF BIRTH]

By:

GALAXY AEROSPACE (M) SDN. BHD.
A-G-01, A-02-01 & A-03-01, BLOK A
BANGUNAN PERDAGANGAN SIERA ARA DAMANSARA,
JALAN PJU 1A/5A, ARA DAMANSARA,
47301 PETALING JAYA,
SELANGOR, MALAYSIA

REFERENCE: ATO/2023/02

a maintenance training organisation approved to provide training and conduct examinations, within its terms of approval in accordance with Civil Aviation Directive 1821.

This practical assessment report confirms that the above-named person has taken the related practical assessment in compliance with Civil Aviation Regulation 2016 for the time being in force.

[AIRCRAFT TYPE/TASK TRAINING COURSE (*)]

[START to END DATES]

PRACTICAL ASSESSMENT

Date of Competence	Result

Date: XX/XXXXXX/XXXX

Signature: _____

[Name] – Examination Manager or Accountable Manager (*)

For: **GALAXY AEROSPACE (M) SDN. BHD.**

Report No: GAM/XXX/XXX/XXX

2.18 CONTROL OF SUB-CONTACTORS

To be added as necessary.

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PART 3: TRAINING SYSTEM QUALITY PROCEDURES

3.1 AUDIT OF TRAINING

- a. The Annual Audit Schedule shall reflect audit on the training unit. The audit shall determine whether the training unit meet the requirement stated in CAAM CAD 1801 and CAD 1821.
- b. The auditors will conduct audit based on audit checklist.
- c. The finding of these audits is documented in audit reports including a detailed listing of the audit area, findings, deviations and corrective measures.
- d. Refer TPM Part 3.1 for detailed procedures.

3.1.1 Definition of the Quality System

- a. Independence in the quality system refers to the Principal Quality Assurance (Training) (PQAT) or approved auditor has the ability to conduct audits and make decisions without external influence, such as external pressure or conflicting interests.
- b. PQAT have direct access to the Accountable Manager (AM) who is responsible for making decisions and taking action on any GAM-MTO issues or concerns.
- c. The principal function of the quality unit is to control and follow up system to ensure that all findings stated in the report are corrected in a timely manner and to keep the AM adequately informed of the status of compliance and any issues of concern.
- d. The audit plan consists of the following parts:

- i. Annual Audit Schedule;

An audit schedule is a systematic and organised plan for conducting periodic audits. It outlines the specific to cover and to show compliance on all area, training, examination, assessment, different locations, sub-contractors, MTOE and quality procedures.

- ii. Unscheduled Audit;

An unscheduled audit is and audit that is not predetermined and does not have a set schedule or timeline for execution. It may be required because of new capability or location added, training or examination on location not listed in MTOE Part 1.6 and any violation of examination or assessment.

iii. Surveillance Audit;

A surveillance audit is to ensure that compliance with established procedure in the MTOE and regulations requirement during the knowledge training, practical training, examination and assessment.

- e. The creation and management of audit plan will be controlled and developed by PQAT and approved by the AM.
- f. The PQAT will develop the Annual Schedule Audit Plan as per CAD 1821 Para 4 to cover and to show compliance on all area, training, examination, assessment, different locations, sub-contractors, MTOE and quality procedures.

3.1.2 Audit Policy

- a. The PQAT must develop and control Audit Plan to ensure all activities done by GAM-MTO comply with the procedure as per MTOE and meet the requirement stated in CAAM CAD 1821 and CAAM CAD 1801.
- b. Audit shall be done as per approved audit plan.
- c. The process of audit notification typically involves several steps:
 - i. Planning and Scheduling: The auditor will schedule the audit and agreeing on a date and time that is convenient for both parties.
 - ii. Notification: The auditor will send email to the TM or EM, informing them of the upcoming audit and providing details such as the date, time, and day audit plan.
 - iii. On-site audit: The auditor will conduct the audit on-site as per day audit check list, and day audit plan. The auditor shall review the operations to ensure compliance with the MTOE and CAAM requirement.
 - iv. Reporting: The auditor will prepare a report outlining any findings or recommendations and will email to the TM, EM and AM. A quality feedback reporting system of audit findings to TM or EM and ultimately to the AM is to ensures a proper and timely corrective action is taken in response to reports resulting from the audits.
 - v. Follow-up: The auditor shall ensure that the TM or EM has implemented any corrective action in timeline agree.

- d. Surveillance audit shall be done on the theoretical training, practical training, examination and assessment. This surveillance audit will be scheduled in the Audit Plan for any approved training conducted in GAM-MTO. This audit function is to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures as stated in this MTOE.
- e. The PQAT will amend the Audit Plan and will be get approval from AM before performing audit.

3.1.3 Annual Review of Training Procedures and Maintenance Training Programme

- a. PQAT shall review the whole parts of MTOE when required or at least once a year.
- b. TM and/or EM shall review the whole part of Maintenance Training Programme (MTP) when required or at least once a year.
- c. It shall be the responsibility of the PQAT to monitor the amendment, to submit request for amendment of the MTOE/MTP and ensure the MTOE/MTP is amended upon approval by the CAAM.

3.1.4 Audit Programme

- a. Audit Programme comprise of:
 - i. Audit plan;
 - ii. Planning the audit;
 - iii. Conducting the audit;
 - iv. Reporting the audit;
 - v. Follow-up and monitoring audit.
- b. The Audit Programme will make sure that quality unit have an adequate facility to maintain GAM-MTO compliance with the approved procedures as per MTOE and CAAM requirement.
- c. The Audit Programme will make consideration of dates and timescales. The date and timescale for an audit will depend on the specific audit being conducted. In general, an audit will be scheduled at a time that is convenient for both the auditors and the auditee and will be completed within a specific timeframe that is agreed upon by both parties.

3.1.5 Quality Audit Reports Retention

- a. All audit reports will be controlled and monitored by the PQAT. All audit reports must be retained as long as the GAM-MTO exists and stored in the Quality Unit.
- b. The physical records of audit reports will be backed up in digital format to GAM-MTO network server which is in a different location.

3.2 AUDIT OF EXAMINATIONS

- a. The audit shall determine whether the examination unit meet the requirement stated in CAAM CAD 1801 and CAD 1821.
- b. The auditors will conduct schedule audit and surveillance audit to check the quality of the selected examination. The audit sessions shall cover:
 - i. Examination security;
 - ii. Examination preparation;
 - iii. Examination performance;
 - iv. Examination evaluation.
- c. The finding of these audits is documented in audit reports including a detailed listing of the audit area, findings, deviations, and corrective measures.
- d. Refer TPM Part 3.2 for detailed procedures.


3.3 ANALYSIS OF EXAMINATION RESULTS

- a. An analysis will be carried out on the examination results to ascertain that the examination was conducted to the predefined standards and to determine the cause if the predefined standards are not met.
- b. The Examination Manager (EM) will be responsible for the analysis of examination.
- c. Once the analysis indicates an unusual trend, the EM shall proceed for a review of the examination questions, training course material, delivery or students' background. On determining the cause of the problem, the EM with the assistance of Training Manager (TM) may decide whether it is necessary to amend the training course material, examination questions, develop the instructor or highlight the students' failings based on the investigation result.
- d. Analysis of examination results serves the purpose of establishing suitability and accuracy of all aspects of examination. These includes:
 - i. quality of conducted training;
 - ii. quality of examination questions;
 - iii. accuracy of marking examination papers;
 - iv. the scope of the training programme encompasses all relevant topics for a specific phase of the training.
- e. Refer TPM Part 3.3 for detailed procedures.

3.4 AUDIT AND ANALYSIS REMEDIAL ACTION

- a. Internal audit for the training unit and examination unit shall be performed by the Principal Quality Assurance (Training) (PQAT) or approved auditor.
- b. The independent audit of the quality system will be performed by an approved appointed external auditor.
- c. Non-conformances from audit findings and examination analysis are required to be corrected in a timely manner.
- d. The appointed auditor will be responsible to monitor that the corrective actions have been resolved as per the agreed timelines.
- e. Non-conformances and observations will be notified to the auditee and copied to the Accountable Manager (AM) in the form of an audit report. This will be followed by the Non-Compliance Report for each non-conformance.
- f. Levels of non-conformance and the acceptable timelines are as follows:
 - i. Level 1 finding – Any significant non-compliance with requirements which would invalidate the examination(s), and any significant non-compliance with the training process. GAM-MTO shall cease to be in force immediately until acceptable corrective action has been taken.
 - ii. Level 2 finding – Non-compliance with the training process other than Level 1 findings. If GAM-MTO fails to accomplish the corrective action within 14 days after receipt of notification of findings, unless otherwise agreed, the maintenance training organisation approval shall cease to be in force until acceptable corrective action has been taken by the organisation.
- g. On receiving the Level 2 Non-Compliance Report for non-conformances or observations from the appointed auditor, the auditee shall respond no later than fourteen (14) days identifying the root cause, providing the corrective and preventive actions with a proposed timeline all of which shall be discussed and agreed by the PQAT or approved auditor.

- h. After receipt of notification of findings, the TM or EM shall define a preventive action and demonstrate the preventive action and impact assessment to the satisfaction of the PQAT or approved auditor within ninety (90) days unless otherwise agreed.
- i. Refer TPM Part 3.4 for detailed procedures.

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3.5 ACCOUNTABLE MANAGER ANNUAL REVIEW

- a. Accountable Manager Annual Review (AMAR) meeting will be held to determine the overall performance of the organisation, including the rectification of non-conformances, for the Accountable Manager (AM) to take appropriate actions for improvement if necessary.
- b. The meeting will be chaired by the AM and the minutes of the meeting shall be taken by the Principal Quality Assurance (Training) (PQAT).
- c. The review will encompass, but not limited to:
 - i. Number of courses conducted and the success rate;
 - ii. Non-conformance breakdown and the status;
 - iii. Any other matters which affect the standing of the organisation approval;
 - iv. Audit Plan, Audit Schedule, manpower and financial status;
 - v. Post meeting highlights for issues solved. For outstanding issues to resolve within three (3) months or as agreed by the AM.
- d. The AMAR meeting will be scheduled in the fourth quarter each year.
- e. The PQAT shall extend invitation to CAAM for the AMAR meeting.
- f. Refer TPM Part 3.5 for detailed procedures.

3.6 QUALIFYING THE INSTRUCTORS

3.6.1 Introduction

- a. The qualification and experience of instructors must be in accordance with MTOE Part 3.6.4.
- b. The competency of the instructors is an essential factor in contributing to the quality of a training course and its recognition by CAAM.
- c. Training Manager (TM) shall assess the qualifications, experience and skill of instructors against relevant and verifiable criteria.
- d. TM must establish a programme for the initial and continuation training for the instructor.
- e. The details of initial or continuation/revalidation process are referred to GAM MTO TPM part 3.6.1.
- f. To be deemed as competent, a potential or existing candidate for a position of Instructor shall demonstrate that:
 - i. He has a good command of the subjects included into his/her assigned scope of instruction. This includes having an adequate theoretical knowledge and, where appropriate, hands-on skills gained through practical training and/ or sufficient relevant working experience;
 - ii. He is familiar with instruction, as appropriate, and has pedagogical skills & good communication abilities;
 - iii. He is knowledgeable of GAM-MTO's approved procedures in relation with his/her scope of activity and he understands the importance of instructional & integrity;
 - iv. He is proficient with the specific training methods and equipment used by GAM-MTO; and
 - v. He is proficient in English language.

3.6.2 Assessing the Competency of Instructors

- a. The assessment of the competency for initial and subsequent nomination of instructors are key-steps and must be conducted accordingly.
- b. The assessment shall emphasis on the key elements such as the instructor’s qualification, training, skill and experience.
- c. The PQAT/QAI and TM/SME are responsible for the assessment as well as the criteria used to determine the eligibility of a candidate to a specific position of instructor.
- d. GAM-MTO must demonstrate whether the candidates fulfil the condition specified in Part 3.6.1 of this MTOE, together with the experience and qualification criteria as specified in Part 3.6.4 of this MTOE.
- e. In some cases, an alternative means of compliance may be proposed by TM, however the same level of confidence in the competency of the proposed instructor shall be assured. The acceptance of such alternate means is at the discretion of CAAM.
- f. The assessment shall be a face-to-face interview with the candidate including review of their credentials such as training certificates, experience records or others as applicable. Where necessary, it shall be completed by an in-situ evaluation of the candidate ability such as simulated training session or real class-teaching under supervision.
- g. Where appropriate, the assessment should also consider a period of “OJT” (instruction under supervision) allowing a fine-tuned assessment before confirming the nomination of a candidate as an instructor. This is for instance to verify specific abilities or to verify the adherence to the GAM-MTO’s training procedures.
- h. The assessment shall be verifiable by CAAM and therefore be documented. Supporting documents such as training certificates, working experience records, assessment records etc. must be kept in the individual file.

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- i. TM must conduct regular assessments of the instructors to ensure their competency remains and be able to openly discuss and converse with his students on technical matters.
- j. The preceding principles should be equally applied for the extension of an existing scope of instruction held by a staff already exercising such activities within the organisation. A lighter assessment process essentially centred on the specialty knowledge would however be appropriate.

3.6.3 Instructor Requirements

- a. All aircraft type/task training instructors whether permanently or temporally employed, must have undergone an instructional techniques training course to a nationally recognised standard or equivalent and be able to demonstrate a comprehensive understanding of the CAAM Part 66 and 147 regulatory requirements. Additionally, they should have a practical working knowledge of the MTOE and TPM and be familiar in their application.
- b. Instructors must be listed in MTOE Part 1.5.
- c. Instructors may with the consent of CAAM also combine roles/ positions within GAM-MTO, i.e., Knowledge Examiner, Practical Assessor; these other roles must be clearly identified against the individual within the MTOE and annotated on their personal authorisation document/ certificates.

3.6.4 Qualification, Experience and Criteria for Type Training Theoretical and Practical Instructors

3.6.4.1 Theoretical Element Instructor

Qualification/ Experience	Criteria	Remarks
Specialty knowledge	<p>Attained Part 147 certificate of recognition with successful completion of training and examination including practical element of relevant aircraft type training at level 3. The Certificate of Recognition should address the category of license corresponding to the specialty of the instructor; and</p> <p>A of refresher/update course on the concerned aircraft type if the instructor has not instructed the concerned aircraft type(s) in a Part 147 environment during the two years preceding its employment in the current MTO; or</p> <p>Successful completion of type training with elements of theoretical and practical received in other than CAAM Part 147 MTO.</p> <p>The curriculum/ level of the course must be at least equivalent to CAD 1801 Appendix 3 type training standard. The equivalency of the course shall be demonstrated and documented by the MTO; and</p> <p>A refresher/update course on the concerned aircraft type if the instructor has not instructed the concerned aircraft type(s) or has not been actively involved in the relevant maintenance of the aircraft type (in the case of contracted MRO staff) during the two years preceding its employment by the current MTO.</p>	<p>The Part 147 examination should not be attended in the MTO where the instructor is to exercise its privileges unless specific measures are taken and accepted by CAAM to demonstrate that the integrity of examination is ensured.</p> <p>For new type certified aircraft, it is strongly recommended to complete at OEM, unless otherwise agreed by CAAM.</p> <p>Further guidance is provided in CAAM CAD 1821 appendix 4 paragraph 6.0.</p>

Qualification/ Experience	Criteria	Remarks
Pedagogical Skills	<p>Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or</p> <p>Completion of a “Train the trainer course”, with evaluation of training course syllabus and documented by the PQAT.</p>	<p>The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE.</p> <p>The PQAT, or TM who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard.</p>
Other knowledge	<p>A documented familiarisation with the specific training procedures and requirements as described in MTOE;</p> <p>A training on specific instructional methods or training devices used by the MTO such as simulators, synthetic trainers etc; and</p> <p>Proficient in English language.</p>	
Specialty Experience	<p>3 years of relevant maintenance experience including 1 years of experience exercising certification privileges in line and/ or base (hangar) maintenance on the relevant aircraft type; or</p> <p>Sufficient experience in performing technical training functions in OEM training organisation which is acceptable to CAAM.</p>	<p>The experience must be representative of the element(s) to be taught and gained in civil aviation environment or acceptable equivalent such as maintenance, engineering, design organisation etc.</p> <p>Does not apply for new type certified aircraft. The experience required will be determined by CAAM on case-to-case basis.</p>

3.6.4.2 Practical Element Instructor

Qualification /Experience	Criteria	Remarks
Specialty knowledge	Shall meet the same criteria as the theoretical instructor of the concerned aircraft type training.	
Pedagogical Skills	<p>Completion of instructor techniques training delivered by a legal entity to a nationally recognised standard; or</p> <p>Completion of a “Train the trainer course”, with evaluation of training course syllabus and documented by the PQAT; or</p> <p>A practical instructor privilege (documented) granted by AMO when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the MTO to determine how the AMO qualifies internal instructors).</p>	<p>The evaluation of the training course syllabus shall be at least equivalent to the nationally recognised standard and documented in the MTOE. The PQAT, or TM who assisted with the evaluation/ review should first be appropriately trained to the nationally recognised standard.</p>
Other knowledge	<p>A documented familiarisation with the specific training procedures and requirements as described in MTOE;</p> <p>A training on specific instructional methods or training devices used by the training organisation such as simulators, synthetic trainers etc.</p> <p>A training on CAAM regulation; Completion of basic Part 66 & Part 147 and detailed Part 145 training course; and</p> <p>Proficient in English language</p>	

Qualification /Experience	Criteria	Remarks
Specialty Experience	<p>For other than large aircraft, 3 years of relevant maintenance experience including 1 years of experience exercising certification privileges in line and/ or base (hangar) maintenance on the relevant aircraft type.</p> <p>For large aircraft, 5 years of relevant maintenance experience including 2 years of experience exercising certification privileges in line and/ or base (hangar) maintenance on the relevant aircraft type; or</p> <p>Sufficient experience in performing technical training functions in OEM training organisation which is acceptable to CAAM.</p>	<p>The experience shall be representative of the subject to be taught and gained in approved civil aviation environment or acceptable equivalent.</p> <p>Does not apply for new type certified aircraft. The experience required will be determined by CAAM on case-to-case basis.</p>

3.6.5 Acceptance of Instructors

- a. The proposed candidate is formally accepted through the approval of MTOE Part 1.5 containing GAM-MTO’s list of approved instructors, knowledge examiners and practical assessors. The list shall include contractors and part-timers as applicable.
- b. The acceptance of proposed candidate through the approval of MTOE shall also be supported with relevant documents and evidence such as assessment record, licence and/or degree, training certificates and etc.
- c. Application for additional instructors or an extension to existing scope of authorisation such as type rating category, additional aircraft type, modules/submodule or to remove a limitation to certain basic (sub-) modules shall be submitted to CAAM together with proposed revision of MTOE together with applicable supporting documents.

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- d. The list shall contain a comprehensive information, as a minimum the staff authorised scope of activity for example type training, theoretical knowledge, AW189 (GE CT7) Category B2, theoretical, where applicable as well as any limitations.
- e. Prior to approval of the MTOE, CAAM may request to conduct a physical assessment and oral interview of the candidate depending on the complexity and extent of the application being made. The acceptance of such candidate is at the discretion of CAAM.
- f. Once formally accepted, the candidate shall be provided with a personal authorisation document/ certificate issued by PQAT detailing the granted privileges and any applicable limitations.
- g. The personal authorisation document/ certificate shall remain valid for a period not more than two (2) years.
- h. The personal authorisation document/ certificate as well as other records shall be kept in a manner established in MTOE Part 3.8.

3.6.6 Continuation/ Revalidation of Authorisation

- a. TM shall maintain the qualifications of instructors by ensuring them to undergo updating training programme which as a minimum comply with CAD 1821 para 4.2(k) requirements.
- b. The updating training programme shall be a minimum of 35 hours within the 24-month period relevant to the current technology, practical skills, human factors, and latest training techniques appropriate to the knowledge being trained; in addition, GAM-MTO personnel are to remain conversant with the latest revision of the CAAM Part 147 requirements, standards and guidance material. They should also be conversant with the MTOE and TPM.
- c. TM shall deliver continuation training to all its instructors in the form of classroom, briefings, seminars, or others depending upon their scope and authorisation.
- d. The continuation training will be monitored and managed under the purview of the TM and updated in the individual file.


- e. PQAT shall ensure that personnel training records, including records of qualifications, update training and experience and competency is retained for each instructor, knowledge examiner and practical assessor.
- f. Instructors must be able to provide evidence of recency as part of the continuation of an approval by adopting the standard industry default of 6 months experience in a 24-month period.
- g. For the renewal of authorisation document/certificate, instructors shall submit renewal application form together with evidence of continuation training or other relevant training completion to the PQAT. Upon successful review of documents and assessment, PQAT shall issue the renewal of personal authorisation document/ certificate.
- h. For an instructor authorisation to be revalidated following renewal/expiry/withdrawal, GAM-MTO shall implement a reinstating action that will cover the relevant training disciplines associated with the authorisation concerned and evidence of recency, where applicable.
- i. The criteria for reinstating should take into consideration the length of time the individual has been away from that specific training environment or discipline.
- j. Any instructor who has passed 24-month period without exercising the privileges of his authorisation, as a minimum, shall comply with the Table 1 below:

Inactive Period	Recovery action
24 to 30 months	35 hours update training + Continuation training + Training organisation procedures and processes + 2 monitored training sessions with another instructor covering both theoretical and practical aspects.
30 months 60 months	As above plus two sit-ins on the type course for the authorisation being sought.
60 months and longer	Re-training in the core subject with successful examination.

Table 1: Recovery action for inactive period

3.6.7 Assessment of the Type Training Received at Non-Part CAAM 147 Maintenance Training Organisation

- a. Type training received at a non CAAM Part 147 MTO shall only be acceptable to CAAM, if it is: -
 - i. conducted by the manufacturer of the applicable aircraft or component; or
 - ii. conducted by the maintenance training organisation approved by the competent authority of a foreign contracting state which is acceptable to CAAM.
- b. The following elements, at a minimum shall be evaluated and documented by the GAM-MTO to evidence that the type training standard is in compliance with CAAM CAD 1801 Appendix 3:
 - i. Type training syllabus;
 - Syllabus levels for the type training shall be assessed for equivalency to CAAM CAD 1801 Appendix 3 on the relevant licence category/ subcategories.
 - ii. Type training course length;
 - Verification that the course length shall be equivalent to CAAM Part 147 course for the same or similar aircraft type as specified in CAD 1801 Appendix 3.
 - iii. Type training course provider;
 - Record related to the course provider. Assess if possible if the training documentation/ material came from a reputable source and the training provided by an established organisation.

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iv. Theoretical and practical training;

- Verification that the course covers the theoretical and practical aspects. If the training covers only the theoretical aspect, then the practical training shall be assessed separately. It shall be noted that the practical training might have been carried out as structured OJT.

v. Examination;

- Verify that individual training course certificates and the associated examination results are available.
- Verification that the exam result is at least equivalent to CAAM CAD 1801 requirements; and
- Review, when available, the examination paper and assess the multi choice questions (number of multi choice question per hour of training, pertinence of the questions).


Notes: For staff holding a valid certificate of authorisation for the aircraft type that was issued by an organisation approved under CAAM Part 145, the assessment of specialty knowledge is considered having been performed by this organisation. The training organisation can therefore replace the assessment by a verification of the authorisation and be documented with a copy in the staff individual's file.

For instructors who were trained to the type in a non-Part 147 environment, the assessment of the training's equivalency to Part 66 may be replaced by a Part 147 examination, conducted by the Part 147 training organisation, provided measures are in place to ensure the integrity of the examination. If the integrity cannot be sufficiently demonstrated, then an independent examination performed in another Part 147 organisation would be necessary. In both cases, examination's rules described in CAAM Part 66 Appendix 3 must be applied.

3.7 QUALIFYING THE KNOWLEDGE EXAMINERS AND PRACTICAL ASSESSORS

3.7.1 Introduction

- a. The qualification and experience of knowledge examiners and practical assessors must be in accordance with MTOE Part 3.7.4 and 3.7.6.
- b. The competency of the knowledge examiners and practical assessors is an essential factor in contributing to the quality of examination.
- c. Examination Manager (EM) must assess the qualifications, experience and skill of instructional staff against relevant and verifiable criteria.
- d. The detail of initial or continuation/revalidation process are referred to GAM-MTO TPM part 3.7.1.
- e. To be deemed as competent, a potential or existing candidate for a position of knowledge examiners and practical assessors must demonstrate that:
 - i. He has a good command of the subjects included into his assigned scope of examination or practical assessment. This includes having an adequate theoretical knowledge and, where appropriate, hands-on skills gained through practical training and/ or sufficient relevant working experience;
 - ii. He is familiar with examination and assessment techniques, as appropriate, and has pedagogical skills & good communication abilities;
 - iii. He is knowledgeable of GAM-MTO's approved procedures in relation with his scope of activity and he understands the importance of examination staff ethics & integrity;
 - iv. He is proficient with the specific training methods and equipment used by GAM-MTO;
 - v. He is proficient in English language.

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- f. EM must establish a programme for the initial and continuation training for the knowledge examiners and practical assessors.


3.7.2 Assessing the Competency of Knowledge Examiners and Practical Assessors

- a. The assessment of the competency for initial and subsequent nomination of knowledge examiners and practical assessors are key-steps and must be conducted accordingly.
- b. The assessment shall emphasis on the key elements such as the instructional staff qualification, training, skill and experience.
- c. The PQAT/QAI and EM/QAI are responsible for the assessment to determine the eligibility of a candidate to a specific position of knowledge examiners and practical assessors.
- d. EM must demonstrate whether the candidates fulfil the condition specified in MTOE Part 3.7.1, together with the experience and qualification criteria as specified in MTOE Part 3.7.4 and 3.7.6.
- e. In some cases, an alternative means of compliance may be proposed by EM, however the same level of confidence in the competency of the proposed knowledge examiners and practical assessors shall be assured. The acceptance of such alternate means is at the discretion of CAAM.
- f. The assessment shall be a face-to-face interview with the candidate including review of their credentials such as training certificates, experience records or others as applicable.
- g. Where appropriate, the assessment should also consider a period of “OJT” (instruction under supervision) allowing a fine-tuned assessment before confirming the nomination of a candidate as a knowledge examiners and practical assessors. This is for instance in order to verify specific abilities or to verify the adherence to the GAM-MTO’s examination and assessment procedures.

- h. The assessment shall be verifiable by CAAM and therefore be documented. Supporting documents such as training certificates, working experience records, assessment records etc. shall be kept in the individual file.
- i. EM must conduct regular assessments for knowledge examiners and practical assessors to ensure the competency remains.
- j. The preceding principles should be equally applied for the extension of an existing scope of examination or assessment held by a staff already exercising such activities within the organisation. A lighter assessment process essentially centred on the specialty knowledge would however be appropriate.

3.7.3 Knowledge Examiner Requirements


- a. All aircraft type/task training knowledge examiners whether permanently or temporally employed, must have undergone a 'Train the Examiner' course or equivalent and be able to demonstrate a comprehensive understanding of the CAAM Part 66 and 147 regulatory requirements. Additionally, they should have a practical working knowledge of the MTOE and TPM and be familiar in their application.
- b. Knowledge examiners must be listed in MTOE Part 1.5.
- c. Knowledge examiners may with the consent of CAAM also combine roles/positions within GAM-MTO, i.e., Instructor, Practical Assessor; these other roles must be clearly identified against the individual within the MTOE and annotated on their personal authorisation document/certificates.

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3.7.4 Qualification, Experience and Criteria for Type Training Knowledge Examiners


Qualification /Experience	Criteria	Remarks
Specialty knowledge	Shall meet the same criteria as the theoretical instructor of the concerned aircraft type training.	
Pedagogical Skills	<p>Completion of a “Train the examiner course”; and</p> <p>Assessment performed and documented by the GAM-MTO’s Examination Manager if himself is appropriately qualified as knowledge examiner and in accordance with the MTOE procedure.</p>	<p>The training course syllabus shall at minimum include the following elements: -</p> <p>a) Roles and responsibility of examiner;</p> <p>b) Understanding of basic knowledge requirement and examination standard in accordance with CAD1801 Appendix 3;</p> <p>c) Preparing, administer and evaluate written theoretical examination; and be evaluated in accordance with process and procedure documented in the MTOE approved by CAAM.</p>
Other knowledge	<p>Shall meet the same criteria as the theoretical instructor for type.</p> <p>Specific training to the organisation’s procedures addressing examinations and to the Part 66 examination standard; and</p> <p>Familiarisation with the TNA for theoretical aspect.</p>	
Specialty Experience	Shall meet the same criteria as theoretical instructor for type	However practical experience in aircraft maintenance, design or production activities is advantageous.

Note: A Knowledge Examiner shall not issue an examination paper or invigilate an examination in a subject area where he/she has acted as an instructor.

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3.7.5 Practical Assessor Requirements

- a. All aircraft type/task training practical assessors whether permanently or temporally employed, must have undergone a ‘Train the Assessor’ course or equivalent and be able to demonstrate a comprehensive understanding of the CAAM Part 66 and 147 regulatory requirements. Additionally, they should have a practical working knowledge of the MTOE and TPM and be familiar in their application.
- b. Practical assessors must be listed in the MTOE Part 1.5.
- c. Practical assessors may with the consent of CAAM also combine roles/ positions within GAM-MTO, i.e., Instructor, Knowledge Examiner; these other roles must be clearly identified against the individual within the MTOE and annotated on their personal authorisation document/ certificates.

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3.7.6 Qualification, Experience and Criteria for Type Training Practical Assessors

Qualification /Experience	Criteria	Remarks
Specialty knowledge	Shall meet the same criteria as the practical instructor of the concerned aircraft elements, for example assessor for landing gear shall meet the criteria of landing gear elements practical instructor); and	
Pedagogical Skills	Completion of a “Train the assessor course”; and Assessment performed and documented by the GAM-MTO’s Examination Manager if himself is appropriately qualified as practical assessor and in accordance with the MTOE procedure.	The training course syllabus shall at minimum include the following elements: - a) Roles and responsibility of assessor. b) Understanding of type practical training needs & assessment standard. c) Conduct of practical skill test/ assessment; and be evaluated in accordance with process and procedure documented in the MTOE approved by CAAM
Other knowledge	Shall meet the same criteria as the practical instructor for type training. Specific training to the GAM-MTO’s procedures addressing practical assessment and to the Part 66 assessment standard; Training on specific assessment methods or devices used by GAM-MTO, such as simulators, synthetic task trainers etc. Familiarisation with the TNA for practical aspect.	
Specialty Experience	Shall meet the same criteria as theoretical instructor for type training.	

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3.7.7 Acceptance Of Knowledge Examiners and Practical Assessors

- a. The proposed candidate is formally accepted through the approval of MTOE Part 1.5 containing GAM-MTO's list of approved Instructors, Knowledge examiners and Practical Assessors. The list shall include contractors and part-timers as applicable.
- b. The acceptance of proposed candidate through the approval of MTOE shall also be supported with relevant documents and evidence such as assessment record, licence and/or degree and training certificates.
- c. Application for additional knowledge examiners and practical assessors or an extension to existing scope of authorisation such as type rating category, additional aircraft type, modules/submodule or to remove a limitation to certain basic (sub-) modules shall be submitted to CAAM together with proposed revision of MTOE together with applicable supporting documents.
- d. The list shall contain a comprehensive information, as a minimum the staff authorised scope of activity for example type training, theoretical knowledge, AW189 (GE CT7) Category B2, theoretical, where applicable as well as any limitations.
- e. Prior to approval of the MTOE, CAAM may request to conduct a physical assessment and oral interview of the candidate depending on the complexity and extent of the application being made. The acceptance of such candidate is at the discretion of CAAM.
- f. Once formally accepted, the candidate shall be provided with a personal authorisation certificate issued by PQAT detailing the granted privileges and any applicable limitations.
- g. The personal authorisation certificate shall remain valid for a period not more than two (2) years.
- h. The personal authorisation certificate as well as other records shall be kept in a manner established in MTOE Part 3.8.

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3.7.8 Continuation/Revalidation of Authorisation

- a. EM must maintain the qualifications of knowledge examiners and practical assessors by ensuring them to undergo updating.
- b. The updating training programme shall be a minimum of 35 hours within the 24-month period relevant to the current technology, practical skills, human factors, and latest training techniques appropriate to the knowledge being trained; in addition, GAM-MTO personnel are to remain conversant with the latest revision of the CAAM Part 147 requirements, standards and guidance material. They should also be conversant with the MTOE and TPM.
- c. EM shall deliver continuation training to all its knowledge examiners and practical assessors in the form of classroom, briefings, read acknowledgement or others depending upon their scope and authorisation.
- d. The continuation training will be monitored and managed under the purview of the EM and updated in the individual file.
- e. Knowledge Examiners and Practical Assessors must be able to provide evidence of recency as part of the continuation of an approval by adopting the standard industry default of 6 months experience in a 24-month period.
- f. For the renewal of authorisation certificate, knowledge examiners and practical assessors shall submit renewal application form together with evidence of continuation training or other relevant training completion to the EM. Upon successful review of documents and assessment, PQAT shall issue the renewal of personal authorisation certificate.
- g. In order for a knowledge examiner and/or practical assessor authorisation to be revalidated following renewal/expiry/withdrawal, EM must implement a reinstating action that will cover the relevant training disciplines associated with the authorisation concerned and evidence of recency, where applicable.
- h. The criteria for reinstating should take into consideration the length of time the individual has been away from that specific training environment or discipline.

- i. Any knowledge examiners and/or practical assessors who has passed 24-month period without exercising the privileges of his authorisation, as a minimum, shall comply with the Table 1 below:

Inactive Period	Recovery action
24 to 30 months	35 hours update training + Continuation training + Training organisation procedures and processes + 2 monitored training sessions with another instructor covering both theoretical and practical aspects.
30 months 60 months	As above plus two sit-ins on the type course for the authorisation being sought.
60 months and longer	Re-training in the core subject with successful examination.

Table 1: Recovery action for inactive period

3.8 RECORDS OF QUALIFIED INSTRUCTORS, KNOWLEDGE EXAMINERS AND PRACTICAL ASSESSORS

- a. The Principal Quality Assurance (Training) (PQAT) must retain the record of all instructors, knowledge examiners, and practical assessors.
- b. The instructional staff records, will comprise of:
 - i. Name;
 - ii. Place and date of birth;
 - iii. Employment letter/offer letter/agreement letter;
 - iv. Staff no.;
 - v. Experience;
 - vi. Qualifications;
 - vii. Training completed relevant for the qualification;
 - viii. Training history;
 - ix. Subsequent training;
 - x. Continuation training completed relevant for the continuation of the qualification;
 - xi. Scope of authorisation;
 - xii. Starting date of employment/contract;
 - xiii. If appropriate – ending date of employment/contract.
- c. The PQAT must ensure the records are well-organised and kept in a secure cabinets/drawer, to prevent damage, alteration and theft.
- d. The records will be backed up in digital format to GAM-MTO network server which is in a different location.
- e. Access to the records is restricted to authorised personnel only, and permission must be granted by the PQAT before records can be reviewed or updated.

- f. Instructors, knowledge examiners and practical assessors must be provided with a copy of their approval certificate.
- g. The PQAT must establish a system of record-keeping that allows adequate traceability of the process to issue, renew, vary, suspend or revoke the approval for instructor, knowledge examiner and practical assessor.
- h. Refer TPM Part 3.8 for detailed procedures.

3.9 QUALIFYING AUDIT PERSONNEL


- a. The Principal Quality Assurance (Training) (PQAT) is responsible to ensure approved auditors such as Quality Assurance Inspector (QAI) including Independent External Auditor (IEA) are qualified, trained and competence to perform audit.
- b. PQAT must maintain a list of approved auditors.

3.9.1 Qualifying Quality Assurance Inspector

- a. PQAT must review and assess the qualification of QAI before authorising them as qualified auditors and the assessment shall be recorded.
- b. Once assessment process is completed and PQAT is satisfied on the qualification, competency, and experience of the personnel, authorisation will be issued to the QAI.
- c. Authorisations for QAI will be issued in the form of Authorisation Letter by PQAT.
- d. PQAT shall conduct re-assessment on the QAI every two (2) years from the date of the last assessment.
- e. Assessment record shall be kept in the QAI personal file.

3.9.1.1 Qualification Requirements

- a. At least 5 years working experience in quality environment at an approved Maintenance Training Organisation (Part 147) or Approved Maintenance Organisation (Part 145) or Continuing Airworthiness Management Organisation (Part M); or
- b. Holder of Aircraft Maintenance Licence with at least 5 years working experience in aviation industry; or
- c. Diploma in engineering field with at least 7 years working experience in aviation industry.
- d. By derogation to paragraph 3.9.1.1 (a) experience in quality environment other than approved Maintenance Training Organisation (Part 147) will require supervision from qualified auditor for six (6) months.
- e. To be an approved auditor, he must perform a minimum of 2 complete audits including report writing, under supervision of qualified auditor.

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3.9.1.2 Training Requirements

- a. To be an approved QAI, he must have attended the following courses:
 - i. Internal auditor or lead auditor course;
 - ii. GAM-MTO Company Procedure course;
 - iii. CAAM Part 147 course;
 - iv. CAAM Part 66 course;
 - v. Human Factors course;
 - vi. Safety Management Systems (SMS) course;
 - vii. Air Legislation course.

3.9.2 Qualifying Independent External Auditor

- a. PQAT must ensure quality unit is audited by IEA for ensuring GAM-MTO quality system is in compliance with regulatory requirements.
- b. PQAT shall appoint an IEA to conduct an independent audit on quality system.
- c. Independent audit tentative shall be based on the approved audit plan.
- d. PQAT is responsible to initiate and take corrective and preventive actions on the non-compliance issued by independent external auditor to the quality unit.
- e. PQAT must review the qualification of IEA and Accountable Manager (AM) will assess before authorising them as qualified auditors and the assessment shall be recorded.
- f. Once assessment process is completed and AM is satisfied on the qualification, competency, and experience of the personnel, authorisation will be issued to the IEA.
- g. Authorisations for IEA will be issued in the form of Authorisation Letter by AM.
- h. AM shall conduct re-assessment on the IEA every two (2) years from the date of the last assessment.

- i. Assessment record shall be kept in the IEA personal file.

3.9.2.1 Qualification Requirements

- a. At least 5 years working experience as quality assurance inspector at an approved Maintenance Training Organisation (Part 147) or Approved Maintenance Organisation (Part 145) or Continuing Airworthiness Management Organisation (Part M).

3.9.2.2 Training Requirements

- a. To be an approved IEA, he must have attended the following courses:
 - i. Internal auditor or lead auditor course;
 - ii. CAAM Part 147 course;
 - iii. CAAM Part 66 course.

3.9.3 Auditor Records

- a. Auditor records shall comprise of the following:
 - i. Name;
 - ii. Place and date of birth;
 - iii. Staff no.;
 - iv. Experience and qualifications;
 - v. Training and continuation training;
 - vi. Starting date of employment/contract;
 - vii. If appropriate – ending date of employment/contract.
- b. The auditor records file will be reviewed at least once every two (2) years.
- c. Refer TPM Part 3.9 for detailed procedures.

PART 4: APPENDICES

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4.1 EXAMPLES OF DOCUMENTS AND FORMS USED

Refer Training Procedures Manual (TPM) Part 4.1 for complete list of approved documents and forms.

4.2 SYLLABUS OF TRAINING COURSE

4.2.1 Training Course Approved by CAAM

- a. The training course syllabus shall be referred to the approved Maintenance Training Programme as specified in MTOE Part 1.9.1.


4.2.1 Training Course Accepted by CAAM

4.2.1.1 Train The Examiner

- a. The Training Programme reference shall be referred to MTOE Part 1.9.2.

- b. The training course syllabus is as below table:

Day/ Phase	Chapters	Hours:Minutes
One (1)	Introduction, Definition & ICAO Reference, Regulation and Requirements	0:30
	Roles, Responsibilities & Qualifications and Examination Requirements & Process	1:00
	Basic Knowledge Requirements & Examination Standard	1:00
	Preparing, Administer & Evaluate Written Theoretical Examination.	2:30
	Exercise & Conclusion	1:00
	Total Training Duration	6:00

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4.2.1.2 Train The Assessor

- a. The Training Programme reference shall be referred to MTOE Part 1.9.
- b. The training course syllabus is as below table:

Day/ Phase	Chapters	Hours:Minutes
One (1)	Introduction & Overview of CAAM Part 66 & Part 147	1:30
	Definition of Practical Assessor, Regulation & Requirement Related to Practical Assessor and Roles, Responsibilities & Qualifications	1:30
	Practical Training Need & Assessment Standard	1:30
	Conduct of Practical Skill Test/Assessment	1:30
	Total Training Duration	6:00

4.3 CROSS REFERENCE INDEX

CAAM CAD 1821	DESCRIPTION/SUBJECT	MTOE REFERENCE
2.0	SCOPE AND RATINGS	
2.5	The scope of approval for MTO.	1.9
4.0	ORGANISATIONAL REQUIREMENT	
4.1	Facility Requirements	
4.1 (a)	The size and structure of facilities	1.6 1.8 2.8 2.16
4.1 (b)	Fully enclosed appropriate accommodation: i. Maximum number or students undergoing knowledge training 28 ii. Size of accommodation for examination purposes	1.8 2.3 2.5 2.11 2.12
4.1 (c)	Accommodation environment 5.1 b, shall be maintained such that students are able to concentrate on their studies without undue distraction or discomfort.	1.8 2.8 2.16
4.1 (d)	Training workshops and/or facilities separate from training classrooms	N/A
4.1 (e)	Appropriate facilities containing examples of aircraft type	1.8 2.5
4.1 (f)	Maximum number of students undergoing practical training (15:1)	2.4 2.5
4.1 (g)	Office accommodation for nstructors, knowledge examiners and practical assessors.	1.8
4.1 (h)	Secure storage facilities for examination papers and training records	1.8 2.7 2.15
4.1 (i)	Library shall be provided containing all technical material appropriate to the scope and level of training undertaken.	1.8
4.2	Personnel Requirements	
4.2 (a)	Appointment of Accountable Manager	1.1 1.2 1.3 1.4
4.2 (b)	Nominate group of persons (Training Manager)	1.2 1.3 1.4
4.2 (c)	Appoint a person responsible for monitoring the quality system (Quality Assurance Manager)	1.2 1.3 1.4

CAAM CAD 1821	DESCRIPTION/SUBJECT	MTOE REFERENCE
4.2 (d)	Nominate a person who shall represent examination structure. (Examination Manager)	1.2 1.3 1.4
4.2 (e)	Sufficient staff	1.5
4.2 (f)	Maintenance training man-hour plan and procedure to reassess training activity.	1.5
4.2 (g)	Using another organisation to provide practical training	1.5 1.7
4.2 (h)	Any person may carry out a combination of roles of instructors, examiner and assessors.	1.3 1.5
4.2 (i)	Establish and control the qualification, experience, skills and competency of instructors, knowledge examiners and practical assessor.	3.6 3.7
4.2 (j)	Knowledge examiners and practical assessors shall be specified in MTOE	1.5
4.2 (k)	Instructors, knowledge examiners and practical assessors shall undergo updating training at least every 24 months.	3.6 3.7
4.2 (l)	Establish and control the competence of personnel involved in any training, management and quality audits	3.6 3.7
4.3	Record of Instructors, Examiners and Practical Assessors	
4.3 (a)	Records of Instructors, knowledge examiners and practical assessors	3.8
4.3 (b)	Terms of reference shall be drawn up for all Instructors, knowledge examiners and practical assessors	1.3
4.4	Instructional Equipment	
4.4 (a)	Each classroom has appropriate equipment	1.8 2.3
4.4 (b)	Basic training workshops and /or maintenance facilities must have tools and equipment	1.8 2.4
4.4 (c)	Basic training workshop and/or maintenance facilities must have the appropriate selection of aircraft, engines aircraft part and avionics equipment	1.8 2.4
4.4 (d)	Aircraft type training organisation must have access to the appropriate aircraft type	1.8 2.5
4.5	Maintenance Training Material	
4.5 (a)	Maintenance training course material shall be provided to the student and cover the basic syllabus	2.2
4.5 (b)	Students have access to examples of maintenance documents and technical information	1.8

CAAM CAD 1821	DESCRIPTION/SUBJECT	MTOE REFERENCE
4.6	Record-Keeping	
4.6 (a)	Establish a system of record-keeping	2.6 2.15
4.6 (b)	Keep all student training, examination and assessment records. Records shall not be destroyed without consent from CAAM.	2.6 2.15
4.6 (c)	Records details	2.6
4.6 (d)	Protection of records from damage, alteration and theft.	2.6 2.7 2.15
4.6 (e)	All computer hardware used to ensure backup shall be stored in a different location.	2.6 2.7 2.15
4.7	Training Procedure and Quality System	
4.7 (a)	MTO shall establish procedures to ensure proper training standards.	3.0
4.7 (b)	The MTO shall establish a quality system	3.0
4.8	Examinations	
4.8 (a)	MTO shall only conduct the examination for which it is approved	1.9 2.1 2.9
4.8 (b)	Conduct of examination for other than its student is not allowed unless approved by CAAM.	2.12
4.8 (c)	Establish procedure for the development and control of examination papers	2.9 2.10 2.11 2.12 2.14 2.15
4.8 (d)	Only qualified candidates shall be allowed to sit for the examination	2.12
4.8 (e)	Control list of qualified candidates to sit for examination	2.6 2.12
4.8 (f)	Student found cheating	2.12
4.8 (g)	Examiner found providing question answers	2.12
4.9	Assessment	
4.9 (a)	Shall be carried out using an established assessment standard and assessed by the practical assessor.	2.13
4.9 (b)	Ensure evidence of knowledge, skill and experience acquisition and student competency.	2.13
4.9 (c)	Security and confidentiality of all assessment question.	2.13
4.9 (d)	Shall be conducted at the approved location	1.6 2.13

CAAM CAD 1821	DESCRIPTION/SUBJECT	MTOE REFERENCE
4.9 (e)	Assessor found to be providing answers	2.13
4.10	Maintenance Training Organisation Exposition	
4.10 (a) 1.	Statement signed by Accountable Manager stating compliance to CAD 1821 at all times	1.1
4.10 (a) 2.	Titles of persons nominated	1.2
4.10 (a) 3.	Duties and responsibilities of persons	1.3
4.10 (a) 4.	Organisation chart and list of training instructors, knowledge examiners and practical assessors	1.4 1.5
4.10 (a) 5.	A general description of facilities	1.8
4.10 (a) 6.	A list of maintenance training courses	1.9
4.10 (a) 7.	MTOE amendment procedures	1.11
4.10 (a) 8.	MTOE procedures on review	1.11
4.10 (a) 9. 4.10 (a) 10	MTOE control procedures when conducting training, examinations and assessments in locations different from approved locations	2.8 2.16
	List of locations	1.6
4.10 (a) 11	List of locations (subcontracting training, examination and assessments)	N/A
4.10 (b)	MTOE and subsequent amendments shall be approved by CAAM	1.11
4.10 (c)	Minor amendment to exposition may be accomplished by procedure approved by CAAM	1.11
4.11	Maintenance Training Programme	
4.11 (a)	Develop and provide CAAM with a document describing its maintenance training course program	2.1
4.11 (b)	Training courses offered at the organisation	1.9
4.11 (c)	Shall contain both theoretical and practical	2.2
4.11 (d)	Shall include training need analysis, which contain at minimum the content syllabus, level of depth, duration and each examination paper.	2.1 2.2
4.11 (e)	Shall obtain CAAM approval prior to implementation or change.	2.1
4.11 (f)	Shall conduct training, examination and assessment in accordance with the approved maintenance training programme.	2.1 2.5 2.10 2.13
6.0	AIRCRAFT TYPE/TASK TRAINING COURSE	
6.1	Aircraft Type/Task Training	
6.1.1	MTO shall be approved to carry out CAAM part-66 aircraft type or task training	1.9
6.1.2	MTO shall not conduct examination and assessment unless approved to conduct the corresponding training.	1.9
7.0	PRIVILEGES OF THE ORGANISATION	

CAAM CAD 1821	DESCRIPTION/SUBJECT	MTOE REFERENCE
7.1	MTO Who Holds Certificate of Approval Shall be Entitled to Carry Out Following Tasks	
7.1 (a)	Basic training course in accordance with CAAM Part-66 syllabus in CAD 1801	N/A
7.1 (b)	Aircraft type/task training courses course in accordance with CAAM Part-66 syllabus in CAD 1801	1.9 2.1 4.2
7.1 (c)	Basic and Type training course examination including detail of assessment	2.1 2.9 2.13
7.1 (d)	Basic training course examination including detail of assessment for student who did not attend the basic training course at the MTO.	N/A
7.1 (e)	The issue of certificates of recognition	2.17
7.1 (f)	MTO may only engage in the maintenance training activity specified when it holds a valid approval.	1.9
7.2	Limitation on the Organisation	
7.2 (a)	Training, knowledge examination and practical assessments may only be carried out at locations specified in the MTOE	1.6
7.2 (b)	Be derogation the MTO may only conduct training, examination and assessment at locations different from the MTOE with a control procedure. Such locations need not be listed in the MTOE.	2.8
7.2 (c)	The MTO may subcontract the conduct of training to non-maintenance training organisation	2.18
7.2 (d)	The subcontracting of type training and examination is limited to powerplant and avionics systems.	2.18
8.0	CONTINUATION OF AN APPROVAL	
8.1	Changes to MTO	
8.1 (a)	MTO shall notify CAAM of changes	1.10
9.0	APPENDICES	
9.3	Aircraft Type / Task Training and Examination	
9.3 (a)	The format of CAAM Part 147 Type Training Certificate	2.17
9.3 (b)	Indicate the airframe and engine combination/ engine or avionics only for which the training was imparted.	2.17
9.3 (c)	Deleted as applicable and the course type. theoretical elements or the practical elements	2.17
9.3 (d)	The training certificate shall clearly identify if the course is a complete course or a partial course or difference course.	2.17