

STATE OF LIBYA
GOVERNMENT OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
الحكومة الليبية
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Advisory Circular – LYCAA/AC-PEL 013

MAINTENANCE TRAINING ORGANIZATIONS

**GUIDANCE AND PROCEDURES FOR THE ISSUANCE OR VARY OF
LYCAR.147 APPROVED**

MAINTENANCE TRAINING ORGANIZATIONS CERTIFICATES

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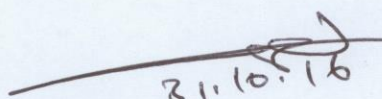

31.10.16
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Director General



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1. INTRODUCTION

Maintenance Training Organization is an organization staffed, equipped and operated in a suitable environment offering aircraft maintenance training.

2. PURPOSE

This AC provides guidance and information to those organizations who propose to apply for approval to conduct training programs for aircraft maintenance personnel. Existing training organizations who wish to add a new type of training program to their schedule of approval should follow the same general process. Approved maintenance training organizations based outside Libya should also follow the same procedure when applying for LYCAA approval.

3. STATUS OF THIS AC

This AC will remain current until withdrawn or superseded. This AC is intended to elaborate the requirements and procedures for application to the LYCAA for granting Maintenance Training Organization approval in accordance to LYCAR.147. In case of any conflict of information between this AC and LYCARs, LYCARs will take priority.

4. APPLICABILITY

This guidance and policy material applies to all Libyan and Foreign organizations who seek LYCAA approval to set up a new Maintenance Training Organization to conduct any type of aviation maintenance training. It also applies to foreign training organizations that are seeking LYCAA approval. Libyan maintenance organizations and/or airlines that have been conducting trainings under the scope of their other LYCAA approvals should also apply for standalone LYCAR.147 approval following the procedure in this AC.

5. POLICY

- (a) According to the Libyan Civil Aviation Law No. 06 of 2005, Article 78, and relevant regulation requirements, no entity is permitted to conduct any Aviation Training activities without authority granted by the LYCAA.
- (b) The initial issue of an Approval Certificate in respect of an organization who proposes to conduct any type of aviation related training must be authorized by the Director General of Civil Aviation Authority.
- (c) The proposed training activities to be conducted must be clearly defined.

(d) A new application for LYCAA Maintenance Training Organization Approval shall be made in accordance LYCAR.147 by using (LYCAA Form.147-12). This Application form shall be sent directly to LYCAA.

6. REFERENCES

- Libyan Civil Aviation Law.
- Libyan Civil Aviation Regulations

7. OVERVIEW

The initial issue of the Certificate of Approval will takes place in five distinct phases.

- (a) Pre-application Phase
- (b) Formal application Phase
- (c) Document evaluation Phase
- (d) Inspection and facility audits. Phase
- (e) Certification Phase

Foreign organizations that hold an approvals from aviation authorities of other ICAO contracting member states and Libyan maintenance organizations and/or airlines that have been conducting trainings under the scope of their other LYCAA approvals do not have to go through the pre-application phase, and will be required to start the application from phase (b), i.e. Formal application onwards.

8. Initial Issue of Maintenance Training Organization Approval

The following procedure is intended to ensure that LYCAA carries out the approval process in a consistent and standard manner ensuring that the process is in accordance with the LYCAA regulations and related AMC & GM.

8.1 Application

Organizations seeking Maintenance Training Organization approval shall apply to LYCAA by using (LYCAA Form.147-12).

8.2 Approval Procedure

For the purpose of LYCAR.147 scope of approval recommendation, (LYCAA Form.147-22) will be used to verify compliance as follows:

Part 1: General, summary

Part 2: Compliance audit review

Part 3: MTOE compliance review

Part 4: Findings status

Part 5: Approval recommendation

8.3 Approval Process

- Using (LYCAA Form.147-22);
- Exposition Review;
- Verification of compliance;
- Audit findings recorded and confirmed in writing;
- All findings closed before issue of approval;
- Record closure date and reference;
- Approval reference number: (147/XXXX);
- Approval Certificate (LYCAA Form 147-11).

[Schedule of approval (must match to MTOE)]

8.4 LYCAA Auditing

- Meeting with applicant
- Appointment of audit team
- Sampling of trainings/examinations
 - Minimum 1 basic and 1 type training/examination
 - Minimum 3 hours per training
 - Other locations (as appropriate)
- Accompanied by Quality Manager
- Debrief of findings at the end of audit
- Reporting on (LYCAA Form.147-22)
- Organization's Question Databank:
 - During the approval a sample of questions (basic and type training) should be assessed by LYCAA.
 - Content, level and understanding, numbers of questions used and also frequency of usage – change process, usage of same questions etc.
 - Basic Training: MCQ and essay check against Appendix I and II of LYCAR.66
 - Type Training: MCQ check against Appendix III of Part-66

8.5 Procedure for approval and changes to the approval

(a) Upon receipt of an application, LYCAA shall:

1. review the maintenance training organization exposition; and
2. verify the organization's compliance with the requirement of LYCAR.147.

(b) All findings identified shall be recorded and confirmed in writing to the applicant.

(c) All findings shall be closed in accordance with (LYCAR.147.A.160) before the approval is issued.

(d) The reference number shall be included on the approval certificate in a manner specified by LYCAA.

8.5.1 Pre-application Phase

Once an applicant's letter of intent has been submitted to LYCAA, the latter will schedule a pre-application meeting. This meeting will take place at LYCAA's premises and the applicant will be given «MTO Application Package Documents» which includes the following:

- Application Form (LYCAA Form.147-12)
- LYCAR.147 Conformance Document
- Management Personnel Acceptance Form (LYCAA Form.147-04)
- A list of the required Manuals/Documents for submission.

A briefing is also given to the applicant during this meeting on the MTO certification process, applicable regulation, including guidance on the completion of the application form and conformance document.

Director of flight safety, or his delegate, is the person responsible to conduct and offer guidance at this pre-application meeting. The applicant should be represented (at a minimum), by the Accountable Manager, Quality Manager and Training Manager. It should also be explained to the applicant at this time the need for an appropriate person designated as the focal point for the company during the MTO certification process.

One of the functions of this person will be to assure that all the findings issued by the LYCAA are directed to, and properly addressed by the appropriate personnel within the company.

It will be much more efficient for the certification team to track the status of findings and

comments through this person rather than several persons responsible for specific areas.

Another function of this company coordinator will be to arrange the on-site visits and ensure that the appropriate company personnel will be present and available.

The following documents/guidance lists will be given:

- LYCAA Application (LYCAA Form.147-12).
- (LYCAA Form.147-04).
- LYCAR.147 Conformance Document.

During any meeting with the applicant minutes of meetings should be kept and recorded to the relevant files.

During this meeting the following should be accomplished:

- specification of the regulation(s) and the applicable procedures.
- clarification of the requirements bound in the MTOE.
- clarification of the associated requirements (data, tool, training material, staff).
- determine if the applicant's business activities justify the grant of MTO Approval.
- Appointment a date for the Application & Application Meeting.

8.5.2 Formal application Phase

(a) Application & Application meeting

For the initial issue of LYCAR.147 MTO Certificate, the applicant must submit the completed (LYCAA Form.147-12) and (LYCAA Form.147-04).

Upon receipt of the application documentation, and prior to the Application Meeting, a "Certification Team" is assigned to oversee the MTO certification process of the applicant by Flight Safety Directorate. In any case, the knowledge, experience and background of the persons assigned will be considered in the appointment of the team and matched to the complexity of the MTO activity.

In order for the Application to be considered officially submitted, the above LYCAA Forms must be submitted along with all required Manuals/Documentation as described in detail in paragraph (b).

If complete, the application will be attempted to be processed within 90 days. The 90 day period will not commence until all the documentation has been submitted.

The quality of the documentation submitted will also have an effect on the 90 day period.

The Application Meeting, which officially starts the MTO certification process, should not be held unless it is assured that all the documents required with the application will be completed and ready to be officially submitted at least three days prior to the Application Meeting.

The Application Meeting should be cancelled and rescheduled if the application documentation is not complete as stated.

The Application Meeting is only held if the appropriate personnel, as mentioned above, are present.

The main objectives of the Application Meeting are to:

- Introduction of the Organization's Management personnel to the LYCAA Certification Team.
- Assurance that the applicant's maintenance team understands the MTO certification process.
- Answering any questions the Applicant may have.
- Distribution of the documents/manuals to the appropriate maintenance members of the Certification Team.
- Discussion and agreement of the target dates for the various phases outlined in the Certification Schedule.

(b) Submission of Required Manual(s)/Documentation

According to (LYCAR.147.A.140 and AMC 147.A.140). The potential MTO Organization's management personnel should submit the following:

- Completed (LYCAA Form.147-12);
- Completed (LYCAA Form.147-04);
- Maintenance Training Organization Exposition (MTOE). (*Ref. Appendix I AMC 147.A.140*)
- LYCAR.147 Conformance Document

(c) Management personnel qualification

The qualifications of the Accountable Manager and the other Managers are described in detail as follows:

I. Accountable Manager

The Accountable Manager has to be accepted by LYCAA in written form.

There are no special qualifications required for the acceptance of the Accountable Manager, however he must have only the corporate authority of ensuring that all training commitments can be financed and carried out according to LYCAR.147.

II. Training Manager

The Training Manager could also be the Accountable Manager. The Training Manager must have:

- Knowledge requirements
 - Technical Engineering degree
 - Administrative skills
 - Communication skills
 - Knowledge and understanding of the relevant Aviation Regulations, Libyan Civil Aviation Law (as amended), (LYCAR.147,LYCAR.66, LYCAR.45), and the MTOE procedures.
 - Knowledge of Training Instructional techniques.
 - Knowledge of Aviation techniques.
- Experience requirements
 - 3 years active as trainer in a technical training department

III. Training Quality Manager

The Training Quality Manager must have:

- Knowledge requirements
 - Knowledge and understanding of the relevant Aviation Regulations, Libyan Civil Aviation Law (as amended), (LYCAR.147,LYCAR.66, LYCAR.45), and the MTOE procedures.
 - Administrative/ Communication skills
 - attended an internal audit training.
 - attended a Quality System or Quality Management Training.
- Experience requirements:
 - 2 years experience in a quality function.

IV. Examination Manager

The Examination Manager must have:

- Knowledge requirements:
 - Administrative/ Communication skills
 - Personal integrity.
 - Knowledge and understanding of the relevant Aviation Regulations and MTOE procedures.
 - Knowledge of Aviation techniques.
- Experience requirements:
 - 2 years experience in performing examinations.

V. Examiners/Instructors/Assessors

The examiner/instructor/assessor must have:

- General Knowledge requirements for Examiners/Instructors/Assessors:
 - Communication skills.
 - Personal integrity.
 - Knowledge and understanding of the relevant Aviation Regulations and MTOE Procedures.
 - Knowledge of Aviation techniques.
 - Continuation Training according to Part-147 Paragraph LYCAR.147.A.105 (h).
- Additional Experience requirements for Examiners:
 - Performing of three examinations under the supervision of the examination manager.
- Additional Knowledge requirements for Instructors:
 - Knowledge in instructional techniques.
 - Knowledge in the subject to be trained.
- Additional Knowledge Requirements for Practical Assessors:
 - Aircraft Type Training (ATA 104 Level 3) on the A/C Type to be assessed.
 - Three year Aircraft Maintenance Experience.

Note: A (LYCAA Form.147-04).is necessary for the Training Manager, Training Quality Manager, Examination Manager and Examiners.

8.5.3 Document evaluation Phase

- The review of the submitted Manual(s)/Documentation is carried out by the Certification Team to assess LYCAR.147 and the relevant AMC requirements. This is conducted by a general review of documents/manual(s) submitted by the applicant with the application. This review provides the applicant with timely initial feedback and assesses the applicants understanding of the requirements.
- The Certification Team will evaluate Conformance Document. If the Conformance Document needs further work, it should be returned to the MTO together with the comments summary as an attachment to an Audit Finding Form.
- The Certification Team will evaluate the MTO Organization's MTOE in order to establish that it complies with LYCAR.147.A.140. The evaluation will be conducted in conjunction with the Conformance Document to record queries, topics to be checked on audit and unsatisfactory items. If the MTOE needs further work, it should be returned to the MTO together with the comments summary as an attachment to an Audit Finding Form, The MTOE must include the subject headings (as applicable) listed in Appendix I of the AMC 147.A.140 and reflect the preferred procedures.

Exposition approval will be accomplished when all items identified in [(LYCAA Form.147-22) Part 3], have been identified and evaluated as satisfactory.

8.5.4 Inspection and facility audits Phase

(a) On-Site Inspection(s)

For an initial approval application, a statement signed by the Organization's Quality Manager shall always be provided before the audit takes place, confirming that documents, procedures, training/exam material, facilities and personnel subject to the application have been reviewed and audited showing compliance with all applicable requirements.

During the on-site inspection phase the facilities, personnel, training and examinations procedures, instructional equipment of the Maintenance Training Organization are assessed for compliance by using (LYCAA Form.147-22).

Attendance of the Accountable Manager during the start of the audit and opening meeting is requested in this stage.

The purpose of the opening meeting is:

- LYCAA Certification Team Introduction to the MTO's Management.
- Explaining the purpose of the certification procedure - to comply with LYCAA requirements.
- The process to be followed.
- Audit Finding Forms explanation and the Leveling of Findings, all Level 1, 2 & 3 findings must be closed before the approval can be granted for the Initial approval.
- Conducting the Closing Meeting - This will either be a debrief at the end of the on-site audit or a specific meeting set for a few days later when the report has been produced and can be handed to the MTO.

(b) Audit Follow-up

The MTO has to respond to the findings report (if applicable) and resubmits the Audit Finding Form with either the full corrective action described on the form or cross referenced as an attachment.

The Certification Team will evaluate the closures, where necessary, carrying out a follow-up audit and closes the findings, completing also [(LYCAA Form.147-22), Part 4.

(c) Recommendation

Once compliance of the applicant with LYCAR.147 has been established, the Team Leader will recommend to LYCAA MTO approval of the organization. This includes the recommendation for the MTOE approval and the acceptance of management personnel.

For that purpose he will prepare a recommendation package to be reviewed for quality check.

The recommendation package is then forwarded to Flight Safety Director.

(d) Preparation for Issue of the Approval (Part-147)

Once the Certification Team is satisfied that all findings are closed for the applicable items, as described above, they will prepare the Certification folder to be presented to the Flight Safety Director.

The following is a list of the Certification folder contents:

- Completion of the Documentation Check Sheet.
- (LYCAA Form.147-12).
- (LYCAA Form.147-04) and copy of acceptance letter.
- MTOE approval letter and file record.
- [(LYCAA Form.147-22), Parts 1,2,3,4,5].
- Audit Finding Closure documents.
- Draft of letter to MTO forwarding the (LYCAA Form.147-11)

8.5.5 Certification Phase

Following the Quality Check conducted by Team Leader, reviewed and validated by the Flight Safety Director, the LYCAA Director General will sign and stamp the approval certificate and associated letters and pass them back to the Flight Safety Director for processing. The maintenance training organization approval certificate format shall be as detailed in Appendix II of LYCAR.147.

Note 1: *In accordance with LYCAR.147.A.10, a Training Organization shall be an organization or part of an organization registered as a legal entity. For commercial organizations a copy of the current Certificate of Incorporation (certificate of trade registration) shall be provided.*

Note 2: *The intended scope of approval should be detailed as much as possible. It shall mention the class (Basic or Type/Task Training).*

Note 3: *For Basic Training, it is not possible to apply for a few modules only. Only applications for a full Basic Training Course will be considered, even when the organization intends to then subcontract part of the training iaw (147.A.145 (d)).*

9. Time Frame

The normal time frame to process a MTO approval is about 3 months from the allocation to LYCAA Certification Team; however the amount of time taken is largely dependent on the ability of the applicant to produce the documentation required and to rectify any non conformity that may be identified during the certification process. Unless duly justified failure to meet this time frame might lead LYCAA to terminate the application.

10. Continued Validity

The approval certificate will be issued for an unlimited validity. It shall remain valid subject to the organization remaining in compliance with LYCAR.147, and the MTO in accordance with the provisions related to the handling of findings; and LYCAA being granted access to the organization to determine continued compliance with LYCAR.147; and the certificate not being surrendered or revoked.

11. Findings

- Audits covering all subjects in 12 months
- Findings
 - Level 1: three days for rectification
 - Level 2: agreed period, up to 1 months
 - Level 3: agreed period, up to 3 months
- Initial one month notification to Quality Manager
- Subsequent one month notice to Accountable Manager
 - Failure: revocation, suspension or limitation in whole or in part

Note: *For an initial Audit the findings should not be classified as Level 1 or 2 as no action can be taken against the certificate. Unless otherwise agreed by LYCAA, a maximum of two months shall be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings during this two months period could lead the LYCAA to terminate the application.*

12. Revocation, Suspension or Limitation

- Suspension on reasonable grounds for potential safety threat.
- Suspension, revocation or limitation on failure to rectify findings in allocated time.

13. Variation of – MTO Approval

MTO organization, issued an approval in accordance with LYCAR.147 wishing to alter any of the elements listed below, must submit a (LYCAA Form.147-12). or in a type of a letter to LYCAA.

A MTO approval variation application, received from the MTO, is required for any of the following reasons:

- Name or address (location) of the principal place of business of the MTO has changed.
- The organization submits a new application as a matter of urgency stating that only the name of the organization has changed including a copy of the organization exposition with the new name.

On receipt of the application and the organization exposition, LYCAA will reissue the approval certificate.

- Any change(s) to the scope of approval (training / examination approval schedule) of the MTO.
- A change of accountable manager requires the maintenance training organization to submit such fact to LYCAA as a matter of urgency together with the amendment to the Accountable Manager exposition statement.
- A change of any of the senior personnel specified in LYCAR.147.A.105(b) or the examination staff in LYCAR.147.A.(e) requires the maintenance training organization to submit a (LYCAA Form.147-04) in respect of the particular person to LYCAA. If satisfied that the qualifications and experience meet the standard required by LYCAR.147, LYCAA will indicate acceptance in writing to the maintenance training organization.
- A change in the maintenance training organization's exposition requires LYCAA to establish that the procedures specified in the exposition are in compliance with the intent of LYCAR.147 and then to establish if these are the same procedures intended for use within the training facility.
- Any additional basic or aircraft type training courses requires the maintenance training organization to make a new application to LYCAA together with the submission of an amended exposition.

Note: A name change alone does not require LYCAA to audit the organization, unless there is evidence that other aspects of the maintenance training organization have changed. The complete or partial reorganization of a training organization will require the re-audit of those elements that have changed. For this purpose the MTO should submit the affected manual(s)/Documentation for evaluation by LYCAA. The MTO approval variation process follows the steps of the initial LYCAR.147 approval as described above.

List Of Forms:

- LYCAA Form.147-12
- LYCAA Form.147-04
- LYCAA Form.147-22
- LYCAR.147 Conformance Document.