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**GUIDANCE MATERIAL FOR DIRECT APPROVAL OF AIRCRAFT TYPE TRAINING**

USEFUL INFORMATION

Civil Aviation Agency of the Republic of north Macedonia (hereinafter referred to as the Agency) can perform the procedure of direct approval of training for an aircraft type only in the case when there is no Part 147 approved maintenance training organization for that type of aircraft.

The Agency may approve training for an aircraft type that has not been conducted by an approved maintenance training organization approved in accordance with Annex IV. (Part 147), based on point 1 of Appendix III (Part 66). In that case, the Agency will ensure through its procedures in the process of approval and supervision of the subject training, that the training for the type of aircraft is in accordance with Appendix III. (Part 66.). (66.B.130 Procedure for the direct approval of aircraft type training + AMC&GM).

For the purpose of the procedure for direct approval of training for an aircraft type, it is necessary to submit a document in the form of an Exposition (separate from the MOE), which will describe the method of conducting the subject training for the type.

In the MOE, there must be a reference to the specified separate document and a brief description of what the training is used for.

The procedures in the specified document must describe the following essential elements of the training:

- General description of facilities
- Training and Examination Manager, Quality Manager
- Organization of course
- Preparation of course material
- Preparation of classrooms and equipment
- Preparation of workshops/maintenance facilities and equipment
- Conduct of theoretical training
- Conduct of practical training
- Records of training carried out
- Storage of training records - The retention period for the records is permanent.
- Organization of examinations
- Security and preparation of examination material
- Preparation of examination rooms
- Conduct of examinations
- Conduct of type practical assessments
- Marking and records of examination
- Storage of examinations records) – The retention period for the records is permanent
- Preparation, control and issue of type training course certificates
- Certificate template
- List of instructional and examination staff

It must be stated for which aircraft type and which category (B1/B2) Part-66 aircraft maintenance license the subject training will be conducted for.

Related to responsible persons (Management Personnel):

- Training and Examination manager - the person responsible for the entire training, preparation of the training and conducting and evaluating the exam,
- Quality manager - the person responsible for the quality of the mentioned training,

it is necessary to prescribe their knowledge and experience as well as their duties and responsibilities.

For instructors, examiners and assessors, it is necessary to prescribe their knowledge and experience and acceptance by QM.

The organization's quality must include the following:

- Audit of training
- Qualifying the Instructors
- Qualifying the Examiners and the Assessors
- Records of qualified Instructors, Examiners, Practical Assessors and Invigilators

The following must also be submitted:

- Logbook for the practical part of the training (with specified tasks) for approval, which must comply with Part-66 Appendix III
- All questions for exams of the theoretical part of training (according to ATA for B1 and/or B2 category) and
- Training materials (presentations according to ATA for B1 and/or B2 category)
- Training Need Analysis (TNA) duration of training according to ATA for the theoretical part of training in accordance with the table from Appendix III, Part-66;
- Materials and documentation to be provided to candidates;
- Documentation and records to be provided to candidates in order to satisfactorily justify the completion of the course and the relevant examination / assessment. This includes not only a certificate of completion, but sufficient documentation and records to justify that the approved content and duration of the training met the objective and that the exam / assessment was successfully completed.

As part of the oversight, the Agency will check whether the organization carries out approved training in accordance with the regulation and approved procedures.

The training will be approved once for a specific type of aircraft (for employees of the organization requesting approval), it will not be a long-term privilege of said organization.

The training must be in accordance with Annex III Part 66 and applicable AMC and GM materials.

Only Part-145 organizations approved by the Agency can request the approval, if all the conditions stated in this instruction are met.

Directly approved training for the aircraft type is valid only for change of an MK Part 66 aircraft maintenance licence to include an aircraft rating.

## INFORMATION RELATED TO THE EXPOSITION APPROVAL PROCESS

When submitting (MOE) the organization's exposition for approval, an application form for direct training approval for aircraft type AIR-FRM-042 is filled out.

Along with the exposition, all procedures related to the direct approval of the training and all accompanying documentation must be submitted (Logbook for the practical part of the training, List of instructors, examiners and assessors, TNA, training materials, exam questions and other items listed in the first part of the instructions.)

In the exposition and accompanying documents, those pages for which it is foreseen by the responsible staff should be signed (Statement of the responsible manager, Quality policy, List of effective pages, etc.)

After reviewing the manual and accompanying documentation the applicant will be asked by the authorized inspector to correct all identified deficiencies

After removal of all identified deficiencies, MK CAA by resolution approves the exposition and list of effective pages.