



**Civil Aviation Advisory
Publication**

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Certificates of Approval —Training Organisations

This publication is advisory only and provides guidance and advice on complying with the Civil Aviation Regulations 1988 (CAR 1988).

Read this advice in conjunction with the appropriate regulations.

The relevant regulations and other references

- Regulation 30 and 30A of the *Civil Aviation Regulations 1988* (CAR) - Certificates of Approval and Changes to Certificates of Approval
- Civil Aviation Order (CAO) 104 Certificates of Approval – Application and Grant
- CAO 100.26 - AME Examination Authority
- CAO 100.66 - Maintenance authorities - EASA equivalents

Who this CAAP applies to

This CAAP applies to any person holding, or intending to apply for, a certificate of approval (COA) for the conduct of aircraft maintenance engineer licence training and examination.

Why this publication was written

This CAAP provides guidance to applicants on:

- the methods of applying to obtain or change the training and examination certificate of approval; and
- acceptable procedures for holders of examination certificates of approval to maintain their certificates.

Status of this CAAP

CAAP 30-5(1) covers the approval of training organisations who wish to conduct training and examinations that would qualify personnel seeking to satisfy CASA’s aircraft maintenance engineer licence specific type examination requirements.

For further information

For application and policy advice contact CASA’s Maintenance Personnel Licencing Section.

Email: ame.licensing@casa.gov.au; Phone: 1300 737 032 (CASA Licensing and Registration Centre – CLARC); International phone: +61 2 6217 1449; Fax: 02 6217 1401

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General

Under regulation 30 of CAR, any person may apply to CASA for a COA to conduct aircraft maintenance engineer training and examinations.

The regulation sets out the requirements in relation to an application for the grant of a COA and regulation 30A of CAR sets out requirements for change(s) to a COA. The regulations also provide standards for ongoing compliance and the requirements a COA holder must maintain to retain the certificate and associated privileges.

This CAAP sets out the criteria CASA would expect an applicant to meet prior to being granted a COA. To meet the criteria the applicant needs procedures, training packages, facilities and staff necessary to provide aircraft maintenance engineering training that meets CASA requirements.

Note: Compliance with the requirements of regulation 30 of CAR does not remove the responsibility of the applicant from complying with other commonwealth, state, territory or local government regulations.

Definitions used in this CAAP

Analysis means a determination of the validity of an examination question or examination with respect to technical accuracy, expression and applicability to the syllabus.

CAR 30 Training Organisation is the holder of a CASA issued COA to train and conduct examinations for those candidates who require examination to satisfy paragraph 31(4)(e) of CAR.

Examination means a compilation of questions extracted from an acceptable library of questions designed to test the knowledge of candidates of subject material specified in CASA's current syllabi of examination.

Examiner Authority means an aircraft maintenance engineer (AME) examiner authority granted under the provisions of CAO 100.26.

Subject Examination means a discrete section of an examination part compiled to examine a candidate's knowledge of that subject.

Training Package means all those items of equipment, training aids, study materials, syllabi, training programs, examination library and evidence of instructor training relating to a particular Aircraft Maintenance Engineer (AME) examination.

How to obtain a training and examination certificate of approval

APPLICATION PHASE

CAR30 Maintenance Training and Examination Approvals (for aircraft type training)

When applying for, or change(s) to a CAR30 COA the applicant should complete CASA Form 091 “Application for Grant, Re-Issue or Change of a CAR30 Certificate of Approval for Training of Maintenance Personnel and/or the Conduct of Relevant Examinations”. Please complete Form 091 and send/email to the MPL address provided below:
<http://casa.gov.au/manuals/regulate/ame/form091.pdf>

Dual CAR30 and CAO 100.66 Recognised Organisation (RO) Approvals

If both a CAR30 COA and CAO 100.66 Recognised Organisation (RO) approval are required, then CASA Form 466 can be used to apply for both approvals. Please complete Form 466 and send/email to the MPL address provided below. Form 466 is available at the website
<http://casa.gov.au/manuals/regulate/ame/form466.pdf>.

Maintenance Personnel Licencing GPO Box 2005 Canberra ACT 2601	Phone:	
	Australia	1300 737 032
	Overseas	+61 2 6217 1449
	Facsimile:	
ame.licensing@casa.gov.au	Australia	(02) 6217-1401
	Overseas	(+61) 2 6217-1401

The requirements and detail relating to the RO application can be found within CAO 100.66; AAC 9-66 and the AAC Information Bulletin No 5. The RO information, requirements and detail include the CASA example of a recognised organisation exposition and can be found at the CASA website www.casa.gov.au – Changing the Rules. If a dual application is being submitted then only the RO requirements need to be considered by the applicant ie no further consideration of CAAP 30-5 guidance.

CASA’s MPL Section will process the COA/RO application to conduct the training and examination of aircraft maintenance engineers. Once a training organisation has been issued a COA/RO, it may want to vary its courses or introduce new courses. Such variations should be sent to the MPL Section.

To assist CASA assess the application and to ensure that the certificate is issued to a legal entity, the application should include the following information and supporting documents, as applicable:

- The organisation's details.
- Evidence of the legal entity (corporation or individual).
- Australian Corporation Number (ACN).
- Evidence of legally registered trading name, if intended to be used.
- Aviation Reference Number (ARN).
- A registered business address.

Note: CASA will not accept applications from business names that are not recognised as a legal entity.

- Formal identification where the applicant is an individual.
- A statement of the activities to be covered by the certificate.
- Details of any other permanent locations away from the main facility.
- A statement detailing the number of appropriately qualified and experienced employed personnel (see CAO 100.26 for Aircraft Maintenance Engineer Examination Authority Administration and Procedures).
- Evidence of relevant qualifications and experience of employees.
- A description of the organisational structure, specifically indicating responsible person(s) for each of the activities sought.
- A layout and description of facilities at each location, including documentary evidence of ownership, lease, rental or acceptable arrangement of premises/property or special equipment details.
- A documented system of quality control in accordance with subregulation 30(2D) of CAR.

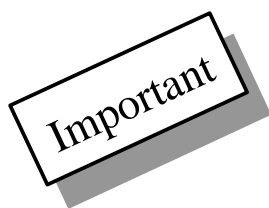
Note: Australian Standards ISO 9000 to ISO 9004 provide guidance for the content of a system of quality control.

- A list of pertinent airworthiness data and evidence of amendment arrangements.

Note: Web addresses (URL) for airworthiness data are acceptable.

- Written evidence of any sharing arrangements e.g. arrangements for shared facilities/access to data.

As part of this process a pre-application meeting may be conducted between the applicant and CASA staff to discuss the application.



A fee will be charged for issue or variation to a COA. The fee is calculated on a cost recovery basis. An estimate of the chargeable fee will be provided to the applicant at the pre-assessment meeting or post application by CASA's MPL Section.

DOCUMENTATION REVIEW PHASE

In this phase CASA will assess the documents submitted by the applicant. The requirements of an applicant's supporting documents (including course materials) and procedures manual are detailed in the following appendices to this CAAP:

Appendix 1:	Personnel Requirements
Appendix 2:	Organisation's System of Quality Control/Procedures Manual
Appendix 3:	Course Approval
Appendix 4:	Contracting

INSPECTION PHASE

CASA may visit the applicant at the applicant's premises. The visit(s) will assist CASA in determining the applicant's suitability to be granted a COA, be re-issued a COA, or make a change to an existing COA. Standards for facilities are specified in Appendix 5 - Premises and Facilities.

During these visits CASA will verify the information contained in the application and the supporting documents. Verification will include, but not be limited to checking:

- that the applicant's documented system of quality control procedures is in place, is effective and is suitable;
- the applicant employs sufficient qualified personnel to plan, perform, and supervise the training and examinations to be delivered;
- the applicant's premises are of a suitable size, construction and layout to permit the training and examination activities for which the approval is being sought;
- the applicant has an adequate (or access to a) technical library that provides manufacturer's and regulatory data necessary to conduct examination and training functions. It is also necessary that the applicant provides a library amendment service;

- the applicant's procedures are in place to provide initial and as required, refresher/continuation training for employees;
- the applicant has the procedures in place to control any sub-contracted activities.

CERTIFICATION PHASE

Issue of the COA is subject to a fee being paid. If CASA is satisfied that the applicant's organisation meets the requirements of regulation 30 of CAR and has the ability to carry out the training and examination activities in a satisfactory manner, a COA will be issued.

Note: An initial issue of a COA may be subject to a calendar limitation.

Continued validity of approval

CASA will subsequently confirm, by means of scheduled and special purpose audits and inspections, that the organisation complies with both its documented procedures and regulatory requirements. Frequency and depth of these audits will vary, depending on:

- complaints or advice;
- performance of the organisation as measured by the audit program; and
- stability (including financial stability) of the organisation or any significant change(s) to its personnel or activities.

Unless surrendered, superseded, suspended, revoked or expired, the continued validity of the COA is dependent upon the training and examination organisation remaining in compliance with the regulatory requirements.

Privileges of the certificate of approval holder

A certificate holder can only carry out the tasks permitted by the COA and in accordance with the holder's documented procedures unless a variation application has been received and approval granted by CASA.

Changes to the approved training and examination organisation

The holder of a Training and Examination COA must notify CASA (in writing) within 14 days of any of the following changes to enable CASA to determine continued regulation 30 compliance and to amend the certificate, if:

- there is a change, or a proposed change to the:
 - holder’s identity;
 - holder’s location or place of business where activities relating to the certificate are carried out;
 - holder’s registered office address; and
 - postal address to which correspondence may be sent.
- the Training and Examination, COA holder permanently ceases to engage in any or all of the activities for which the certificate of approval was granted; and
- the Training and Examination, COA holder is unable, for any reason, to carry out the activities for which the COA was granted.

CASA may prescribe the conditions under which the Training and Examination, COA holder’s organisation may operate during such changes, unless CASA determines that the approval should be suspended, cancelled or varied.

LIST OF APPENDICES TO THIS CAAP

Appendix 1:	Personnel Requirements
Appendix 2:	Organisation's System of Quality Control/Procedures Manual
Appendix 3:	Course Approval
Appendix 4:	Contractors
Appendix 5:	Premises and Facilities

APPENDIX 1**PERSONNEL REQUIREMENTS****INTRODUCTION**

Qualified management and technical personnel are essential to ensure effective control within the organisation and to maintain quality control and safety.

Employees

The holder of the COA will have overall responsibility for the organisation. However, he/she may appoint (in writing) suitably qualified and experienced employees to control various functions of the organisation. Employees may have multiple responsibilities but the responsibilities must not be in conflict with each other.

The titles and responsibilities of employees (or personnel working under an arrangement with the COA holder) appointed to control the activities of the certificate would vary from organisation to organisation depending on the size and scope of its activities. Irrespective of the title used or the number of persons appointed, the activities in the following areas should be allocated to a controlling employee, appropriate to the organisation, including responsibility for:

- the monitoring and auditing of the organisation's compliance with regulatory requirements and its documented procedures;
- ensuring the adequacy of documented procedures in meeting regulatory requirements and in reflecting the scope of the certificate;
- ensuring that corrective actions, in respect of any deficiencies revealed by compliance with the above paragraphs, are carried out;
- applying for any exemption required and for ensuring compliance with any conditions which apply to any such exemption;
- implementing quality management and for ensuring that any corrective action resulting from any audit activity is conducted, in a timely manner;
- authorising staff for specific functions;
- ensuring personnel meet the initial and ongoing training and qualification criteria defined in the regulatory requirements and the organisations documented procedures.
- ensuring that all required data is available and accessible to enable staff to carry out their tasks;
- ensuring that all required training and examination records are kept in a manner acceptable to CASA, and that the records are retained for the required periods; and
- all liaison with CASA, including responses for any discrepancies found during surveillance/audit.

STAFFING LEVEL

An organisation must show that it has sufficient qualified staff to complete all its planned training and examination activities. One method of achieving this would be to use a labour-hour plan to illustrate there are sufficient and adequately qualified staff. Labour hours dedicated to the quality assurance function must also be considered when assessing staffing requirements.

The applicant should have sufficient qualified personnel and supervisory/controller staff for the training related activities at each location.

If appropriately qualified contract staff are utilised, evidence of the arrangements by which the contractor will provide the services and maintain their currency, should be evident.

TRAINING FOR TEACHING STAFF

Under subregulation 30(4)(d)(i), an organisation must have procedures for assessing the competency of employed instructors. These procedures should include the levels of basic training, the qualification(s) required and experience necessary to accomplish the various tasks. All instructors are expected to have been trained and demonstrated competence in instructional techniques.

Note: Appropriately qualified instructors must directly supervise unqualified instructors.

Continuation training should include instruction on new aircraft types, equipment (relevant to duties) or changes to the organisation's procedures as detailed in the manual.

CASA recommends that the organisation establish procedures to assess personnel for fitness to perform their duties. The procedures would include consideration of visual acuity, fatigue, alcohol and drug dependency, as appropriate.

Note: For further information and guidance in this area refer to the latest Commonwealth, States, Territory or Local Government legislation.

APPENDIX 2**ORGANISATION'S SYSTEM OF QUALITY CONTROL/PROCEDURES MANUAL****General**

The guidance in this Appendix is intended to cover organisations of different size and complexity. An organisation, to achieve the system of quality control specified by regulation 30(2)(b)(iv) can choose to use a procedures manual but the guidance provided by this CAAP is also applicable to a system of quality control.

The applicant for a COA is required to produce a documented system of quality control/procedures manual acceptable to CASA. The manual should contain the organisation's quality control procedures to ensure compliance with the regulations. If contained within a manual, the organisation may include any additional information in respect to the organisation's training activities. The procedures manual or the documented procedures recommended by this CAAP, need to cover the specified areas mentioned in the regulations that are appropriate to the organisation.

Provided the documented procedures or the procedures manual are identified as that required by the regulations, the procedures manual or documented procedures may be titled as the certificate holder desires.

The training and examination organisation is to ensure that all staff are made aware of the manual contents and have access to those parts of the manual or documented procedures, including the latest amendments appropriate to that person's responsibilities or needs. A copy of the documented procedures, or the appropriate parts of the procedures manual, is to be provided for each location, unless alternative arrangements have received CASA endorsement.

The organisation's quality control system or procedures manual should provide a general description of the activities training covered by the COA and describe how the activities included in the CASA approval, are managed.

Procedures Manual

Where a procedures manual is developed the manual should also identify the:

- manual title;
- name of the organisation;
- COA number;
- physical address of the organisation;
- manual control number; and
- holder of the copy of the manual.

The recommended manual sections are:

- Management Section.
- Training and Examination Procedures Section.
- Quality Management System Section.
- Appendices Section.

MANAGEMENT SECTION OF THE PROCEDURES MANUAL

A description of each subsection is provided below:

Corporate Commitment - the name and address of the training organisation and its responsibilities as an approved training school.

Management Personnel - should describe the personnel structure of the organisation and the related duties and responsibilities of the management and key supervisory personnel.

Duties and Responsibilities of Management Personnel - will include the details of all personnel appointed by the applicant or the certificate holder responsible for all or any of the functions specified in Appendix 2, including internal audit. The applicant or the certificate holder may appoint certain staff to perform or control various functions within the organisation. Details of appointed personnel will be recorded in the register of appointed persons and include the:

- name or position of the appointee;
- date of the appointment;
- contact information of the appointee;
- location of the appointment; and
- appointee's responsibilities.

Where any of the items listed above are held in other records there need only be a reference to those records contained in the manual.

Management Organisation Chart

A chart showing details of the following is recommended:

- the management structure of the organisation;
- the title of all personnel and if appropriate, details and an explanation of the chain of responsibility; and
- the separation between training and examination and the quality assurance departments

List of Instructional and Examination Staff

The procedures for controlling and designating the organisation's authorised persons will include the:

- scope and limitations on their authorisation;
- method of notifying each authorised person of the scope of their authorisation;
- minimum experience, training and competency requirements for the authorised persons;
- method of recording experience and the training of authorised persons; and
- the method of identifying each authorised person by:
 - the name of each person;
 - their authorisation number;
 - the type of examination authority held;
 - their examination authority number;
 - the privileges and limitations of each authorisation; and
 - a procedure for ensuring the duties and responsibilities of personnel are taken over by others in their absence.

List of Locations

The address of the main location and each additional location (if any), including a plan of the training examination rooms, complete with dimensions.

List of Courses

The list of all regulation 30 approved courses.

Procedures for amending the manual. The sub section is required to control the original issue of the manual and subsequent revisions to the procedures to ensure that those who receive a manual also receive copies of revisions. Affiliated with the amendment procedure other processes to control the content could include:

- **Table of Contents.** This part should show each subject and its specific location within the manual. A page numbering system for the manual is recommended e.g. page 7-100 for page 7 out of 100 pages;
- **List of Effective Pages.** This list is used to control the revision of each page and each page will be listed with the original or current revision date, as appropriate. The list of effective pages will be updated at each revision;
- **Record of Revision Page.** This page should be used to record each revision when placed in the manual. It should have provision for recording the revision number, date inserted, and person making the revision; and
- **Revision Procedures.** Procedures for amending the manual could include the following:
 - submitting to CASA for review, all those revisions to parts of the manual requiring acceptance, prior to distribution;
 - distributing revisions, including identification of the person responsible for distribution, and the steps taken to ensure each manual holder receives each revision;
 - the identification of each revision in the text of the affected page. This may be a vertical bar or other methods including, use of vertical dark lines to identify amended areas or issue number and/or A/L number on each page; and
 - maintaining a distribution list for the manual that can be controlled by name and/or position.

TRAINING AND EXAMINATION PROCEDURES SECTION OF THE PROCEDURES MANUAL

- **Course Organisation.** The procedures used to control:
 - designing courses (including determining prerequisites for entry to each course);
 - developing course plans (including the hours of training for each subject);
 - gaining CASA's approval to deliver courses developed; and
 - ensuring that the content of courses (based on current data) is up to date.
- **Preparation of course material.** The procedures used to produce or acquire documents used for training and examination or assessment, include:
 - student learning materials;
 - guides for instructors; and
 - examination papers.
- **Preparation of classroom and equipment.** The procedures used to prepare:
 - the equipment that is used in theory training; and
 - the rooms that are used for theory training.

- **Preparation of workshops, simulated maintenance areas and equipment.** The procedures used to prepare:
 - equipment that is used in practical training; and
 - workshops or other areas that are used for practical training
- **Conduct of basic knowledge and practical training.** The procedures used to administer courses including the policy about student attendance or participation
- **Records of training conducted.** The procedures used to create, maintain and dispose of student records and records of related matters, including records that provide:
 - student attendance or participation;
 - the results of examination or assessment; and
 - the results of any related analysis.
- **Storage of training records.** The procedures used for storing the records.
- **Use of locations other than approved locations.** The procedure used by the training organisation to apply for approval if there is a need to use under special circumstances, premises, other than a location mentioned in the CAO.
- **Organisation of examinations.** The procedures used for preparing examination papers include:
 - a procedure to set the pass mark for examinations at 75%
 - a description of the procedure for the creation and maintenance of the examinations to ensure that the requirement for a 50% change from the two preceding examinations is adhered to (matrix).
- **Security of examination materials.** The procedures used for ensuring the security of examination materials in storage, transit, during preparation, in use during examinations and during the marking and analysis process. The system of security must extend to candidates' personal files/records.
- **Preparation of examination rooms.** The standards that are used for any room used for an examination include:
 - environmental factors; and
 - measures to prevent candidates having wrongful access to information.
- **Conduct of examinations.** The procedures for conducting examinations to cover responsibilities including examination supervision and time limitation monitoring and enforcement. The procedures need to include those procedures used, if the examination or assessment is conducted at a place other than an approved location.
- **Marking and record of examinations.** The procedures that are used to mark examinations and record the results of examinations, include the:
 - criteria used to decide whether candidates have passed the examination;
 - way in which candidates are notified of their results;
 - process for approving all examinations and results;
 - process by which, upon completion of each complete examination, the results (approved by the EA holder) are to be forwarded to CASA, together with an identification (serial number etc.) of the paper used; and
 - acknowledgement to the effect that a candidate who fails an examination by less than 10% is permitted only one re-examination unless further training is undertaken.

- **Storage of examination records.** The procedures relating to the storage of examination records, including:
 - how, and by whom, the records are stored (each candidate's answer papers are retained for a minimum of 5 years from the date of examination);
 - how examination papers are stored to ensure their security; and
 - how and when examination papers are disposed of.
- **Preparation, control and issue of training course records.** The procedures used to prepare and issue documents to students.
- **Storage of course material and equipment.** The procedures used to store and maintain documents or equipment, used for instruction
- **Prevention, investigation and reporting of examination or assessment misconduct.** The procedures to prevent, investigate and report to CASA any examination or assessment misconduct, and the consequences of any such misconduct.
- **Examination validity.** The procedures to conduct examination analysis including:
 - the process by which the validity of all examination questions is determined by an acceptable system of analysis. Questions established by analysis as invalid, are to be deleted prior to mark summation; and
 - a description of the organisation's system of examination analysis. The system of course evaluation should ensure the validity of examination and training material. It is recommended that reviews should occur at intervals not exceeding 24 months or, if the training is held at intervals greater than 24 months, prior to the commencement of that course. Proposed variations to a training syllabus will need to be submitted to CASA for approval.

SYSTEM OF QUALITY CONTROL SECTION OF THE PROCEDURES MANUAL

The system of quality/procedure manual is checked during a regulation 30 approval for inclusion of:

- procedures for the control of sub-contractors;
- procedures for co-ordination with CASA matters governing airworthiness;
- a description of the audit system (internal audit) applying to the system of quality control as required by paragraph 30(2D)(e) and (f);
- a clear definition of the level of quality the organisation intends to achieve;
- a procedure to ensure that audits are conducted by independent personnel;
- a procedure to record the findings and communicate them to management;
- a list of responsible persons for the quality assurance system;
- procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints, and defects are brought into the quality assurance system;
- procedures for management analysis and overview;
- procedures for rectifying any deficiencies which may be found; and
- procedures for documenting the complete review process from the inspection to the satisfactory management review, so that this is available to CASA during a safety audit.

APPENDICES SECTION OF THE PROCEDURES MANUAL

Examples of documents and forms used in the conduct and control of regulation 30 approved training courses and examinations.

APPENDIX 3**COURSE APPROVAL**

Aircraft Engineer Courses approved by CASA. Training courses on aircraft classified Group 20 and engines classified Group 21 (to satisfy CASA's AME licence and rating requirements) must be approved by CASA. The training courses currently approved are theory courses. They include practical consolidation training (PCT) courses and accelerated training courses.

All three forms of training contain a theoretical aspect of training delivery. The main difference between the different forms of approved training is the way in which the candidates subsequently satisfy CASA's practical experience requirements. Theory courses can be combined with a Schedule of Experience, PCT or an approved accelerated training program in order to satisfy the practical experience requirements.

Theory course approval involves a facility visit (see Appendix 5), consideration of the system of the procedures manual/quality manual, the course syllabus, study pack of materials (course notes, training aids etc) and the examination package to ensure that all information and materials required by CASA with the initial application, is provided.

CASA course approval procedures can be reviewed at the CASA website address: <http://www.casa.gov.au/manuals/regulate/ame/024r06.pdf>

Advice relating to approval of overseas and Australian delivered courses can be reviewed at the following CASA website addresses:

- Acceptance of Training Courses Conducted by Overseas Equipment Manufacturers, Operators and Training Organisations http://casa.gov.au/ame/aac_pt9.htm.
- AME Specific Type Training Courses and Examinations Conducted by Approved Australian Operators, Maintenance and Training Organisations http://casa.gov.au/ame/aac_pt9.htm.

Course Materials

The course materials supplied to CASA for assessment need to be based on current data with a scope and depth of the material adequate to cover the privileges of the relevant licence categories. CASA will assess the suitability of the syllabus, course notes, training publications, training aids, schedule of lectures, lecture periods and allocated examination periods relating to the examination subject for which approval is sought. Materials to be supplied include:

- a training program which details the course syllabi, schedule of training, student contact time, entry criteria where applicable and course objectives;
- an example study pack of materials (course notes, training aids, publications), to be supplied to the students including, copies of homework assignments, simulator exercises etc;
- typical attendance records and course certificates;
- applicable entry criteria; and
- the examination bank.

EXAMINATION BANK

The examination bank will be reviewed to ensure that it meets the standards required by the procedures manual and is acceptable to CASA. Guidance on the construction of acceptable multiple choice examination questions can be found at Chapter 5.7.1 of the AME Licensing Procedures Manual which is available at <http://casa.gov.au/manuals/regulate/ame/index.htm>.

Specific points to be considered during review of the examination bank include the following:

- the minimum acceptable library of examination questions will require the number of questions necessary to compile 3 separate examinations;
- no examination, examination part or subject examination contains more than 50% of questions from the preceding two examinations. Changes to examination content are to be distributed throughout the syllabus topic areas;
- at the discretion of the certificate holder, an examination part may be examined by subject examination, provided that all subject examinations are aggregated prior to determination of the result for that examination part; and
- the scope and depth of an examination covers CASA's syllabus for which the examination is given.

APPENDIX 4**CONTRACTING****INTRODUCTION**

This Appendix provides guidance on acceptable means of complying with the regulatory requirements when work is carried out for the Training and Examination, COA holder by a contracted organisation not certificated in accordance with regulation 30 of CAR, for example, when a LAME is subcontracted to deliver training and examinations for the Training and Examination, COA holder. The subcontractor is treated as the equivalent of an employee of the Training and Examination, COA holder. It is the responsibility of the Training and Examination, COA holder to obtain/confirm the existence of necessary documentation for all Examiner Authority/Instructor privileges.

GENERAL CONDITIONS

The following general conditions apply for training contractors:

- When contracted training is carried out, the Training and Examination, COA holder's quality system must include the contractor details for that training. All aspects of the quality system applicable to regular employees are also applicable to the contractor.
- A Training and Examination, COA holder is responsible for all training conducted by its contractors. Where a Training and Examination, COA holder fails to control a contractor, the holder may put at risk part or all of the COA.
- The Training and Examination, COA holder requires procedures acceptable to CASA, to control all contracted activities.

APPENDIX 5**PREMISES AND FACILITIES****INTRODUCTION**

This Appendix has been prepared in general terms, with the aim of providing acceptable standards for premises used for training and examinations. An applicant, who requires further guidance regarding suitability of premises, should consult with CASA.

PREMISES

During the facility visit the Airworthiness Inspector (AWI) will confirm that classrooms:

- for the conduct of training and examinations are available (suited to class sizes and adequate lighting and ventilation);
- in which training and examinations are conducted are, as far as possible, free from disturbance and external noise;
- in which examinations are conducted have any material of assistance removed.
- in which examination are conducted have seating arranged to prevent candidates from being able to read another candidates answer sheet;
- in which an examination is conducted have tables arranged so that the examination supervisor can freely walk around or among the tables;
- in which an examination is conducted have a clock visible to all candidates;
- with the physical system to ensure security of the examination material is adequate;
- with training aids (including computer controlled systems are proposed as a part of a training package or as a stand alone training method), are acceptable for training delivery; and
- where training aids are used, how the aids are proposed to be set up for use in the ‘classroom’.

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