

Notice of Proposed Rule Making

NPRM 15-03

16 July 2015

Part 147 Maintenance Training Organisations

Docket 14/CAR/2 Maintenance Training Organisations

Consequential Amendments

Part 66

Part 119

Part 145

Background to the Civil Aviation Rules

The Civil Aviation Rules (**the Rules**) establish the minimum regulatory safety boundary for participants to gain entry into, operate within, and exit the New Zealand civil aviation system. The Rules are structured in a manner similar to the Federal Aviation Regulations of the USA. Close co-operation is being maintained with the Civil Aviation Safety Authority of Australia to ensure maximum harmonisation with their regulatory code.

Rules are divided into Parts and each Part contains a series of individual rules which relate to a particular aviation activity. Advisory circulars accompany many rule Parts and contain information about standards, practices and procedures that the Director has established to be an acceptable means of compliance with the associated rule. An advisory circular may also contain guidance material to facilitate compliance with the rule requirements.

The objective of the Civil Aviation Rules system is to strike a balance of responsibility between, on the one hand, the Crown and regulatory authority (CAA) and, on the other hand, those who provide services and exercise privileges in the civil aviation system. This balance must enable the Crown and regulatory authority to set standards for, and monitor performance of, aviation participants whilst providing the maximum flexibility for the participants to develop their own means of compliance within the safety boundary.

Section 12 of the Civil Aviation Act 1990 prescribes general requirements for participants in the civil aviation system and requires, amongst other things, participants to carry out their activities safely and in accordance with the relevant prescribed safety standards and practices.

Section 28 of the Act allows the Minister to make ordinary rules for any of the following purposes:

- the implementation of New Zealand's obligations under the Convention;
- the provision of aviation meteorological services, search and rescue services and civil aviation security programmes and services;
- assisting aviation safety and security, including but not limited to personal security;
- assisting economic development;
- improving access and mobility;
- protecting and promoting public health;
- ensuring environmental sustainability;
- any matter related or reasonably incidental to any of the following:
 - i. the Minister's objectives under section 14 of the Act;
 - ii. the Minister's functions under section 14A of the Act;
 - iii. the Authority's objectives under section 72AA of the Act;
 - iv. the Authority's functions and duties under section 72B of the Act;
 - v. the Director's functions and powers under section 72I of the Act;
- any other matter contemplated by any provision of the Act.

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1. Purpose of this NPRM

The purpose of this rule-making proposal is to provide rules which assist the economic development of the aircraft maintenance training sector. In order to achieve this purpose, the rule proposal must—

- enhance New Zealand’s international aviation reputation; and
- minimise business compliance costs and government administration costs; and
- promote aviation safety.

The proposed new rules forming Part 147 are based on the requirements in the current Part 141 and the equivalent EASA Part 147. The intention behind this is that the proposed new Part 147 is internationally recognised and acceptable to the overseas market. The proposed new Part 147 prescribes rules governing the certification and operation of organisations conducting—

- standard maintenance training; and
- restricted maintenance training.

2. Background to the Proposal

2.1 General Summary

At present, New Zealand does not provide a regulatory environment for aircraft maintenance training that aligns with international best practice. This is because existing maintenance training organisations currently providing training are certificated under Part 141, which internationally, is reserved for flight training. This means that overseas organisations, some of which are world leading airlines, are not willing to engage with New Zealand maintenance training organisations as they do not appear to have a “Part 147” certificate.

As an example, Singapore Airlines recently approached a training provider to develop and deliver aeronautical engineering training for the airline. However, a requirement by the Civil Aviation Authority of Singapore that maintenance training organisations must be Part 147 certificated meant that the provider did not qualify for the contract.

Two options are evident that would address this issue. These options are:

- (a) for New Zealand maintenance training organisations to seek overseas Part 147 certification to gain international recognition for the training they would like to provide; or
- (b) for a new Part 147 to be introduced in the Rules that is based on the current Part 141 requirements and the equivalent EASA Part 147 requirements, to provide New Zealand training organisations with a Part 147 certificate.

The first option is considered not to be cost-effective and not to be suitable for the concerned organisations. This is because it has indicated costs of around \$100,000 a year. One operator has adopted this approach but it is cost prohibitive for most training organisations.

The second option is the preferred option and it is cost-effective because it will cost no more than current certification costs. Maintenance training would be conducted locally by New Zealand training organisations certificated under Part 147. It is proposed that the new Part 147 is based on the requirements of the current Part 141 to minimise the impact the proposed new Part 147 will have on maintenance training organisations that currently hold a Part 141 certificate, and it will also be based on the equivalent EASA Part 147 to ensure the proposed new Part 147 is internationally recognised.

The second option would also assist New Zealand in raising its profile as an international maintenance training environment. Adopting this approach assists in enabling attractive deals between New Zealand training providers and overseas organisations.

As is currently the process, certification would be required for organisations providing type rating training courses. Under the proposed new Part 147, maintenance training organisations would gain a Part 147 certificate rather than a Part 141 certificate.

Organisations providing basic aircraft maintenance training would not need to be Part 147 certificated but could seek certification to satisfy international customer demand.

If the new Part 147 is approved, then any Part 141 certificates that have been granted to maintenance training organisations will be deemed under the new Part 147 to be Part 147 certificates. Under the new Part 147, maintenance training organisations may have to amend their expositions to meet Part 147 requirements, if they do not already.

2.2 NPRM Development

The Ministry of Transport and the CAA recognised the need to develop a solution that would address the issue of international recognition of maintenance training organisation certification. A project working group (PWG) was formed in June 2014 and met for the first time in July 2014. The PWG is comprised of representatives from the CAA, the Ministry of Transport, existing and potential maintenance training providers, and interested persons from the New Zealand Defence Force.

The PWG discussed the following in relation to the new proposed Part 147 to align it with the equivalent EASA Part 147:

- (a) rule titles and numberings to promote visible alignment;
- (b) use of consistent terminology;
- (c) certification requirements;
- (d) training privileges;
- (e) training courses and assessments;
- (f) safety inspections;
- (g) subcontracting;
- (h) facility requirements; and
- (i) the training record retention period.

2.3 Key Stakeholders

The following are identified by the Civil Aviation authority as key stakeholders in the proposed rule amendments contained in this NPRM:

- Part 141 Training Organisations conducting maintenance training;
- Part 145 Aircraft Maintenance Organisations;
- Part 121, 125, and 135 Air Operators; and
- Persons anticipating becoming maintenance training providers under the proposed rule; and
- Royal New Zealand Air Force maintenance trainers.

3. Issues Addressed during Development

3.1 International Alignment

A primary feature of the rule proposal is alignment with current international rules. Where alignment was not appropriate (such as our obligations regarding certificate issue and our conventions regarding personnel requirements), adjustments have been proposed to suit the New Zealand regulatory environment. Other minor variations were proposed such as the class size limitation of 28 students per instructor for knowledge training was increased to 30 so that a class could be halved to accommodate the 15 student limit for practical training. It was remarked that Australia had taken a similar approach in the development of their Part 147.

3.1.1 Rule format

Addressing the numbering and titles of rules also meant a change in the structure of the rule when compared to the existing rule-set. While the look of the rule is new, the concepts of application for, and issue of a certificate remain the same, as do the administrative and operational requirements.

3.1.2 Terminology

The phrase ‘training and assessment’ is currently used in Part 141. The PWG suggested use of equivalent phrases such as ‘knowledge examinations’ and ‘practical assessment’ to better align with EASA wording and add clarity.

3.1.3 Safety Inspections

The safety inspection rules which is currently in Part 141 has been omitted from Part 147 as it is covered by section 15 of the Act.

3.1.4 Facility requirements

The facility requirements rules have been expanded to reflect EASA requirements.

3.1.5 Certification requirements

Currently a person conducting a training course is required to have a ‘combination of qualifications and experience greater than the level of qualification being taught’. The PWG felt that this is impractical because of the structure of maintenance engineer qualifications; and instructor selection criteria are subject to organisational processes accepted by the Director.

3.1.6 Records

The existing record retention period of 3 years was felt to be inconsistent with other rule requirements. The PWG considered 5 years would be appropriate without being a burden.

3.2 Safety Management

The drafting of the proposed rule has been complicated by the simultaneous development of the Safety Management Systems (SMS) rule project (8/CAR/1).

This Part 147 proposal incorporates amendments that are proposed as part of the SMS proposal¹. The proposed SMS amendments incorporated in this Part 147 proposal are subject to the SMS proposal being approved.

3.3 ICAO SARPS and Level of Risk to NZ Aviation Safety

The proposed amendments are consistent with applicable ICAO standards and recommended practices (SARPS), and are considered to present no risk to New Zealand aviation safety.

3.3 Compliance Costs

Existing maintenance training organisations may face a small administrative cost to transition from Part 141 to Part 147 certification. This would be to update their exposition to align with new rule numbering and subsequent approval by the CAA; however, since this would be done at certificate renewal the impact will be minimal. New certificate applicants will not have any additional cost to certificate under Part 147 than what they would have had under the current Part 141.

3.4 Advisory Material

An advisory circular has been drafted to complement the proposed rule and provide guidance on certification to the proposed Part 147. The draft advisory circular has been published for public comment separately but concurrently with this NPRM.

4. Legislative Analysis

4.1 Power to Make Rules

The Minister may make ordinary rules under sections 28, 29, 29A, 29B and 30 of the Civil Aviation Act 1990, for various purposes including implementing New Zealand’s obligations under the Convention, assisting aviation safety and security, and any matter contemplated under the Act.

It is proposed that the amendments are made pursuant to:

- (a) Section 28(1)(c) which provides for the Minister to make rules assisting aviation safety and security, including (but not limited to) personal security;

¹ SMS consultation had not been completed at the time of writing. When the final rules have been approved, they will be incorporated into Part 147.

- (b) Section 28(1)(ca) which provides for the Minister to make rules for assisting economic development;
- (c) Section 30(a)(xi) which provides for the Minister to make rules for aviation training organisations;
- (d) Section 30(b)(i) which provides for the Minister to make rules for the setting of standards, specifications, restrictions, and licensing requirements for all or any of those persons or things specified in section 30(a), including but not limited to the specification of the privileges, limitations, and ratings associated with licences or other forms of approval.

4.2 Matters to be taken into account

The development of this NPRM and the proposed rule changes take into account the matters under section 33 of the Act that the Minister must take into account when making ordinary rules including the following:

ICAO Standards and Recommended Practices

International Civil Aviation Organization (ICAO) Annex 1 to the Convention on International Civil Aviation prescribes the minimum standards for personnel licensing. The proposed rule is consistent with Appendix 2 *Approved Training Organisation* of that annex. International Commercial Air Transport — Aeroplanes.

Assisting Economic Development

The proposed rule has been specifically designed to enable the development of an export market for maintenance training services.

Assisting Safety and Personal Security

The proposed rule will have no impact on safety and personal security.

Improving Access and Mobility

The proposed rule amendments will have no impact on access and mobility.

Protecting and Promoting Public Health

The proposed rule amendments have no impact on protecting and promoting public health.

Ensuring Environmental Sustainability

The proposed rule amendments will have no impact on environmental sustainability.

4.3 Incorporation by reference

No documents are incorporated by reference in this proposed rule amendment.

4.4 Civil Aviation (Offences) Regulations

Schedule 1 of the Civil Aviation (Offences) Regulations 2006 is made by the Governor General pursuant to section 100 of the Civil Aviation Act 1990 and contains a list of summary and infringement penalties associated with offences against various civil aviation rules.

It is proposed that a number of new offences are included in the Civil Aviation (Offences) Regulations 2006 as listed in the Appendix. The proposed offences are consistent with the offences that already exist for Part 141.

5. Submissions on the NPRM

5.1 Submissions are invited

This proposal has been developed in liaison with the Project Working Group representing existing Part 141 (maintenance) training organisations and 145 aircraft maintenance organisations, as well as potential certificate holders. Interested persons are invited to participate in the making of the proposed rules by submitting written data, views, or comments. All submissions will be considered before final action on the proposed rule-making is taken. If there is a need to make any significant change to the rule requirements in this proposal as a result of the submissions received, then interested persons may be invited to make further submissions.

5.2 Examination of Submissions

All submissions will be available in the rules docket for examination by interested persons both before and after the closing date for submissions. A consultation summary will be published on the CAA web site and provided to each person who submits a written submission on this NPRM.

Submissions may be examined by application to the Docket Clerk at the Civil Aviation Authority Level 15, Asteron Centre, 55 Featherston Street, Wellington 6011 between 8:30 am and 4:30 pm on weekdays, except statutory holidays.

5.3 Official Information Act

Submitters should note that subject to the Official Information Act 1982 any information attached to submissions will become part of the docket file and will be available to the public for examination at Asteron Centre.

Submitters should state clearly if there is any information in their submission that is commercially sensitive or for some other reason the submitter does not want the information to be released to other interested parties.

5.4 How to make a submission

A pre-prepared response sheet is available on the CAA web site at <http://www.caa.govt.nz/rules/nprms.htm> to assist with submissions.

Submissions may be sent by the following methods:

by mail: Docket Clerk (NPRM 15-03)
Civil Aviation Authority
PO Box 3555
Wellington 6140
New Zealand

delivered: Docket Clerk (NPRM 15-03)
Civil Aviation Authority
Asteron House
Level 15
55 Featherston Street
Wellington 6011

fax: Docket Clerk (NPRM 15-03)
Docket Clerk, +64-4-560 9481

e-mail: docket@caa.govt.nz and marked NPRM 15-03

5.5 Final date for submissions

Comments must be received before 7 August 2015

5.6 Availability of the NPRM:

Any person may obtain a copy of this NPRM from–

CAA web site: www.caa.govt.nz;

or from:

Docket Clerk
Civil Aviation Authority
Asteron House
Level 15
55 Featherston Street
Wellington 6011
Phone: 64-4-560 9603:
Fax 64-4-560 9481 (quoting NPRM 15-03)

5.7 Further information

For further information contact: Paul Elton, Principal Standards Specialist
Email: Paul.Elton@caa.govt.nz
DDI: 04 5609472

Part 147 Maintenance Training Organisation

Subpart A - General

147.1 Scope of this Part

The Director issues the following certificates under this Part:

- (1) maintenance training organisation certificate under Subpart B;
- (2) restricted maintenance training organisation certificate under Subpart C.

Subpart B – Maintenance training organisation certificate

General

147.3 Scope of this Subpart

(a) This Subpart applies to an organisation that on an ongoing basis conducts the maintenance training, knowledge examinations, or practical assessments that—

- (1) are described in paragraphs (b)(1) and (b)(2); but
- (2) are not a course of training or part of a course of training that is specified in rule 145.60(d)(1).

(b) An organisation must not conduct any of the following without a certificate granted or renewed under rule 147.37—

- (1) maintenance training, knowledge examinations, or practical assessments that are required by Part 66 of the Civil Aviation Rules to be conducted by an organisation certificated under this Part; or
- (2) maintenance training, knowledge examinations, or practical assessments that may be credited toward the eligibility for the grant of an aircraft maintenance engineer licence.

(c) For the purpose of this subpart, a reference to an organisation includes the following:

- (1) a sole trader;

(2) a partnership.

(d) Unless the context otherwise requires, all references in this Subpart to training courses, knowledge examinations, and practical assessments are to the training courses, knowledge examinations and practical assessments specified in the organisation's exposition required under rule 147.25.

147.5 Application for maintenance training organisation certificate

(a) An organisation referred to in rule 147.3(a) must—

(1) apply for a maintenance training organisation; or

(2) if the organisation's certificate that was granted or renewed under rule 147.37 is due to expire, apply for the certificate to be renewed before the certificate expires.

(b) The organisation must apply by—

(1) submitting an application to the Director in accordance with section 8 of the Act; and

(2) paying the appropriate fee specified in regulations made under the Act.

(c) An application must include:

(1) a completed form CAA 24147/01; and

(2) the exposition required by rule 147.25.

Organisational requirements

147.7 General facility requirements

(a) An organisation referred to in rule 147.3(a) must—

(1) ensure its—

(i) facilities and resources are appropriate for its training courses, knowledge examinations, and practical assessments; and

- (ii) facilities provide protection from the weather elements; and
 - (iii) facilities and resources ensure the proper operation of all planned training and knowledge examinations on any particular day; and
 - (iv) facilities that are used for the instruction of theory are enclosed and separate from other facilities; and
 - (v) facilities that are used for the conduct of knowledge examinations, are enclosed and separate from other facilities; and
 - (vi) facilities and resources enable students to concentrate on their studies or knowledge examination as appropriate, without undue distraction and discomfort; and
- (2) provide premises, facilities, and resources of a standard that ensures the organisation's instructors, knowledge examiners, and practical assessors are able to prepare for their duties without undue distraction and discomfort; and
 - (3) provide secure storage facilities for knowledge examination papers and training records; and
 - (4) provide access to technical material appropriate for the training the organisation provides.
- (b) The storage facility referred to in paragraph (a)(3) must be of a standard that ensures that all stored knowledge examination papers and course records remain in good condition for the period specified in rule 147.19(d).

147.9 Basic training facility requirements

If an organisation referred to in rule 147.3(a) provides a basic training course then the organisation must have the following available for the basic training course—

- (1) a classroom; and
- (2) a workshop that is separate from the classroom.

147.11 Aircraft type and aircraft task facilities requirements

- (a) This rule applies to the following types of training:
- (1) training for the maintenance of a specific type of an aircraft;
 - (2) training for the maintenance of a specific part of an aircraft.
- (b) For training to which this rule applies, an organisation referred to in rule 147.3(a) must provide access for its students to appropriate facilities containing examples of a type of an aircraft or the specific part to which the training relates.

147.13 Personnel requirements

- (a) An organisation referred to in rule 147.3(a) must employ, or contract, or engage—
- (1) a senior person identified as the chief executive who—
 - (i) has the authority within the organisation to ensure that every activity undertaken by the organisation under the authority of the certificate can be financed and carried out in accordance with this Subpart; and
 - (ii) is responsible for ensuring that the organisation complies with this Subpart.
 - (2) 1 or more senior persons accountable to the chief executive who are responsible for—
 - (i) ensuring that the organisation complies with the organisation's exposition required by rule 147.25; and
 - (ii) the system for safety management required by rule 147.17; and
 - (3) sufficient personnel to plan, conduct, and supervise—
 - (i) its training courses; and
 - (ii) its knowledge examinations; and

- (iii) its practical assessments.
- (b) The senior person responsible for the function specified in paragraph (2)(ii) must have knowledge and experience relevant to the management of safety systems and the activities of the organisation.
- (c) The organisation must establish procedures for assessing and maintaining the competence of personnel conducting—
 - (1) its training courses; and
 - (2) its knowledge examinations; and
 - (3) its practical assessments.
- (d) The organisation must ensure that—
 - (1) the maximum number of people undergoing practical training and assessments during a training course must be 15 or fewer per 1 supervisor or assessor; and
 - (2) the maximum number of people undergoing knowledge training must not exceed 30 in a class.

147.15 Documentation

- (a) An organisation referred to in rule 147.3(a) must have immediate access to the following documents:
 - (1) current versions of all relevant technical standards and practices; and
 - (2) any other documentation that is necessary for the provision of each of its—
 - (i) training courses; and
 - (ii) practical assessments; and
 - (iii) knowledge examinations.

(b) The organisation must have procedures to control the documents to ensure that—

- (1) the appropriate personnel review and authorise the documents before the documents are issued; and
- (2) current copies of the relevant documents are available to its personnel for the provision of the following:
 - (i) training courses; and
 - (ii) knowledge examinations; and
 - (iii) practical assessments; and
- (3) obsolete documents are not used by its personnel; and
- (4) the appropriate personnel review and approve all changes to the documents.

147.17 Safety management

An organisation referred to in rule 147.3(a) must establish, implement, and maintain a system for safety management in accordance with rule 100.3.

147.19 Records

(a) An organisation referred to in rule 147.3(a) must establish procedures for identifying, collecting, indexing, storing, and maintaining the records that are necessary for each of its:

- (1) training courses; and
- (2) knowledge examinations; and
- (3) practical assessments.

(b) The organisation must keep and maintain a record for—

- (1) each person who conducts—
 - (i) a training course; or
 - (ii) a practical assessment; or

- (iii) a knowledge examination; and
- (2) each of the following people—
 - (i) a person who is enrolled in a training course;
 - (ii) a person undertaking a practical assessment;
 - (iii) a person undertaking a knowledge examination; and
- (3) each internal quality assurance audit or review.
- (c) The organisation must ensure that—
 - (1) a record referred to in paragraph (b)(1) must include—
 - (i) the person's name; and
 - (ii) details of the person's experience; and
 - (iii) the person's qualifications; and
 - (iv) the person's training; and
 - (2) a record referred to in paragraph (b)(2) must include —
 - (i) the person's name; and
 - (ii) the person's date of birth; and
 - (iii) the method used to identify the person; and
 - (iv) details of the person's enrolment, course attendance, and subjects; and
 - (v) if applicable, details of the person's training; and
 - (vi) if applicable, any instructor comments in relation to the person; and
 - (vii) if applicable, details of the person's internal assessments; and

- (viii) if applicable, details of each knowledge examination undertaken by the person; and
 - (ix) if applicable, details of each practical assessment undertaken by the person; and
 - (x) any associated knowledge deficiency report undertaken by the student as part of the student's enrolment with the organisation; and
- (3) each of the records referred to in paragraph (b) is—
- (i) accurate; and
 - (ii) legible; and
 - (iii) of a permanent nature.
- (d) The organisation must retain records referred to in paragraph (b) for at least a period of 5 years from the date of the last entry.

147.21 Training courses, practical assessments, and knowledge examinations

- (a) An organisation referred to in rule 147.3(a) must establish a process—
- (1) for conducting its—
 - (i) training courses; and
 - (ii) practical assessments; and
 - (iii) knowledge examinations; and
 - (2) that specifies how the organisation complies with paragraph (b).
- (b) The organisation must ensure that—
- (1) each training course is provided in accordance with the training course's syllabus; and

- (2) each practical assessment and knowledge examination, as the case may be is conducted in a way that does not compromise its integrity; and
- (3) a person has the appropriate combination of qualifications and experience if conducting 1 or more—
 - (i) training courses;
 - (ii) practical assessments;
 - (iii) knowledge examinations.

147.23 Examinations

An organisation referred to in rule 147.3(a) must ensure the integrity of all knowledge examination questions.

147.25 Organisation's exposition

- (a) An organisation referred to in rule 147.3(a) must provide the Director with an exposition that includes—
 - (1) a statement signed by the chief executive on behalf of the organisation confirming that the exposition and any included manuals—
 - (i) define the organisation; and
 - (ii) demonstrate the organisation's means and methods for ensuring ongoing compliance with this Subpart; and
 - (iii) will be complied with at all times the organisation has a current certificate; and
 - (2) in relation to the system of safety management required by rule 147.17,—
 - (i) all of the documentation required by rule 100.3(b); and
 - (ii) for an organisation that is not applying for a renewal of a maintenance training organisation certificate, an implementation plan that describes how the system for safety management will be implemented; and

- (3) the name of the chief executive referred to in rule 147.13 (a)(1); and
- (4) for each senior person referred to in rule 147.13(a)(2), the senior person's—
 - (i) name; and
 - (ii) job title; and
 - (iii) duties and responsibilities, including matters for which the senior person has responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
 - (iv) responsibilities for safety management; and
- (5) an organisation chart showing lines of responsibility of each senior person referred to in rule 147.13(a)(2); and
- (6) a summary of the lines of safety responsibility throughout the organisation, including the direct safety accountabilities of staff to the chief executive; and
- (7) a list of all —
 - (i) training courses to be conducted by the organisation; and
 - (ii) knowledge examinations to be conducted by the organisation; and
 - (iii) practical assessments to be conducted by the organisation; and
- (8) the locations at which the organisation has its principal place of operation; and
- (9) the course outline and the curriculum for each training course to be conducted by the organisation; and
- (10) details of the system for safety management required by rule 147.17; and

- (11) the organisation's procedures that are specified in —
 - (i) rule 147.13(c); and
 - (ii) rule 147.15(b); and
 - (12) procedures for dealing with students cheating during examinations; and
 - (13) procedures for controlling, amending, and distributing the exposition.
- (b) The organisation must provide the exposition in a format that may be specified from time to time by the Director.
- (c) The exposition must remain acceptable to the Director.

147.27 Changes to certificate holder's exposition

- (a) An organisation referred to in rule 147.3(a) must—
- (1) ensure that the exposition is amended so that it remains a current description of the holder's organisation; and
 - (2) ensure that any amendment made to the exposition—
 - (i) is compliant with the Civil Aviation Rules; and
 - (ii) complies with the amendment procedure contained in the exposition; and
 - (3) provide the Director with a copy of each amendment to the exposition—
 - (i) as soon as practicable after the amendment has been made; and
 - (ii) in a format that may be specified by the Director from time to time; and
 - (4) make such amendments to the exposition as the Director considers necessary in the interests of aviation safety.

(b) Before changing any of the following, an organisation referred to in rule 147.3(a) must obtain approval by the Director to make the change:

- (1) its chief executive as specified in the organisation's exposition required under rule 147.25:
- (2) the title of a senior person specified in the exposition required by rule 147.25:
- (3) the name of a senior person specified in the exposition required by rule 147.25:
- (4) the locations at which an organisation has its principal place of operation:
- (5) the scope of—
 - (i) each training course; or
 - (ii) each knowledge examination; or
 - (iii) each practical assessment:
- (6) the system for safety management, if the change is a material change.

(c) To avoid doubt, an organisation referred to in rule 147.3(a) must comply with paragraph (a) when making a change referred to in paragraph (b).

147.29 Exposition to be made available

An organisation referred to in rule 147.3 must—

- (1) hold at least 1 complete and current copy of its exposition at each major location specified in its exposition; and
- (2) make each applicable part of its exposition available to personnel who require those parts to carry out their duties.

147.31 Organisation to comply with procedures

An organisation referred to in rule 147.3 must comply with all procedures included in its exposition.

Certificate

147.33 Ratings specified on certificate

The Director must specify on a certificate granted or renewed under rule 147.37, 1 or more of the following ratings for which the certificate is issued:

- (1) E1 for basic training courses:
- (2) E2 for aircraft type or task training courses:
- (3) E3 for knowledge examinations conducted on behalf of the Director:
- (4) E4 for other courses relevant to maintenance training.

147.35 Duration of certificate

(a) When granting or renewing a certificate under rule 147.37, the Director must specify a date on which the certificate will expire.

(b) The Director may not specify a date under paragraph (a) that is later than 5 years after the date on which the certificate was granted.

147.37 Grant or renewal of certificate

(a) The Director, in accordance with section 9 of the Act, may—

- (1) grant a certificate to an organisation that has applied under rule 147.5(a)(1); or
- (2) renew a certificate of an organisation that has applied under rule 147.5(a)(2).

(b) For the purpose of sections 9(1)(a) and 9(1)(b)(iii) of the Act, the relevant prescribed requirements are the requirements specified in rules 147.7 to 147.31.

Subpart C — Restricted Aviation Training Organisation Certificate

General

147.51 Scope of this Subpart

(a) This Subpart applies to an organisation—

- (1) that conducts the maintenance training described in paragraphs (b)(1) and (b)(2); and
 - (2) to which Subpart B does not apply.
- (b) An organisation must not conduct the following without a certificate granted under rule 147.65—
- (1) maintenance training, knowledge examinations, or practical assessments that are required by Part 66 of the Civil Aviation Rules to be conducted by an organisation certificated under this Part; or
 - (2) maintenance training, knowledge examinations, or practical assessments that may be credited toward the eligibility for the grant of an aircraft maintenance engineer licence.
- (c) For the purpose of this Subpart, a reference to an organisation includes the following:
- (1) a sole trader;
 - (2) a partnership.
- (d) Unless the context otherwise requires, all references in this Subpart to training courses,—
- (1) are to the training courses specified in the organisation's application under rule 147.53; and
 - (2) include any knowledge exams and practical assessments.

147.53 Application for restricted maintenance training organisation certificate

- (a) An organisation referred to in rule 147.51(a) must apply for a restricted maintenance training organisation certificate.
- (b) The organisation must apply by—
- (1) submitting an application to the Director in accordance with section 8 of the Act; and

- (2) paying the appropriate fee specified in regulations made under the Act.
- (c) An application must include:
 - (1) a completed form CAA 24147/01; and
 - (2) details of compliance with rules 147.55 to 147.61.

Organisational requirements

147.55 Personnel, general facility, and documentation requirements

An organisation referred to in rule 147.51(a) must—

- (1) employ, contract, or engage sufficient personnel to plan, conduct, and supervise each training course; and
- (2) ensure that a person employed, contracted, or engaged under paragraph (a)(1) has the appropriate combination of qualifications and experience; and
- (3) have facilities and resources appropriate to conduct the training courses; and
- (4) have the following documents:
 - (i) current versions of relevant technical standards and practices; and
 - (ii) any other documentation that is necessary for the provision of its training course.

147.57 Records

- (a) An organisation referred to in rule 147.51(a) must establish procedures for identifying, collecting, indexing, storing, and maintaining the records that are necessary for each of its training courses.
- (b) The organisation must keep and maintain a record for—

- (1) each person who conducts a training course; and
 - (2) each person who is enrolled in a training course.
- (c) An organisation must ensure that—
- (1) a record referred to in paragraph (b)(1) must include—
 - (i) the person's name; and
 - (ii) the person's experience; and
 - (iii) the person's qualifications; and
 - (iv) the person's training.
 - (2) a record referred to in paragraph (b)(2) must include—
 - (i) the person's name; and
 - (ii) the person's date of birth; and
 - (iii) the details of the person's enrolment and attendance; and
 - (iv) if applicable, details of the person's training; and
 - (v) the instructor's comments in relation to the person; and
 - (vi) the person's results in relation to each knowledge examination and practical assessment undertaken by the person.
 - (3) each of the records referred to in paragraph (b) is—
 - (i) accurate; and
 - (ii) legible; and
 - (iii) of a permanent nature.
 - (4) The organisation must retain records referred to in paragraph (b) for a period of at least 5 years from the date of the last entry.

147.59 Examinations

An organisation referred to in rule 147.51(a) must—

- (1) ensure the integrity of all knowledge examination questions; and
- (2) have procedures for dealing with students cheating during examinations.

Certificate

147.61 Ratings specified on certificate

The Director must specify on a certificate granted under rule 147.65, 1 or more of the following ratings for which the certificate is issued:

- (1) E1 for basic training courses;
- (2) E2 for aircraft type or task training courses;
- (3) E3 for knowledge examinations conducted on behalf of the Director;
- (4) E4 for other courses relevant to maintenance training.

147.63 Duration of certificate

When granting or renewing a certificate under rule 147.65, the Director must specify a date on which the certificate expires.

147.65 Grant of certificate

- (a) The Director, in accordance with section 9 of the Act, may grant a certificate to an organisation that has applied under rule 147.53.
- (b) For the purpose of sections 9(1)(a) and 9(1)(b)(iii) of the Act, the relevant prescribed requirements are the requirements specified in rules 147.55 to 147.59.

Subpart D — Transitional Provisions

147.101 Transitioning from a Part 141 certificate to a Part 147 certificate

- (a) This rule applies to an aviation training organisation certificate that was granted—

- (1) under rule 141.5 to an organisation referred to in rule 147.3(a); and
 - (2) before [DATE].
- (b) An aviation training organisation certificate to which this rule applies, is deemed to be a maintenance training organisation certificate granted under rule 147.37.
- (c) If an aviation training organisation certificate to which this rule applies contains an M3 rating, the M3 rating is deemed to be an E4 rating specified in rule 147.33.
- (d) A deemed maintenance training organisation certificate is valid—
- (1) until it—
 - (i) expires; or
 - (ii) is revoked; and
 - (2) while it is not suspended.

147.103 System for safety management transition for maintenance training organisation certificate holders and applicants

- (a) This rule applies to each organization that is referred to in rule 147.3(a).
- (b) Before [date that is 3 years after the date this rule comes into force], an organisation to which this rule applies—
- (1) is not required to comply with—
 - (i) rule 147.13(a)(2)(ii), if instead of a senior person responsible for the system for safety management, the organisation has a senior person responsible for internal quality assurance;
 - (ii) rule 147.17, if instead of establishing, implementing, and maintaining the system for safety management, the

organisation has established an internal quality assurance system that complies with rule 147.105:

- (iii) rule 147.25(a)(2):
 - (iv) rule 147.25(a)(4)(iv):
 - (v) rule 147.25(a)(6); but
- (2) must submit to the Director an implementation plan that describes how the organisation plans to implement by [date 3 years from rule effective date] the system for safety management required under rule 147.17.
- (c) Each organisation that relies on paragraph (b) must submit the required implementation plan—
- (1) before [date that is 9 months after the rule comes into effect], if the organisation is a maintenance training organisation certificate holder; or
 - (2) together with the organisation's application for a maintenance training organisation certificate, if the organisation is a maintenance training organisation certificate applicant.
- (d) For the purpose of rule 147.27(b)(6), transitioning from an internal quality assurance system to the system for safety management required by rule 147.17 is deemed to be a material change to the system for safety management.
- (e) To avoid doubt, nothing in this rule prevents an organisation from complying with the following rules before [date that is 3 years after this rule comes into force]—
- (1) rule 147.13(a)(2)(ii):
 - (2) rule 147.17:
 - (3) rule 147.25(a)(2):
 - (4) rule 147.25(a)(4)(iv):

(5) rule 147.25(a)(6).

(f) This rule expires on [date that is 3 years after rule effective date].

147.105 Transitional internal quality assurance for maintenance training organisation certificate holders and applicants

(a) The internal quality assurance system required by rule 147.103(b)(1)(ii) must be established to ensure the organisation's compliance with, and the adequacy of, the procedures required by this Part.

(b) The internal quality assurance system must include—

(1) a safety policy and safety policy procedures that are relevant to the applicant's organisational goals and the expectations and needs of its customers; and

(2) a procedure to ensure quality indicators, including defect and incident reports, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the system; and

(3) a procedure for corrective action to ensure existing problems that have been identified within the system are corrected; and

(4) a procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied; and

(5) an internal audit programme to audit the applicant's organisation for conformity with the procedures in its exposition and achievement of the goals set in its safety policy; and

(6) management review procedures, which must include the use of statistical analysis, to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Part.

(c) The safety policy procedures must ensure that the safety policy is understood, implemented, and maintained at all levels of the organisation.

(d) The procedure for corrective action must specify how—

- (1) to correct an existing problem; and
 - (2) to follow up a corrective action to ensure the action is effective; and
 - (3) management will measure the effectiveness of any corrective action taken.
- (e) The procedure for preventive action must specify how—
- (1) to correct a potential problem; and
 - (2) to follow up a preventive action to ensure the action is effective; and
 - (3) to amend any procedure required by this Part as a result of a preventive action; and
 - (4) management will measure the effectiveness of any preventive action taken.
- (f) The internal quality audit programme must—
- (1) specify the frequency and location of the audits taking into account the nature of the activity to be audited; and
 - (2) ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited; and
 - (3) ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits; and
 - (4) require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
 - (5) ensure follow up audits to review the effectiveness of any preventive or corrective action taken.
- (g) The procedure for management review must—

- (1) specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system; and
 - (2) identify the manager who is responsible for the review of the quality assurance system; and
 - (3) ensure the results of the review are evaluated and recorded.
- (h) The senior person who has the responsibility for internal quality assurance must have direct access to the chief executive on matters affecting safety.

This rule expires on [date that is 3 years after rule effective date].

Part 66 Aircraft Maintenance Personnel Licensing

66.53 Eligibility requirements

(a) To be eligible for the grant of an aircraft maintenance engineer licence, a person ~~shall~~ must—

- (1) be at least 21 years of age; and
- (2) have passed written examinations, or their equivalents, including an examination in Air Law, that—
 - (i) are acceptable to the Director; and
 - (ii) are relevant to the duties and responsibilities of an aircraft maintenance engineer in the category of licence sought; and
- (3) have passed an oral examination covering the person's understanding and practical application of the duties and responsibilities exercised by the holder of an aircraft maintenance engineer licence; and
- (4) have satisfactorily completed one of the following:
 - (i) a traineeship in an aviation technical trade, of forty-eight months of practical aviation related experience, including formal technical training with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or modifying airframes, powerplants, or avionic equipment, gained at any time; or
 - (ii) a traineeship in an appropriate non-aviation technical trade, and thirty-six months of practical aviation related experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or modifying airframes, powerplants, or avionic equipment, gained following completion of the traineeship; or

- (iii) a total of sixty months of practical aviation related experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or modifying airframes, powerplants, or avionic equipment; or
 - (iv) a course of integrated training, including at least thirty-six months of supervised training and experience, conducted by the holder of ~~an aviation~~ a maintenance training organisation certificate issued under Part ~~141~~ 147 that authorises the conduct of such a course.
- (b) For each option in paragraph (a)(4), 24 months of the experience required ~~must shall~~ be appropriate to the category of licence sought.
- (c) The holder of an aircraft maintenance engineer licence is entitled to an additional category of licence if the holder has passed the applicable examinations required by paragraph (a)(2) and has completed—
- (1) 24 months of experience appropriate to the category of licence sought; or
 - (2) 12 months of experience appropriate to the category of licence sought if the applicant has exercised the privileges of ~~a~~ an aircraft maintenance engineer licence for 10 or more years.

....

66.103 Eligibility requirements

To be eligible for the grant of an aircraft maintenance engineer group or type rating a person ~~must shall~~—

- (1) hold a current aircraft maintenance engineer licence; and
- (2) have completed 6 months practical experience on the type or group of aircraft or components for which the rating is sought; and
- (3) have successfully completed—
 - (i) examinations acceptable to the Director; or

- (ii) a course of training relevant to the type of aircraft or components for which the rating is sought—

(A) _____ conducted by the holder of ~~an aviation~~ maintenance training organisation certificate ~~or restricted maintenance training organisation certificate~~ issued under Part ~~141~~ 147 which authorises the conduct of such a course; or

(B) _____ conducted by the manufacturer of the applicable aircraft or component; or

(C) _____ approved by the competent authority of a foreign Contracting state.

66.203 Eligibility requirements

To be eligible for a certificate of inspection authorisation a person must ~~shall~~—

- (1) hold a rated aircraft maintenance engineer licence, issued under this Part, or an equivalent Australian aircraft maintenance engineer licence registered in New Zealand, in both aeroplane and powerplant categories, or in both rotorcraft and powerplant categories, and at the time of application have—
 - (i) held the licence for a period of at least 60 months; and
 - (ii) met the recent experience requirement prescribed in 66.57 for a period of at least 60 months; and
- (2) have, within the immediately preceding 24 months—
 - (i) exercised the privileges of an aircraft maintenance engineer licence; or
 - (ii) supervised, in an executive capacity, the maintenance of aircraft; and
- (3) have passed an examination in airframe overhaul that is acceptable to the Director; and

- (4) have successfully completed a course of instruction and passed a written examination on the inspection of aircraft and components for conformity with the CAR, conducted by—
- (i) the holder of ~~an aviation~~ a maintenance training organisation certificate or a restricted maintenance training organisation certificate issued under Part ~~141~~ 147; or
 - (ii) the Director.

Part 119 Air Operator – Certification

...

A.3.1 Part 121 Operations

- (a) The senior person responsible for the control and direction of maintenance in an organisation conducting air operations under Part 121 ~~must shall~~—
- (1) have a clear knowledge and understanding of the maintenance parts of the organisation's exposition and the applicable maintenance provisions of Part 121; and
 - (2) meet the requirements of paragraph (b); and
 - (3) undertake any examination or test that the Director may require to determine the applicant's competency to perform the maintenance planning and control functions required.
- (b) The senior person in paragraph (a)—
- (1) ~~must shall~~—
 - (i) hold or have held an aircraft maintenance engineer licence or equivalent, acceptable to the Director, with appropriate ratings; and

- (ii) have at least 5 years' ~~five years'~~ experience in the maintenance of aircraft of a similar size and type as that to be operated by the organisation; and
 - (iii) have at least 2 years' ~~two years'~~ experience in a supervisory position which may be undertaken during the 5 years' ~~five years'~~ experience required under subparagraph (1)(ii); or
- (2) ~~must-shall~~ —
- (i) be a graduate engineer or equivalent in an aeronautical, mechanical or electrical discipline; and
 - (ii) have at least ~~five years'~~ 5 years' experience of the maintenance of aircraft, which may be gained while working in a maintenance supervision, maintenance planning, engineering development, or workshop environment; and
 - (iii) have at least six months practical experience in aircraft maintenance tasks which may be undertaken during the ~~five years'~~ 5 years' experience required under subparagraph (2)(ii); and
 - (iv) have at least ~~two years'~~ 2 years' experience in a supervisory position which may be undertaken during the ~~five years'~~ 5 years' experience required under subparagraph (2)(ii).
- (c) The experience requirements in paragraphs (b)(1)(ii) and (b)(2)(ii) may be met through a course of instruction conducted by a Part ~~147~~ 141 organisation acceptable to the Director.

A.3.2 Part 125 Operations

(a) The senior person responsible for the control and direction of maintenance in an organisation conducting air operations under Part 125 must—

- (1) have a clear knowledge and understanding of the maintenance parts of the organisation's exposition and the applicable maintenance provisions of Part 125; and
- (2) meet the requirements of paragraph (b); and
- (3) undertake any examination or test that the Director may require to determine the person's competency to perform the maintenance planning and control functions required.

(b) The senior person referred to in paragraph (a)—

- (1) must meet the requirements of paragraph A.3.1; or
- (2) must—
 - (i) hold or have held an aircraft maintenance engineer licence granted under section 9 of the Act and in accordance with Part 66, or an equivalent licence acceptable to the Director, with appropriate ratings; and
 - (ii) have at least 3 years' experience performing maintenance on aircraft of a similar size and type as that to be operated by the organisation; and
 - (iii) have at least 1 year's experience certifying aircraft for release-to-service, which may be undertaken during the 3 years' experience required under subparagraph (ii); or
- (3) must have experience acceptable to the Director including at least 5 years' experience responsible for the control and direction of maintenance and the continuing airworthiness of aircraft of a similar size and type as that to be operated by the organisation.

(c) The experience requirement specified in paragraph (b)(2)(ii) may alternatively be met through a course of instruction acceptable to the

Director and conducted under the authority of an aviation training organisation certificate granted under section 9 of the Act and in accordance with Part ~~147~~~~141~~.

...

B.3 Senior person responsible for the control and direction of maintenance

(a) The senior person responsible for the control and direction of maintenance in an organisation conducting air operations under Part 135 ~~must~~ ~~shall~~—

- (1) have a clear knowledge and understanding of the maintenance parts of the organisation's exposition and the applicable maintenance provisions of Part 135; and
- (2) meet the requirements of paragraph (b); and
- (3) undertake any examination or test that the Director may require to determine the applicant's competency to perform the maintenance planning and control functions required.

(b) The senior person in paragraph (a) ~~must~~—

- (1) ~~shall~~ meet the requirements of Appendix A.3.1; or
- (2) ~~shall~~ meet the requirements of Appendix A.3.2; or
- (3) for organisations not requiring an organisational management system in accordance with 119.124(c), ~~shall~~ have sufficient knowledge of maintenance to be able to ensure that the aircraft is maintained in an airworthy condition and that any maintenance required by its maintenance programme is satisfactorily accomplished.

(c) The knowledge requirements in paragraph (b)(3) may be met through a course of instruction conducted by a Part ~~147~~ ~~141~~ organisation acceptable to the Director.

Part 145 Aircraft Maintenance Organisations — Certification

...

145.60 Authorisation procedures

(a) Subject to paragraphs (b), (c), (d), (e), (f), and (g), an applicant for the grant of a maintenance organisation certificate must establish procedures for authorising a person to perform the following types of maintenance activities under the authority of the maintenance organisation certificate:

- (1) perform and supervise maintenance on an aircraft or a component as specified in the authorisation;
- (2) certify an aircraft or a component as specified in the authorisation for release-to-service after maintenance has been performed;
- (3) certify the conformity of a major modification and a major repair to an aircraft and a component to acceptable technical data.

(b) Except as provided in paragraph (c), a person must not be authorised to certify an aircraft or a component for release-to-service after maintenance unless the person—

- (1) holds a current aircraft maintenance engineer licence with an appropriate rating, issued in accordance with Part 66; or
- (2) holds a current aircraft maintenance engineer licence in an appropriate category issued in accordance with Part 66 and meets a standard at least equal to that required by Subpart C of Part 66 for the grant of an aircraft maintenance engineer rating; or
- (3) holds an appropriate current aircraft maintenance engineer licence with an appropriate rating issued by the Civil Aviation Safety Authority of Australia, and has had that licence registered by the Director in New Zealand under the Trans Tasman Mutual Recognition Act 1997; or
- (4) holds a current certificate of maintenance approval, with appropriate endorsement, issued in accordance with Part 66; or

- (5) for maintenance performed outside of New Zealand—
 - (i) holds an appropriate current maintenance engineer document that is issued under the authority of an ICAO Contracting State, acceptable to the Director, for the type of aircraft or component for which the authorisation is intended; or
 - (ii) holds an equivalent authorisation that is issued by an organisation that is certificated to perform maintenance by an ICAO Contracting State, acceptable to the Director, for the type of aircraft or component for which the authorisation is intended; or
 - (6) for a limited authorisation to certify an aircraft for release-to-service following limited maintenance activities as specified in the procedure, holds a current and appropriate aircraft maintenance engineer licence issued under the Act and in accordance with Part 66 and has training and experience acceptable to the Director appropriate to the limitations in the authorisation; or
 - (7) for maintenance specified in Appendix A.1 of Part 43, meets the requirement of rule 43.51(b) and is appropriately trained to perform the maintenance and certify the release-to-service for the aircraft type for which the authorisation is intended.
- (c) A person may be authorised to certify a component for release-to-service after maintenance if the person has—
- (1) successfully completed a course of training relevant to the component for which the authorisation is intended, or passed an examination acceptable to the Director relevant to the component for which the authorisation is intended; and
 - (2) 36 months of practical aviation related experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or modifying airframes, powerplants, or avionic equipment; and
 - (3) 6 months of supervised experience directly relevant to the component for which authorisation is sought.

- (d) The course of training specified in paragraph (c)(1) must be—
- (1) conducted by the holder of a maintenance organisation certificate issued under the Act and in accordance with Part 145 with an E1 rating for the training of the organisation's staff; or
 - (2) conducted by the holder of ~~an aviation~~ a maintenance training organisation certificate issued under the Act and in accordance with Part ~~147—141~~ if the training organisation certificate authorises such a course; or
 - (3) conducted by the manufacturer of the applicable component; or
 - (4) approved by the aviation authority of an ICAO Contracting State acceptable to the Director. ...

...

145.67 Maintenance organisation exposition

- (a) An applicant for the grant of a maintenance organisation certificate must provide the Director with an exposition that contains—

...

- (13) procedures at least equivalent to those required by rule 147.57 and rule 147.59 ~~subpart D of Part 141 for conducting training under the E1 rating~~; and ...

Appendix

Table of Amendments to Civil Aviation (Offences) Regulations

The following amendments are proposed to the Civil Aviation (Offences) Regulations 2006 as a consequence of the proposed amendments to Part 147:

		Fines and fees (\$)			
		Conviction		Infringement fee	
Provision	Brief description	Individual	Body Corporate	Individual	Body corporate
Part 147 Maintenance Training Organisations—Certification					
Rule 147.3(b)	An organisation must not exercise prescribed privileges without a certificate granted or renewed under rule 147.39.	5,000	30,000	2,000	12,000
Rule 147.23	An organisation must ensure the integrity of examination questions.	5,000	30,000	2,000	12,000
Rule 147.27(a)(1)	An organisation must ensure exposition is amended to remain current.	2,500	15,000	1,000	6,000
Rule 147.27(a)(2)	An organisation must ensure amendments made to the exposition meet the Civil Aviation Rules and comply with procedures—				
	(i) where offence is failing to meet the Civil Aviation Rules:	2,500	15,000	1,000	6,000
	(ii) where offence is failing to comply with amendment procedures.	625	3,750	250	1,500
Rule 147.27(a)(3)	An organisation must provide Director with copy of each amendment to exposition within the prescribed timeframe and in the prescribed format.	2,500	15,000	1,000	6,000
Rule 147.27(a)(4)	An organisation must amend exposition as Director considers necessary in interests of safety.	5,000	30,000	2,000	12,000
Rule 147.27(b)	An organisation must obtain Director's approval of the prescribed changes.	5,000	30,000	2,000	12,000
Rule 147.29(1)	An organisation must hold at least 1 copy of	1,250	7,500	500	3,000

	certificate at each major location specified in the exposition.				
Rule 147.29(2)	An organisation must make each applicable part of its exposition available to personnel who require those parts to perform their duties.	1,250	7,500	500	3,000
Rule 147.31	An organisation must comply with all procedures included in its exposition.	5,000	30,000		
Rule 147.57(a)	An organisation must establish procedures for identifying, collecting, indexing, storing, and maintaining the records for the training courses.	2,500	15,000	1,000	6,000
Rule 147.57(b)	An organisation must keep and maintain the prescribed records.	625	3,750	250	1,500
Rule 147.59	An organisation must ensure integrity of examination questions and must have procedures for dealing with students cheating during examinations.	5,000	30,000	2,000	12,000