



**УПАТСТВО ЗА ИЗРАБОТКА НА ПРОЦЕДУРА ЗА ON-THE-JOB TRAINING (OJT) –ВО МОЕ,
ДЕЛ-145, ПОГЛАВИЕ 3.20**

**GUIDANCE TO ESTABLISH PART-145 MOE CHAPTER 3.20 PROCEDURE FOR ON-THE-JOB
TRAINING**

AIR-GM-001



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GLOSSARY OF ABBREVIATIONS AND TERMS

AMC	Acceptable Means of Compliance
AME	Aircraft Maintenance Engineer
AML	Aircraft Maintenance Licence
AMO	Aircraft Maintenance Organisation
CAA	Macedonian Civil Aviation Agency
DAH	Design Approval Holder
GM	Guidance Material
ICA	Instructions for Continuing Airworthiness
MOE	Maintenance Organisation Exposition
MTO	Maintenance Training Organisation
OJT	On the Job Training
PA	Practical Assessor
RTR	Replacement Task Reference
QM	Quality Manager
TT	Type Training

MOE 3.20 Training procedures for On-the-Job Training (OJT) as per Section 6. of Appendix III to Part-66

(limited to the case where the competent authority for the Part-145 approval and for the Part-66 licence is the same)

On the Job Training (OJT) which includes procedure MOE 3.20 and applicable OJT Logbook shall be approved by the competent authority who has issued the licence in this case Macedonian Civil Aviation Agency.

Use of this procedure and logbook template will enable the CAA to process the application for OJT approval more efficiently and reduce the handling time for approval.

3.20.1 General

This procedure is applicable for On-the-Job Training (OJT) required for the endorsement of the first type rating in a category* /sub-category* of an EASA Part 66 AML, Ref. (66.A.45).

(=mainly for Group 1 aircraft; for Group 2 or 3 aircraft only in case of individual type rating; for exemptions refer to 66.A.45(d)).*

The objective of the OJT is to gain the required experience and competence in performing safe maintenance.

The AMO applying for approval of this procedure shall only conduct OJT on aircraft types for which the organisation holds a line or base maintenance approval (A-Rating). All tasks to be trained will be based on maintenance data - ICA issued by the aircraft DAH. The completion of an OJT task requires a release to service by an appropriately licensed and authorised certifying or support staff who acts as the OJT supervisor.

3.20.2 On-the-job training (OJT)

The OJT covers a representative cross-section of tasks representative to the aircraft and systems both in complexity and in the technical input required to complete the tasks. The list of tasks will include more or less complex maintenance tasks as determined by the maintenance organisation.

The OJT will be performed by the student under close supervision of an appropriately qualified and nominated supervisor (ref. 3.20.5).

During the OJT the supervisor should focus on the student's competencies relevant to the aircraft type and its maintenance, including, but not limited to:

- Environmental awareness (act safely, apply safety precautions and prevent dangerous situations)
- System integration (demonstrate understanding of aircraft system interactions)
- Use of the applicable aircraft maintenance data
- Documentation of work performed

Each task shall be signed off by the student and countersigned by the supervisor. As the OJT may take several months/years to be completed, one or more supervisors may be involved in the training. At the completion of the OJT an assessment will be conducted by a designated and appropriately qualified assessor (ref. 3.20.7). The supervisor and the assessor may be the same person.

The OJT shall be started and completed within 3 years preceding the application for a type rating endorsement.

Up to 50% of the required OJT may be undertaken before the aircraft theoretical type training starts.

3.20.3 On the Job Training (OJT) - content and duration

The following data shall be included in the OJT Logbook:

1. Name of Trainee;
2. Date of Birth;
3. Approved Maintenance Organisation;
4. Location;
5. Name of supervisor(s) and assessor, (including licence number if applicable);
6. Date of task completion; (Time spend on task)
7. Description of task and job card/work order/tech log, etc.;
8. Aircraft type and aircraft registration;
9. Aircraft rating applied for.

The OJT Logbook must include all applicable tasks relevant to the aircraft type listed in Appendix II to the AMC of Part-66 and of each paragraph / ATA chapter. At least 50% of those applicable tasks must be accomplished in order to successfully complete the OJT. It is not necessary to cover 50% tasks from each paragraph / ATA chapter, but each paragraph / ATA chapter must be appropriately covered.

OJT shall cover a cross section of tasks that are representative to the specific aircraft and systems, both in complexity and in the technical input required to complete the task. Each task should refer to maintenance data task description and identification number (i.e. AMM Task 12-22-32-640-001-A).

OJT not covering at least 50 % of the applicable tasks listed in Appendix II will be rejected by the competent authority (CAA) during verification of the application package for the first type endorsement in a category or sub-category in Part-66 AML.

Each logbook to be used by the organisation should be included in MOE forms in use.

An OJT shall be established for the first application of a type rating to be endorsed in a category or sub-category in the Part-66 AML. AMO should consider optimum number of training hours per day taking in to account human factors and pedagogical principles, qualification and experience of the student.

Replacement tasks

Tasks should be selected among those applicable to the type of aircraft and licence (sub)category applied for. Other tasks than those in the Appendix II may be considered as a replacement tasks when they are relevant.

In particular, when a pre-filled task required in the logbook cannot be completed due to unavailability of the particular maintenance activity, this part may be used to record evidence of a different maintenance task performed to satisfy the same requirement. In this case a cross reference shall be made between the two tasks in Logbook to identify the task which is replaced under the responsibility of the supervisor countersigning the corresponding row.

Replacement tasks should be equivalent with those in the Appendix II regarding complexity and relevance.

AMO should leave empty rows at the end of the OJT Logbook to enable addition of replacement tasks.

3.20.4 Compliance Report

The AMO shall establish a compliance report demonstrating how the OJT meets the requirements of Part-66. The report shall contain the following information:

- Name and approval reference No. of the approved maintenance organisation
- Identification of the responsible competent authority for the Part-145 approval and the Part-66 licence to be endorsed
- Name, birth date and licence number of trainee
- Time period when the OJT was performed
- Name(s) of supervisor(s), licence(s) and authorisation(s)
- Name of assessor(s)
- Confirmation - (OJT Logbook must include all applicable tasks relevant to the aircraft type listed in Appendix II to the AMC of Part-66 and of each paragraph / ATA chapter.) At least 50% of those applicable tasks must be accomplished in order to successfully complete the OJT. It is not necessary to cover 50% tasks from each paragraph / ATA chapter, but each paragraph / ATA chapter must be appropriately covered.
- Confirmation that OJT has been performed in accordance with the MOE 3.20 procedure
- Evidence of the assessment including the results (see 3.20.9)
- List of attachments to the report

3.20.5 Requirements for the supervisor

The requirements for the OJT supervisor are:

- have certifying staff or support staff privileges relevant to the OJT tasks;
- be competent for the selected tasks;
- be safety-orientated;
- be capable to coach (setting objectives, giving training, performing supervision, evaluating, handling trainee's reactions and cultural issues, managing objectively and positively debriefing sessions, determining the need for extra training or reorientate the training, reporting, etc.);
- be authorised by the approved maintenance organisation to carry out the supervision.

An authorisation as OJT supervisor shall be issued by nominated person in the AMO in accordance with the job description of a "supervisor" and the relevant procedure defined in MOE Chapter 3.20. A list of authorised supervisors should be included in MOE.

3.20.6 Responsibilities of the supervisor

Regarding the day-to-day supervision of the OJT programme in the approved maintenance organisation supervisor is responsible for:

- completion of individual OJT tasks is confirmed by the direct supervisor(s), without being necessary the direct evaluation of the assessor.
- overseeing the complete process, including task completion, use of manuals and procedures, observance of safety measures, warnings and recommendations and adequate behaviour in the maintenance environment.
- personally observing the work being performed to ensure the safe completeness and should be readily available for consultation, if needed during the OJT performance.
- countersigning the tasks and release the maintenance tasks as the trainee is still not qualified to do so.

3.20.7 Requirements for assessors

In order to qualify, the assessor should:

- Be proficient and have sufficient experience or knowledge in:
human performance and safety culture;
- the aircraft type (necessary to have the certifying staff privileges in case of CRS issuances);
- training/coaching/testing skills;
- instructional tools to use;
- Understand the objective and the content of the practical elements of the training that is being assessed;
- Have interpersonal skills to manage the assessment process (professionalism, sincerity, objectivity and neutrality, analysis skills, sense of judgement, flexibility, capability of evaluating the supervisor's or instructor's reports, handling of trainee's reactions to failing assessment with the cultural environment, being constructive, etc.);
- Be ultimately authorised by the organisation to carry out the assessment.

An assessment (interview) of the assessor candidate shall be performed by nominated person. It shall focus on the knowledge, skills and attitude.

This includes a review of previous personnel records with regard to the function as an assessor. If satisfactory, the nominated person will issue an authorisation as OJT assessor. A list of authorised assessors should be included in MOE.

3.20.8 Responsibilities of the assessors

The assessor is responsible for:

- Assisting the supervisor(s)/instructor(s)/trainer(s) in establishing and verifying the OJT for completeness and correctness
- Evaluating the received paperwork
- Verifying completion of the required diversity and quantity of tasks
- Co-ordination with responsible persons on the use of aircraft for the assessment
- Ensuring the safety of students undergoing OJT assessment
- Ensuring the safety of the aircraft being used for the assessment
- Establishing a compliance report demonstrating the OJT meets the requirement of Part-66
- Completing the final assessment of the OJT and forwarding the complete package to the quality department for administrative purposes

The final assessment of the completed OJT is mandatory and shall be performed by a designated assessor appropriately qualified.

3.20.9 Carrying out the assessment

The assessor will conduct the final assessment of the OJT to confirm completion of the required diversity and quantity of the OJT. The assessment should normally be based on the OJT supervisors report and feedback.

The assessment may also be carried out at different steps during the OJT. In the case of any doubts on the competency of the student, the assessor may decide to perform the assessment of the student personally.

The AMO shall ensure all required information, signatures and supporting documents in regard the OJT are complete.

References

- Regulation (EU) No 1321/2014
- ED Decision 2012/004R
- Part 66.B.115 - Change of AML to include an aircraft rating
- Part-66 Appendix III - Aircraft type training & examination standard - OJT
- Part-66 Appendix III, Section 6 - OJT
- AMC to Appendix II to Part-66 - OJT List of tasks
- AMC Appendix III to Part-66 - Competence of assessors

Appendix I – OJT Logbook template

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1. Scope and Applicability

Following the amendment of Part-66 ((EC) 1321/2014), in order to endorse the first A/C type in the EASA Part-66 Aircraft Maintenance License, maintenance staff shall be able to demonstrate he/she followed an appropriate On-the-Job Training (OJT) as detailed in the Appendix III to Annex III (EASA Part-66).

This OJT Logbook is intended to:

- be used by a Part 145 AMO delivering the OJT. The Part-145 AMO shall be appropriately approved on the specific aircraft type in accordance with Annex II (Part-145);
- be completed by the Part 145 AMO delivering the OJT to meet the objective and content of the OJT and the related assessment in accordance with Appendix II to AMC to Part-66
- be customised for the specific aircraft type intended to be endorsed in the EASA Part-145 individual authorisation
- be used for recording the required information (tasks performed, personnel data, assessment, etc.)

2. OJT and Personnel Data

Trainee Data	
<i>Name and Surname</i>	
<i>Date of birth</i>	
<i>Place of birth</i>	
Licence number	
<i>Signature</i>	

Supervisor(s) Data ¹			
<i>Name</i>	<i>Surname</i>	<i>Licence Number / Supervisor Authorisation Number</i>	<i>Signature</i>

On-the Job Training (OJT) data	
<i>Start date</i>	
<i>End date</i>	
<i>Maintenance Organisation* (Name and CAA approval no.)</i>	
<i>Location</i>	

Assessor(s) Data			
<i>Name</i>	<i>Surname</i>	<i>Licence Number / Assessor Authorisation Number</i>	<i>Signature</i>

¹ the day-to-day supervision of the OJT programme in the Part 145 AMO is done by supervisor(s), who is/are not necessarily the practical assessor. The supervisor is responsible to countersign the tasks and release the maintenance tasks as the trainee is still not qualified to do so. Therefore the supervisor shall have certifying staff or support staff privileges relevant to the OJT tasks, be competent for the selected tasks, be safety-orientated, be capable to coach (setting objectives, giving training, performing supervision, evaluating, handling trainee's reactions and cultural issues, managing objectively and positively debriefing sessions, determining the need for extra training or reorientate the training, reporting, giving feedback, etc.), be designated by the approved maintenance organisation to carry out the supervision and report to the designated assessor.

3. Logbook Filling Instructions

1. ID - Task progressive identification number. This field is pre-filled.
2. ATA chapter - ATA Chapter identification. This field is pre-filled.
3. Subject - identification as per Appendix II to AMCs of Part 66 (Aircraft type practical experience and On-the-Job Training List of Tasks). This field is pre-filled.
4. Operation/task performed with ref. to approved maintenance data – clear reference to performed task (i.e. AMM task 12-22-32-640-001-XYZ...)
5. Work order Ref. – or ATL ref. or Job card or equivalent
6. Location – where the task is performed (i.e. ZAG, SPL, ZAD...)
7. A/C Type - Self-explanatory.
8. A/C Reg. - Self-explanatory.
9. RTR ID – Replacement task Reference - write ID number from column 1 of task that has been replaced
10. Date - when task is performed
11. Time (min): - Actual time (in minutes) spend to accomplish the task, together with preparation, performance and administration of performed task.
12. Trainee’s signature - Self-explanatory.
13. Supervisor’s signature - Self-explanatory.

1	2	3	4	5	6	7	8	9	10	11	12	13
ID	ATA	Subject	Operation/task performed with ref. to approved maintenance data	Work order Ref.	Location	A/C Type	A/C Reg.	RTR ID	Date:	Time (min):	Trainee's signature	Supervisor's signature
1.	12	Grease aircraft	Lubrication of main landing gear and doors (Task 12-22-32-640-001-A)	145/001/20	ZAG	A320	9A-ABC	N/A	05.02.2020.	60	<i>Milan</i>	<i>Kamilo</i>
2.												

4. Logbook Records

The AMO delivering the OJT is responsible to prepare and complete the table below.

The tasks selected shall be not less than 50% of the tasks contained in the Appendix II to AMC to Part-66 and shall:

- be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type;
- be selected among those applicable to the type of aircraft and licence (sub)category applied for. Other tasks than those in the Appendix II may be considered as a replacement when they are relevant;
- be representative of the maintenance to be performed in terms of complexity, frequency, variety, safety, criticality, novelty, etc.;
- include components unique to the type, or type-specific maintenance practices;
- be distributed in order that all paragraphs / ATA chapters and task categories (servicing, trouble shooting, component location, deactivation, removal/installation, etc.) are covered;
- take into account, when available, the feedback from in-service experience or customer specific additional training needs.

AMO Name and Approval Number	<h2 style="margin: 0;">On the Job Training Logbook</h2> <p style="margin: 0;">Part-66 licence category:</p>	<hr style="width: 80%; margin: 0 auto;"/> Name and Surname of trainee
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5. Logbook table template

1	2	3	4	5	6	7	8	9	10	11	12	13
ID	ATA	Subject	Operation/task performed with ref. to approved maintenance data	Work order Ref.	Location	A/C Type	A/C Reg.	RTR ID	Date:	Time (min):	Trainee's signature	Supervisor's signature
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												

6. Compliance Report

The intent of this tables is to provide a compliance report demonstrating that the OJT meets the standard required by Appendix III to Part 66. In particular, the tables shall indicate the percentage of tasks effectively performed against the tasks contained in the Appendix II to Part 66 or replacement tasks which are applicable to the aircraft type and compliance with procedure 3.20 in MOE. This tables are to be completed by the AMO delivering the OJT training.

Question:	Yes	No	Remarks/References:
The procedures for this OJT are included in MOE chapter 3.20 and approved by CAA	<input type="checkbox"/>	<input type="checkbox"/>	MOE ref.
OJT has been performed on A/C type for which trainee is seeking endorsement	<input type="checkbox"/>	<input type="checkbox"/>	Identify tasks if not
Minimum 50% of applicable tasks from Appendix II to AMCs of Part 66 are performed (see table below)	<input type="checkbox"/>	<input type="checkbox"/>	Count tasks and confirm %
All paragraphs / ATA chapters are covered	<input type="checkbox"/>	<input type="checkbox"/>	Identify paragraph / ATA if not
Each performed task in this Logbook is signed by trainee and counter signed by supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisor has released counter signed tasks in actual work sheet, job card, ATL etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Replacement tasks are equivalent with those in the Appendix II regarding complexity and relevance	<input type="checkbox"/>	<input type="checkbox"/>	

[Logbook revision number and date]

(to be completed for each Paragraph / ATA)

Paragraph / ATA Chapter	Number of tasks applicable to the A/C type	Number of tasks effectively performed
Time limits/Maintenance checks		
Dimensions/Areas		
.....		
	[Total Number of applicable tasks]	[Total number of performed tasks]
		[Percentage of performed tasks]

Duration of the OJT: From (date) To (date) Total days

Herewith we confirm that the OJT has been performed in accordance with the MOE 3.20 procedure.

.....
Place

.....
Date

.....
OJT assessor's signature (*)

() this signature shall be entered by the designated assessor of the AMO performing the final assessment of the OJT. The OJT assessor undertakes the responsibility on behalf of the AMO that the OJT program meets the standard required by Appendix III to Par-66. This report shall be signed before the eventual final assessment of the trainee.*

7. Final assessment of the OJT

This is to certify that Mrs/Mr [Trainee`s name SURNAME].....:

1. has completed the[aircraft type and category].....On-the-Job Training (OJT) with the required diversity and quantity of tasks as evidenced in the enclosed Logbook (compliance report signed by the AMO providing the training) and with the positive feedback received from all supervisors;
2. has been assessed on the following tasks and successfully passed the OJT assessment demonstrating appropriate competence:
(Note: assessment of the student as per point 2. is not mandatory, except in case any doubts are present with regards to the competency of the student (e.g. when not all supervisor`s written reports and feedbacks are positive))

1	2	3	4	5	6	7	8	9	10	11	12	13
ID	ATA	Subject	Operation/task performed with ref. to approved data	Work order Ref.	Location	A/C Type	A/C Reg.	RTR	Date:	Time (min):	Trainee`s signature	Assessor`s signature
1.												
2.												
3.												
4.												
5.												

This table is intended to be handwritten. The number, type and content of task used for the final assessment of the student is solely under the discretion of the OJT assessor.

Remarks:

This remark field is intended to leave the practical assessor the possibility to enter additional comments regarding the trainee`s knowledge, skills and attitude. The completion of this field is optional.

.....
Place

.....
Date

.....
OJT Assessors signature
(conducting the final assessment)