CHAPTER 29

TRAINING PROGRAMME APPROVAL PROCESS

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1.0 SECTION 1 - GENERAL

A. A maintenance organisation must establish an initial and recurrent training for maintenance personnel and certifying staff. Maintenance personnel and certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities. The training program established by the AMO shall include training knowledge and skills related to human performance, including co-ordination with other maintenance personnel and flight crew as appropriate.

B. The AMO shall establish the curriculum and standards for training, as well as the pre-qualification standards for the personnel that will attend the training. The Pre-qualifications standards are intended to insure that the trainee has a reasonable chance of successfully completing any of the courses required by the AMO.

C. In assessing the adequacy of the applicant's maintenance programme, the inspector should determine that the scope of maintenance and inspection personnel training is sufficient to ensure performance of maintenance by the applicant, is maintained to a high degree of airworthiness.

D. The level of training required for each individual is a function:

1 Of his or her experience and the complexity

2 Of the work he or she is expected (authorised) to perform. In many cases the work may be complex and require the use of specialised equipment. In such cases, required training may range from on-the-job training to formal classroom training and appropriate examinations. In any case, the programme should provide sufficient training for each individual to competently perform the work authorised.

E. The size and scope of the applicant's proposed operation have no bearing on the need for an effective training programme. All organisations need such a programme; however, a small organisation should not be expected to duplicate all of the facilities provided by a large operator. Training of the certifying staff shall be performed by the AMO/AOC or by an institute selected by the AMO or AOC. In either case, the AMO/AOC shall establish the curriculum and standards for training, as well as pre-qualification standards for the personnel intended for training. Pre-qualification standards are intended to ensure that the trainee has a reasonable chance of successfully completing any course.

F. Curriculum components. An approved curriculum will consist of at least the following elements:

1 Subjects, appropriate to ratings requested
2 Course content, appropriate to ratings requested
3 Objective testing and grading criteria
4 Classroom or theory, appropriate to ratings requested
5 Total number of hours required for successful completion
6 A schedule of required tests, which indicates the sequence of examinations for each subject in the curriculum
7 The order of instruction for each subject element.

G. The training programme shall include details of the number of personnel who will receive initial training to qualify personnel to become certifying staff personnel over specified time periods. If there is any change to the curriculum it will have to be approved by the CAA Inspector, in writing.

H. Following the satisfactory completion of the inspections described in this chapter and the required correction of any deficiencies by the applicant, the CAA inspector should submit his recommendations by letter or memo to the Certification Project Manager (CPM) as to the applicant's ability, in respect of maintenance, to carry out the proposed operation.

2.0 SECTION 2 – TRAINING PROGRAMME APPROVAL PROCESS

2.1 GENERAL

A. Training curriculum approval follows the five phase general process for approval or acceptance described in this chapter. The basic steps of this process must be followed. Each phase, however, may be adjusted to accommodate existing circumstances. Depending on the complexity of the organisation and the availability of CAA resources, the approval/acceptance process may be accomplished in only a few days, or the process may last many months. The approval process applies to each organisation requesting approval of a new curriculum or a revision to a currently approved curriculum. Inherent in the approval process is the CAA's responsibility to deny approval of any training which does not meet regulatory requirements or which has been found deficient. Training curricula which have been granted approval and later found either to be in conflict with regulatory requirements or to be ineffective, must be appropriately modified by the organisation, or CAA approval must be withdrawn. This chapter establishes procedures for granting approval or withdrawing approval of all or part of a training curriculum.

B. The training approval process discussed in this chapter applies only to applicants for an Approved Maintenance Organisation Certificate. NIG. CARs Part 6.4.1.1 (i) states that maintenance personnel and certifying staff shall have training and recurrent training. IS 6.4.1.1 (r) allows that training may performed by an outside agency. If this option is used, the AMO establishes the curriculum and standards for training.

C. **REFERENCES**: Nig. CARs 6.4.1.2, Checklist CL: O-AWS029 , CL:O-AWS029A

2.2 II. INITIATING THE APPROVAL PROCESS – PHASE ONE.

A. The training approval process can be initiated by either the AMO or the CAA as follows:

1. AMO Initiated. The organisation informs the CAA that it is planning to establish a new training curriculum or to change an existing curriculum

2. CAA Initiated. The CAA informs an organisation that revisions to its training program are required based on recently acquired information relative to training techniques, aviation technology, operator performance, or regulatory changes.

B. When a proposal is initiated by the AMO, one of the first steps the CAA inspector should take is to obtain the following basic information:

1 Type of equipment
2 Proposed training schedules
3 Proposed contract training, if any
4 Facilities to be used

2.3 III. CAA INVOLVEMENT IN PHASE ONE.

A. Early in the process, the CAA and the AMO should establish, through discussion, a common understanding of both the regulatory training requirements and the direction and guidance provided in this chapter. The CAA inspector and the AMO must examine the entire operation to ensure that any training necessitated by authorisations, or limitations, such as those in the operations specifications, deviations, is included in the organisation's training curricula. The training program is the area most affected by operational changes. The Inspector should review all general requirements in the NIG. CARs and in this directive that apply to the proposed operation.

B. The inspector should be aware of changes to the information initially provided by the organisation. The inspector should discuss with the AMO the sequence and timing of events which occur in the development and the granting of initial and final approval of a training curriculum. If the AMO's proposal involves complex operations, such as ceramic coating or composite repair, the inspector must consult appropriate sections of this chapter and other relevant documents and be prepared to advise the AMO during this

phase. In such a case, the inspector should determine whether assistance from a CAA specialist is needed.

C. A CAA inspector should be prepared to provide advice to an AMO during training curriculum development. During phase one, the operator must be informed of the procedure for requesting initial approval and of the types of additional supporting information that the inspector will require the AMO to submit. An inspector should be prepared to provide guidance to the AMO on the following:

1 The general formats and content of curricula, curriculum segments and training modules.
2 Courseware
3 Facilities
4 Qualifications of instructor personnel
5 Other areas of the organisation's proposed training program

D. Early CAA involvement is also important for the following reasons:

1 CAA advice and guidance during development of training may provide a useful service to the organisation. This advice may save the AMO and the CAA from unnecessary use of resources. It may also prevent the AMO from submitting a training curriculum proposal that would not be approved by the CAA.

2 The inspector can become familiar with the material the AMO intends to submit. This facilitates review of the proposal before the granting of initial approval.

3 The inspector can begin planning long range needs, such as arranging for the utilisation of a CAA specialist to assist in the evaluation of the program's overall effectiveness.

Note: *Early CAA inspector involvement in the development of training programs is appropriate. A CAA inspector must act in an advisory capacity only. The inspector must avoid active participation in the actual training program development. The organisation is responsible for the development of its own training program. The CAA inspector must not assume that responsibility*.

2.4 IV. REQUEST FOR INITIAL APPROVAL – PHASE TWO.

A. Phase two begins when the AMO submits its training curriculum in writing, for initial approval, to the CAA. The AMO should submit to the CAA an outline of each curriculum segment and any additional relevant supporting information requested by the CAA inspector. These outlines, any additional supporting information, and a letter must be submitted to the CAA. This letter should request CAA approval of the training curriculum. Two copies of each curriculum should be forwarded along with the letter of request to the CAA.

1. The curriculum may be a section of the MPM.

B. Each AMO must submit its own specific curriculum segment outlines appropriate for the ratings requested. These outlines may differ from one AMO to another and from one category of training to another in terms of format, detail, and presentation. Each curriculum should be easy to revise and should contain a method for controlling revisions, such as a revision numbering system, if not part of the MPM.

C. Each curriculum outline must include the following information:

- AMO Name
- Title of curriculum including the category of training, such as indoctrination, or recurrent.
- Consecutive page numbers
- Page revision control dates and revision numbers
- D. Each curriculum must also include the following items, as appropriate:
- Prerequisites prescribed by the NIG. CARs or required by the operator for enrolment in the curriculum
- Statements of objectives of the entire curriculum and a statement of the objective of each curriculum segment
- A list of each training device, if required
- An outline of each training module within each curriculum segment (Each module should contain sufficient detail to ensure that the main features of the principal elements or events will be addressed during instruction.)
- Training hours will be applied to each curriculum segment and the total curriculum.
- The checking and qualification modules of the qualification segment used to determine successful course completion.

2.5 V. ADDITIONAL RELEVANT SUPPORTING INFORMATION - PHASE TWO

A. When applying for an Approved Maintenance Organisation Certificate, an AMO must submit any additional relevant supporting information requested by the CAA inspector as supported by NIG. CARs 6.2.1.5 (a) (6). This additional information is necessary for determining whether the proposed training program is feasible and adequately supported. It is information, which would be difficult to include in a curriculum outline format. The type and amount of supporting information will vary depending on the type of training. The inspector must determine the appropriate types of supporting information to be required. This should be limited to information used for determining the proposed training programme's acceptability. The following list of types of relevant supporting information is not all-inclusive, but includes information that is typical.

1 A description of facilities is appropriate if the inspector is unfamiliar with the facilities or if the facilities are not readily available for examination.

2 A list of instructors and their qualifications may be requested. This information is particularly important if the operator intends to use contract instructors.

3 A detailed description of each training device is appropriate when the training device is not readily available for the inspector's examination.

4 A detailed description of minimum student qualifications and enrolment prerequisites is appropriate when such prerequisites are not described in detail in the curriculum. Examples of these prerequisites may need to be detailed as supporting information may include, type of airman license, previous training programs, experience with other AMO's and recency of experience. This description may be useful to the inspector when determining whether the proposed amount of detail outlined in training modules and proposed training hours are adequate.

5 Copies of training forms and records to be used for recording student progress and the completion of training may be required. This ensures the organisation has planned for the NIG. CARs record keeping requirements. This type of supporting information shall be required of applicants for an AMO. It may also be required of an organisation with any significant revision to existing training programs. These forms, records, or computer transmittal worksheets must be designed so that attendance and course completion information is recorded and retrievable for verifying regulatory compliance.

6 Supporting information may include samples of courseware, such as training modules/lesson plans and instructor guides. Description of other types of courseware, such as home study, computer based instruction, should be in enough detail to provide an understanding of how the training will be administered and of the proposed instructional delivery method. This information should describe the instructor/student interaction and indicate methods for measuring student learning.

2.6 VI. INITIAL REVIEW OF REQUESTS FOR APPROVAL - PHASE TWO

In phase two the inspector must review the submitted training curriculum and supporting information for completeness, general content, and overall quality. A detailed examination of the documents is not required during phase two. If after initial review, the submission appears to be complete and of acceptable quality or if the deficiencies are immediately brought to the AMO's attention and can be quickly resolved, the inspector may begin the phase three in-depth review. If the submission is determined to be incomplete or obviously unacceptable, the approval process is terminated and the inspector must immediately return the documents (preferably within 5 working days) with a written explanation of the deficiencies. The documents must be immediately returned, so the operator will not erroneously assume the inspector is continuing the process to the next phase. The approval process can be resumed when the revised training curriculum or curriculum segment is resubmitted.

2.7 VII. TRAINING CURRICULA SUBMITTED WITH APPROVED MAINTENANCE ORGANISATION CERTIFICATE APPLICATIONS

An applicant for a certificate in the early stages of certification may be unable to provide all information required for its training program. For example, the applicant may not yet know what training facilities or devices it intends to use. The lack of such information in the formal application does not necessary indicate that the training curriculum attachment be returned. There should be an understanding between the applicant and the Certification Project Manager (CPM) that such parts are missing. The PM may initiate the phase three in-depth reviews without this type of information. Initial approval, however, of a curriculum segment must be withheld until all parts pertinent to the curriculum segment have been examined.
For example, it may be appropriate to initially approve a training curriculum segment even though the entire program has not been evaluated and approved. However, effective evaluation of training curricula can be hampered when excessive number of incomplete segments is permitted. The PM shall either delay initial approval of training curricula or return them to the applicant when excessive number of incomplete curriculum segments have been submitted with the formal application.

2.8 VIII. IN-DEPTH REVIEW OF SUBMITTED CURRICULA-PHASE THREE

A. Phase three is initiated when the CAA begins a detailed analysis and evaluation of a training curriculum or curriculum segment. The purpose of this phase is to determine the acceptability of training curricula for initial approval. This phase ends either with the initial approval or with the rejection of all or part of the training curriculum. To complete an evaluation in a timely manner the inspector may need to involve other CAA personnel early in this phase. Certain specialists or offices may be required to participate in the approval process as follows:

1 The security inspector (SI) should be involved in security and hazardous materials training issues if required.

2 Various aviation safety inspector specialists should be involved when appropriate.

For example, non-destructive testing (NDT) specialists should be involved with evaluating special NDT Procedures.

1 The inspector's office manager and certain headquarters personnel may need to be involved with locating and directing additional CAA resources to accomplish the approval process.

2 CAA Headquarters may be requested to provide assistance with obtaining training quotas for selected inspectors or with obtaining information concerning exemptions.

B. Before granting initial approval for a specific curriculum or curriculum segment, the inspector must ensure that the following evaluations are accomplished:

1. A side-by-side examination of the curriculum outline with the appropriate regulations and with the direction provided in this chapter must be performed. This examination is to ensure that training will be given in at least the required subjects. It should also ensure that appropriate training would be given on safe operating practices.

2. An examination of the courseware developed or being developed by the operator must be performed. This review should include a sampling of available courseware such as training modules and lesson plans, audio – visual programs, procedure documents, and student handouts. The courseware must be consistent with each curriculum outline. From this review, the inspector should be able to determine whether the operator is capable of developing and producing effective training courseware.

3. The training hours specified in each curriculum segment outline must be evaluated. An inspector should not attempt to measure the quality or sufficiency of training by the number of training hours alone. This can only be determined by direct observation of training and testing (or checking) in progress. The specified training hours must be realistic in terms of the amount of time it will take to accomplish the training outlined in the curriculum segment so as to achieve the stated training objectives. During the examination of courseware, an inspector should note the times allotted by the organisation for each training module. These times should be realistic in terms of the complexity of the individual training modules. The number of training hours for any particular curriculum segment depends upon many factors. Some of the primary factors are as follows:

(a) Regulatory requirements

(b) Complexity of the specific aircraft or component

(c) Complexity of the type of operation involved

(d) Amount of detail that needs to be covered

(e) The experience and knowledge level of the students

(f) Efficiency and sophistication of the operator's entire training program (including items such as instructor proficiency, training aids, facilities, courseware and the organisation's experience with the aircraft.)

C. If after completing these evaluations, the inspector determines that the curriculum or curriculum Segment is satisfactory and adequately supported, and that the training hours are realistic, initial approval should be granted. Sometimes a portion of the submittal may appear to be unsatisfactory. However, if that portion is dependent upon another undeveloped portion or another unsatisfactory portion, initial approval must be withheld. For example, the initial training on ultrasonic equipment set-up segment is satisfactory but related training modules within the initial equipment operation training curriculum segment are unsatisfactory. In such a case, it may be inappropriate to grant approval to the initial equipment training curriculum segment until the operation training curriculum segment is determined to be satisfactory.

D. During phase three of the approval process, the inspector must establish priorities to ensure that, if appropriate, the granting of initial approval is not unnecessarily delayed. These priorities should assure that deficiencies are resolved so that initial approval can be granted before the organisation's planned starting date for training.

2.9 IX EXPIRATION DATES FOR INITIAL APPROVALS.

A. When the inspector determines that a training curriculum or curriculum segment should be initially approved, the inspector must also determine an appropriate expiration date for the initial approval. The expiration date is important throughout phase four of the approval process.

Note: *NIG. CARs Part 6.4.1.2 (d) requires the operator to obtain "APPROVAL" of training curricula.*

B. The initial approval expiration date provides an incentive to the AMO for refining all aspects of the program to assure that this requirement is met. The expiration date also provides the inspector with a time frame to plan evaluation activities for determining the effectiveness of the training. The expiration date assigned to an initially approved training curriculum must not exceed 24 months from the date of initial approval.

C. The inspector may reduce the expiration date of initial approval, if it is apparent that a 24-month time frame will unnecessarily delay final approval. The inspector should be aware that shortening the initial approval expiration date would commit him/her to completing the final approval phase within a shorter time period. The inspector may grant final approval any time before the expiration date. Except when unforeseen circumstances preclude an adequate evaluation of training effectiveness, an

extension to the initial approval expiration date should not be permitted. A new expiration date, however, may be established for a curriculum segment when there are significant revisions to an initially approved curriculum segment.

2.10 X. METHOD OF GRANTING INITIAL APPROVAL.

A. Initial approval is granted by letter. Sample letters granting initial approval or denying approval are included at the end of this paragraph (figures 1 and 2). The initial approval letter must include at least the following:

1 Specific identification of the curricula and/or curriculum segments initially approved, including page numbers and revision control dates.

2 A statement that initial approval is granted, including the effective and expiration dates.

3 Any specific conditions affecting the initial approval, if applicable.

4 A request for advance notice of training schedules so that training may be evaluated.

5 If the inspector authorises a reduction in the programmed hours, a statement concerning the basis for the reduction in requirements.

B. An initial letter serves as the primary record of curriculum or curriculum segment pages that are currently effective. In the past, initial approval was stamped on each of a curriculum. If this method is no longer necessary, the inspector and each organisation may agree to use the method to account for revisions to training documents. If this method is used, the stamp must clearly indicate initial approval and the expiration date. Other acceptable methods include a list of effective curriculum or curriculum segment pages or pages with a pre-printed signature and date blocks.

C The Original pages of the curriculum or curriculum segment shall be returned to the operator with the transmittal letter. These documents should be retained by the organization as an official record. A copy of the training curriculum or curriculum segment, with a copy of the transmittal letter granting initial approval attached, shall be maintained on file in the CAA office by the inspector during the period that the initial approval is valid. The inspector shall also maintain on file with the curriculum all additional relevant supporting information.

FIGURE 1

LETTER OF INITIAL APPROVAL

(Name of Organisation) Director of AMO / Training (as appropriate) (appropriate address)

Dear Mr./Mrs./Ms._____

Effective _____, initial approval is granted to International Maintenance Ltd.'s training Curriculum, pages 1 through 10 dated March 11, 2000. This training curriculum is initially approved in accordance with the provisions of Section 6.4.1.2 of the (NIG. CARs), effective March 30, 2000.

Initial approval of this training curriculum shall remain in effect until _____, (no more than 24 months), or upon granting of final approval, whichever occurs first. In accordance with NIG. CARs 6.4.1.2, International Maintenance LTD, is requested to notify this office at least 24 hours in advance of any training to be conducted under this program so that the CAA may evaluate the effectiveness of the training.

Certification Project Manager

FIGURE 2

LETTER OF DENIAL OF INITIAL APPROVAL

(Name of Organisation) Director of AMO / Training (as appropriate) (appropriate address)

Dear Mr./Mrs./Ms._____

This letter is in response to your request of Revision 2 to International Maintenance LTD's training curriculum, dated August 2, 2000. Your request for initial approval is denied for the following reason(s):

Your initial and recurrent training does not coincide with your list of maintenance activities listed on your application.

Certification Project Manager

2.11 XI. EVALUATING INITIALLY APPROVED TRAINING CURRICULA – PHASE FOUR

A. Phase four begins when the organisation starts training under the initially approved curriculum during the Demonstration and Inspection Phase. This phase should provide the AMO with adequate time to test the program and the flexibility to adjust the program during CAA evaluation. The inspector must require an AMO to provide ongoing schedules of all training and checking to be accomplished under an initially approved training curriculum. The inspector must closely monitor training conducted under initial approval. Whenever possible, the first session of training conducted under initial approval should be monitored by the inspector or a qualified maintenance/avionics inspector. A CAA inspector does not need to observe every training session. A sufficient sampling of the training sessions, however, should be observed as a basis for a realistic evaluation. Inspectors qualified in the type of operation, and other individuals knowledgeable of the curriculum subject matter, should assist in evaluating the training. Often adjustments can be made by changing courseware and instructional delivery without (or with only minor) revisions to the initially approved curriculum. Conversely, it may be necessary for the organisation to substantially change the curriculum that may require another initial approval action by the inspector before the changes can be put into effect.

B. As a check on the effectiveness of the applicant's training programme, the inspector should examine, on a random basis, the qualifications of the inspection and maintenance staff to determine recent training received and their ability to perform their authorised work processes in respect of inspections and overhaul, repair and alterations appropriate to their ratings.

C. Sometimes proposed revisions may be transmitted to the inspector just before the initial approval expiration date. If the change is significant, the inspector may need to establish a different expiration date for the curriculum segment, or for the revised portions, to allow adequate time for a proper evaluation.

D. An inspection of training facilities, training devices, and instructional aids must be performed if the inspector is not familiar with the operator's training program capabilities.

E. During phase four, the organisation must demonstrate the ability to effectively train maintenance/avionics inspectors. Each deficiency identified during the evaluation of training conducted under an initially approved curriculum must be discussed with the operator. If the deficiencies are significant, they must be documented and kept on file. In most cases, when the cause of a deficiency has been accurately identified, the organisation will make necessary changes to correct the deficiency to obtain final approval. Each significant deficiency identified must be immediately corrected. If an organisation does not take corrective action, the inspector shall advise the AMO in writing that initial approval is withdrawn.

2.12 XII. ELEMENTS AVAILABLE FOR EVALUATING TRAINING – PHASE FOUR.

A. The inspector must develop a plan for a systematically evaluating training given under the initially approved curriculum. This plan should remain in effect throughout the initial approved training curriculum. There are four elements that can be evaluated when assessing the overall effectiveness of training programs. These four elements are:

1 Curriculum segment outlines
2 Courseware
3 Instructional delivery methods and training environment
4 Testing and checking

B. Before evaluating a training program, an inspector must become familiar with the contents of the curricula or curriculum segments to be evaluated. This preparation is essential if an inspector is to determine whether an AMO has developed an effective course of instruction from its initially approved training curriculum.

C. Direct examination of courseware includes reviewing materials such as training modules, lesson plans and workbooks. The inspector must determine whether the courseware is consistent with the curriculum or curriculum segment and that it has been organised to facilitate effective instructional delivery. Courseware is usually the training program element that is most adaptable to revision or refinement. Inspectors must review at least a sampling of the courseware.

D. Direct observation of instructional delivery includes surveillance of training methods, such as instructor lectures, computer based instruction presentations, and hands-on demonstration. Effective learning can only occur when an instructor is organised, prepared, and properly uses the courseware and various training aids. The inspector must determine that the instructional delivery is consistent with the courseware. For example, the inspector should note whether the instructor teaches the topics specified in the training module lesson plan. Training aids and devices should function as intended during the instructional delivery. In addition, during training, the inspector should be sensitive to the type of questions being asked by students and should identify the reasons for any excessive repetition. These conditions may indicate ineffective instructional delivery or courseware. The inspector must also determine if the instructional environment is conducive to learning. Distractions, which adversely affect instructional delivery, such as excessive temperatures, extraneous noised, poor lighting, cramped classrooms or workspaces, are deficiencies because they interfere with learning.

E. Direct observation of testing and checking is an effective method for determining whether learning has occurred. Examining the results of tests, such as oral or written tests provides a quantifiable method for measuring effectiveness. The inspector must examine and determine the causal factors of significant failure trends.

F. Direct observation of training and checking in progress is an effective method of evaluating training. Sometimes the opportunity for direct observation, however, will be limited. In such cases, if the AMO is using an already established training facility elsewhere, the inspector may rely more on his/her evaluation of other sources of information, such as reports of surveillance and investigation. A result of inspection reports, enforcement actions, and other indications of training effectiveness and other relevant information about the organisation's performance. The inspector must establish methods to evaluate these sources of information for trends that may develop while training is being conducted under initial approval. For example, repeated reports of deficiencies may be traceable to a lack of specific training or ineffective training. Such information may provide indications that revisions or refinements are needed for a curriculum segment and/or training module.

(a) Curriculum Segment Outlines - Curriculum segment outlines contain the specific training modules and the amount of time allocated for the curriculum segment. The modules must be consistent with regulatory requirements and safe operating practices. This element requires direct examination.

(b) Courseware - Courseware converts curriculum outline information into usable instructional material. Courseware must be consistent with the curriculum outline and be organised to permit effective instructional delivery. It is readily adaptable to adjustments and refinement by the AMO. This element usually requires direct examination.

(c) Instructional Delivery Methods And Training Environment - Instructional delivery methods are used to convey information to the student. Effective learning is maximised if the instructional delivery adheres to and properly uses the courseware. The training environment should be conducive to effective learning. This element requires direct observation.

(d) Testing And Checking - Testing and checking is a method for determining whether learning has occurred. Testing and checking standards are used to determine that a desired level of knowledge and skill has been acquired. Testing and checking also measures the effectiveness of courseware and instructional delivery. This element requires direct observation.

2.13 XIII. METHOD FOR GRANTING FINAL APPROVAL – PHASE FIVE.

This phase involves the granting of final approval of an operator's training curriculum. Based on the results of the evaluation, the inspector must determine whether to grant or deny final approval of a training curriculum. This determination must be made before, the expiration date of the initial approval. If the inspector decides that final approval should be granted the following procedures apply:

A. Programs that contain a List of Effective Pages. Final approval of the training curriculum can be granted and documented by the inspector on the List of Effective Pages. This means that the CAA has given final approval of every page of the operator's training curriculum, as listed on that page, but only one CAA approval block must be completed and signed.

1. The stamped page that documents final approval of the training curriculum and/or curriculum segment shall be stamped for approval, dated, and signed by the inspector. The approval stamp that appears of the page should be a facsimile of the stamp that appears in this paragraph.

2 The original curriculum and/or curriculum segment must contain the one page that documents the CAA approval on the List of Effective Pages. The curriculum and/or curriculum segment must be transmitted to the operator with an approval letter signed by the inspector in accordance with this chapter.

B. Programs that do not contain a List of Effective Pages the original and a copy of each page of the training curriculum and/or curriculum segment shall be stamped for approval, dated, and signed by the inspector. The approval stamp shall appear on each page and have a facsimile of the following stamp:

C. The original stamped curriculum or curriculum segment must be transmitted to the organisation with an approval letter signed by the inspector. This letter must specifically identify the curriculum or curriculum seg

Office Designator:	
Effective Date:	
Name:	
Signature:	

ment, containing a statement that final approval is granted, and provides the effective date of approval. This letter must also state that final approval shall remain in effect until otherwise notified by the CAA that a revision is necessary in the interest of safety. If the inspector is authorising a reduction in the programmed hours specified by the regulations, the letter must contain a statement the basis for reduction. A copy of the stamped curriculum or curriculum segment, and a copy of the letter must be kept on file in the CAA office.

2.14 XIV. WITHDRAWING APPROVAL OF TRAINING CURRICULA.

Before withdrawing approval of an operator's curriculum or curriculum segment, the inspector shall make reasonable efforts to convince the AMO to make the necessary revisions. It is important to understand that withdrawing approval could be detrimental to the AMO's business. The AMO's ability to continue to hold a certificate may be in question if a new curriculum is not submitted for initial approval within a reasonable period of time. A decision to withdraw approval must be based on sound judgment and justifiable safety reasons. When sufficient reasons are established, it is mandatory for the inspector to take immediate action to remove the CAA approval from an ineffective or non-compliant training curriculum. When approval is withdrawn, the inspector must ensure that the operator clearly understands that any further training conducted under an unapproved curriculum is contrary to NIG. CARs requirements. Enforcement action must be taken if any company employee who received any further training is used in maintenance conducted as an AMO. The three methods for withdrawing approval of a training curriculum are as follows:

A. Allowing an initially approved training curriculum to expire without granting final approval.

B. Withdrawing approval of an initially approved curriculum before the expiration date.

C. Withdrawing approval of a training curriculum, which has already received final approval, in accordance with the NIG. CARs and this chapter.

2.15 XV. EXPIRED TRAINING CURRICULA.

A. A training curriculum granted initial approval has an expiration date. Usually, this date shall not be later than 24 months after the initial approval date. If the inspector does not grant final approval before the expiration date, training under that curriculum must terminate as of that date. Therefore, the inspector shall not allow an initially approved curriculum to expire due to the CAA's inability to administratively grant final approval. Final approval may not be granted to an AMO's training curriculum for several reasons.

B. One reason, for example, may be the operator's inability to achieve an acceptable level of training effectiveness during phase four of the approval process. Another example of a reason for not granting final approval is the discontinued use of the initially approved curriculum.

C. When the inspector decides not to grant final approval before the expiration date, he/she must notify the operator of this decision in writing, at least 30 days before the expiration date of the initially approved curriculum. An operator not so notified may mistakenly assume that the initial approval will continue in effect until receipt of notification of either final approval or termination. The notification letter should contain the reasons for allowing the curriculum to expire and should state that any further training under the expired curriculum will not be in compliance with regulatory requirements. An inspector who fails to provide this 30-day notification must establish a new expiration date so appropriate notification can be given to the operator.