

SECTION 1. BACKGROUND

1. OBJECTIVE.

This chapter provides guidance for certificating an Aviation Maintenance Training Center under ECAR Part 147.

3. DEFINITIONS.

A. Authorized Instructor. A an instructor is a person who satisfies the requirements of Appendix A to this EAC and is selected by a training center or an ECAR Part 145 maintenance organization certificate holder who has appropriate knowledge, skills, experience, training, and demonstrated ability to instruct maintenance engineers. An authorized instructor may certify the satisfactory completion of training curriculum segments. An authorized instructor must hold a Letter Of Authorization (LOA) when conducting ECAR Parts 65 and 145 training (refer to Appendix A for additional requirements to be satisfied by an authorized instructor).

B. Course. A program of instruction to meet requirements for airman training, certification, qualification, authorization, or currency.

C. Reserved

D. Courseware. Instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programs, audiovisual programs, aircraft operating manuals, workbooks, checklists, and handouts.

E. Curriculum. A specific course or courses of study or, collectively, all the courses of study at a training center. It may be identified as either a "core" or "specialty" curriculum. Components of a curriculum are called curriculum segments.

(1) Core Curriculum. A document approved by the FSSS that contains airman certification requirements. Each curriculum segment includes consideration of an applicant's training and experience and training and testing procedures. A core curriculum may include training to meet part or all of the current requirements of parts 65, 121 or 147. It may also contain curriculum segments for re-qualification (refresher). It does not include training for tasks and circumstances unique to a training center client (such as equipment differences training).

(2) Specialty Curriculum. A specialty curriculum is an FSSS-approved document that contains operator-specific training that is unique to a training center client; for example, basic indoctrination, or differences training. The ECAA inspectors should accomplish a comprehensive review before approval.

(3) Curriculum Segments. Integral parts of a curriculum that can be separately evaluated and individually approved but, by themselves, do not qualify a person for a certificate or rating; for example, for an airplane type, airframe theoretical segment, avionics theoretical segment, power plant theoretical segment, or on the job training segment.

F. Element. An integral part of a module that is subject-oriented; for example, electrical inverter, landing gear actuator, thunderstorm characteristics, or knowledge of steep turns, stalls, or glides.

G. Evaluator (Examiner). A person who is authorized by the FSSS and who, while functioning under the operational control of a training center certificate holder, performs tests and checks that are authorized by the certificate holder's training specifications. Evaluators (Examiners) may work at more than one training center or satellite training center provided each is under the direct supervision of the training center management.

H. Foreign Training Center. A training center or satellite training center that is located outside the Arab Republic of Egypt.

- I. Lesson.** One event or element, or part of an event or element, to be learned or taught, usually during one period of instruction.
- J. Maintenance Training Device.** Is a full-size replica of instruments, equipment, panels, and controls of an airplane or rotorcraft, or set of airplanes or rotorcraft, in an open flight deck area, in an enclosed cockpit, or in the electric and electronic compartment. This may include the hardware and software installed that are necessary to simulate the airplane or rotorcraft systems' operation, maintenance functions, maintenance modes, faults and failures that the trainee can trouble shoot.
- K. Module.** A subpart of a curriculum segment that constitutes a logical, self-contained unit. A module contains elements or events that relate to a specific subject; for example, hydraulic system, flight controls, flight director, or electrical power generation.
- L. Remote Training Site.** A facility where training takes place and that is not collocated with a training center or satellite training center. Its use by the certificate holder is temporary in nature; for example, for lease of a classroom. The certificate holder does not maintain operational control of the equipment or training facilities at remote training sites.
- M. Satellite Training Center.** A training center at a location other than that of the certificate holder. Satellite training centers will be identified in the training specifications. The certificate holder exercises operational control of equipment or training facilities at satellite training centers.
- N. Syllabus (Lesson Plan).** An arrangement of subjects in lesson format, which are to be presented in learning order sequence. It includes scheduled hours, media, methods, and courseware. It is not an integral part of a curriculum but is used to implement a curriculum. An acceptable syllabus is required for each curriculum.
- O. Task** An integral part of a module that is task-oriented such as the requirement to accomplish a component removal or installation.
- P. Training Program.** The curriculums, courseware, facilities, flight training equipment, and personnel necessary to accomplish training objectives. It includes either a core curriculum or a specialty curriculum or both.
- Q. Training Specifications.** A document issued by the ECAA to a training center certificate holder that prescribes that center's training, checking, and testing authorizations and limitations and specifies training program requirements.

5. GENERAL

A. Certification Process. The certification process provides for interaction between the applicant and the ECAA from initial inquiry to certificate issuance. It ensures that programs, systems, and methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of the following five phases:

- * Pre-application Phase
- * Formal Application Phase
- * Document Compliance Phase
- * Demonstration and Inspection Phase
- * Certification Phase

B. Flight Safety Standards Sector (FSSS) The FSSS has oversight responsibility for the training center and is responsible for overall ECAA technical administration, certification, surveillance, and investigations.

- a. Functions.** The FSSS is the primary ECAA focal point for relations with training centers and is responsible for coordinating ECAA activity at training centers, satellites, and remote training sites. The FSSS role is to ensure that the training conducted by the center, its personnel, and

facilities meet regulatory standards. For air carrier clients, the FSSS must coordinate training matters with the inspector whose operator is contracting with the training center.

b. Surveillance Responsibilities. The FSSS is responsible for ensuring regulatory compliance through the use of a planned surveillance and inspection program on a continuing basis. The FSSS is responsible for communicating and coordinating the surveillance requirements of each training center, remote site, and satellite facility with other ECAA offices.

C. Aviation Safety Inspector's Responsibility. ECAA inspectors should not become involved in determining the market need for the center, the selection of resource people, or materials. ECAA inspectors must remain objective in evaluating the applicant's facilities, personnel, and curriculum content. The ECAA inspectors may participate as an advisor, but not as a voting member on center advisory boards or committees.

7. PREAPPLICATION PHASE

A. Initial Inquiry. Upon initial contact from an applicant the FSSS will advise the applicant of the necessity for a pre-application meeting. The ECAA inspector will direct the applicant to which regulations must be met and where copies of the regulations may be obtained. The applicant is given a sample Pre-application Letter of Intent (PLI), and advised where to send it. The ECAA inspector does not schedule a pre-application meeting until the applicant has reviewed these requirements and has completed the application.

B. The PLI

- (1) The submission of a PLI expresses an intent by the applicant to initiate certification. It also allows the ECAA to plan activities and commit resources. Therefore, a potential applicant should submit a copy of the PLI only after reviewing the appropriate regulations and advisory material. The applicant should consider the personnel, facility, equipment, and paperwork requirements for certification and operation.
 - (2) Applicants should submit a pre-application letter of intent, which includes at least the following information (see figure 2):
 - (a) Business name, mailing address, and telephone number of the applicant.
 - (b) Proposed starting date.
 - (c) Proposed management personnel by name and title.
 - (d) Proposed training courses.
 - (e) Maintenance training equipment.
 - (f) Proposed location of the following:
 - Training centers
 - Satellite training centers
 - Remote training sites
 - Training records
 - (g) Additional information that provides a better understanding of the proposed business.
 - (3) The FSSS should use the PLI to evaluate the complexity of the proposed operation and to ensure that trained and experienced ECAA inspectors are available to certify the applicant. The FSSS should also use the PLI to initiate its own files on the potential applicant and to obtain a pre-certification number.

C. Establish Certification Team. Upon receipt of a completed PLI, the Airworthiness Central Administration (ACA) establishes a team of ECAA inspectors to conduct the certification. The team will consist of at least three Maintenance inspectors. One team member will be designated as the Certification Project Manager (CPM).

D. Pre-application Meeting. During the pre-application meeting, the ECAA inspectors should counsel the applicant concerning regulatory requirements and ECAA policies. Applicants should be made aware of any ethical considerations involved.

- (1) The applicant should understand that the purpose of an Aviation Maintenance Training Center is to qualify the student to perform the duties of an aviation maintenance engineer. The ECAA inspector should emphasize to the applicant, the contribution made to aviation safety by a certificated aviation maintenance engineer.
- (2) Applicants should be encouraged to set high goals when establishing courses. The applicant should recognize and accept responsibility to maintain high standards and continuously improve programs.

NOTE: Applicants should not be forced to exceed ECAR Part 147 requirements.

- (3) The applicant should be advised of the elements of the formal application.
- (4) The ECAA inspectors should make an informal on site visit to check the facilities and equipment, if available.

9. FORMAL APPLICATION PHASE.

The formal application phase (see figure 2) requires a Formal Application Meeting to present the required certification documents and discuss those issues relevant to the particular application. The Certification Project Manager meets with the official(s) representing the center. The Aviation Maintenance Training Center Certificate and Ratings Application (ECAA Form FSSS- 1000-AMTC-147), the compliance statement, the curriculum, standards for graduation, attendance and makeup procedures, grading procedures, facility layout, and the instructor qualifications are reviewed for conformity to the regulations.

A. Application Procedures. Persons desiring to establish and operate an aviation maintenance training centers as described in part 147 must apply by submitting a formal application letter to the ECAA Flight Safety Standards Sector (FSSS). The applicant should submit a completed application form (ECAA Form FSSS-1000-AMTC-147), a formal application letter and attachments to the FSSS. Unless the FSSS approves a shorter filing period, application should be made at least 120 days before the beginning of any proposed training. The letter and attachments should contain the following information:

- (1) Business name, mailing address, and telephone number.
- (2) Starting date (if revised).
- (3) Management personnel and qualifications, including a statement acknowledging that the applicant shall notify the Administrator within 10 working days of any change made in the assignment of persons in the required management positions.
- (4) List of proposed training courses.
- (5) Proposed authorization for evaluators (examiners).
- (6) Actual aircraft maintenance training, if any.
- (7) A description of the applicant's training facilities, equipment, qualifications of personnel to be used (list of instructors), and proposed evaluation plan.
- (8) The training program curriculums, including syllabuses, outlines, courseware, procedures, and documentation to support the proposed courses.
- (9) A description of a record keeping system that will identify and document the details of training, qualification, and certification of students, instructors, and evaluators (examiners).
- (10) The description of quality control measures proposed.

B. Required Signatures. The following signatures are required on a completed formal application letter:

- (1) An application from an individual must be signed by that individual.
- (2) An application from a partnership must be signed by all partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner.
- (2) An application from a corporation must be signed by the president, or such other officers as authorized by the corporation, and by the corporate secretary, or another designated official of the corporation, who should attest to the individual's authority to sign such a document.
- (4) An application from a company, club, or association must be signed by the president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary.
- (5) For training centers located outside of Egypt, the equivalent of the positions listed in subparagraphs 9B(1) through (4) will be determined by the FSSS.

C. Other Required Information.

- (1) The applicant should include, along with the formal application letter, a copy of the proposed training program(s).
- (2) The applicant should submit a copy of a purchase contract or adequate lease of maintenance training equipment.
- (3) A training center must submit specialty training course syllabuses to the FSSS for each course for which approval is sought. Specialty training course syllabuses are approved for use by only one training center and its satellite training center(s). An air operator or a maintenance organization may contract with a training center to conduct specialty curriculum training that has been submitted to the operator's ECAA inspector for approval.
- (4) Training centers may choose to have a specialty curriculum approved to market to operators.

D. Compliance Statement. To benefit the applicant, the compliance statement ensures that all applicable regulatory requirements are addressed during the certification process. The compliance statement must list each applicable ECAR Part 147 section and provide a brief narrative or a specific reference to a manual or other document describing the planned method of compliance with the regulation.

E. Curriculum. For guidance on curriculum requirements, refer to Appendix E to this EAC- Evaluate ECAR Part 147 Aviation Maintenance Training Center's Curriculum/Revision. ECAR 147.9 addresses the maintenance of curriculum requirements. Generally, the Egyptian Civil Aviation Regulations prescribe minimum standards for certification and operation. These standards may be exceeded, but only when approved as part of an approved curriculum.

F. List of Instructors and Qualifications. The certificate number, ratings, and subjects must be listed for each instructor. There must be at least one certificated instructor for every 18 students. The suitability of non-certificated instructors to teach certain general courses will be evaluated on an individual basis.

G. Written Description of Facilities. This description must include a facility layout plan indicating the location of classrooms, rooms, laboratories ...etc, including dimensions, and the relative location of each facility to each other facility when there is more than one site or location for the center.

H. Inventory of Equipment, Training Aids, Materials and Tools. The inventory must detail the specifications of the training aids used.

11. DOCUMENT COMPLIANCE PHASE.

In the Document Compliance Phase (see figure 2), the applicant's manuals and other documents are reviewed thoroughly and then approved or rejected. Each document must be given an in-depth review to ensure that it complies with applicable regulations and conforms to safe operating practices.

A. Management Personnel. The training center applicant shall employ a sufficient number of management personnel who are qualified and competent to perform the duties to which they are assigned. The applicant should provide resumes that outline proposed management qualifications and compliance histories. Each resume should include the individual's name, address, airman certificate number, and certificates and ratings held. A person whose employment or control contributed to the revocation, suspension, or termination of a part 121, 141, 142, or 147 operating certificate within the previous 2 years shall not manage, be in control of, or have substantial ownership in a training center. Persons who conduct training directly with the student must be able to read, write, understand, and fluently speak the English language.

B. Evaluators (Examiner). Evaluator (Examiner) applicants shall submit a completed ECAA Form 147-AMTC-1A, Examiner Application/Qualification Record, to the FSSS to determine eligibility.

C. Selection Criteria for Evaluators (Examiners).

- (1) The applicant may be an employee of the training center or of another organization, but must be under the operational control of the training center.
- (2) The applicant must have completed the instructor training program and have been designated, at that training center, as an instructor in the program in which evaluations will be conducted.
- (3) Unless otherwise authorized by the ECAA, the applicant must have at least 5 year of experience as an instructor in the appropriate category, class, and, if applicable, type of aircraft.

D. Initial Observation and Evaluation Requirements for Evaluators (Examiners). Evaluator (Examiner) candidates shall be required to observe a qualified evaluator (Examiner) or inspector conduct a complete oral or practical test as the case may be including the completion of airman certification paperwork. A qualified ECAA inspector shall evaluate the candidate conducting at least one complete test.

E. Designation of Evaluators(Examiners). Upon completion of the above requirements, the FSSS shall issue ECAA Form 147-AMTC-1B, Certificate of Authority and a letter of authorization that defines the evaluator's privileges and limitations. The FSSS shall rescind these items of designation when the evaluator leaves employment with the training center or when the level of certification activity is such that an evaluator is no longer required.

F. Instructors. Before functioning as an instructor in a curriculum, an instructor must be appointed and authorized by the training center, in writing, to instruct in the curriculum(s) to which he is assigned. The instructor must meet the eligibility requirements of § 147.12 and Appendix A of this EAC, as applicable.

G. Training Program. Curriculums, associated syllabuses, and related courseware are required to be reviewed and approved in the document compliance phase by the FSSS. The FSSS is responsible for accomplishing the following:

- (1) Core Curriculum.
 - (a) The Airworthiness Central Administration (ACA), the Flight Operations Central Administration (FOCA), or the Flight Inspection Central Administration (FICA) shall notify the FSSS of receipt of a proposed core curriculum. The FSSS shall assemble a working group to approve each core curriculum. The working group is an ad hoc committee with representation from appropriate FSSS administrations. The FSSS shall notify the appropriate FSSS administrations of names of working group members and forward a copy of the core curriculum to each member of the working group.

- (b) The working group shall then review the curriculum for format and content. Proposed core curriculums must contain the necessary training to meet the knowledge and skill requirements of all operational areas.
 - (c) If obvious errors or omissions do not exist in the proposed core curriculum, the working group shall forward it to the FSSS with comment within 15 working days of receipt.
 - (d) If obvious errors or omissions exist, the working group shall notify the applicant as soon as possible and offer the applicant an opportunity to amend and resubmit the curriculum.
 - (e) The applicant may choose not to amend the curriculum; in this case, the working group shall forward it to the FSSS with comments within 15 working days.
 - (f) The FSSS shall convene the working group to present the curriculum for review. The working group will attempt to complete the review within 15 working days. When the group completes its review, the curriculum shall be returned to the FSSS: with a recommendation for approval or amendment.
 - (g) If the curriculum is recommended for approval by the working group, the FSSS shall stamp the List of Effective Pages page "ECAA-Approved" and affix an original signature, title, and date.
- (2) Specialty Curriculum.
- (a) The FSSS shall review the specialty curriculum for format and content.
 - (b) If obvious errors or omissions exist, the FSSS shall notify the applicant as soon as possible and offer the applicant an opportunity to amend and resubmit the curriculum.
 - (c) If the specialty curriculum is approved, the FSSS shall stamp the List of Effective Pages page as " ECAA-Approved" and affix an original signature, title, and date.
- (3) Syllabuses and related courseware are accepted by the ECAA rather than approved. The issuance of a letter of approval for the training program is conditional; syllabuses and related courseware must first be acceptable.
- (a) Review for satisfactory format and content.
 - (b) If obvious errors or omissions exist, notify the applicant as soon as possible and offer the applicant an opportunity to withdraw the syllabuses and related courseware and resubmit them when corrections or additions have been made.
- (4) Upon completion of the items listed in subparagraphs G. (1) through (3), a letter of approval shall be issued. The letter may include additional conditions for the use of the training, program (See figure 5).

H. Deviations and Waivers. Deviations or waivers may be requested from any of the requirements of part 147. A training center applicant requesting a deviation or waiver must provide the FSSS with information that shows

- (1) Justification for the deviation or waiver.
- (2) That the deviation or waiver will not adversely affect the quality of instruction or evaluation.

I. Training Records. The training center applicant must maintain records of training activities, qualification, and currency. The following information is presented to assist the FSSS in determining training record system adequacy.

- (1) Record keeping Requirements.
 - (a) A training center certificate holder must maintain for each trainee a record that contains the following:
 - The name of the trainee
 - The name of the course
 - The course duration
 - The date and result of each test and the name of the evaluator (examiner) in case of oral exams.
 - (b) A training center certificate holder shall maintain for each instructor or evaluator (examiner) authorized to instruct a course approved in accordance with part 147, a record that indicates that the instructor or evaluator has complied with the requirements of §§ 147.12, and Appendix A to this EAC.
 - (c) The certificate holder shall maintain the records required as follows:
for trainees, 1 year; for instructors or evaluators (examiners), initial records permanently and all subsequent training, 1 year.
 - (d) The certificate holder shall keep the records at the applicable training center or satellite training center, or other place approved by the ECAA, and must provide those records to the ECAA upon request and at a reasonable time.

NOTE: The record keeping requirements for air carriers and maintenance organizations are not eliminated or reduced.

- (e) The certificate holder shall provide to a trainee, upon request and at a reasonable time, a copy of the trainee's training records.
- (2) Records Required for Training Centers Conducting Training Programs under a Contract with an Air Carrier or a maintenance organization.
 - (a) Records containing the following information must be retained by the training center for at least 1 year:
 - Name and identifier of the air carrier or maintenance organization
 - Name and airman certificate number of the trainee
 - Name and airman certificate number of the evaluator (examiner)
 - Dates and results of training, and testing
 - (b) The certificate holder shall keep these records at the applicable training center or satellite training center, or other place approved by the ECAA, and must provide those records to the ECAA upon request and at a reasonable time.

13. DEMONSTRATION AND INSPECTION PHASE.

In this phase (see figure 2), the certification team makes an on site inspection to determine whether the applicant's proposed procedures and programs are effective. At this time, the applicant demonstrates that the facilities and equipment are safe and satisfactory. Emphasis is on compliance with the regulations. Throughout the Demonstration and Inspection Phase, the Certification Project Manager must ensure that each aspect of the applicant's required demonstration is first observed and then approved or disapproved.

Suitability of facilities, training aids, equipment, tools, materials, and training manuals is determined in relation to the approved curriculum.

The amount of materials and the kinds of equipment, training aids, and tools to be used also depend on the curriculum and number of students. For example, the applicant must demonstrate that the center has the appropriate tools, equipment, training aids, and training manuals to accomplish each curriculum.

A. Timeframe for Inspections. The ECAA will make certain inspections to determine a training center's compliance with, or eligibility under, the Egyptian Laws, the regulations, and the training center certificate and training specifications. Inspections must occur at the following times:

- (1) Upon initial certification.
- (2) Upon training center or satellite center location change.
- (3) Upon addition of a satellite center.
- (4) Upon training center application for amendment to an existing training program.
- (5) Upon training center application for an additional training program.

NOTE: These inspections will be made at a time agreed to by the training center and the ECAA. All inspections shall be at a reasonable time and in a reasonable place.

B. Specific Requirements

- (1) The facilities and equipment described in an applicant's formal application letter must be made available for inspection before certification.
- (2) The ECAA inspectors should inspect the applicant's training centers or satellite training centers.
- (3) The purpose of these inspections is to ensure that the facilities and equipment are as represented by the applicant and that they meet the certification requirements of the regulations.
- (4) ECAA inspectors making a facilities and equipment inspection should complete a report on ECAA form 147-AMTC-1D stating observations and noting any discrepancies or recommendations for the FSSS.
- (5) Automated record keeping systems that are proposed by the applicant must be inspected during the facilities inspection. An inspector conducting this inspection should refer to the ECAA Computer-Based Record Keeping requirements for specific guidance. Authorization for the use of an automated record keeping system is contained in the training specifications that are issued by the ECAA.

C. Areas of Inspection. During this phase and before certification, the FSSS or other person designated by the ECAA shall observe the training of the initial cadre of instructors. After certification, the FSSS or other designated person shall observe in its entirety each curriculum presented to students for the first time. After either observation, the FSSS may require revisions to the training program.

15. CERTIFICATION PHASE.

An applicant is entitled to a certificate when the following have been accomplished:

- * The certification process is completed
- * Each unsatisfactory item has been corrected
- * It is determined whether the applicant has met all regulatory requirements and understands related responsibilities
- * It has been determined whether the applicant is capable of complying with the Egyptian Civil Aviation Regulations on a continuing basis
- * It has been demonstrated that the applicant is capable of conducting the training in a safe manner

The certificate and approved training specifications are issued to the applicant **after all significant unsatisfactory items have been corrected.** This action completes the certification process. The applicant shall not be certified under any circumstance until the Flight Safety Standards Sector (FSSS) has determined that the applicant is in compliance with the Egyptian Civil Aviation Regulations (ECARs). Before issuance, **insignificant or non-critical items that need further resolution should be thoroughly discussed with the applicant,** and agreements concerning corrective action should be obtained in writing.

A. Issuance of Training Certificate and Specifications.

- (a) When it is determined that the applicant has met all regulatory requirements, the FSSS shall issue ECAA Form 8000-44, training center certificate; and ECAA Form 8000-47, training specifications after satisfactory completion of the previous phases (See figures 6 and 7). These documents should normally be prepared during the demonstration and inspection phase.
- (b) Before issuance, the training specifications will be signed by the applicant and the appropriate ECAA inspectors. The original certificate and training specifications will then be given to the certificate holder.

B. Denial of Certification. The applicant may be denied certification as a training center if deficiencies exist. If so, the FSSS must state the reason(s) for certificate denial. Such denial must be made in writing and describe corrective actions that may lead to certification.

- (1) An applicant who has been denied certification should notify the ECAA in writing when corrective action has been taken. A second inspection of training center or satellite training center facilities may be required.
- (2) After evaluation of the applicant's corrective actions, the ECAA shall either approve or deny certification and, if denied, state which requested changes have not been properly addressed. If the applicant is denied certification, the applicant may again follow the steps described in subparagraph 15B(1) above.

C. Certification Report. When a new training center is certified, the FSSS shall establish and maintain a certification report. The Certification Project Manager (CPM) is responsible for assembling this certification report. This report must be signed by the CPM and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file relating to the new certificate holder during the business life of the certificate holder. The report shall consist of 10 sections, 1 through 10, as follows:

- 1- Preapplication Letter of Intent.
- 2- Certification Job Aid.
- 3- Formal Application Letter.
- 4- Schedule of Events.
- 5- Final Compliance Statement.
- 6- Copy of Training Specifications.
- 7- Copy of the Certificate.
- 8- Copies of all ECAA-approved materials used in the training programs such as curriculums.
- 9- Summary of Difficulties.

A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase. Summaries of major difficulties and/or recommendations should be arranged as follows:

- (1) Preapplication Phase.
Include summaries of difficulties or recommendations.
- (2) Formal Application Phase.
Include summaries of difficulties or recommendations.
- (3) Document Compliance Phase.
Include summaries of difficulties or recommendations.
- (4) Demonstration and Inspection Phase.
Include summaries of difficulties or recommendations.

10- Suggestions to Improve Certification Process.

17. SURVEILLANCE OF TRAINING CENTERS.

A. Inspections. Inspections to determine compliance with the regulations and/or the training center's training specifications will be made when the ECAA considers it necessary. A training center certificate and training specifications must be made available for inspection upon request by the ECAA. The job aids that are located in figure 8 should be used by inspectors while they conduct ECAA inspections.

B. FSSS Responsibility. The objective of all surveillance programs is to ensure that the certificate holder complies with the regulations and training specifications and continues to meet the original training center certification requirements. Surveillance and inspection of satellite training centers and remote training sites should be conducted by the FSSS.

C. Four-Phase Surveillance Programs. There are four phases to planning and executing surveillance programs. Specific guidance for each phase can be found in EAC-49-1. The four phases are as follows:

- (1) Phase One - Developing a surveillance plan by determining the types of inspections necessary and the frequency of those inspections.
 - (2) Phase Two - Accomplishing the surveillance plan by conducting the inspections
- (2) Phase Three - Analyzing surveillance data gathered from inspection reports and related information from other sources.
 - (4) Phase Four - Determining appropriate course of action.

19. AREAS OF SURVEILLANCE.

A. Facilities. When conducting surveillance activities at the main base, satellite bases, or remote training sites, the inspector should ensure that the facilities are adequate for the conduct of the training, checking, or testing that is approved for the respective site.

B. Records.

- (1) Student records should be reviewed to determine compliance with the approved training program. Each record should show a chronological record of the students' participation in the training program, as required by the record keeping requirements. Student records are required to be maintained for 1 year after completion of a training program.
- (2) Training center instructor and examiners records should be reviewed to determine compliance with the requirements. Initial training and qualification records shall be kept permanently. All other records must be kept for at least 1 year following the completion of required training.
- (3) Training specifications shall identify the location of all required training center records. The approved method(s) for record keeping shall also be specified.

C. Surveillance of Examiners. Each examiner shall be observed annually by a qualified ECAA inspector. The surveillance (which may be unannounced) will consist of the following:

- (1) The oral increment test.
- (2) The aircraft increment of a practical test, if appropriate.

F. Observation of Training Programs. Training programs are observed to ensure that each program is being conducted as originally approved. The inspector should evaluate the courseware, syllabuses, equipment, and personnel to ensure that they continue to meet regulatory requirements. Figure 8 contains a job aid for internal evaluation of training centers.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites. This task requires knowledge of the regulatory requirements of ECAR Parts 65, and 147, as applicable, and ECAA policies and procedures.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 65, and 147.
- FSSS, ACA, FOCA, and FICA Policy and Procedures Manuals.
- Air Transportation Operations Inspector's Handbook

B. Forms.

- ECAA Form: FSSS-1000-AMTC-147

C. Job Aids.

- Sample figures

5. PREAPPLICATION PHASE

A. Handle Initial Inquiry. Upon initial contact with the applicant, determine if the proposed operation is subject to ECAR Part 147. If it appears that the applicant is capable of meeting the regulatory requirements for certification, accomplish the following:

- (1) Advise the applicant as to which regulations must be met and where copies of the regulations may be obtained.
- (2) Provide the applicant with a sample Pre-application Letter of Intent (PLI), see figure 3. Instruct the applicant to submit a similar PLI to the FSSS.

B. Schedule Pre-application Meeting. Upon receipt of the PLI, a Certification Project Manager (CPM) to the project is assigned. The CPM schedules a pre-application meeting and advises the applicant that key management personnel, as listed on the PLI, should attend the meeting. Inform the applicant that these key personnel must be prepared to discuss specific aspects of the applicant's proposed operation.

NOTE: This meeting may be combined with the formal application meeting, at the discretion of the Certification Project Manager.

C. Review the PLI. The PLI is reviewed by the CPM for completeness and accuracy and a pre-certification number is issued.

D. Conduct Pre-certification Inspections. If possible, visit the proposed school before a formal application is filed. Inspect and make necessary recommendations regarding the following:

- * Classrooms
- * Work areas
- * Materials
- * Laboratories
- * Technical data
- * Training aids
- * Other areas as needed

E. Select Certification Team Members. The CPM forwards a list of team members and their particular areas of specialty to the head of the FSSS. A copy is sent to the applicant.

F. Conduct Pre-application Meeting

- (1) Ensure that the applicant is aware of the regulatory requirements and ECAA policies regarding certification and operation of aviation maintenance training centers.
- (2) Inform the applicant that a formal application consists of at least the following:
 - (a) A formal application letter (see sample figure 4)
 - (b) Two completed copies of ECAA Form FSSS-1000-AMTC-147, Aviation Maintenance Training Center certificate and ratings application.
 - (c) A compliance statement listing each applicable ECAR Parts 65 and 147 section and providing either a brief narrative or, preferably, a specific reference to a manual or other document which describes the manner of compliance with the regulation.
 - (d) List of courses and a detailed description of the proposed curriculums. Emphasize that since the actual curriculums must be approved before certification, the applicant can save time and money by submitting the actual curriculum with the formal application.
 - (e) A written description of the facilities to be used for instruction. Ask the applicant to provide detailed drawings with dimensions of classrooms and laboratory/shop facilities. The drawings should show the relative location of each school facility.
 - (f) An inventory of the training aids and equipment to be used.
 - (g) A list of instructors showing any required certificate number(s), ratings, and subjects to be taught by each. Each subject in the proposed curriculum must be accounted for on the instructor listing. Ensure that the applicant understands that technical maintenance courses for maintenance engineers other than certain general subjects must be taught by appropriately certificated (licensed) aviation maintenance engineer (instructor).
 - (h) Management personnel resumes and organization
 - (i) The appropriate and current technical data necessary for the rating(s) sought that shall be available in the center's technical library. The procedures should demonstrate how and by whom the data will be updated. The data should include the following:
 - * Egyptian Civil Aviation Regulations
 - * Airworthiness Directives (Ads.
 - * Maintenance manuals
 - * Advisory Circulars
 - * Other instructional material as required by ECAR Part 147.
 - (j) Training evaluation plan (quality control system).
 - (k) Record keeping system.
 - (l) Examiners resumes.
 - (m) Training agreements (if any).
- (3) Inform the applicant that the types of ratings that may be issued are Airframe, Power plant, electric and avionics.
- (4) Instruct the applicant to complete ECAA Form FSSS-1000-AMTC-147, Aviation Maintenance Training Center certificate and ratings application.
- (5) Ensure that the applicant understands the purpose and content of the formal application attachments.

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- (6) Inform the applicant that the center must have approved systems for determining final course grades and for controlling and recording attendance. Advise the applicant to present these systems to the ECAA in writing for approval.
- (7) Inform the applicant of administrative and record keeping requirements for certification.
- (8) Inform the applicant that the center may not teach students before certification as an Aviation Maintenance Training Center.

7. FORMAL APPLICATION PHASE

A. Review the Formal Application and Attachments. Review the application and attachments. Determine whether all documents have been submitted and are complete. Ensure that the letter and attachments contain at least the documents listed in 5 F (2) above.

B. Schedule and Conduct Formal Application Meeting. Meet with key center personnel to discuss submitted formal application. Resolve any open questions or discrepancies at this time.

C. Accept or Reject Formal Application. Based on the initial review of the application and any meetings with the applicant, accept or reject the application. Advise the applicant in writing of the results. If the application is rejected, return the application and attachments with a letter stating the reasons for rejection.

9. DOCUMENT COMPLIANCE PHASE

A. Review Documents. Thoroughly review the applicant's curriculum and other documents to ensure that each complies with the applicable regulations. Approve, accept, or reject each document as appropriate. Documents reviewed during this phase may include the following:

- * Two completed copies of ECAA Form FSSS-1000-AMTC-147, Aviation Maintenance Training Center certificate and ratings application.
- * The compliance statement
- * List of courses and curriculums (ECAR Part 147.7 and Appendix E to this EAC)
- * Instructor requirements and qualifications (ECAR Part 147.12 and Appendix A to this EAC)
- * Examiners resumes
- * Minimum standards for graduation and method of determining final grades.
- * Procedures for recording and controlling attendance
- * Written procedures for taking written, oral and practical tests.
- * Written procedures for record keeping requirements (Appendix B to this EAC)
- * Management personnel resumes.
- * Training aids
- * Training evaluation plan (quality control system)
- * Procedures for updating technical data library and calibration of precision tools
- * Facility layout
- * Training agreements (if any)

B. Document Deficiencies. If deficiencies are found in any document submitted by the applicant, return the document with a letter outlining the deficient areas.

NOTE: The certification team should be ready to offer suggestions on how to improve the product but should avoid "writing" the applicant's documents.

C. If Necessary, Terminate the Certification Process. If the documents are of insufficient quality, advise the applicant that continuing the certification project is impractical and schedule a meeting with the applicant to discuss each deficiency in detail.

- (1) Return the application with a letter advising the applicant of the reasons for termination. Advise the applicant that a new PLI is required to initiate the certification process again.

- (2) Notify the head of the FSSS that the project has been terminated.

11. DEMONSTRATION AND INSPECTION PHASE

A. Observe Demonstrations and Conduct Inspections. Ensure that the applicant's proposed procedures and programs are effective, and that facilities and equipment are safe and satisfactory. Ensure compliance with the regulations and that facilities meet the requirements of ECAR Part 147.11.

B. Document Deficiencies. If deficiencies exist, provide a list of discrepancies to the applicant. Schedule a meeting to discuss in detail the appropriate corrective action to be taken. Place documentation in the certification file.

- (1) If the applicant does not demonstrate compliance or if discrepancies cannot be resolved, send a letter of rejection and a list of discrepancies.
- (2) Inform the applicant that the Certification Project Manager must be notified in writing of all corrective action taken.

13. CERTIFICATION PHASE

A. Issue Certificate. When all regulatory requirements have been met, accomplish the following:

- (1) Approve the curriculum by signing and dating the list of effective pages and revision pages.
- (2) Obtain a final certificate number.
- (3) Prepare and approve training specifications.
- (4) Prepare an Aviation Maintenance Training Center Certificate (see figure 6). Ensure that the certificate is signed by the ECAA Chairman. Give the original certificate to the new certificate holder.

B. Certification Report. When a new training center is certified, the FSSS shall establish and maintain a certification report. The Certification Project Manager (CPM) is responsible for assembling this certification report. This report must be signed by the CPM and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file relating to the new certificate holder during the business life of the certificate holder. The report shall consist of 10 sections, 1 through 10, as follows:

- 1- Pre-application Letter of Intent.
- 2- Certification Job Aid.
- 3- Formal Application Letter and its attachments (e.g. instructors list, curriculums...etc)
- 4- Schedule of Events.
- 5- Final Compliance Statement.
- 6- Copy of Training Specifications.
- 7- Copy of the Certificate.
- 8- Copies of all ECAA-approved materials used in the training programs such as curriculums.
- 9- Summary of Difficulties.

A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase. Summaries of major difficulties and/or recommendations should be arranged as follows:

- (1) Pre-application Phase.
Include summaries of difficulties or recommendations.
- (2) Formal Application Phase.
Include summaries of difficulties or recommendations.
- (3) Document Compliance Phase.
Include summaries of difficulties or recommendations.

(4) Demonstration and Inspection Phase.

Include summaries of difficulties or recommendations.

10- Suggestions to Improve Certification Process.

C. Surveillance. Conduct ongoing surveillance, as appropriate, in accordance with the guidance in section 1, paragraphs 17 and 19.

15. TASK OUTCOMES.

Completion of this task results in one of the following:

- A. Issuance of a training center certificate.
- B. A letter to the applicant indicating that the certificate is denied.
- C. Renewal of a training center certificate.
- D. An indication of a satisfactory or unsatisfactory inspection.
- E. A letter to the applicant confirming termination of the certification process by the applicant

17. FUTURE ACTIVITIES

- A. Observe the school during the first 90 days of operation.
- B. Surveillance of training center. Conduct ongoing surveillance, as appropriate, in accordance with the guidance in section 1, paragraphs 17 and 19.
- C. Possible amendment to the training center certificate or training specifications.

ACRONYMS APPLICABLE TO TRAINING CENTER GUIDANCE

AC	Advisory Circular
ACA	Airworthiness Central Administration
AFM	Approved Flight Manual
AQP	Advanced Qualification Program
ASI	Aviation Safety Inspector
ATC	Air Traffic Control
ATP	Airline Transport Pilot
CDL	Configuration Deviation List
CFR	Code of Federal Regulations
CPM	Certification Project Manager
CRM	Crew Resource Management
DBA	Doing Business As
DH	Decision Height
EAC	ECAA Advisory Circular
ECAA	Egyptian Civil Aviation Supervisory Authority
ECAR	Egyptian Civil Aviation Regulations
FAA	Federal Aviation Administration
FICA	Flight Inspection Central Administration
FOCA	Flight Operations Central Administration
FSB	Flight Standardization Board
FSI	Flight Safety Inspector
FSSS	Flight Safety Standards Sector
FTD	Flight Training Device
IFR	Instrument Flight Rules
ILS	Instrument Landing System
LOE	Line-Operational Evaluation
LOFT	Line-Oriented Flight Training
LOS	Line-Operational Simulation
MDA	Minimum Decision Altitude
MEL	Minimum Equipment List
MOU	Memorandum of Understanding
MTD	Maintenance Training device
NSPM	National Simulator Program Manager
PASI	Pre-application Statement of Intent
PIC	Pilot-in-Command
PLI	Pre-application Letter of Intent
POM	Pilot Operating Manual
PPM	Partial Program Manager
PTS	Practical Test Standards
SCIG	Simulator Component Inoperative Guide
SECAR	Special Federal Aviation Regulation
SIC	Second-in-Command
SOE	Supervised Operating Experience
SPOT	Special Purpose Operational Training
SVT	Single-Visit Training
TBD	To Be Developed
TCPM	Training Center Program Manager
VFR	Visual Flight Rules
VIS	Vital Information Subsystem

Figure 1
ACRONYMS APPLICABLE TO TRAINING CENTER GUIDANCE

1. Pre-application Phase

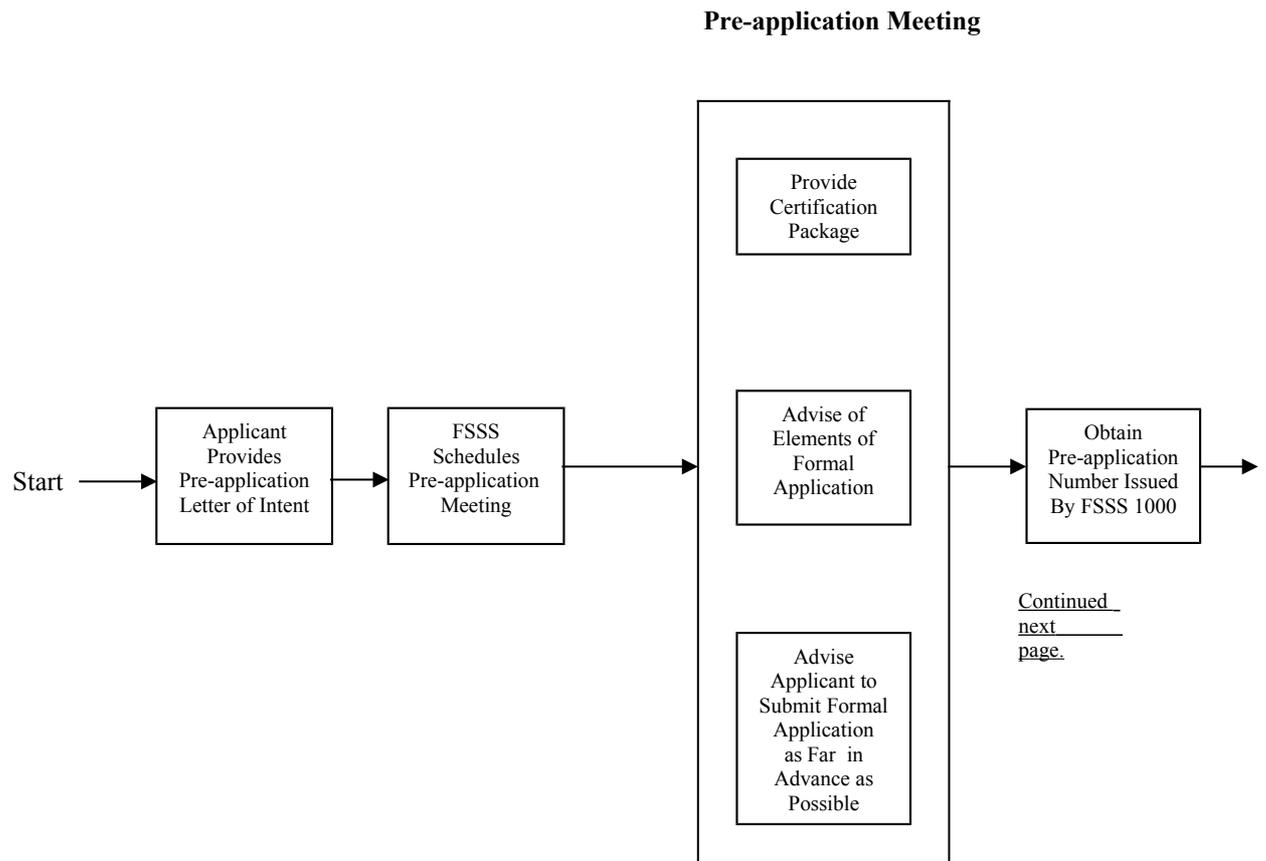


Figure 2
CERTIFICATION PROCESS FOR ECAR PART 147 TRAINING CENTERS

2. Formal Application Phase

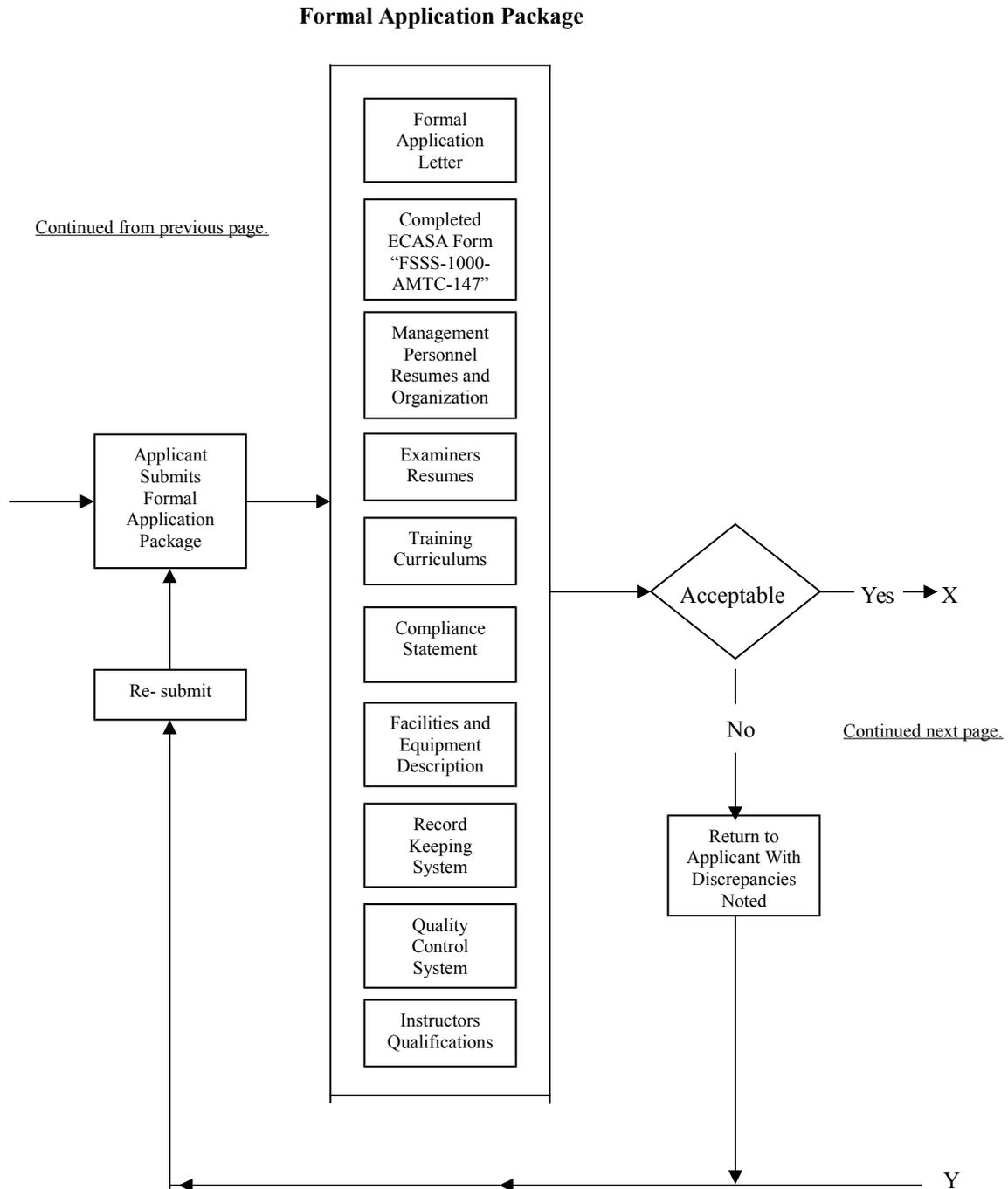


Figure 2 -continued
CERTIFICATION PROCESS FOR ECAR PART 147 TRAINING CENTERS

3. Document Compliance Phase

4. Demonstration and Inspection Phase

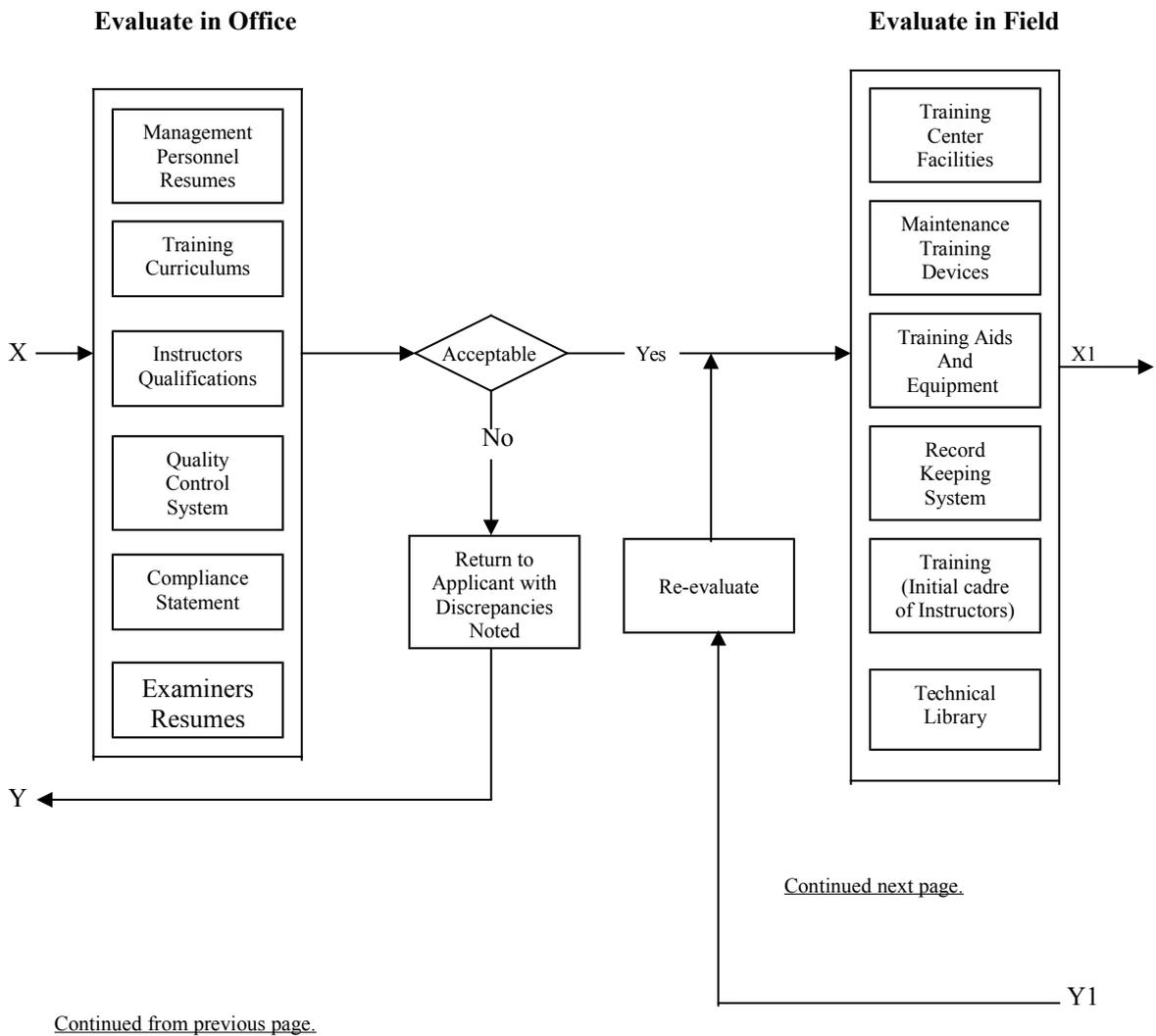


Figure 2 -continued
 CERTIFICATION PROCESS FOR ECAR PART 147 TRAINING CENTERS

5. Certification Phase

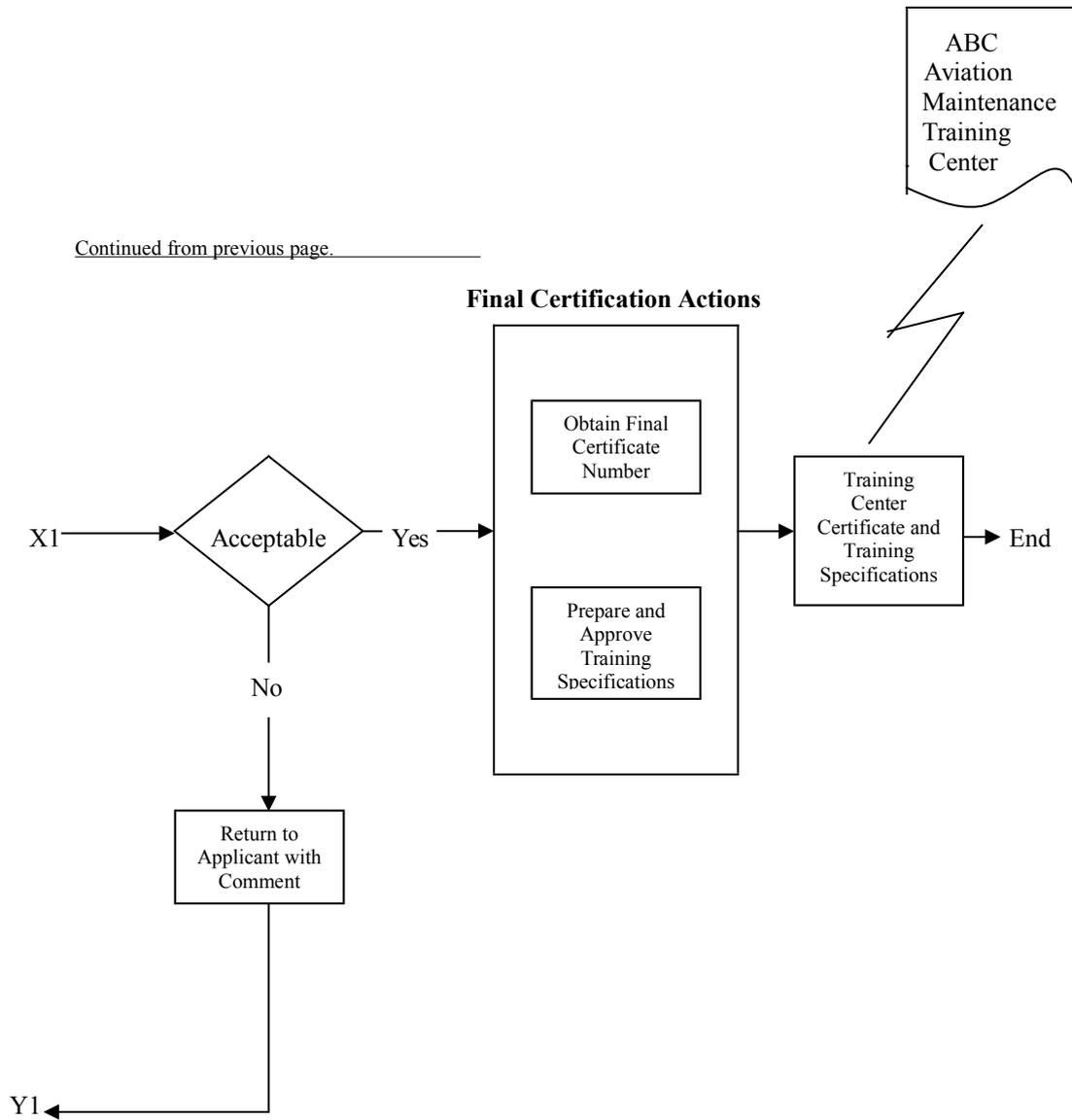


Figure 2 -continued
 CERTIFICATION PROCESS FOR ECAR PART 147 TRAINING CENTERS

ABC Aviation Maintenance Training Center
Training Sector
ABC Airlines Training Complex
Cairo International Airport, Egypt.

Ref: APPL147-01
September 24, 2000

Civil Aviation Authority
Flight Safety Standards Sector
Airport Road
Cairo, Egypt.

Gentlemen:

This is to notify the Egyptian Civil Aviation Supervisory Authority (ECAA) of our intent to certify ABC Aviation Maintenance Training Center to become a ECAA-approved training center under the provisions of ECAR Part 147 to provide training to qualify maintenance engineers to perform their duties in a maintenance organization approved under ECAR Part 145.

We are prepared to begin operations on March 15, 2001. Management personnel anticipated are Captain Ahmed Moustaffa El-Zahid, V.P Training; Engineer Hussein Zaky Mansour, Training Center General Manager. Our principal business location is at ABC Airlines Training Complex, Cairo International Airport, Cairo. This is also where all our training records shall be maintained.

Sincerely,

Captain Ahmed Moustaffa El-Zahid
V.P Training

Figure 3
SAMPLE PREAPPLICATION LETTER OF INTENT

ABC Aviation Maintenance Training Center
Training Sector
ABC Airlines Training Complex
Cairo International Airport, Egypt.

Ref: APPL147-02
October 8, 2000

Egyptian Civil Aviation Authority
Flight Safety Standards Sector
Airport Road
Cairo, Egypt.

Gentlemen:

This is our formal application letter notifying the Egyptian Civil Aviation Supervisory Authority (ECAA) of our intent to certify ABC Aviation Maintenance Training Center under the provisions of ECAR part 147 to provide training to qualify maintenance engineers to perform their duties in a maintenance organization approved under ECAR Part 145.

We are prepared to begin operations on March 15, 2000. Management personnel anticipated are Captain Ahmed Moustaffa El-Zahid, V.P Training; Engineer Hussein Zaky Mansour, Training Center General Manager. The resumes of Captain Ahmed , and Eng.Hussein are included as Attachment 3. Our principal business location is at ABC Airlines Training Complex, Cairo International Airport, Cairo. This is also where our training center is located. All training records will be maintained at this address.

Attachment 4 describes our proposed training curriculums and supporting syllabuses for which training specifications and evaluation authorizations are requested. In addition, this attachment includes a document summary of the courseware. (Courseware will be made available on request.)

A completed ECAA Form FSSS-1000-AMTC-147 is included as Attachment 1.

Organization structure is described in Attachment 2.

Qualifications of instructors, examiners, and other personnel are contained in Attachment 5.

Our training facilities and training equipment are described in Attachment 6.

Our compliance statement is included as Attachment 7.

A description of our record keeping system that identifies and documents the details of training, qualification, and certification of students, instructors, and evaluators is found in Attachment 8.

The description of quality control measures proposed is explained in Attachment 9.

ABC Aviation Maintenance Training Center will notify the ECAA within 10 working days of any change made in the assignment of persons in our required management positions.

All of us at ABC Aviation Maintenance Training Center are looking forward to working with you.

Sincerely,

Captain Ahmed Moustaffa El-Zahid
V.P Training

Attachments

NOTE: *Instead of all or some of the attachments, the applicant may refer the required information to a Training Exposition Manual to be forwarded with this formal application letter.*

Figure 4
SAMPLE FORMAL APPLICATION LETTER

Attachment 1 to Formal Application Letter APPL147-02

ECAA APPLICATION FORM FSSS-1000-AMTC-147

Attachment 1 to Formal Application Letter APPL147-02

ECAA APPLICATION FORM FSSS-1000-AMTC-147

(Continued)

Attachment 2 to Formal Application Letter APPL147-02
Organization Structure

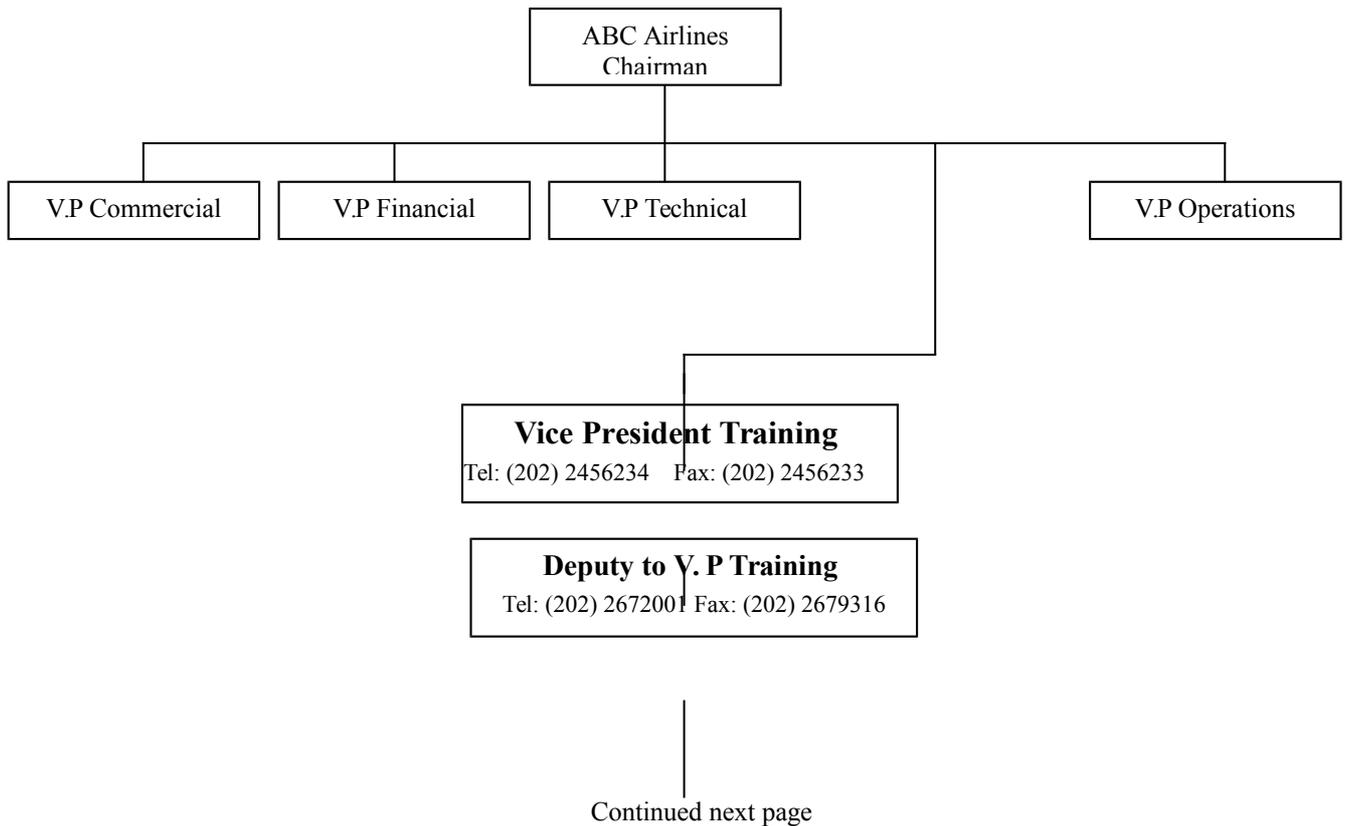


Figure 4 - continued

SAMPLE FORMAL APPLICATION LETTER

Attachment 2 to Formal Application Letter APPL147-02

Organization Structure - continued

Continued from previous page

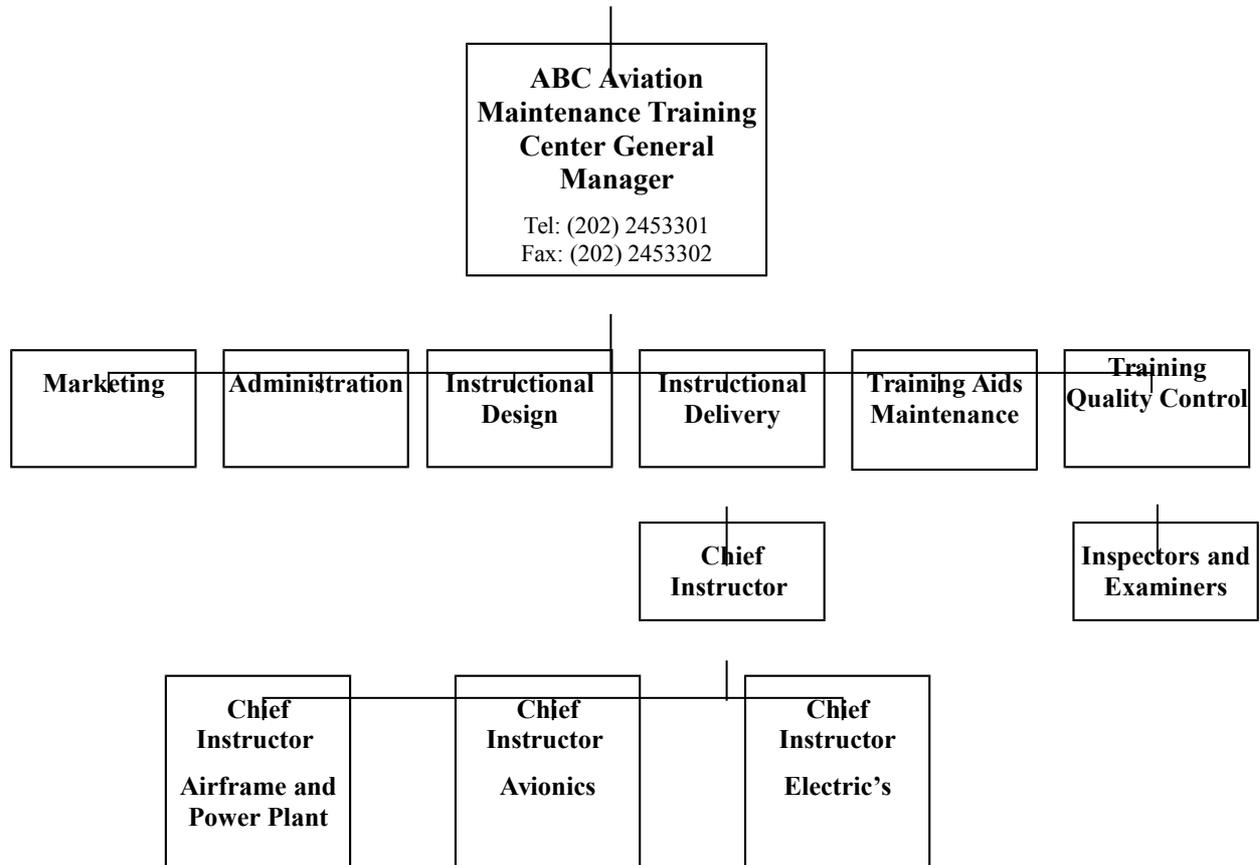


Figure 4 - continued

SAMPLE FORMAL APPLICATION LETTER

Attachment 3 to Formal Application Letter APPL147-02
Management and Evaluators Resumes

RESUME

Name:

Title:

Company:

Age:

Citizenship:

Address:

Telephone:

Education:

Degrees, certificates, courses attended or any type of study and any academic honors or achievements.

Licenses

Give a complete list of the licenses obtained and their validity (i.e. date of issuance and date of termination if applicable)

Employment

Example:

19xx-present *(state your job title, company, city and state; type of firm, and a brief summary of your responsibilities and accomplishments.)*

19xx-19xx *(same data)*

19xx-19xx *(same data)*

Memberships

List the organizations in which you held a membership if any.

Military Record

19xx-19xx *(state your branch, rank; if you were honorably discharged and any special recognition or honors.)*

Other Accomplishments and Qualifications

Write a summary of your other accomplishments and achievements, special-project work ...etc

Signature

Date:

Figure 4 - continued

SAMPLE FORMAL APPLICATION LETTER

Attachment 4 to Formal Application Letter APPL147-02
Proposed Training Curriculums

CURRICULUM NAME	EVALUATION	CURRICULUM NAME	EVALUATION
Basic Indoctrination for Airframe and Power Plant Maintenance Engineers	Yes	Basic Indoctrination for Electric's Maintenance Engineers	Yes
Initial Equipment for A320 -200 Airframe and Power Plant Maintenance Engineers	Yes	Initial Equipment for A320 -200 Electric's Maintenance Engineers	Yes
Transition for A320-200 Airframe and Power Plant Maintenance Engineers	Yes	Transition for A320-200 Electric's Maintenance Engineers	Yes
Recurrent for A320-200 Airframe and Power Plant Maintenance Engineers	Yes	Recurrent for A320-200 Electric's Maintenance Engineers	Yes
Differences A321-200 from A320-200 for Airframe and Power Plant Maintenance Engineers	Yes	Differences A321-200 from A320-200 for Electric's Maintenance Engineers	Yes
Re-qualification (Refresher) for A320-200 Airframe and Power Plant Maintenance Engineers	Yes	Re-qualification (Refresher) for A320-200 Electric's Maintenance Engineers	Yes
Initial Equipment for A320 -200 Avionics Maintenance Engineers	Yes	Transition for B777-200ER Airframe and power Plant Maintenance Engineers	Yes
Transition for A320-200 Avionics Maintenance Engineers	Yes	Transition for B777-200ER Avionics Maintenance Engineers	Yes
Recurrent for A320-200 Airframe and Power Avionics Maintenance Engineers	Yes	Transition for B777-200ER Electric's Maintenance Engineers	Yes
Differences A321-200 from A320-200 for Avionics Maintenance Engineers	Yes	ETOPS for B777-200ER Maintenance Engineers	Yes
Re-qualification (Refresher) for A320-200 Avionics Maintenance Engineers	Yes		

Courseware Summary:

Company-developed instructor guides (by curriculum)
Practical Test Standards
Aircraft Maintenance Manual , Aircraft Operations Manual,...etc.
Video and audio materials, etc.
(Description of actual courseware)

Note: For detailed description of each curriculum and its related courseware refer to Chapter 3, "Curriculums"; of our Training Exposition Manual (TEM) – forwarded with this Formal Application Letter.

Figure 4 - continued

SAMPLE FORMAL APPLICATION LETTER

Attachment 5 to Formal Application Letter APPL147-02
Qualifications of Instructors, Examiners, And Other Personnel

Examiners - Minimum Qualifications (to be developed by each applicant in accordance with part 147)
All evaluators will have at least the following aeronautical experience:

- (1)
 - (2)
 - (3)
 - (4)
- Etc.

Instructors - Minimum Qualifications (to be developed by each applicant in accordance with part 147)
All instructors will have at least the following aeronautical experience:

- (1)
 - (2)
 - (3)
 - (4)
- Etc.

Note: *In addition to the above, a qualification sheet for each examiner and each instructor shall be forwarded by the applicant with this Formal Application Letter detailing courses attended, licenses and approvals obtained, issuance and validity dates. A sample qualification sheet is shown bellow:*

Figure 4 - continued

SAMPLE FORMAL APPLICATION LETTER

SAMPLE LETTER OF APPROVAL

(For the approval of a training program to be used by a training center)

Egyptian Civil Aviation Authority
Flight Safety Standards Sector
Airport Road
Cairo, Egypt.

August 2, 2000

ABC Aviation Maintenance Training Center
ABC Airlines Training Complex
Cairo International Airport
Cairo, Egypt.
Attn: Mr. Hussein Zaky Mansour

Dear Mr. Mansour:

This letter confirms approval for use of the ABC Aviation Maintenance Training Center Airbus A320-200 training program submitted on July 1, 2000.

This approval is granted based on the following conditions:

1. The syllabuses and related courseware are accepted by the ECAA.
2. This office must observe the first use of any part of this training program.
3. Revisions to this training program must be submitted to this office in a timely manner.

This letter of approval shall remain in effect until surrendered, suspended, or revoked, at which time it must be returned to this office.

Nav. Aziz Bakr
Egyptian Civil Aviation Authority
Flight Safety Standards Sector

Figure 5

SAMPLE LETTER OF APPROVAL

*Arab Republic Of Egypt
Ministry of Transportation
Egyptian Civil Aviation Supervisory
Authority*



جمهورية مصر العربية
وزارة النقل
الهيئة المصرية للرقابة على الطيران المدني

Training Center Certificate

Number: XYZ AMTC-01

This certificate is issued

XYZ AVIATION MAINTENANCE TRAINING CENTER

*Whose primary business address is:
Cairo International Airport, Cairo, Egypt (A.R.E).*

Upon finding that its organization complies in all respects with the requirements of the Egyptian Civil Aviation Regulations relating to the establishment of an Aviation Maintenance Training Center, is empowered to operate an approved Training Center in accordance with the Training Specifications issued herewith, and may conduct training courses with respect to the following Parts of the Egyptian Civil Aviation Regulations: ECAR Parts 65, 145, and 147.

This certificate unless amended, suspended, or revoked, shall continue in effect for one year.

By Direction of the ECAA

Date Issued: April 2, 2000

Issuing Office: FSSS-1000

General Mamdouh Heshmat

THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE APPROVED FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE FLIGHT SAFETY STANDARDS SECTOR, ECAA.

ECAA FORM 8000-44 (3-2000)

Figure 6
SAMPLE TRAINING CERTIFICATE

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS	
PART A - GENERAL PART B - AUTHORIZED TRAINING CURRICULUMS PART C - PERSONNEL AND STAFF PART D - FLIGHT TRAINING EQUIPMENT PART E - RECORD KEEPING PART F - LIMITATIONS	
Effective Date _____ Certificate Number _____ _____	

ECAA Form 8000 - 47 (8-99)

Figure 7
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS PART A - GENERAL	
A1. ISSUANCE AND APPLICABILITY A2. DBA (DOING BUSINESS AS) NAMES AUTHORIZED A3. EXEMPTIONS, DEVIATIONS, AND WAIVERS A4. (Reserved) A5. REMOTE TRAINING CENTERS A6. TRAINING AGREEMENTS	EFFECTIVE DATE
Effective Date _____ Certificate Number _____ _____	

ECAA Form 8000 – 47 (8-99)

Figure 7 - continued
 TRAINING SPECIFICATIONS

<p>TRAINING SPECIFICATIONS</p>	<p>Ministry of Transportation Egyptian Civil Aviation Authority</p>
<p><i>[A1. This paragraph identifies the training specifications holder address, mailing address (if different), and the training center certificate number.]</i></p> <p>A1. ISSUANCE AND APPLICABILITY.</p> <p>a. These training specifications are issued to <i>Name of training center</i> whose principal training center is located at the following address:</p> <p style="margin-left: 40px;"> <i>Name of training center</i> <i>Street address</i> <i>City State, and Code</i> <i>Telephone number</i> <i>Facsimile telephone number</i> <i>TELEX number</i> </p> <p>Mailing Address: <i>P.O. Box</i> <i>City, State, and Code</i></p> <p>The holder of these training specifications is the holder of Training Center Certificate Number XYZ AMTC - ## and shall hereafter be referred to as the certificate holder. The certificate holder is authorized to conduct training and checking pursuant to Part 147 of the Egyptian Civil Aviation Regulations (ECAR)]. The certificate holder shall conduct this training in accordance with the specific authorizations, limitations, and the procedures in these training specifications and all appropriate ECAR.</p> <p>b. These training specifications shall remain in effect as long as the certificate holder continues to meet the ECAR requirements specified for certification unless sooner suspended, surrendered, amended, or revoked.</p>	
<p>Issued by the Egyptian Civil Aviation Authority. These Training Specifications are approved by direction of the Flight Safety Standards Sector.</p> <p>Signature of Inspector: _____ FSSS Office: _____ Date approval is effective: _____ Amendment No.: _____ I hereby accept and receive the Training Specifications in this paragraph.</p> <p>Signature of authorized individual: _____ Date: _____</p>	
<p>Effective Date _____ Certificate Number _____</p> <p style="text-align: center;">_____</p>	

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

<p>TRAINING SPECIFICATIONS</p>	<p>Ministry of Transportation Egyptian Civil Aviation Authority</p>									
<p><i>[A2. This is a DBA paragraph.]</i></p> <p>A2. DBA (DOING BUSINESS AS) NAMES AUTHORIZED.</p> <p>The certificate holder is authorized to conduct the training described in paragraph A1 under the following other business names:</p> <p>(1) ABC Technical Training Center (2) ABC Technical Training</p> <hr/> <p><i>[A3. This paragraph includes all exemptions, deviations, and waivers.]</i></p> <p>A3. EXEMPTIONS, DEVIATIONS, AND WAIVERS.</p> <p>The certificate holder is authorized to conduct training, checking, and airman certification in accordance with the provisions, conditions and/or limitations set forth in the following exemptions, deviations, and waivers issued in accordance with Egyptian Civil Aviation Regulations (ECARs).</p> <p>a. Exemption</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">EXEMPTION NUMBER</th> <th style="text-align: center;">EXPIRATION DATE</th> <th style="text-align: center;">REMARKS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1560B</td> <td style="text-align: center;">JAN 31, 2001</td> <td style="text-align: center;">Exempting 147.4(i)</td> </tr> <tr> <td style="text-align: center;">2393</td> <td style="text-align: center;">FEB 2, 2001</td> <td style="text-align: center;">Exempting 147.7 (f)</td> </tr> </tbody> </table> <p>b. Deviations. If authorized</p> <p>c. Waivers. If authorized</p>		EXEMPTION NUMBER	EXPIRATION DATE	REMARKS	1560B	JAN 31, 2001	Exempting 147.4(i)	2393	FEB 2, 2001	Exempting 147.7 (f)
EXEMPTION NUMBER	EXPIRATION DATE	REMARKS								
1560B	JAN 31, 2001	Exempting 147.4(i)								
2393	FEB 2, 2001	Exempting 147.7 (f)								
<p>A4. (Reserved)</p>										
<p>Effective Date _____ Certificate Number _____</p> <hr/>										

TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS

Ministry of
Transportation
Egyptian Civil
Aviation
Authority

[A5. This paragraph describes remote training site authority, training authorizations, and associated limitations. A curriculum or curriculum segment may be conducted at these remote sites.]

A5. REMOTE TRAINING SITES.

The certificate holder is authorized the following remote training sites:

Name of remote training site [for example, ABC Training Corp.]

Street Address

City, State, and Code

Telephone number

Facsimile telephone number

TELEX number

Training authorized [for example, A320-200 Avionics and Electric's Transition maintenance training and testing.]

[A6. The purpose of this paragraph is to authorize training agreements between a part 147 training center and other aviation maintenance training organizations. A training center may provide, or receive, approved training and testing, from another training organization if a training agreement exists.]

A6. TRAINING AGREEMENTS.

The certificate holder is authorized to conduct training and testing, under an agreement with the following:

Name of Training Organization

Street address

City, State, Code

Air Agency Certificate Number

Telephone number

Facsimile telephone number

TELEX number

Identification of each training course, including any training or testing, authorized

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS PART B – AUTHORIZED TRAINING CURRICULUMS	
I. MAINTENANCE ENGINEERS B1. AIRFRAME AND POWER PLANT TRAINING B2. AVIONICS TRAINING B3. ELECTRICS TRAINING B4. AVIONICS / ELECTRICS TRAINING B5. OTHER B6. – B10. RESERVED II. OVERHAUL ENGINEERS B11. TBD B12. TBD B13. TBD B14. – B20 RESERVED III. STRUCTURE REPAIR ENGINEERS B21. – B30. TBD IV. OTHER B31. – B40.	EFFECTIVE DATE
TBD = To Be Developed	
Effective Date _____ Certificate Number _____ _____	

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS			Ministry of Transportation Egyptian Civil Aviation Authority
<p><i>[All paragraphs in Part B are to authorize the use of training curriculums. Part B Table of Contents lists the possible training curriculums. The following training specification paragraphs are examples that could be issued.]</i></p> <p>I. MAINTENANCE ENGINEERS</p> <p>B1. AIRFRAME AND POWER PLANT TRAINING.</p> <p>The certificate holder is authorized to conduct the following core curriculums training and testing:</p>			
Aircraft Type	Category of Training	Curriculum Segment	Testing
Airbus A320-200	Initial Equipment Training	-Airframe -Airframe Practical - Power Plant - Power Plant Practical	Yes Yes Yes Yes
	Transition Training	-Airframe -Airframe Practical - Power Plant - Power Plant Practical	Yes Yes Yes Yes
	Recurrent Training	-Airframe - Power Plant	Yes Yes
	Re-qualification Training	-Airframe -Power Plant	Yes Yes
Boeing 777-200	Transition Training	-Airframe -Airframe Practical - Power Plant - Power Plant Practical	Yes Yes Yes Yes
<hr style="border: 0.5px solid black;"/> <p>Issued by the Egyptian Civil Aviation Authority. These Training Specifications are approved by direction of the Flight Safety Standards Sector.</p> <p>Signature of Inspector: _____ FSSS Office: _____ Date approval is effective: _____ Amendment No.: _____ I hereby accept and receive the Training Specifications in this paragraph.</p> <p>Signature of authorized individual: _____ Date: _____</p>			
<p>Effective Date _____ Certificate Number _____</p> <hr style="border: 0.5px solid black;"/>			

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS				Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS				
B1. AIRFRAME AND POWER PLANT TRAINING (CONTINUED).				
The certificate holder is authorized to conduct the following specialty curriculums training and testing:				
Aircraft Type	Category of Training	Curriculum Segment	Testing	Air Carrier
Boeing B737-500	Initial New Hire Training	-Basic Indoctrination -Airframe* -Airframe Practical* - Power Plant* - Power Plant Practical*	Yes Yes Yes Yes Yes	ABC Airlines
Airbus A320-200	Initial New Hire Training	-Basic Indoctrination -Airframe* -Airframe Practical* - Power Plant* - Power Plant Practical*	Yes Yes Yes Yes Yes	ABC Airlines
	Initial Equipment Training	-Airframe -Airframe Practical - Power Plant - Power Plant Practical	Yes Yes Yes Yes	
	Transition Training	-Airframe -Airframe Practical - Power Plant - Power Plant Practical	Yes Yes Yes Yes	
	Recurrent Training	-Airframe - Power Plant	Yes Yes	
	Re-qualification Training	-Airframe -Power Plant	Yes Yes	
	* Same as Initial Equipment level.			
Effective Date _____ Certificate Number _____				

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS			Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS			
B2. AVIONICS TRAINING.			
The certificate holder is authorized to conduct the following core curriculums training and testing:			
Aircraft Type	Category of Training	Curriculum Segment	Testing
Airbus A320-200	Initial Equipment Training	-Avionics -Avionics Practical	Yes Yes
	Transition Training	-Avionics -Avionics Practical	Yes Yes
	Recurrent Training	-Avionics -Avionics Practical	Yes Yes
	Re-qualification Training	-Avionics -Avionics Practical	Yes Yes
Boeing 777-200	Transition Training	-Avionics -Avionics Practical	Yes Yes
	Recurrent Training	-Avionics -Avionics Practical	Yes Yes
	Re-qualification Training	-Avionics -Avionics Practical	Yes Yes
Effective Date _____ Certificate Number _____			

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS				Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS				
B2. AVIONICS TRAINING (CONTINUED).				
The certificate holder is authorized to conduct the following specialty curriculums training and testing:				
Aircraft Type	Category of Training	Curriculum Segment	Testing	Air Carrier
Boeing B737-500	Initial New Hire Training	-Basic Indoctrination -Avionics* -Avionics Practical*	Yes Yes Yes	ABC Airlines
Airbus A320-200	Initial New Hire Training	-Basic Indoctrination -Avionics* -Avionics Practical*	Yes Yes Yes	ABC Airlines
	Initial Equipment Training	-Avionics -Avionics Practical	Yes Yes	
	Transition Training	-Avionics -Avionics Practical	Yes Yes	
	Recurrent Training	-Avionics -Avionics Practical	Yes Yes	
	Re-qualification Training	-Avionics -Avionics Practical	Yes Yes	
* Same as Initial Equipment level.				
Effective Date _____		Certificate Number _____		

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS		Ministry of Transportation Egyptian Civil Aviation Authority	
I. MAINTENANCE ENGINEERS			
B3. ELECTRICS TRAINING.			
The certificate holder is authorized to conduct the following core curriculums training and testing:			
Aircraft Type	Category of Training	Curriculum Segment	Testing
Airbus A320-200	Initial Equipment Training	-Electric -Electric Practical	Yes Yes
	Transition Training	-Electric -Electric Practical	Yes Yes
	Recurrent Training	-Electric -Electric Practical	Yes Yes
	Re-qualification Training	-Electric -Electric Practical	Yes Yes
Boeing 777-200	Transition Training	-Electric -Electric Practical	Yes Yes
	Recurrent Training	-Electric -Electric Practical	Yes Yes
	Re-qualification Training	-Electric -Electric Practical	Yes Yes
Effective Date _____		Certificate Number _____	

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS				Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS				
B3. ELECTRICS TRAINING (CONTINUED).				
The certificate holder is authorized to conduct the following specialty curriculums training and testing:				
Aircraft Type	Category of Training	Curriculum Segment	Testing	Air Carrier
Boeing B737-500	Initial New Hire Training	-Basic Indoctrination -Electric* -Electric Practical*	Yes Yes Yes	ABC Airlines
Airbus A320-200	Initial New Hire Training	-Basic Indoctrination -Electric* -Electric Practical*	Yes Yes Yes	ABC Airlines
	Initial Equipment Training	-Electric -Electric Practical	Yes Yes	
	Transition Training	-Electric -Electric Practical	Yes Yes	
	Recurrent Training	-Electric -Electric Practical	Yes Yes	
	Re-qualification Training	-Electric -Electric Practical	Yes Yes	

* Same as Initial Equipment level.

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS			Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS			
B4. AVIONICS / ELECTRICS TRAINING.			
The certificate holder is authorized to conduct the following core curriculums training and testing:			
Aircraft Type	Category of Training	Curriculum Segment	Testing
Airbus A320-200	Initial Equipment Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
	Transition Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
	Recurrent Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
	Re-qualification Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
Boeing 777-200	Transition Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
	Recurrent Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes
	Re-qualification Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes

Effective Date _____ Certificate Number _____ _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
 TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS				Ministry of Transportation Egyptian Civil Aviation Authority
I. MAINTENANCE ENGINEERS				
B4. AVIONICS / ELECTRICS TRAINING (CONTINUED).				
The certificate holder is authorized to conduct the following specialty curriculums training and testing:				
Aircraft Type	Category of Training	Curriculum Segment	Testing	Air Carrier
Boeing B737-500	Initial New Hire Training	-Basic	Yes	ABC Airlines
		Indoctrination	Yes	
		-Avionics / Electric*	Yes	
Airbus A320-200	Initial New Hire Training	-Avionics / Electric Practical*	Yes	ABC Airlines
		-Basic	Yes	
		Indoctrination	Yes	
	Initial Equipment Training	-Avionics / Electric	Yes	
		-Avionics / Electric Practical	Yes	
		-Avionics / Electric	Yes	
Transition Training	-Avionics / Electric	Yes		
	-Avionics / Electric Practical	Yes		
Recurrent Training	-Avionics / Electric	Yes		
	-Avionics / Electric Practical	Yes		

	Re-qualification Training	-Avionics / Electric -Avionics / Electric Practical	Yes Yes	
* Same as Initial Equipment level.				
Effective Date _____ Certificate Number _____				

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS		Ministry of Transportation Egyptian Civil Aviation Authority		
I. MAINTENANCE ENGINEERS				
B5. OTHER.				
The certificate holder is authorized to conduct the following specialty curriculums training and testing:				
Aircraft Type	Category of Training	Curriculum Segment	Testing	Air Carrier
Boeing B767-300	Initial	ETOPS	Yes	ABC Airlines
	Recurrent	ETOPS	Yes	
Boeing B777-200	Initial	ETOPS	Yes	XYZ Airlines
	Recurrent	ETOPS	Yes	

B6. – B10. Reserved

II. OVERHAUL ENGINEERS

B11. TBD

B12. TBD

B13. TBD

B14. B20. Reserved

III. STRUCTURE REPAIR ENGINEERS

B21. – B30. TBD

IV. OTHER

B31. – B40. TBD

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS

Ministry of
Transportation
Egyptian Civil
Aviation
Authority

TABLE OF CONTENTS

PART C – PERSONNEL AND STAFF

EFFECTIVE
DATE

- C1. MANAGEMENT PERSONNEL
- C2. Reserved
- C3. PERSON OR PERSONS DESIGNATED TO APPLY FOR AND RECEIVE TRAINING SPECIFICATIONS
- C4. SUPERVISORY PERSONNEL
- C5. EXAMINERS
- C6. INSTRUCTORS

C7. OTHER
C8. – C10. RESERVED

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS

Ministry of
Transportation
Egyptian Civil
Aviation
Authority

[C1. This paragraph is used for identifying certificate holder upper management personnel.]

C1. MANAGEMENT PERSONNEL

The certificate holder uses the following named personnel in the training center positions listed below:

POSITION TITLE	NAME	TELEPHONE	FACSIMILE
V. P. Training	Capt. Ahmed M. El-Zahid	(202) 2456234	(202) 2456233
Deputy V. P. Training	Capt. Farouk S. Mahmoud	(202) 2672001	(202) 2679316
Training Center General Manager	Eng. Hussein Z. Mansour	(202) 2453301	(202) 2455302

[C4. This paragraph identifies those personnel who are designated as supervisors by the certificate holder.]

C4. SUPERVISORY PERSONNEL.

The following named personnel have been designated as supervisors by the certificate holder:

POSITION TITLE	NAME	TELEPHONE	FACSIMILE
Manager of Training Standards	Eng. Foad H. Osman	(202) 2453307	-----
Chief Airframe & Power Plant Instructor	Capt. Sayed M. Aly	(202) 2453304	-----
Chief Avionics Instructor	Eng. Ibrahim K. Soliman	(202) 2453306	-----
Chief Electric's Instructor	Eng. Hassan N. El-Shazly	(202) 2453310	-----

Effective Date _____ Certificate Number _____

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS		Ministry of Transportation Egyptian Civil Aviation Authority		
<p><i>[C5. This paragraph identifies the personnel who are designated as examiners for the certificate holder. Examiners are categorized as certification examiners. Certification examiners are authorized to administer tests for the issuance of a maintenance engineer license/approval or rating.]</i></p> <p>C5. EXAMINERS.</p> <p>The following persons are authorized to administer tests for the issuance of a maintenance engineer license/approval or the addition of a type rating for the certificate holder:</p>				
NAME	AIRMAN CERTIFICATE #	AIRCRAFT	LIMITATIONS	AIR CARRIER PROGRAM

H. R. Hassan	563299211	A320-200	Avionics only	Training Center Core Curriculum, ABC Airlines.
A. M. Fawzy	563299200	A320-200	Airframe and Power Plant only	Training Center Core Curriculum, ABC Airlines.
<p>Individuals listed in above to evaluate for an air carrier must be nominated by the air carrier and approved by the air carrier's ECAA inspector.</p>				
<p>Effective Date _____ Certificate Number _____</p> <p>_____</p>				

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Figure 7 – continued
TRAINING SPECIFICATIONS

<p>TRAINING SPECIFICATIONS</p>	<p>Ministry of Transportation Egyptian Civil Aviation Authority</p>
<p><i>[C6. This paragraph identifies the personnel who are qualified as instructors for the certificate holder. Instructors are categorized as airframe and power plant instructors, avionics instructors, electric's instructors, and other instructors as applicable to curriculums listed in Part B of this Training Specifications.]</i></p> <p>C6. INSTRUCTORS.</p> <p>I. AIRFRAME AND POWER PLANT MAINTENANCE INSTRUCTORS</p> <p>The following persons are authorized to act as airframe and power plant maintenance instructors for the certificate holder. They are authorized to give instruction to airframe and power plant maintenance</p>	

engineers.				
NAME	INSTRUCTOR APPROVAL #	AIRCRAFT	LIMITATIONS	AIR CARRIER PROGRAM
Hassan M. El-Sayed	247590	A320-200	Power Plant only	Training Center Core Curriculum, and ABC Airlines.
		A300-600		Training Center Core Curriculum.
		B777-200		Training Center Core Curriculum.
Amr D. Shehata	247773	A320-200		Training Center Core Curriculum.
		B737-500		ABC Airlines.
Moustaffa A. Talha	247778	A300-600	Airframe only	Training Center Core Curriculum.
		B777-200		Training Center Core Curriculum.
Samir M. El-Ghamry	247586	A300-600		Training Center Core Curriculum.
Individuals listed above to instruct for an air carrier also must be identified as instructors by the individual air carrier.				
Effective Date _____ Certificate Number _____				

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Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS				Ministry of Transportation Egyptian Civil Aviation Authority
C6. INSTRUCTORS (continued)				
II. AVIONICS MAINTENANCE INSTRUCTORS				
The following persons are authorized to act as avionics maintenance instructors for the certificate holder. They are authorized to give instruction to avionics maintenance engineers.				
NAME	INSTRUCTOR APPROVAL #	AIRCRAFT	LIMITATIONS	AIR CARRIER PROGRAM

Hassan I. El - Attar	3413430	A320-200		Training Center Core Curriculum, and ABC Airlines.																									
Mahmoud Gamal Eldin	2601002	A320-200		Training Center Core Curriculum, and ABC Airlines.																									
Osama A. Khamis	3323455	A300-600		Training Center Core Curriculum																									
Mohamed M. El-Banhawi	2663992	B777-200		Training Center Core Curriculum																									
<p>Individuals listed above to instruct for an air carrier also must be identified as instructors by the individual air carrier.</p> <p>III. ELECTRIC'S MAINTENANCE INSTRUCTORS</p> <p>The following persons are authorized to act as electric's maintenance instructors for the certificate holder. They are authorized to give instruction to electric's maintenance engineers.</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>INSTRUCTOR APPROVAL #</th> <th>AIRCRAFT</th> <th>LIMITATIONS</th> <th>AIR CARRIER PROGRAM</th> </tr> </thead> <tbody> <tr> <td>Hassan I. El - Attar</td> <td>3413430</td> <td>A320-200</td> <td></td> <td>Training Center Core Curriculum, and ABC Airlines.</td> </tr> <tr> <td>Mahmoud Gamal Eldin</td> <td>2601002</td> <td>A320-200</td> <td></td> <td>Training Center Core Curriculum, and ABC Airlines.</td> </tr> <tr> <td>Osama A. Khamis</td> <td>3323455</td> <td>A300-600</td> <td></td> <td>Training Center Core Curriculum</td> </tr> <tr> <td>Mohamed M. El-Banhawi</td> <td>2663992</td> <td>B777-200</td> <td></td> <td>Training Center Core Curriculum</td> </tr> </tbody> </table> <p>Individuals listed above to instruct for an air carrier also must be identified as instructors by the individual air carrier.</p> <p>C7. OTHER. C8. – C10. RESERVED.</p> <p>Effective Date _____ Certificate Number _____</p> <p>_____</p>					NAME	INSTRUCTOR APPROVAL #	AIRCRAFT	LIMITATIONS	AIR CARRIER PROGRAM	Hassan I. El - Attar	3413430	A320-200		Training Center Core Curriculum, and ABC Airlines.	Mahmoud Gamal Eldin	2601002	A320-200		Training Center Core Curriculum, and ABC Airlines.	Osama A. Khamis	3323455	A300-600		Training Center Core Curriculum	Mohamed M. El-Banhawi	2663992	B777-200		Training Center Core Curriculum
NAME	INSTRUCTOR APPROVAL #	AIRCRAFT	LIMITATIONS	AIR CARRIER PROGRAM																									
Hassan I. El - Attar	3413430	A320-200		Training Center Core Curriculum, and ABC Airlines.																									
Mahmoud Gamal Eldin	2601002	A320-200		Training Center Core Curriculum, and ABC Airlines.																									
Osama A. Khamis	3323455	A300-600		Training Center Core Curriculum																									
Mohamed M. El-Banhawi	2663992	B777-200		Training Center Core Curriculum																									

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
 TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS PART D – FLIGHT TRAINING EQUIPMENT	
EFFECTIVE DATE	
<p><i>[This paragraph identifies the maintenance training equipment that may be used by a training center. This may include maintenance training devices.]</i></p>	

D1. Reserved
 D2. MAINTENANCE TRAINING DEVICES (MTDs)
 D3. Reserved
 D4. – D12 Reserved

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
 TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS		Ministry of Transportation Egyptian Civil Aviation Authority		
<p><i>[D2. This paragraph identifies maintenance training devices authorized to be used in the certificate holder's approved training programs. In addition, it outlines the requirements for qualification, maintenance, and inspection, and device limitations.]</i></p> <p>D1. RESERVED. D2. MAINTENANCE TRAINING DEVICES</p> <p>The certificate holder is authorized to conduct training and testing (delete any not applicable) in the following maintenance training devices:</p>				
AIRCRAFT	MTD LEVEL	ECAA ID #	OPERATOR	LOCATION
A340-500	TBD	MTD001	ABC Aviation	ABC Airlines,

			Training Center	Training Complex, Cairo International Airport, Egypt.
A320-200	TBD	MTD002	ABC Aviation Training Center	ABC Airlines, Training Complex, Cairo International Airport, Egypt.
Effective Date _____ Certificate Number _____ _____				

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Figure 7 – continued
 TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS PART E – RECORD KEEPING	
EFFECTIVE DATE	
<p><i>[Part E – Record keeping. These training specifications paragraphs delineate the location, custodian(s), and methods of record keeping.]</i></p>	

E1. TRAINING RECORDS LOCATIONS AND CUSTODIANS E2. MAINTENANCE TRAINING DEVICE (MTD) MAINTENANCE RECORDS E3. APPROVED RECORDKEEPING SYSTEM E3a. AUTOMATED RECORDS E3b. MANUALLY MAINTAINED RECORDS E4. TRAINING RECORD RETENTION AND COPIES E5. - E12. RESERVED.
Effective Date _____ Certificate Number _____ _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
<p><i>[E1c. Complete the address, which may be the training center address, or another designated location, subject to approval of the ECAA.]</i></p> <p>E1. TRAINING RECORDS LOCATIONS AND CUSTODIANS.</p> <p>a. Training center student records must be maintained at the following address:</p> <p><i>Name of training center</i> <i>Street Address</i> <i>City, State and Code</i> <i>Voice Telephone Number</i></p>	

<p><i>Facsimile Telephone Number</i> <i>TELEX number</i></p> <p>b. The point of contact for all student training records is the following:</p> <p><i>Name of custodian</i> <i>Street Address</i> <i>City, State, and Code</i> <i>Voice telephone number</i> <i>Facsimile telephone number</i> <i>TELEX number</i></p> <p>c. The certificate holder shall maintain at the following location, records that show regulatory compliance with instructor and examiner qualification and training requirements:</p> <p><i>Location Name</i> <i>Street Address</i> <i>City, State, and Code</i> <i>Voice telephone number</i> <i>Facsimile telephone number</i> <i>TELEX number</i></p>
<p>Effective Date _____ Certificate Number _____</p> <p>_____</p>

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

<p>TRAINING SPECIFICATIONS</p>	<p>Ministry of Transportation Egyptian Civil Aviation Authority</p>
<p>d. The point of contact for all records showing compliance with <i>instructor</i> and <i>examiner</i> qualification and training requirements is as follows:</p> <p><i>Name of custodian</i> <i>Street Address</i> <i>City, State, and Code</i> <i>Voice telephone number</i> <i>Facsimile telephone number</i> <i>TELEX number</i></p>	

<p>Issued by the Egyptian Civil Aviation Authority. These Training Specifications are approved by direction of the Flight Safety Standards Sector.</p> <p>Signature of Inspector: _____ FSSS Office: _____ Date approval is effective: _____ Amendment No.: _____ I hereby accept and receive the Training Specifications in this paragraph.</p> <p>Signature of authorized individual: _____ Date: _____</p>
<p>Effective Date _____ Certificate Number _____</p> <p>_____</p>

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Figure 7 – continued
TRAINING SPECIFICATIONS

<p>TRAINING SPECIFICATIONS</p>	<p>Ministry of Transportation Egyptian Civil Aviation Authority</p>
<p>E2. MAINTENANCE TRAINING DEVICE (MTD) MAINTENANCE RECORDS.</p> <p>The certificate holder shall maintain maintenance records, at the following location, for all flight simulators and flight training devices for which the certificate holder has maintenance responsibility:</p> <p><i>Location Name</i> <i>Street Address</i> <i>City, State, and Code</i> <i>Voice telephone number</i> <i>Facsimile telephone number</i> <i>TELEX number</i></p>	

E3. APPROVED RECORDKEEPING SYSTEM.

E3a. AUTOMATED RECORDS.

The certificate holder shall maintain records by using an automated record keeping system approved by the FSSS.

or: (issue only one)

E3b. MANUALLY MAINTAINED RECORDS.

The certificate holder shall maintain records manually by using forms or format approved by the FSSS.

E4. TRAINING RECORD RETENTION AND COPIES.

The certificate holder shall maintain a copy of the trainee’s training record for a period of at least 12 calendar months after the completion of training, or testing. Copies of training records for each air carrier or maintenance organization client must be forwarded to the applicable air carrier or air operator.

E5. - E12. Reserved.

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
 TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
TABLE OF CONTENTS PART F – LIMITATIONS	EFFECTIVE DATE
F1. – F11 Reserved	

Effective Date _____ Certificate Number _____ _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
TRAINING SPECIFICATIONS

TRAINING SPECIFICATIONS	Ministry of Transportation Egyptian Civil Aviation Authority
F1. – F11. Any limitations imposed on the certificate holder shall be noted in this part.	

Issued by the Egyptian Civil Aviation Authority.
 These Training Specifications are approved by direction of the Flight Safety Standards Sector.

Signature of Inspector: _____ FSSS Office: _____
 Date approval is effective: _____ Amendment No.: _____
 I hereby accept and receive the Training Specifications in this paragraph.

Signature of authorized individual: _____ Date: _____

Effective Date _____ Certificate Number _____

ECAA Form 8000 – 47 (8-99)

Figure 7 – continued
 TRAINING SPECIFICATIONS
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS

1. **PURPOSE.** This figure sets forth guidance for conducting an in-depth internal appraisal of a training center. While not mandatory, internal evaluation programs are beneficial to the training center.
2. **APPLICABILITY.** This guidance applies to the ECAA -approved part 147 training center certificate holder and is to be used for internal evaluation (self-audit) purposes.
3. **OBJECTIVE.** The objective of an in-depth internal evaluation is to ensure that the training center is in compliance with the, exemptions, company procedures and policies, and written ECAA guidance material.

Development of an in-depth inspection plan is essential to an internal evaluation program. The plan should contain at least the following:

- a. A list of maintenance training devices by aircraft type and ECAA identification number or
- b. manufacturer's serial number.
- c. Reserved.
- d. A list of the kinds of services provided to the training center (for example, contract maintenance).
- e. A list of training facilities and their locations.
- f. Reserved.
- g. The number and location of employees, including instructors, examiners, and organizational structure.

Various data sources should be considered during the development of the plan. These include the following:

- a. Core curriculums, specialty curriculums, syllabuses, manuals, and supporting materials.
- b. Training specifications.
- c. Accident and incident data.
- d. History of regulatory noncompliance.
- e. Knowledge of any previous internal evaluations or ECAA inspection or surveillance reports.
- f. ECAA correspondence.
- g. Limitations as per the training specifications.
- h. Exemptions and/or deviations.

Figure 8
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS

4. INDEX.

- Section 1.1 Management.
- Section 1.2 Examiners.
- Section 1.3 Instructors.
- Section 1.4 Training Specifications.
- Section 1.5 Training Programs.
- Section 1.6 Records.
- Section 1.7 Exemptions and Deviations.
- Section 1.8 Facilities.
- Section 1.9 Quality of Instruction.
- Section 1.10 Advertising.
- Section 1.11 Parts 65, 121, and 145, Activity and Reports.
- Section 1.12 Minimum Equipment List.

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS

SECTION 1.1 MANAGEMENT

- Is the information contained on the training center certificate current?

Yes No

- Have the management or facilities changed since the training center certificate was issued?

Yes No

- Is the training center certificate prominently displayed?

Yes No

- Does the training center maintain a principal business office with a mailing address in the name shown on its certificate?

Yes No

- Does the training center use remote training sites?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS

SECTION 1.1 MANAGEMENT - continued

- Does the training center have a sufficient number of management personnel who are qualified and competent to perform required duties?

Yes No

- Has each employee been instructed in the procedures and responsibilities of their employment?

Yes No

SECTION 1.2 EXAMINERS

- Does the training center have a sufficient number of qualified examiners to provide required tests?

Yes No

- Are examiners qualified in accordance with Appendix A of this EAC ?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS

SECTION 1.3 INSTRUCTORS

- Does the training center have a sufficient number of qualified instructors to provide training?

Yes No

- Are instructors qualified in accordance with Appendix A of this EAC?

Yes No

-
-
- Is each written, oral, or practical test that is given by instructors of a scope, depth, and difficulty to adequately determine the student's knowledge and skills?

Yes No

SECTION 1.4 TRAINING SPECIFICATIONS

- Is the information that is provided in Part A of the training specifications current?

Yes No

- Does the training center have an authorization for each training course for which a certificate or rating is sought?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
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- Is personnel and staff information that is listed in Part C of the training specifications current?

Yes No

- Is the information regarding training equipment, and maintenance training devices that is contained in Part D of the training specifications current?

Yes No

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- Is the information regarding record keeping that is contained in Part E of the training specifications current?

Yes No

- Is the information regarding training center limitations that is contained in Part F of the training specifications current?

Yes No

Figure 8-continued
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SECTION 1.5 TRAINING PROGRAMS

- Does the curriculum for each approved training program meet the minimum requirements contained in Appendix E to this EAC?

Yes No

- Does the training program curriculum for each approved training program contain
 - a. A syllabus for each curriculum?

Yes No

b. Training aids, maintenance training devices, and equipment requirements for each curriculum?

Yes No

c. Minimum instructor and examiner qualifications for each curriculum?

Yes No

d. A curriculum for initial training and continuing training of each instructor or examiner employed to instruct in a curriculum?

Yes No

Figure 8-continued
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SECTION 1.5 TRAINING PROGRAMS - Continued

and;

e. Has each air carrier certificate holder, operator under part 121, or maintenance organization under part 145 that has contracted for training with the training center certificate holder,

(a) Applied to the ECAA for approval to use a training program curriculum (training center core curriculum) approved under part 147?

Yes No

or;

- (b) Applied to the ECAA to approve a its own specialty curriculum ?

Yes [] No []

f. If the ECAA required modification of an approved training program curriculum to ensure that the curriculum is suitable for a specific air carrier certificate holder's, an operator's, or a maintenance organization's training program requirements (specialty curriculum), has the training center certificate holder made the required modification within 30 calendar days?

Yes [] No []

- Does the training program (curriculum) describe the courseware used?

Yes [] No []

Figure 8-continued
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SECTION 1.5 TRAINING PROGRAMS - Continued

- Is there a description of any special equipment, used for each course of instruction?

Yes [] No []

- Is there a description of each lesson, including its objectives and standards?

Yes No

SECTION 1.6 RECORDS

A. Instructors and Evaluators

- Does the training center certificate holder maintain a record for each instructor or examiner authorized to instruct an approved course that indicates that the instructor or examiner has complied with the requirements of Appendix A to this EAC.

Yes No

Figure 8-continued

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SECTION 1.6 RECORDS - Continued

- Does each instructor who is giving instruction under an approved course of training have the ratings and minimum qualifications specified in the curriculum?

Yes No

- Has each instructor completed recurrent training within the preceding 24months?

Yes No

B. Students

- Does the training center certificate holder maintain a record for each trainee that contains the following?

- (1) The name of the trainee;
- (2) The name of the trainee's employer;
- (3) A copy of the trainee's certificate, if any;
- (4) The name of the course;
- (5) The trainee's prerequisite experience and course duration;
- (6) The date of completion of training;
- (7) The date and result of each test;

For practical training;

- (8) The trainee's performance on each lesson and the name of the instructor providing instruction;
- (9) The name of each examiner who conducts a required test;
- (10) The date and result of each end-of-course practical test and the name of the examiner conducting the test; and

Yes [] No []

Figure 8-continued
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SECTION 1.6 RECORDS - Continued

- Has the training center certificate holder provided the trainee with a copy of the trainee's training records when requested and within a reasonable time?

Yes [] No []

- Does the training center retain each student record for at least 1 year from the date that the student graduates from the course for which the record pertains, terminates enrollment in that course, or transfers to another training center?

Yes No

C. Training Equipment

- Does each training equipment have a discrepancy log that includes documentation of the daily functional inspection, discrepancies, and corrective action/deferral?

Yes No

Figure 8-continued
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SECTION 1.7 EXEMPTIONS AND DEVIATIONS

- Does the training center hold any exemptions, deviations, or waivers?

Yes No

- Does the training center comply with the conditions of the exemptions, deviations, and waivers?

Yes No

- Does the training center list the exemptions, deviations, and waivers in Part A of the training specifications?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
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SECTION 1.8 FACILITIES

- Does the training center have exclusive use of the facilities during scheduled use?

Yes No

- Is each room, training booth, or other space that is used for instructional purposes heated, lighted, and ventilated to conform to local building, sanitation, and health codes and adequate for the intended purpose?

Yes No

- Are the facilities used for instruction free of significant distractions caused by flight operations and maintenance operations at the airport?

Yes No

Figure 8-continued

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SECTION 1.9 QUALITY OF INSTRUCTION

- Is the training center complying with the approved course of training and providing training and instruction of such quality that at least 8 out of 10 students or graduates of that training center pass tests on the first attempt?

Yes No

SECTION 1.10 ADVERTISING

- Does the training center advertise to conduct training that is not approved by the ECAA if that training is designed to satisfy any requirement of the ECARs?

Yes No

- Has the training center certificate holder whose certificate has been surrendered, suspended, revoked, or terminated, promptly removed all indications, including signs, wherever located, that the training center was certificated by the ECAA; promptly notified all advertising agents, or advertising media, or both (employed by the training center certificate holder), to cease all advertising that indicates that the training center is certificated by the ECAA?

Yes No

- Has the training center made any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that training center?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
INTERNAL EVALUATION GUIDANCE FOR PART 147 TRAINING CENTERS
SECTION 1.10 ADVERTISING – Continued

- Does the training center clearly differentiate between courses that have been approved by the ECAA and those that have not?

Yes No

- If the training center has relocated or does not hold a current certificate, has it removed all indications that the training center is certificated by the ECAA?

Yes No

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-
- Does the training center advertise and conduct approved maintenance courses in accordance with the certificate it holds?

Yes No

SECTION 1.11 PARTS 65, 121, and 145 ACTIVITY AND REPORTS

- Does the training center conduct any training or instruction other than part 147?

Yes No

Figure 8-continued
INSPECTION AND SURVEILLANCE JOB AID
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