

APPENDIX F  
CERTIFICATION FORMS AND JOB AIDS

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CERTIFICATION SCHEDULE OF EVENTS FORM

**EGYPTIAN CIVIL AVIATION AUTHORITY**  
Flight Safety Standards Sector (FSSS)

**AIRWORTHINESS CENTRAL**  
**ADMINISTRATION (ACA)**

**SCHEDULE OF EVENTS**

<b>PART 147 TRAINING CENTER SCHEDULE OF EVENTS - CERTIFICATION</b>				
<b>OFFICIAL NAME OF CENTER:</b>		<b>LOCATION ADDRESS:</b>		
<b>MAILING ADDRESS (if different from location)</b>				
<b>PRECERTIFICATION No.</b>				
<b>Scheduled date of Submission, Demonstration, or inspection</b>		<b>Date Received/ Accomplished</b>	<b>Date Returned for Changes</b>	<b>Date Approved/ Accepted</b>
<b>FORMAL APPLICATION PHASE</b>				
	Formal Application Letter.			
	Schedule of Events.			
	Statement Of Compliance (SOC).			
	Organization Structure.			
	Management Qualifications Resumes.			
	Copy of purchase or lease contracts of training equipment ( FTD's, MTDs...etc).			
	Proposed training courses (courses list)			
	Instructors and examiners list.			
	Proposed authorization for examiners.			
	A description of the training facilities, equipment, and qualifications of personnel to be used.			
	Curriculums , including syllabuses, outlines, courseware, and documentation to support the proposed course.			
	Proposed evaluation plans.			
	Description of the record keeping system.			
	Description of the quality control measures.			
	Training Agreements (if any).			

\* TBD :To Be Developed

\*\* N/A : Not Applicable

**EGYPTIAN CIVIL AVIATION AUTHORITY**  
Flight Safety Standards Sector (FSSS)

**AIRWORTHINESS CENTRAL  
ADMINISTRATION (ACA)**

**SCHEDULE OF EVENTS (CONTINUED)**

<b>PART 147 TRAINING CENTER SCHEDULE OF EVENTS - CERTIFICATION</b>				
<b>Scheduled date of Submission, Demonstration, or inspection</b>		<b>Date Received/ Accomplished</b>	<b>Date Returned for Changes</b>	<b>Date Approved/ Accepted</b>
<b>FORMAL APPLICATION PHASE (CONTINUED)</b>				
	Policy & Procedure Manual (Training Exposition Manual)			
	Quality Manual.			

\* TBD: To Be Developed

EGYPTIAN CIVIL AVIATION AUTHORITY  
Flight Safety Standards Sector (FSSS)

AIRWORTHINESS CENTRAL  
ADMINISTRATION (ACA)

SCHEDULE OF EVENTS (CONTINUED)

<b>PART 147 TRAINING CENTER SCHEDULE OF EVENTS - CERTIFICATION</b>				
<b>Scheduled date of Submission, Demonstration, or inspection</b>		<b>Date Received/ Accomplished</b>	<b>Date Returned for Changes</b>	<b>Date Approved/ Accepted</b>
<b>DOCUMENT COMPLIANCE PHASE</b>				
	Management qualifications Resumes.			
	Policy & Procedure Manual (Training Exposition Manual)			
	Statement of Compliance (SOC)			
	Training Curriculums (core or specialty or both) -Basic Indoctrination -Initial -Transition -Recurrent -Recurrent/Troubleshooting -Differences -Maintenance Instructors -Ground Handling/Serviceing -ETOPS			
	Training Programs -Curriculums (as above) and courses list. -Courseware ( syllabuses, computer programs, audio-visual programs, workbooks, checklists, and handouts.) -Facilities -Training Equipment (FTDs, MTDs....etc.) -Training Aids (projectors, computers for CBT,....etc) -Instructors and examiners (list and qualifications)			
	Evaluation Plan			
	Quality Manual			
	Lease/Contract Agreements			
	Training Agreements			

\* TBD: To Be Developed

\*\* N/A: Not Applicable

CERTIFICATION JOB AIDS

TRAINING CENTER CERTIFICATION JOB AID  
ECAR PART 147

FSSS 1000	ACA 1100	FOCA 1200	I. PREAPPLICATION PHASE	INSP. INITIAL	DATE	REF.																
	<b>NAME OF APPLICANT:</b>																					
	<b>INITIAL ORIENTATION : INSPECTOR PRESENTATION.</b> CERTIFICATION ADVISORY CIRCULAR PROVIDED. PREAPPLICATION LETTER OF INTENT (PLI): Forwarded to FSSS office _____ Precertification number _____																					
	<b>B. CERTIFICATION TEAM DESIGNATED</b> ( one airframe and power plant, one electrical, and one avionics inspector should be available).  <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"></td> <td style="width: 35%; text-align: center;"><b>Name</b></td> <td style="width: 35%; text-align: center;"><b>Specialty</b></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td><b>CPM</b></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> </table>				<b>Name</b>	<b>Specialty</b>			_____	_____		<b>CPM</b>	_____	_____			_____	_____				
	<b>Name</b>	<b>Specialty</b>																				
	_____	_____																				
<b>CPM</b>	_____	_____																				
	_____	_____																				
	<b>CONDUCT PREAPPLICATION MEETING</b>  VERIFY <b>PLI</b> INFORMATION ADVISE ELEMENTS OF FORMAL APPLICATION OVERVIEW OF CERTIFICATION PROCESS PROVIDE CERTIFICATION PACKAGE Certification Job Aid Schedule of Events Advisory Circular Checklist Training Specifications data sheet Other applicable publications and documents EXPLAIN FORMAL APPLICATION SUBMISSION ADVISE APPLICANT TO SUBMIT FORMAL APPLICATION AS FAR IN ADVANCE AS POSSIBLE.																					



REMARKS:

EGYPTIAN CIVIL AVIATION AUTHORITY  
Flight Safety Standards Sector (FSSS)AIRWORTHINESS CENTRAL  
ADMINISTRATION (ACA)TRAINING CENTER CERTIFICATION JOB AID  
ECAR PART 147

FSSS 1000	II. FORMAL APPLICATION PHASE	INSP. INITIAL	DATE	REF.
	REVIEW APPLICANT'S SUBMISSIONS			
	<b>1. FORMAL APPLICATION LETTER</b>			
	a. Full official name (legal).			
	b. Mailing address and telephone/fax.			
	c. Locations where training shall be conducted.			
	d. Starting date.			
	e. Key management personnel names and a statement acknowledging that the applicant shall notify the FSSS within 10 working days of any change made in the assignment of persons in the required management positions.			
	<b>2. FORMAL APPLICATION ATTACHMENTS</b>			
	a. ECAA FORM FSSS-1000-AMTC-147 (completed)			
	b. Schedule of events			
	c. Initial Statement Of Compliance (ISOC)			
	d. Organization Structure			
	e. A management qualifications resumes.			
	f. Copy of purchase or lease contracts of training equipment ( FTDs...etc).			
	g. Proposed training courses (courses list)			
	h. Instructors and examiners list.			
	i. Proposed authorization for examiners.			
	j. (Reserved)			
	k. A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.			
	l. Curriculums , including syllabuses, outlines, courseware, and documentation to support the proposed course.			
	m. Proposed evaluation plans.			
	n. Description of the record keeping system.			
	o. Description of the quality control measures.			
	p. Training Agreements (if any).			
	EVALUATE ECAA RESOURCE CAPABILITY BASED ON SCHEDULE OF EVENTS.			

**REMARKS:**EGYPTIAN CIVIL AVIATION AUTHORITY  
Flight Safety Standards Sector (FSSS)AIRWORTHINESS CENTRAL  
ADMINISTRATION (ACA)TRAINING CENTER CERTIFICATION JOB AID  
ECAR PART 147

FSSS 1000	II. FORMAL APPLICATION PHASE (CONT.)	INSP. INITIAL	DATE	REF.
	C. FORMAL APPLICATION MEETING  1. SCHEDULE MEETING Date: _____ Time: ____ 2. DISCUSS EACH SUBMISSION. 3. RESOLVE DISCRIPANCIES/OPEN ITEMS. 4. REVIEW CERTIFICATION PROCESS. 5. REVIEW IMPACT IF SCHEDULE OF EVENTS IS NOT MET.			
	D. ISSUE LETTER ACCCEPTING/REJECTING APPLICATION.			
<b>REMARKS:</b>				

**EGYPTIAN CIVIL AVIATION AUTHORITY**  
Flight Safety Standards Sector (FSSS)

**FLIGHT OPERATIONS CENTRAL**  
ADMINISTRATION (ACA)

**TRAINING CENTER CERTIFICATION JOB AID**  
**ECAR PART 147**

FSSS 1000	III. DOCUMENT COMPLIANCE PHASE	INSP. INITIAL	DATE RET'D	DATE RESUB	DATE ACCEP	REF.
	A. EVALUATE MANAGEMENT PERSONNEL RESUMES.					
	B. EVALUATE TRAINING PROGRAMS.					
	C. EVALUATE APPLICABLE MANUALS OR PROCEDURES:					
	1. Policy and Procedures Manual.					
	2. Quality Manual.					
	D. EVALUATE LEASE/CONTRACT AGREEMENTS.					
	E. EVALUATE TRAINING AGREEMENTS.					
<b>REMARKS:</b>						

**EGYPTIAN CIVIL AVIATION AUTHORITY**  
Flight Safety Standards Sector (FSSS)

**AIRWORTHINESS CENTRAL**  
ADMINISTRATION (ACA)

**TRAINING CENTER CERTIFICATION JOB AID**  
**ECAR PART 147**

<b>FSSS 1000</b>	<b>IV. DEMONSTRATION &amp; INSPECTION PHASE</b>	<b>INSP. INITIAL</b>	<b>DATE RET'D</b>	<b>DATE RESUB</b>	<b>DATE ACCEP</b>	<b>REF.</b>
	A. TRAINEES TESTING.					
	B. TRAINING CENTER FACILITIES.					
	C. FTDs CONFORMITY INSPECTION.					
	D. FTDs AND TRIANING EQUIPMENT MAINTENANCE PROGRAMS.					
	E. RECORD KEEPING SYSTEM:					
	1. Maintenance Engineers.					
	2. Instructors and Examiners.					
	F. TRAINING (Initial Cadre of Instructors).					
	G. EXAMINERS TRAINING.					

**REMARKS:**

**EGYPTIAN CIVIL AVIATION AUTHORITY**  
Flight Safety Standards Sector (FSSS)

**AIRWORTHINESS CENTRAL**  
ADMINISTRATION (ACA)

**TRAINING CENTER CERTIFICATION JOB AID**  
ECAR PART 147

<b>FSSS 1000</b>	<b>V. CERTIFICATION PHASE</b>	<b>INSP. INITIAL</b>	<b>DATA COMPLETED</b>
	A. OBTAIN FINAL CERTIFICATE NUMBER.		
	B. PREPARE AND APPROVE OPERATION SPECIFICATIONS.		
	C. PRESENT CERTIFICATE AND OPERATIONS SPECIFICATIONS TO CERTIFICATE HOLDER.		
	D. PREPARE CERTIFICATION REPORT:		
	<b>1. ASSEMBLE REPORT</b>		
	a. Preapplication Letter of Intent.		
	b. Certification Job Aid.		
	c. Formal Application Letter.		
	d. Schedule of Events.		
	e. Final Compliance Statement.		

	f. Copy of Operation Specifications.		
	g. Copy of the Certificate.		
	h. Summary of Difficulties.		
	i. Suggestions to Improve Certification Process.		
	<b>2. DISTRIBUTE REPORT</b>		
<b>REMARKS:</b>			
	<b>E. DEVELOP POST CERTIFICATION SURVEILLANCE PROGRAM:</b>		
	1. Within the FSSS, ACA, and FOCA area.		
	2. Outside the FSSS, ACA, and FOCA area.		
<b>REMARKS:</b>			

## CERTIFICATION REPORT CONTENTS

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



جمهورية مصر العربية  
وزارة النقل  
الهيئة العامة المصرية للطيران المدني

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**XYZ AIRLINES**  
**MAINTENANCE TRAINING CENTER**

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**MAINTENANCE TRAINING CENTER CERTIFICATION REPORT UNDER  
ECAR PART 147**

**CERTIFICATION REPORT CONTENTS**

- 1- Preapplication Letter of Intent (PLI).
- 2- Certification Job Aid (JA).
- 3- Formal Application Letter.
- 4- Schedule of Events.
- 5- Final Compliance Statement.
- 6- Copy of Training Specifications (TrnSpecs) – on electronic storage media.
- 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.

#### **CERTIFICATION REPORT DISTRIBUTION**

The report will be maintained in the permanent file relating to the new certificate holder during the business life of the certificate holder.