# MOE 3.20 / CAE B.4 / Individual OJT

*Training procedures for on-the-job training 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).*

This procedure is approved for: XXXXXXXXXXXXXX with the approval number AT.(145/CAO).YYY

## 1. General

The OJT shall take place on a particular aircraft in a real workplace environment and shall comply with EASA regulation (EU) 1321/2014 Annex III Appendix III 6.

Before starting the OJT the task list and programme shall be accepted by the competent authority Austro Control GmbH which issues the aircraft maintenance licence.

The OJT shall be started and completed within 3 years preceding the application for the first type rating endorsement. At least 50% of the OJT tasks shall take place after the related aircraft theoretical type training has been completed.

## 2. Prerequisites

2.1 Applicant prerequisites

The applicant shall have:

* a category A, B or L5 licence or,
* finished the theoretical type training and cumulated at least 50% of the basic experience requirement (66.A.30) in the licence category for which the OJT shall be started.

2.2 Mentor prerequisites

The mentors shall:

* hold a valid EASA AML or a fully compliant ICAO Annex I AML in accordance with Appendix IV to Annex II which is acceptable to the competent authority for at least one year in the same category for which the OJT is being mentored with the type rating on the related aircraft.
* have the necessary release and or sign-off privileges in the maintenance organisation where the OJT is performed.
* have experience in training other people. This experience could be demonstrated as:
	+ Apprenticeship instructor
	+ Part-147 instructor
	+ Part-145 Continuation trainer
	+ Acting as a Mentor under supervision of a nominated Mentor
* having received a train the trainer course or
	+ other comparable national qualification or
	+ equivalent training acceptable to the competent authority
* be designated as Mentor by XXXXXXXXXXXXXX.

2.3 Assessor prerequisites

The assessors shall:

* hold a valid EASA AML or a fully compliant ICAO Annex I AML in accordance with Appendix IV to Annex II which is acceptable to the competent authority for at least three years in the same category for which the OJT is being assessed with the same or similar type rating endorsed.
* have experience and/or have received training in assessing others. This experience could be demonstrated as:
	+ Apprenticeship instructor
	+ Part-147 examiner
	+ Acting as an Assessor under supervision of a nominated Assessor
* having received a train the trainer course or
	+ other comparable national qualification or
	+ equivalent training acceptable to the competent authority
* have not been involved as a mentor of the applicant in the OJT except if an independent observer is present during the assessment
* be designated as Assessor by XXXXXXXXXXXXXX.

2.4 Independent observer prerequisites

The independent observers shall:

* not have taken part in the OJT performance
* be selected by the OJT organisation performing the assessment
* be maintenance personnel with an adequate understanding of the OJT procedures.

## 3. OJT content and logbook

The OJT shall be documented in a logbook reporting the following:

* Name of applicant
* Date of birth of the applicant
* Approved maintenance organisation(s) where the OJT is carried out
* Aircraft rating and licence categories applied for
* Name of mentors including the licence number
* List of tasks including:
	+ task description
	+ reference to job card/ work order/ tech log, …
	+ location of task completion
	+ identification of group tasks
	+ date of task completion
	+ aircraft registration(s)
* A signed recommendation of the mentor(s) for the successive final assessment of the applicant.

The OJT task list shall include a series of activities and tasks representative of the aircraft type rating, systems and licence category applied for and may cover more than one licence category. If the aircraft manufacturer has defined the OJT tasks during the type certification via the operational suitability data (OSD), those tasks shall be selected. If no such data exists, the task list in Appendix II to the AMC to Part-66 serves as the basis to develop an OJT programme.

The minimum list of tasks shall be selected from the Appendix II to the AMC to Part-66 according to the following procedures and criteria:

* Filter the ATA chapters (or sub-chapters, when required) applicable to the specific aircraft type
* Identify relevant and significant tasks for the following categories:
	+ Inspections (INS)
	+ Functional or operational test (FOT)
	+ Service ground handling (SGH)
	+ Removal or installation (R/I)
	+ Minimum equipment list (MEL)
	+ Troubleshooting (TS)

The selection of tasks shall give precedence to tasks which are critical and complex in terms of:

* difficulty to execute
* interpretation of the maintenance procedures / work instructions
* specific tools and equipment
* coordination among maintenance staff (teamwork)
* human factors (accessibility, human–machine interface (HMI), etc.)
* safety impact on the aircraft and the crew.

3.1 Difference OJT

When an existing licence is changed to include an additional category with a type rating, a different OJT from the category held to the new one is permissible. In those cases, only tasks corresponding to the differences between the two categories need to be performed. These tasks shall be clearly identified.

## 4. Performance of the OJT

The OJT shall be conducted at one or more maintenance organisations appropriately approved for the maintenance of that aircraft type.

If the OJT is split in several parts and carried out at different approved maintenance organisations, the approved maintenance organisation XXXXXXXXXXXXXX at which the final assessment is carried out shall control and coordinate the OJT activities and have the responsibility for the entire OJT programme including the designation of all mentors and the assessor.

Therefore it is essential, that the XXXXXXXXXXXXXX ensures, that the subcontracted parts of the OJT can be carried out at the organisation in question and that the mentors fulfil the required prerequisites. Access shall be granted to the compliance monitoring department and the competent authority related to OJT activities.

A schedule which indicates the list of tasks to be performed under supervision shall be provided to the applicant.

The applicant shall undergo the OJT under the mentorship of a qualified mentor or mentors, on a one-to-one supervision basis, during which the mentor(s) verify the technical knowledge, the skills and responsibilities of a typical certifying staff (i.a.w. AMC1 to Appendix III OJT Section 6).

During the OJT, the mentors shall transmit knowledge and experience to the applicant, providing the necessary advice, support and guidance.

Tasks which are usually performed with more than one person may be performed by more than one applicant under the supervision of one mentor. The mentor is limited to oversee three applicants at the same time. Those tasks shall be marked in the task list as group tasks.

If there are similar tasks between ATA systems (e.g. pneumatic valves in ATA 21, 30 and 36) credits may be given. However, this shall be kept to a minimum.

Some tasks may be performed on another aircraft type as long as both the system and the task are similar in terms of design architecture, technology and functionality. This can be the case for tasks performed on engines or landing gear of aircraft of the same manufacturer. In this case the related tasks shall be clearly identified and recorded in the task list.

During the day-to-day OJT performance the aim of the supervision is for mentors to oversee the whole process including:

* task completion
* use of manuals
* adherence to procedures
* observance of safety measures
* warnings, cautions and recommendations
* demonstration of appropriate behaviour in the maintenance environment.

The mentor shall personally observe the work being performed to ensure its safe completion and shall be readily available for consultation if needed during the OJT.

The following environment is acceptable to perform the OJT tasks:

* on airworthy in service aircraft
* on non-airworthy aircraft if the functionality of systems allows the performance of the task without deviation from the maintenance instructions.
* at the workshop for some system components. This shall be limited to specific tasks which may not occur often in maintenance of operational aircraft.
* partly on aircraft not subject to the basic regulation (EU) 2018/1139 provided that the maintenance is subject to the same procedures and manuals.
* on MSTDs and MTDs. The use of them shall be restricted to a minimum.

For training of the release to service procedure following the completion of a specific task chosen by the mentor, the applicant shall prepare a document with simulated release to service which has to be marked as “for training purposes only”. Once the task including the simulated release to service has been performed to the satisfaction of the mentor, the task shall be signed off by the applicant. The mentor shall verify and countersign off the task in the logbook.

In case of group tasks all applicants shall be noted on the work order. A physical or electronic copy of the document with the simulated release shall be added to the task list.

As the applicant is not qualified to sign and release the maintenance task on the aircraft it’s the task of the mentor to do so.

At the end of the OJT a compliance report shall be made which verifies and documents the correct and complete performance and the recommendation of the mentor(s) for the following final assessment. The mentor(s) may deny a recommendation if the applicant has not demonstrated the knowledge skills behaviour and or ethics required from certifying staff.

## 5. Final assessment

5.1. Prerequisite for the final assessment

The final assessment of the applicant may only be performed once the OJT logbook has been completed and the mentor(s) have signed the related recommendation.

The designated assessor conducting the final assessment shall notify the date of the assessment via the email address wartungslizenzen@austrocontrol.at to the licensing authority at least four weeks in advance.

The final assessment shall have a minimum duration of one working day and shall consist of a theoretical and practical part.

The aim of the assessment is to sample:

* The general technical knowledge
* The aircraft type specific knowledge and skills
* The understanding of the licence privileges to the aircraft
* The appropriate behaviour and safety attitude of the applicant in relation to the maintenance environment.

If an independent observer is required for the OJT, they shall be selected by XXXXXXXXXXXXXX among the maintenance personnel that have not taken part in the OJT performance but do have an adequate understanding of the OJT procedures.

The aircraft type on which the OJT is performed needs to be available for the final assessment together with access to the required maintenance data, equipment and tools. A training aircraft may be acceptable.

5.2. Performance of the final assessment

The assessment shall be recorded in a report containing the following information:

* Identification data of the applicant
* Identification data of the assessor(s)
* Date and time frame of the assessment
* Content of the assessment
* Result of the assessment (Passed/ Failed)
* Signature of the applicant, the assessor(s) and if applicable the independent observer(s)

The theoretical part comprises the regulatory framework, safety procedures, knowledge of aircraft and its systems, maintenance procedures and other typical certifying staff activities such as:

* The review and acceptance of work orders
* Shift handover procedures and team coordination
* Communication and interaction with the flight crew
* Dispatch with unserviceable items
* Clear aircraft logbook entries and reporting notes
* Check before release to service.

The practical part shall include maintenance tasks on the aircraft. The assessor may decide to simulate some aspects of the maintenance tasks.

The practical skills shall be assessed on the aircraft in question while the assessment of knowledge may be performed either on the aircraft or in theory.

A failed assessment may be retaken after 3 months or, if additional training has been received and a new recommendation by the mentors has been made, earlier than 3 months if agreed by the assessor(s). After three failed attempts, the complete OJT shall be repeated.

## 6. OJT changes

Changes require prior acceptance by the competent authority.

For any additional type rating/category combination the relevant documents (eg OJT Task list, List of mentors and assessor etc) shall be prepared and internally validated before they are sent to the competent authority for acceptance.

Following changes may not need prior acceptance from the competent authority, however all changed documents have to be submitted to the competent authority:

* List of mentors and assessors
* OJT tasks in the OJT Logbook as long as the total number of tasks and task categories per ATA chapters is not reduced.
* Distribution of OJT tasks between several maintenance organisations if this possibility is defined in OJT process

## 7. OJT documentation and records

The satisfactory accomplishment of the OJT shall be attested to the applicant with the final assessment report and the OJT logbook.

The OJT documentation shall be provided to the licensing authority Austro Control GmbH to support the application for the issue or change of the licence.

Records of the OJT documentation shall be kept by XXXXXXXXXXXXXX and shall be kept for as long as the person works for the organisation, and shall be retained for at least 3 years after the person has left the organisation.