سلامة الطيران
AVIATION SAFETY

الهيئة العامة للطيران المدني
Civil Aviation Authority
State of Kuwait | دولة الكويت

2026/04/14

2026/032/SUPDT-R/41

All KCASR Stakeholders and Users

Sub.: *Regulatory Circular No. 2026-05.*
Revision Number 05 to Kuwait Civil Aviation Safety Regulations – KCASR 1 – PERSONNEL LICENSINGPART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM).

Dear Sir,

Please find enclosed herewith the regulatory circular No. *2026-05* regarding the issuance of *KCASR 1 – PERSONNEL LICENSINGPART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM) Rev. 05*. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 1 – PERSONNEL LICENSINGPART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM) Rev. 05 will be in effect from 31/May/2026.

Yours Sincerely,

President of Civil Aviation.

Abdullah F. Alrajhi
Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
Head of Technical Office.
Civil Aviation Security Department.
Aviation Safety Director.
Air Transport Director.
Legal Department

Rev 10

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12.4

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2026/04/14 2026/031/SUPDT-R/41

REGULATORY CIRCULAR (NO. 2026-05)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **2026-05** is to Amend **KCASR 1 – PERSONNEL LICENSINGPART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM)** (issue 4) to comply with DGCA requirements.

This Regulatory Circular No.**2026-05** is based on (NPA) No. 2026-04 dated 05/Jan/2026

Revisions:

This amendment will be included in the revision (**05**) of KCASR 1 – PERSONNEL LICENSINGPART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM).

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorised to operate within the State of Kuwait:

1. Airport Operators;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC);
4. Approved Maintenance Organizations (AMO) Holders;
5. Ground Handling Service Providers;
6. Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from **31/May/2026**.

Required Action:

All users of KCASR must comply with the provisions of this amendment from the effective date.

President of Civil Aviation

Abdullah F. Alrajhi
Acting / Deputy Director General
for Aviation Safety, Air Transport & Aviation Security

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الطيران المدني
Civil Aviation
State of Kuwait - دولة الكويت

Kuwait Civil Aviation Safety Regulations

KCASR 1 – PERSONNEL LICENSING

PART 147 – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM)

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Amendment Record

Amendment No	Date of Issue	Remarks
1	May 2018	NSRA 2018-17 Implemented (addition of Appendix V and VI)
2	June 2018	Part Rename
3	September 2018	Reg Circular 2018-29 (DGCA Requirements NPA 2018-36)
4	Oct. 2020	NPA 2020-17 (DGCA Requirements)
5	Nov 2021	NPA 2021-17
6	April 2026	NPA 2026-04 In order to be in synch with EASA (989/2023)

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (85) of the Year 2025, (30) of the year 1960 and subsequent Ministerial Decision No (18) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 4, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following AMC & GM is hereby established for compliance by all persons concerned. This (AMC & GM) shall be known as KCASR 1 - Part 147 Approved Maintenance Training Organisations Acceptable Means of Compliance (AMC) and Guidance Material (GM) and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of personnel licensing.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 1 - Part 147 Approved Maintenance Training Organisations Acceptable Means of Compliance (AMC) and Guidance Material (GM) is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 1 - Part 147 Approved Maintenance Training Organisations Acceptable Means of Compliance (AMC) and Guidance Material (GM) is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 1 Personnel Licensing (AMC & GM) contains the acceptable means of compliance and guidance material for the personnel licensing regulations and shows compliance with ICAO Annex 1. The (AMC & GM) are separated into the following parts with cross references between parts where applicable.

- Part ARA Authority Requirements for Aircrew (AMC & GM)
- Part ORA Organisational Requirements for Aircrew (AMC & GM)
- Part FCL Flight Crew Licensing (AMC & GM)
- Part CC Cabin Crew (AMC & GM)
- Part FOO/FD Flight Operation Officer and Flight Dispatcher (AMC & GM)
- Part MED Medical (AMC & GM)
- Part 66 Aircraft Maintenance Engineer Licence (AMC & GM)
- **Part 147 Approved Training Organisations (AMC & GM)**
- Part ATCO Air Traffic Control Officer (AMC & GM)

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

KCASR 1 Part 147 Acceptable Means of Compliance (AMC) & Guidance Material (GM)

AMC 147.1

Definitions.

Instructor. The instructor is responsible for delivering all theoretical and practical training to the syllabus detailed in Part 66.

Knowledge examiner. The Examiner is responsible for the selection of examination questions/papers to be sat, the invigilation of examinations, ensuring that the conditions for examination comply with Part 66, appendix II (for basic training) or appendix III, paragraph 3 (for type training). The allocation of examination papers at the beginning of the examination and retrieving them on completion, marking of the examination papers using acceptable marking standards.

Practical Assessor. The Practical Assessor is responsible for carrying out assessments of both basic and type practical training in accordance with the requirements detailed in Part 66 and Part 147.

Practical Training. A course of instructor led training controlled and delivered by a Part 147 approved organisation to the requirements of Part 66 Appendix III 3.2. Practical training is required for the addition of all group 1 aircraft type ratings to a Part 66 licence.

On Job Training (OJT). A course of training controlled and delivered by a Part 145 approved maintenance organisation to the requirements of Part 66 appendix III 6. On job training is only required for the first type rating in a licence category or sub-category.

Section A - Technical/Organisation Requirements

GM 147.A.10 General

Such an organisation may conduct business from more than one address and may hold more than one Part approval.

AMC 147.A.15 Application

The application form should contain the information required in the KCASR Form 12.

AMC 147.A.100(i) Facility requirements

1. For approved basic maintenance training courses this means holding, and ensuring reasonable access to, copies of all relevant Parts and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and components records, release documentation, procedures manuals and aircraft maintenance programmes.
2. Except for the relevant Parts and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionics documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.

GM 147.A.100(i) Facility requirements

Where the organisation has a library of regulations, manuals and documentation required by another DGCA regulation, it is not necessary to duplicate such a facility, subject to student access being under controlled supervision.

AMC 147.A.105 Personnel requirements

1. The larger maintenance training organisation (an organisation with the capacity to provide training for 50 students or more) should appoint a training manager with the responsibility of managing the training organisation on a day-to-day basis. Such a person could also be the accountable manager. In addition, the organisation should appoint a quality manager with the responsibility of managing the quality system as specified in paragraph 147.A.130 (b) and an examination manager with the responsibility of managing the relevant Part-147 Subpart C (Basic training) or Subpart D (Type training) examination system. Such person(s) may also be an instructor and/or examiner.
2. The smaller maintenance training organisation (an organisation with the capacity to provide training for less than 50 students) may combine any or all of the subparagraph (1) positions subject to the Kuwait DGCA verifying and being satisfied that all functions can be properly carried out in combination.

AMC 147.A.105(b) Personnel requirements

With the exception of the accountable manager, a KCASR Form 4 should be completed for each person nominated to hold a position required by 147.A.105 (b). An example of a KCASR Form 4 is included in Appendix II to AMC.

GM 147.A.105(c) Personnel requirements

The maintenance training organisation should have a nucleus of permanently employed staff to undertake the minimum amount of maintenance training proposed but may contract, on a part-time basis, instructors for subjects which are only taught on an occasional basis.

AMC 147.A.105(f) Personnel requirements

Any person currently accepted by the Kuwait DGCA in accordance with the national aviation regulations in force prior to Part-147 coming into force may continue to be accepted in accordance with 147.A.105 (f).

Paragraph 3 of Appendix III to AMC to Part-66 provides criteria to establish the qualification of assessors.

The instructors should be trained in the subject they deliver, including the appropriate training methods and tools, as applicable.

GM 147.A.105(f) Personnel requirements

It is required that potential instructors be trained in instructional techniques.

GM 147.A.105(g) Personnel requirements

Examiners should demonstrate a clear understanding of the examination standard required by Part-66 and have a responsible attitude to the conduct of examinations such that the highest integrity is ensured.

AMC 147.A.105(h) Personnel requirements

Updating training should normally be of 35 hours duration but may be adjusted to the scope of training of the organisation and particular instructor/examiner.

GM 147.A.105(h) Personnel requirements

1. Records should show for each instructor/examiner when the updating training was scheduled and when it took place.
2. The updating training may be subdivided during the 24 months into more than one element and may include such activities as attendance at relevant lectures and symposiums.

AMC 147.A.110 Records of instructors, examiners and assessors

1. The following minimum information relevant to the scope of activity should be kept on record in respect of each instructor, knowledge examiner and practical assessor:
   (a) Name;
   (b) Date of birth;
   (c) Personnel number;
   (d) Experience;
   (e) Qualifications;
   (f) Training history (before entry);
   (g) Subsequent training;
   (h) Scope of activity;
   (i) Starting date of employment/contract;

(j) If appropriate – ending date of employment/contract.

2. The record may be kept in any format but should be under the control of the organisations quality system.

3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.

4. The Kuwait DGCA is an authorised person when investigating the records system for initial and continued approval or when the Kuwait DGCA has cause to doubt the competence of a particular person.

GM 147.A.110 Records of instructors, examiners and assessors

Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.

GM 147.A.115(a);(d) Instructional equipment

It is acknowledged that situations could exist where the size and complexity of such MSTDs and/or MTDs may require dedicated infrastructure. Such instances should be acceptable provided that student access to, and the use of, the respective MSTDs/MTDs is appropriately ensured.

AMC 147.A.115(c) Instructional equipment

1. An appropriate selection of aircraft parts means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed. For example, the turbine engine module should require the provision of sufficient parts from different types of turbine engine to show what such parts look like, what the critical areas are from a maintenance viewpoint and to enable disassembly/assembly exercises to be completed.

2. Appropriate aircraft, engines, aircraft parts and avionics equipment means appropriate in relation to the particular subject module or sub-module of Part-66 being instructed.

   For example, category B2 avionic training should require, amongst other equipment, access to at least one type of installed autopilot and flight director system such that maintenance and system functioning can be observed and therefore more fully understood by the student in the working environment.

3. “Access” may be interpreted to mean, in conjunction with the facilities requirement of 147.A.100 (d), that there may be an agreement with a maintenance organisation approved under Part-145 to access such parts, etc.

AMC 147.A.120(a) Maintenance training material

Training course notes, diagrams and any other instructional material should be accurate. Where an amendment service is not provided, a written warning to this effect should be given.

AMC 147.A.130(a) Training procedures and quality system

This AMC provides clarification on the incorporation of new training methods and training technologies in the procedures for aircraft maintenance training. It defines Kuwait DGCA’s

expectations on how to meet the existing requirements of training approval using revised training methodologies.

Conventional teaching classroom training means the method where an instructor lectures pupils directly in a physical classroom environment using standard training tools such as a whiteboard, training material and documents.

New technology makes it possible to develop new training methods and tools such as multimedia-based training, virtual reality training, simulation training and online/remote training.

It is recommended to use a combination of several training methods/tools to increase the overall learning and retention of information.

Note: Simulation cannot be eligible as a sole training or assessment tool for basic hand skills such as wiring, welding, drilling, filing, wire locking, riveting, bonding or any other skill where competence may only be achievable by performing a hands-on activity.

1- Existing approved organisations under KCASR 1 Part 147 who wish to incorporate new technologies and training methods for the delivery of their approved courses should adhere to the requirements and restrictions laid down in this AMC.

2- Approved KCASR 1 Part-147 training organisations shall submit details of proposed changes to the existing training methods and technologies to Kuwait DGCA in the form of a revised MTOE and supporting procedures. This should be supported by:
   a. appropriate documentation, training material …etc.,
   b. a satisfactory compliance report endorsed by the organisation's quality department.

3- The proposed new training methods and technologies shall be approved by Kuwait DGCA prior to the commencement of any training delivery utilising those new training methods.

4- Following restrictions shall apply to web based / remote training processes:
   a) Use of distance learning training methods should only be applied in the case of impossibility of training delivery using the conventional teaching classroom training method and is subject to Kuwait DGCA acceptance.
   b) Use of distance learning methods is limited to theory courses only.
   c) Type, type differences training courses and basic module examinations shall only be conducted using conventional teaching classroom methods.
   d) Current approved methodology regarding Practical Training, OJT or Aircraft Visits does not benefit from this AMC.
   e) Training shall be synchronous and interactive. However, asynchronous maybe used subject to DGCA approval.
   f) The new training methods are envisaged for organisations to make training delivery changes to existing approved courses or modules. However, the regulation does not

restrict organisations applying for a change to their training methods whilst introducing new training. This type of change would involve a significant and detailed investigation process by Kuwait DGCA.

5- When submitting a proposed change to an organisations approval to incorporate new revised training technologies and methods, the following should be considered and addressed by the organisation making the application:

a) Kuwait DGCA access to each training course is established and verified before the delivery of the training course.
b) Satisfactory demonstrate to Kuwait DGCA the competency of the training staff in using required web-based applications, i.e. Skype, WebEx, ZOOM, MS Teams etc.
c) Satisfactory training material delivery to students.
d) Students having access to appropriate technology to ensure interaction with instructors
e) Validity and Verification of student attendance, identity, ability to understand, read and write in English.
f) The Maximum student capacity is (28 students for each session).
g) A maximum of Six (6) training hours per day with defined and regular break periods.
h) The ability to demonstrate to Kuwait DGCA when required the Student / Instructor interaction including verification of student understanding, engagement and component demonstrations where required and appropriate.
i) Insuring organisation's Quality System oversight including compliance verification.
j) Human Factors considerations for potential time zone differences between students and instructors.
k) Training shall only be delivered from the approved facilities (Instructional environment). However, if the instructors are delivering training from non-approved location i.e. homes, this will require remote site application supported with a quality audit.
l) If training is proposed subsequently (after initial approval of web-based training) from a remote site, normal remote site approval will be required.
m) Organisation's quality system should be able to demonstrate initial and continuing oversight of these systems.
n) Certificates of recognition to be issued in accordance with the current approved procedures when required qualifications has been achieved by the student.
o) Maintaining sufficient & adequate records of training delivery, student attendance, engagement etc., in accordance with current approved procedures.

p) Approval for the new training methodology shall only be granted after Kuwait DGCA is fully satisfied.

AMC 147.A.130(b) Training procedures and quality system

1. The independent audit procedure should ensure that all aspects of Part-147 compliance should be checked at least once in every 12 months and may be carried out as one complete single exercise or subdivided over a 12-month period in accordance with a scheduled plan.
2. In a small maintenance training organisation the independent audit function may be contracted to another maintenance training organisation approved under Part-147 or a competent person acceptable to the Kuwait DGCA. Where the small training organisation chooses to contract the audit function, it is conditional on the audit being carried out twice in every 12-month period with one such audit being unannounced.
3. Where the maintenance training organisation is also approved to another Part requiring a quality system, then such quality systems may be combined.
4. When training or examination is carried out under the subcontract control system:
   (a) a pre-audit procedure should be established whereby the Part-147 approved maintenance training organisation should audit in co-ordination with the Kuwait DGCA a prospective subcontractor to determine whether the services of the subcontractor meet the intent of Part-147.
   (b) a renewal audit of the subcontractor should be performed at least once every 12 months to ensure continuous compliance with the Part-147 standard.
   (c) the subcontract control procedure should record audits of the subcontractor and have a corrective action follow-up plan.
5. The independence of the audit system should be established by always ensuring that audits are carried out by personnel not responsible for the function or procedure being checked.

GM 147.A.130(b) Training procedures and quality system

1. The primary objective of the quality system is to enable the training organisation to satisfy itself that it can deliver properly trained students and that the organisation remains in compliance with Part-147.
2. The independent audit is a process of routine sample checks of all aspects of the training organisation's ability to carry out all training and examinations to the required standards. It represents an overview of the complete training system and does not replace the need for instructors to ensure that they carry out training to the required standard.
3. A report should be raised each time an audit is carried out describing what was checked and any resulting findings. The report should be sent to the affected department(s) for rectification action giving target rectification dates. Possible rectification dates may be discussed with the affected department(s) before the quality department confirms such dates on the report. The affected department(s) should rectify any findings and inform the quality department of such rectification.

4. A large training organisation (an organisation with the capacity to provide training for 50 students or more) should have a dedicated quality audit group whose sole function is to conduct audits, raise finding reports and follow up to ensure that findings are being rectified. For the small training organisation (an organisation with the capacity to provide training for less than 50 students) it is acceptable to use competent personnel from one section/department not responsible for the function or procedure to check the section/department that is responsible subject to the overall planning an implementation being under the control of the quality manager.

5. The management control and follow-up system should not be contracted to outside persons.

   The principal function is to ensure that all findings resulting from the independent audit are corrected in a timely manner and to enable the accountable manager to remain properly informed of the state of compliance. Apart from rectification of findings, the accountable manager should hold routine meetings to check progress on rectification except that in the large training organisation such meetings may be delegated on a day-to-day basis to the quality manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

AMC 147.A.135 Examinations

1. Examinations may be computer- or hard-copy-based or a combination of both.
2. The actual questions to be used in a particular examination should be determined by the examiners.
3. Question bank should be reviewed on an annual basis to ensure the they are still current and relevant.

At least 10% of the question bank should be updated annually with new questions; this is to ensure keeping up to date with regulatory and technological developments and further improve the question bank's quality.GM 147.A.135 Examinations

The Kuwait DGCA will determine when or if the disqualified examiner may be reinstated.

AMC 147.A.140 Maintenance training organisation exposition

1. A recommended format of the exposition is included in Appendix I.
2. When the maintenance training organisation is approved in accordance with any other Part which also requires an exposition, the exposition required by the other Part may form the basis of the maintenance training organisation exposition in a combined document, as long as the other exposition contains the information required by 147.A.140 and a cross reference index is included based upon Appendix I.
3. When training or examination is carried out under the subcontract control system, the maintenance training organisation exposition should contain a specific procedure on the control of subcontractors as per Appendix I item 2.18 plus a list of subcontractors as required by 147.A.140 (a)12 and detailed in Appendix I item 1.7.

AMC 147.A.145(d) Privileges of the maintenance training organisation

1. When training or examination is carried out under the subcontract control system, it means that for the duration of such training or examination, the Part-147 approval has been temporarily extended to include the subcontractor. It therefore follows that those parts of the subcontractor's facilities, personnel and procedures involved with the Part-147 approved maintenance training organisation's students should meet requirements of Part-147 for the duration of that training or examination and it remains the Part-147 organisation's responsibility to ensure such requirements are satisfied.
2. The maintenance training organisation approved under Part-147 is not required to have complete facilities and personnel for training that it needs to subcontract but it should have its own expertise to determine that the subcontractor meets the Part-147 standards. Particular attention should be given to ensuring that the training that is delivered also meets the requirements of Part-66 and the aircraft technologies are appropriate.
3. The contract between the maintenance training organisation approved under Part-147 and the subcontractor should contain:
   - a provision for the Kuwait DGCA to have right of access to the subcontractor;
   - a provision for the subcontractor to inform the Part-147 approved maintenance training organisation of any change that may affect its Part-147 approval, before any such change takes place.

GM 147.A.145(d) Privileges of the maintenance training organisation

1. The pre-audit procedure should focus on establishing compliance with the training and examination standards set out in Part-147 and Part-66.
2. The fundamental reason for allowing a maintenance training organisation approved under Part-147 to subcontract certain basic theoretical training courses is to permit the approval of maintenance training organisations which may not have the capacity to conduct training courses on all Part-66 modules.
3. The reason for allowing the subcontracting of only training modules 1 to 6 and 8 to 10 of Appendix I to Part-66 is that most of the related subjects can generally also be taught by training organisations not specialised in aircraft maintenance and the practical training element as specified in 147.A.200 does not apply to them. On the contrary, training modules 7 and 11 to 17 of Appendix I to Part-66 are specific to aircraft maintenance and include the practical training element as specified in 147.A.200. The intent of the "limited subcontracting" option as specified in 147.A.145 is to grant Part-147 approvals only to those organisations having themselves at least the capacity to teach on aircraft maintenance specific matters.

GM 147.A.145(d)3 Privileges of the maintenance training organisation

In the case of type training and examination, the reason for allowing only subcontracting to powerplant and avionics systems is that the related subjects can generally also be imparted by certain organisations specialised in these domains such as the Type Certificate Holder of the powerplant or the OEMs of these avionics systems. In such a case, the type training course

should make clear how the interfaces with the airframe are addressed and by whom (the subcontracted organisation or the Part-147 organisation itself).

AMC 147.A.145(f) Privileges of the maintenance training organisation

When an organisation approved to provide basic knowledge training or type training is also approved to provide type examination in the cases where type training is not required, appropriate procedures in the MTOE should be developed and approved, including:

- The development and the conduct of the type examination;
- The qualification of the examiners and their currency.

In particular, emphasis should be put when such an examination is not regularly conducted or when the examiners are not normally involved in aircraft or activities with technology corresponding to the aircraft type subject to examination. An example would be the case of an organisation providing basic knowledge training only for the B1.1 license. This organisation should justify how they run type examinations for single piston-engine helicopters in the case of a B1.4 licence.

AMC 147.A.200(b) The approved basic training course

Each licence category or subcategory basic training course may be subdivided into modules or sub-modules of knowledge and may be intermixed with the practical training elements subject to the required time elements of 147.A.200 (f) and (g) being satisfied.

AMC 147.A.200(d) The approved basic training course

1. Where the maintenance training organisation approved under Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 147.A.100 (d), the organisation in question should ensure that the practical training elements are properly carried out.
2. At least 30% of the practical training element should be carried out in an actual maintenance working environment.

AMC 147.A.200(f) The approved basic training course

1. In order to follow pedagogical and human factors principles, the maximum number of training hours per day for the theoretical training should not be more than 6 hours. A training hour means 60 minutes of tuition excluding any breaks, examination, revision, preparation and aircraft visit. In exceptional cases, the Kuwait DGCA may allow deviation from this standard when it is properly justified that the proposed number of hours follows pedagogical and human factors principles.
2. The minimum participation time for the trainee to meet the objectives of the course should not be less than 90% of the tuition hours. Additional training may be provided by the training organisation in order to meet the minimum participation time. If the minimum

participation defined for the course is not met, a certificate of recognition should not be issued.

AMC 147.A.200(g) The approved basic training course

Typical conversion durations are given below:

The hours shown are the minimum required and the percentage refers to the theoretical content of the course.

	Any A	A1	B1-1	B1-2	B2	B1-1,B2 Combined
Any A	70 Hours 30/40%					
A1			1600Hours 60/70%		1600 Hours 60/70%	2200 Hours 60/70
B1-1					600 Hours 80/85%	
B1-2			400 Hours 50/60%			
B2			600 Hours 80/85%			

AMC 147.A.205 Basic knowledge examinations

The Kuwait DGCA may accept that the maintenance training organisation approved Part-147 can conduct examination of students who did not attend an approved basic course at the organisation in question.

AMC 147.A.210(a) Basic practical assessment

Where the maintenance training organisation approved under Part-147 contracts the practical training element either totally or in part to another organisation in accordance with 147.A.100 (d) and chooses to nominate practical assessors from the other organisation, the organisation in question should ensure that the basic practical assessments are carried out.

AMC 147.A.210(b) Basic practical assessment

An assessed pass for each student should be granted when the practical assessor is satisfied that the student meets the criteria of 147.A.200 (e). This means that the student has demonstrated the capability to use relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals, and the student can carry out the required inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/

fitment/adjustment of such components. The student is only required to carry out enough inspection/testing and component removal/fitment/adjustments to prove capability. The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect to flight safety and airworthiness of the aircraft.

Appendix III to AMC to Part-66 provides criteria for the competence assessment performed by the designated assessors (and their qualifications).

AMC 147.A.300 Aircraft type/task training

Aircraft type training may be subdivided in airframe and/or powerplant and/or avionics/electrical systems type training courses. A maintenance training organisation approved under Part-147 may be approved to conduct airframe type training only, powerplant type training only, avionics/electrical systems type training only or any combination thereof.

1. Airframe type training course means a type training course including all relevant aircraft structure and electrical and mechanical systems excluding the powerplant.
2. Powerplant type training course means a type training course on the bare engine, including the build-up to a quick engine change unit.
3. The interface of the engine/airframe systems should be addressed by either airframe or powerplant type training course. In some cases, such as for general aviation, it may be more appropriate to cover the interface during the airframe course due to the large variety of aircraft that can have the same engine type installed.
4. Avionics/electrical systems type training course means type training on avionics and electrical systems covered by but not necessarily limited to ATA (Air Transport Association) Chapters 22, 23, 24, 25, 27, 31, 33, 34, 42, 44, 45, 46, 73 and 77 or equivalent.

Section B - Procedure for Kuwait DGCA

AMC 147.B.10(a) Kuwait DGCA

1. In deciding upon the required organisational structure, the Kuwait DGCA should review the number of certificates to be issued, the number and size of potential Part-147 approved maintenance training organisations within Kuwait, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Kuwait DGCA's aviation industry.
2. The Kuwait DGCA should retain effective control of important surveillance functions and not delegate them in such a way that Part-147 organisations, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the Kuwait DGCA are not relying on individuals. That means that a continued and undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

AMC1 147.B.10(b) Kuwait DGCA

1. Kuwait DGCA surveyors should have:
   - 1.1 practical experience and expertise in the application of aviation safety standards and safe operating practices;
   - 1.2 comprehensive knowledge of:
     - (i) relevant parts of implementing rules, certification specifications and guidance material;
     - (ii) the Kuwait DGCA's procedures;
     - (iii) the rights and obligations of a surveyor;
     - (iv) quality systems;
     - (v) continuing airworthiness management.
   - 1.3 training on auditing techniques;
   - 1.4 five years relevant work experience to be allowed to work as a surveyor independently. This may include experience gained during training to obtain the 1.5 qualification;
   - 1.5 relevant engineering degree or an aircraft maintenance or training qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;
   - 1.6 knowledge of a relevant sample of aircraft types;
   - 1.7 knowledge of maintenance training standards.
2. In addition to technical competency, surveyors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
3. A programme for continuation training should be developed that ensures that the surveyors remain competent to perform their allocated tasks.

AMC 147.B.10(c) Kuwait DGCA

The documented procedures should contain the following information:

1. The title(s) and name(s) of the manager(s) of the Kuwait DGCA and their duties and responsibilities.
2. Organisation chart(s) showing associated chains of responsibility of the senior persons.
3. A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
4. A general description of the facilities.
5. Procedures specifying how the Kuwait DGCA ensures compliance with Part-147.

AMC 147.B.20 Record-keeping

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout the Kuwait DGCA (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in 147.B.20.

AMC 147.B.110(a) Procedure for approval and changes to the approval

1. The audit should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.
2. The audit report should be made on a KCASR Form 22 (see Appendix III).

AMC 147.B.110(b) Procedure for approval and changes to the approval

The date each finding was rectified should be recorded together with the reference document.

GM 147.B.110 Procedure for approval and changes to the approval

1. A meeting should be arranged between the applicant and the Kuwait DGCA who issues Part-147 approvals to determine if the applicant's training activities justify the investigation for issue of Part-147 approval and to ensure that the applicant understands what needs to be done for Part-147 approval. This meeting is not intended to establish compliance but rather to see if the activity is a Part-147 activity.
2. Assuming that the applicant's activities come within the scope of Part-147 approval, instructions should be sent to the Kuwait DGCA staff requesting that an audit of the applicant be carried out and, when satisfied that compliance has been established, a recommendation for the issue of approval should be submitted to the Kuwait DGCA staff

who grant approval unless these are the same staff. The Kuwait DGCA should determine how and by whom the audit shall be conducted. For example, if the applicant is a large training organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single person audits is most appropriate for the particular situation. A further consideration in the case of a combined Part-145/147 organisation is the possibility to combine the audits.

3. Where it is intended that the maintenance training organisation may conduct training and examinations away from the maintenance training organisation address(es) in accordance with 147.A.145 (c), then a sample audit of the process should be carried out by the Kuwait DGCA on an opportunity basis to ensure that procedures are followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organisation address(es).

4. The auditing surveyor should ensure that they are always accompanied throughout the audit by a senior member of the organisation making application for Part-147 approval. Normally this should be the proposed quality manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit. In any case, the proposed quality manager/senior member of the organisation should be debriefed at the end of the audit visit on the findings made during the audit.

5. There will be occasions when the auditing surveyor may find situations in the applicant's organisation on which he/she is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time of audit and the fact that the situation will be reviewed before a decision is made. The organisation should be informed of the decision within 2 weeks of the audit visit in writing if the decision is a confirmation of non-compliance. If the decision is a finding of being in compliance, a verbal confirmation to the organisation will suffice.

6. A change of name of the maintenance training organisation requires the organisation to submit a new application as a matter of urgency stating that only the name of the organisation has changed including a copy of the organisation exposition with the new name. Upon receipt of the application and the organisation exposition, the competent authority should reissue the approval certificate valid only up to the current expiry date.

7. A name change alone does not require the Kuwait DGCA to audit the organisation, unless there is evidence that other aspects of the maintenance training organisation have changed.

8. A change of accountable manager requires the maintenance training organisation to submit such fact to the Kuwait DGCA as a matter of urgency together with the amendment to the accountable manager exposition statement.

9. A change of any of the senior personnel specified in 147.A.105 (b) requires the maintenance training organisation to submit to the Kuwait DGCA a Form 4 in respect of the particular person. If satisfied that the qualifications and experience meet the standard required by Part-147, the Kuwait DGCA should indicate acceptance in writing to the maintenance training organisation.

10. A change in the maintenance training organisation's exposition requires the Kuwait DGCA to establish that the procedures specified in the exposition are in compliance with Part-147 and then to establish if these are the same procedures intended for use within the training facility.

11. Any change of location of the maintenance training organisation requires the organisation to make a new application to the Kuwait DGCA together with the

submission of an amended exposition. The Kuwait DGCA should follow the procedure specified in 147.B.110 (a) and (b) in so far as the change affects such procedure before issuing a new Part-147 approval certificate.

12. The complete or partial reorganisation of a training organisation should require the re-audit of those elements that have changed.

13. Any additional basic or aircraft type training courses require the maintenance training organisation to make a new application to the Kuwait DGCA together with the submission of an amended exposition. For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. The Kuwait DGCA should follow the procedure of paragraph 11 in so far as the change affects such procedures unless the Kuwait DGCA is satisfied that the maintenance training organisation has a well controlled procedure to qualify such change when it is not necessary to conduct the audit elements of the paragraph 11 procedure.

AMC 147.B.120(a) Continued validity procedure

1. Audits should be conducted to ensure the continuity of the approval; it is not necessary to sample all basic and type training courses, but the Kuwait DGCA should sample, as appropriate, one basic and one type training course to establish that training is conducted in an appropriate manner. Nevertheless, the duration of the sampling for each course should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.

2. It is not necessary to sample all examinations associated with a training course but the Kuwait DGCA should sample, as appropriate, one basic and one type training course examination.

AMC 147.B.130(b) Findings

1. In the case of a level 2 finding, the Kuwait DGCA may give up to 6 months' notice of the need for rectification. Dependent upon the seriousness of the level 2 finding(s), the Kuwait DGCA may choose a notice period less than 6 months.

2. When the Kuwait DGCA chooses to allow 6 months, the initial notification should be of 3 months duration to the quality manager followed by the final 3 months' notice to the accountable manager.

AMC to Appendix II to Part-147 "Maintenance Training Organisation Approval referred to Part-147"

The following fields on page 2 "Maintenance Training and Examination Approval Schedule" of the maintenance training and examination organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance training organisation exposition.
- Date of last revision approved: It refers to the date of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the

maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

- Revision No: It refers to the revision No of the last revision of the maintenance training organisation exposition affecting the content of the certificate. Changes to the maintenance training organisation exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

AMC to Appendix III to Part-147 "Certificates of Recognition referred to Part-147 – KCASR Forms 148 and 149"

As stated in Appendix III to Part-147, the KCASR Form 148 "Certificate of Recognition for Basic Training/Examination" may be issued after completion of either basic training or basic examination.

Some examples of cases where a KCASR Form 148 could be issued are the following:

- After successful completion of a full basic course in one licence (sub) category including successful completion of the examinations of all the corresponding modules.
- After successful completion of all or any module examinations corresponding to a licence (sub) category.

It must be noted that "successful completion of a course" means successful completion of the theoretical and practical training including the corresponding practical assessment.

Appendices to AMC to Part-147

Appendix I Maintenance training organisation exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by 147.A.140.
2. Whilst this format is recommended, it is not mandatory to assemble the MTOE in this manner as long as a cross-reference index is included in the MTOE as an Appendix and the Part 1 items remain in Part 1.
3. Part 2, 3 and 4 material may be produced as separate detailed manuals subject to the main exposition containing the Part 2, 3 and 4 fundamental principles and policy on each item. It is then permitted to delegate the approval of these separate manuals to the senior person but this fact and the procedure should be specified in paragraph 1.10.
4. Where an organisation is approved in accordance with any other Part(s) which require an exposition, it is acceptable to combine the exposition requirements by merging the Part 1 items and adding the Parts 2, 3 and 4. When this method is used, it is essential to include the cross-reference index of Part 4 item 4.3.

PART 1 – MANAGEMENT

1.1. Corporate commitment by accountable manager

1.2. Management personnel

1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor

1.4. Management personnel organisation chart

1.5. List of instructional and examination staff

Note: A separate document may be referenced.

1.6. List of approved addresses

1.7. List of subcontractors as per 147.A.145 (d)

1.8. General description of facilities at paragraph 1.6 addresses

1.9. Specific list of courses and type examinations approved by the Kuwait DGCA

1.10. Notification procedures regarding changes to organisation

1.11. Exposition and associated manuals amendment procedure

PART 2 – TRAINING AND EXAMINATION PROCEDURES

2.1. Organisation of courses

2.2. Preparation of course material

2.3. Preparation of classrooms and equipment

2.4. Preparation of workshops/maintenance facilities and equipment

2.5. Conduct of theoretical training & practical training (during basic knowledge training and type/task training)

2.6. Records of training carried out

2.7. Storage of training records

2.8. Training at locations not listed in paragraph 1.6

2.9. Organisation of examinations

2.10. Security and preparation of examination material

2.11. Preparation of examination rooms

2.12. Conduct of examinations (basic knowledge examinations, type/task training examinations and type examinations)

2.13. Conduct of practical assessments (during basic knowledge training and type/task training)

2.14. Marking and record of examinations

2.15. Storage of examination records

2.16. Examinations at locations not listed in paragraph 1.6

2.17. Preparation, control & issue of basic training course certificates

2.18. Control of subcontractors

PART 3 – TRAINING SYSTEM QUALITY PROCEDURES

3.1. Audit of training

3.2. Audit of examinations

3.3. Analysis of examination results

3.4. Audit and analysis remedial action

3.5. Accountable manager annual review

3.6. Qualifying the instructors

3.7. Qualifying the examiners and the assessors

3.8. Records of qualified instructors & examiners

PART 4 – APPENDICES

4.1. Example of documents and forms used

4.2. Syllabus of each training course

4.3. Cross-reference index - if applicable

Appendix II KCASR Form 4

[Kuwait DGCA]

Details of Management Personnel required to be accepted as specified in Part-……

1. Name:

2. Position:

3. Qualifications relevant to the item (2) position:

4. Work experience relevant to the item (2) position:

Signature: ..... Date: .....

On completion, please send this form under confidential cover to the Kuwait DGCA.

Kuwait DGCA use only
Name and signature of authorised Kuwait DGCA staff member accepting this person:

Signature: ..... Date: .....

Name: ..... Office: .....

KCASR Form 4

Appendix III KCASR Form 22

Kuwait DGCA			PART-147 APPROVAL RECOMMENDATION REPORT LIC FORM 22			
Initial Issue ☐ Intermediate audit Change ☐ Continuation√						
Suspension / limitation ☐ Re-instatement ☐						
Name of Organisation:						
Approval Reference:						
Form 22 Reference:						
Part 1: General						
ATO's postal address:						
ATO's email address:						
Address of Facility Audited:						
Audit Period / surveillance cycle:		From		To		
Audit Reference						
Date of Audit						
Type of audit (on site, desktop)						
Nature of Audit (Initial, change, intermediate…)						
Person(s) Interviewed and job role:						
Name of recommending Inspector						
Signature of recommending inspector						
Date of Form 22, part 1 completion:						

Kuwait DGCA
KCASR 1, PART-147 APPROVAL RECOMMENDATION REPORT **LIC FORM 22**

Part 2: PART-147 Compliance Audit Review

The five columns may be labelled and used as necessary to record the approved training/examinations facility, including subcontractors reviewed. Against each column used of the following Part-147 subparagraphs please either tick (✓) the box if satisfied with compliance or cross (×) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject					
147.A.100	Facility requirements					
147.A.105	Personnel requirements					
147.A.110	Records of instructors, examiners examiners and assessors					
147.A.115	Instructional Equipment					
147.A.120	Maintenance Training Material					
147.A.125	Records					
147.A.130	Training Procedures and Quality System					
147.A.135	Examinations					
147.A.145	Privileges of the maintenance training organisation					
147.A.150	Changes to the maintenance training organisation					
147.A.160	Findings					
147.A.200	Approved Basic Training Course					
147.A.205	Basic Knowledge Examination					
147.A.210	Basic practical assessment					
147.A.300	Aircraft type/task training					
147.A.305	Aircraft type examinations and task assessments					

DGCA Inspector: **Signature(s):**

DGCA Office: **Date of Form 22 Part 2 completion**

Part 2A. Details of Training course/Examinations witnessed (Including name of Instructor title of Training course) Subject taught/examined and equipment used). Any other information pertinent to the audit.
Name of recommending inspector:
Signature of recommending inspector: Date of Form 22, part 2 completion:

Part 3: Compliance with 147.A.140 Maintenance Organisation Exposition

Please either tick (✓) the box if satisfied with compliance; or cross (×) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 1 MANAGEMENT

1.1		Corporate commitment by the accountable manager
1.2		Management personnel
1.3		Duties and responsibilities of the management personnel, instructors, knowledge examiners and practical assessors
1.4		Management Personnel Organisation Chart
1.5		List of instructional and examination staff
1.6		List of approved addresses
1.7		List of subcontractors as per 147.A145(d)
1.8		General description of facilities of Para 1.6 addresses
1.9		Specific list of courses approved by the Kuwait DGCA
1.10		Notification procedures regarding changes to the organisations
1.11		Exposition and associated manuals amendment procedures

Part 2 TRAINING AND EXAMINATION PROCEDURES

2.1		Organisation of courses
2.2		Preparation of Course Material
2.3		Preparation of classrooms and equipment
2.4		Preparation of workshops/maintenance facilities and equipment
2.5		Conduct of basic knowledge and practical training
2.6		Records of training carried out
2.7		Storage of training records
2.8		Training at locations not listed in paragraph 1.6
2.9		Organisation of examinations
2.10		Security and preparation of examination material
2.11		Preparation of examination rooms
2.12		Conduct of examinations
2.13		Conduct of basic practical assessments
2.14		Marking and record of examinations
2.15		Storage of examination records
2.16		Examinations at locations not listed in paragraph 1.6
2.17		Preparation, control and issue of basic training course certificates
2.18		Control of subcontractors

Part 3 TRAINING SYSTEM QUALITY PROCEDURES

3.1		Audit of training
3.2		Audit of examinations
3.3		Analysis of examination results
3.4		Audit and analysis remedial action
3.5		Accountable manager annual review
3.6		Qualifying the instructors
3.7		Qualifying the examiners
3.8		Records of qualified instructors and examiners

Part 4 APPENDICES

4.1		Examples of documents and forms used
4.2		Syllabus of each training course
4.3		Cross reference index – if applicable

MTOE Reference: MTOE rev status:

MTOE Issue/Amendment Date:

Name of recommending inspector:

Signature of recommending inspector:

Date of AIR Form 22-part 3 completion:

Part 5: Part-147 Approval Recommendation - *Not requested for intermediate audit report*

Requested Approval Rating / Form 12 date:

The following Part-147 scope of approval is recommended for this organisation:

See attached document referenced: OR

(add rows as necessary)

Tick the relevant box below to indicate which basic course or which type rating is being approved.

CLASS	RATING	LIMITATION		Status
Basic	B1 □ B2 □ A □	Aeroplanes turbine □ Aeroplanes piston □ Helicopters turbine □ Helicopters piston □ Avionics □		
type / tasks	B1□ B2□ A □ C □	A/C type (engine), (As per annexe I list.) or Difference course from A/C #1 (eng # 1) to aircraft #2 (eng # 2)	**T**heoretical elements □ **P**ractical elements □ **T**heoretical + Practical elements (**T&P**) □	

Tick the relevant box below to indicate the status of the approval.

Status **N**ew □ **A**mended □ **C**ancelled □ **Su**spended □

Re-**I**nstated □ **N**ot **A**pplicable□ **U**nchanged □

Or,

It is recommended that the Part-147 scope of approval specified in LIC Form 11 dated be continued.

Name of recommending inspector:	
Signature of recommending inspector:	
Date of Form 22 completion:	
Approved by Head of Personnel Licensing:	
Date:	

Appendix IV KCASR Form 12

Name of Maintenance Training Organisation.	
Address of Maintenance Training Organisation.	
Telephone:	
Email:	
Fax:	
SITA:	

2. Scope of KCASR 1, Part 147 approval relevant to this application:

KCASR1, Part 147 Basic Training	KCASR1, Part 147 Type Training
B1-1 □	Theory □
B1-2 □	Practical □
B1-3 □	Type for which training is being applied for (as per Annexe I type rating list):
B1-4 □	
B2 □	
B3 □	
Tick as appropriate for this application.	

3. Does the organisation hold approval under KCASR 1, Part 145 / KCASR Part-M / others please specify

4. Attachments; Attach copy(s) of any non-Kuwait DGCA issued approvals held showing scope of the Maintenance Training Organisation or equivalent:

Notes.

1. For detailed information regarding the fees and charges please refer to KCASR 27 – charges and fees:

2. Cheque, Demand Draft etc. made payable in favour of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our account at:

Confirmation of Bank Details	
Name of Bank.	CENTRAL BANK OF KUWAIT
Branch.	KUWAIT
Account Name.	DIRECTORATE GENERAL OF CIVIL AVIATION
Account Number.	042 04170
IBAN Number.	KW 42 CB KU 0000000000000004204170
Bank Code/Sort Code.	CBKUKWKW
Swift Code.	CBKUKWKW
Currency of Payment.	KWD

I hereby certify that I have been authorized by the Maintenance Training Organisation identified in section 1 above to make this application, and that the statements attached hereto are true and correct to the best of my knowledge.

Name of Accountable Manager	Position
Signature of Accountable Manager	Date

Appendix V MTOE CHECKLIST

Scope

The purpose of the Maintenance Training Organisation Exposition (MTOE) compliance checklist and user guide is to assist organisations wishing to obtain Kuwait DGCA approval (MTO).This document is a guide to the requirements of Implementing Regulation KCASR 1 Part-147 "as amended" and does not supersede or replace the information defined within the regulation.

The checklist includes suggested subject headings and all the relevant information as detailed in 147.A.140 and it's AMC, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the "MTOE reference / comment" where the information in the MTOE is located and explanation if not applicable, It should be stated in the comments column why the part is not applicable and should give details of method of compliance for applicable paragraphs.

If additional information is required to demonstrate compliance please fill and attach an appropriately referenced continuation sheet. **Compliance** column is for DGCA use only.

This checklist, when completed, should be submitted with the initial draft MTOE.

1. Important warning

This user guide is designed to be used by:

- Part-147 MTO - To assist them in the production and/or maintaining of their own MTOE
- Kuwait DGCA - As a comparison document for MTOEs submitted to DGCA for approval; and

The user guide is provided for guidance only and should be customized by each organisation to demonstrate how they comply with KCASR 1 Part-147. It is the responsibility of the organisation to ensure compliance with the regulations. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the MTOE, the MTO should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The MTOE should be written in the English language.

2. Exposition format

The MTOE may be produced in hardcopy or electronic format;

- Hardcopy: Kuwait DGCA does recommend using white paper (format A4); The MTOE shall be provided in a binder with section dividers.
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the Kuwait DGCA to facilitate the document study.

3. Structure of the Maintenance Training Organisation Exposition

The MTOE may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard MTOE produced i.a.w. Appendix I to AMC 147.A.140 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed training and examination procedures and detailed training system quality procedures (see 147.A.140, AMC 147.A.140 and Appendix I to AMC Part 147).

- Several documents: The MTOE must contain at least the information as detailed in Appendix I to AMC Part 147 Part 1.1 to 1.11 (Management).

The additional material may be published in separate documents which must be referenced from the MTOE. In this case:

- The MTOE should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
- These associated documents must meet the same rules as described for the MTOE.
- This/these associated document(s), procedure(s) and form(s) etc. must be provided to the Kuwait DGCA for approval, as Part of the MTOE.

For some organisations certain sections of the headings defined within Appendix I to AMC 147 may be 'not applicable'. In this case they should be annotated as such within the MTOE.

4. Exposition pages presentation

Each page of the MTOE should be identified as follows (this information may be added in the header or footer)

- the name of the organisation (official name as defined on the DGCA Form 11 approval certificate)
- the issue number of the MTOE
- the amendment/revision number of the MTOE
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the MTOE)
- the chapter of the MTOE
- the page number
- the name of the document " Maintenance Training Organisation Exposition"

At the beginning of the volume, the Cover page should specify:

- Maintenance Training Organisation Exposition;
- The name of the organisation (the official one defined on the DGCA Form 11 approval certificate)
- The approval reference of the MTO

5. Corporate commitment by Accountable Manger

Prior to submission of the 'draft' MTOE to Kuwait DGCA for approval, the Accountable Manager must sign and date the Corporate Commitment statement (Management 1.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager the new incumbent should sign the document and submit a suitable amendment Kuwait DGCA for approval.

MTOE Reference			
Organisation Official Name			
Date			
Summited by		**Signature**	

MTOE checklist

Compliance	Content	KCASR reference	MTOE reference / comment
	Cover page		
☐	Maintenance Training Organisation Exposition		
☐	The official name of the Organisation as defined on DGCA Form 11		
☐	The approval reference of the MTO		
	Introduction		
☐	Foreword		
☐	Table of content		
☐	List of effective pages		
☐	List of issues / amendments or record of revision		
☐	Letter of Transmittal / Exposition Approval Letter		
☐	Internal organisation approval page signed by QM Δ Internal approval statement Δ Title, name, date and signature (QM)		
☐	Revision highlights / Summary of changes		
☐	Effective date of the current revision Δ The effective date is the date that the amendment introduced in this amendment takes effect Δ The effective date can be established just prior to the final approval of the MTOE by Kuwait DGCA or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.		

☐	Distribution list Δ MTOE copy number Δ Location of copies Δ Holders of the copies Δ Format of copies (CD-ROM, Paper etc.)		
☐	Abbreviation, terminology and definitions		
☐	Cross reference list from the MTOE to Appendix I to AMC 147, if applicable		
☐	Organisation information i.e.: • Address of approved locations (Head Office) • Mailing Address(es) • Telephone number(s) • Fax number(s) • E-mail address of the Head Office		
	PART 1 MANAGEMENT		
☐	1.1 Corporate commitment by the accountable manger	147.A.140 (a) 1.	
☐	1.2 Management personnel Δ Accountable Manager (AM) – insert name Δ Training Manager (TM) – insert name Δ Quality Manger (QM) – insert name Δ Knowledge Examiner(s) – insert name(s)	147.A.105(a)(b)(c)(g)	

☐	1.3 Duties and Responsibilities of management personnel, including matters on which they may deal directly with the DGCA on behalf of the maintenance training organisation Δ Duties and Responsibilities (job functions) o Accountable Manager (AM) o Training Manager (TM) o Quality Manager (QM) o Instructors o Knowledge Examiners o Practical Assessor	147.A.105(a)(b)(c)	
☐	1.4 Management personnel Organisation Chart Δ Management personnel organisation chart showing associated chains of responsibility of management personnel	147.A.140(a) 4.	
☐	A flow chart should provide a comprehensive understanding of the whole training organisation. It should give further details on the management system, and should clearly show the independence of the quality monitoring system, including the links between the Quality control department and the other departments. This flow chart may be combined or subdivided as necessary, depending on the size and the complexity of the organisation.		
☐	1.5 List of instructional and examination staff Δ List of the training instructors - insert name(s) Δ List of the knowledge examiners - insert name(s) Δ List of the practical assessors insert name(s)	147.A.140(a) 5.	
☐	1.6 List of approved addresses This paragraph should list those address(s) at which instruction and/or practical training are to be carried out for the duration of the Part-147 course The names, address(s) and approval numbers of any proposed Aircraft Maintenance Part-145 Organisation at which it is proposed to carry out student practical training in order to fulfil the requirements of PART-147 may be kept in another document or procedure and cross referenced here. This arrangement should include written agreement with relevant Part 145 MO.	147.A.100 / 147.A.140(a) 11. / 147.A.145(b)	

☐	1.7 List of sub-contractors as per 147.A.145(d) Δ List name of subcontractor(s) Δ List address of subcontractor(s) This paragraph should list name of organisation and those address(s) at which training beyond the capacity of the Part-147 Organisation may be carried out Part-66 Modules 1 to 6 inclusive and 8 to 10 inclusive may be sub- contracted to organisations not specialising in aircraft maintenance and where the Part-147.A.200 practical training element does not apply.	147.A.100 / 147.A.140(a) 12. / 147.A.145(b)	
☐	1.8 General description of facilities of paragraph 1.6 addresses Δ General description of facilities of paragraph 1.6 addresses Δ General description of facilities of paragraph 1.7 addresses Δ Location of facilities Δ General description o Layout of premises and size o Office accommodations o Classrooms for the instruction of theory o Library o Practical training workshop o Knowledge Examinations rooms o Type/task training facility o Secure storage facilities o Include here the facilities such as desks, chairs, lockers, overhead projectors, other teaching aids etc. for each of the offices, classrooms, practical training workshops and examination rooms provided.	147.A.100 / 147.A.140(a) 6. / 147.A.145(b)	
☐	1.9 Specific list of courses and type examinations approved by the Kuwait DGCA This paragraph must contain a list of the Part-147 course(s) and type examination for which approval is held. This should also include “Differences” courses. E.g. Airbus A318/319/320/321 (CFM 56) B1 - differences to A319/320/321 (V2500) B1.	147.A.140(a) 7.	

☐	1.10 Notification procedure regarding changes to the organisation Δ Changes o Organisation name and location o Organisation additional location o The group of person as specified in 1.2 o Operation, facilities, procedures, work scope, staff and arrangements, as far as they may affect the approval Δ Notification before such changes take place	147.A.150 / 147.A.130(a)	
☐	1.11 Exposition amendment procedure Exposition Amendment Procedures (including, delegated procedures) Δ Person responsible for amending the Exposition. o Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to Kuwait DGCA Δ Sources of proposed amendments within the organisation Δ Internal approval process o Verifying and validation of amended procedures before use o Quality Manager sign the internal approval page, see introduction Δ Approval process with Kuwait DGCA Δ Revision acknowledge receipt process Δ Effective date of the amendment Δ MTOE Review After Kuwait DGCA has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.	147.A.140 / Appendix I to AMC	

	PART 2 TRAINING AND EXAMINATION PROCEDURES		
☐	2.1 Organisation of courses In this paragraph the organisation should detail the procedures in place in order to organise the courses and to ensure that all necessary means are available to deliver, in good conditions and by appropriately qualified staff, all the course elements as required by the Part-66 syllabus. Such procedures may include a formalized review of the availability of required appropriate training rooms, materials, STDs, specialists... and resulting in tuition programme.	147.A.200	
☐	2.2 Preparation of course material Training material should meet the requirements of Part-66. It should also state how the approved organisation produces a course for a new aircraft type. This would typically include the production of the Training Needs Analysis i.a.w. Part 66 appendix III In order to get the course approved a set of multi-choice questions and/or essay questions must be verified during on-site audit/evaluation visit. This procedure should also be utilised to list the responsibilities by Part-66 module for the production, review & amendment of lecture notes.	147.A.120	
☐	2.3 Preparation of classrooms and equipment Cross reference to any procedures for the preparation of classrooms and reporting of faults to any classroom equipment, general maintenance procedures and the control of the teaching environment.	147.A.115	

☐	2.4 Preparation of workshop/maintenance facilities and equipment Cross reference to any procedures for the reporting of faults to any workshop equipment, general maintenance procedures and the control of the teaching environment. Cross reference to procedures for the ordering and storage of aircraft release standard consumable materials used in the production of practical tasks, and for the ordering and acquisition of any new equipment required to complete the tasks. Cross reference to the procedures for ensuring that all test equipment and/or tooling requiring calibration are correctly forecast and expedited. Also cross reference to the procedure for ensuring that all electrical equipment power supply feeder cables (from wall socket to equipment) throughout the organisation are tested as required.	147.A.100	
☐	2.5 Conduct of Basic/Type knowledge and practical training Describe the method utilised in teaching the Basic/Type knowledge and practical training courses for which the organisation is approved.	147.A.200	
☐	2.6 Records of training carried out Procedures for the production, maintenance and security of student files. These should include details of all student attendance´s, final knowledge examinations, practical assessments and any re-examination carried out and their results by Part-66 complete module for Basic Licence courses and for Type Training. There should be reference to the Basic work experience records required to be kept by the student whilst he is undergoing his live operating aircraft experience. The use of an “Aircraft Maintenance Engineers Log Book” is a good example.	147.A.125	
☐	2.7 Storage of Training Records Procedures for the storage of staff and students records. These may be electronically based provided that adequate safeguards are in place to prevent unauthorised access and alteration.	147.A.100	

☐	2.8 Training at locations not listed in paragraph 1.6 Should the Management wish to contract out Part of the practical training (not including live operating aircraft experience), control procedures must be in place. These procedures should effectively reflect those of the Part- 147 Organisation. Any training carried out at address not listed at 1.6 above must be approved by Kuwait DGCA and control procedures must be in place to ensure that the proposed contract organisation is in compliance with the requirements of Part-66 & Part-147. A contract must be in place with the proposed organisation in which it is agreed that access is granted to Kuwait DGCA for the purpose of auditing. Note: an Application to conduct Training/ Examinations at a Location Remote from the Part-147 Approved Site Form should be annexed to the MTOE.	147.A.145	
☐	2.9 Organisation of examinations: For Aircraft Maintenance Engineer Licence (AMEL) course a High level document detailing the course examinations, when each Part-66 module is to be examined and to what Part-66 level. This should include the knowledge, practical and ´on job 'training elements and how the number of hours of each comply with the percentage requirements of AMC 147.A.200. For aircraft type training, the course syllabus should be used to prepare an examination schedule. The examination schedule should detail the examinations to be set at the end of each module/major phase within the syllabus.	147.A.135/147.A.205	
☐	2.10 Security and preparation of examination material	147.A.100/135	
	For AMEL courses detail the preparation and security of Examination papers. Number of Questions and Timing must be in accordance with Part-66 Appendix II. Procedures for the production of examination questions, their validation and security of the data bank. For Type training it is sufficient to detail the preparation and security procedures in place for the production and storage of examination papers		

☐	2.11 Preparation of examination rooms Procedure to be followed by the Examiner and Invigilator in preparing the examination room for examinations. An invigilator´s ready reference sheet for briefing the candidates prior to the examination should be available in procedures and cross referenced here.	147.A.100b	
☐	2.12 Conduct of examinations Any student found during a knowledge examination to be cheating or in possession of material pertaining to the subject of the examination, other than that supplied for the examination, will be disqualified from passing the examination and may not then retake the examination for at least 12 months. Any examiner/invigilator found to be providing answers to examination questions to any student will be immediately disqualified from acting as an examiner/invigilator, and the Kuwait DGCA will be informed within 1 calendar month. Candidates should only be identified by a numbering system, the only identifying document being held by the nominated Examiner. Examination paper security should be assured by a numbering system, e.g. “1 of 15”etc. A procedure should be in place for checking that all the pages of each examination paper are complete at examination completion and that all examination papers are accounted for. Both the written element and the multi-choice question elements should be marked to 75% with no penalty marking. Ref KCASR 1 Part-66 Appendix II. Nothing other than the actual examination/answer paper is permitted to be on the candidate´s desk. All wall charts and/or other visual teaching aids should be removed from the examination room.	147.A.135/205	

☐	2.13 Conduct of Basic/Type practical assessments Cross refer to procedures used for assessment of student hand skills, and the standard tasks set throughout the course. A set number of mandatory tasks should be assessed to have been completed to a satisfactory standard.	147.A.210/305	
☐	2.14 Marking and records of examinations Cross refer to procedures for the marking of completed examination papers and the recording of results. Cross refer to a procedure for practical assessments and recording of results.	147.A.100/125	
☐	2.15 Storage of examination results A copy of each examination paper, the student number/identification list, a practical task results list, an examination results list and all examination papers for each complete module must be stored for an unlimited period. Electronic means of storage may be utilized as required, provided the usual computer security systems are in place.	147.A.100/125	
☐	2.16 Examinations at locations not listed in paragraph 1.6 Cross refer to the control procedure in common with Part 2.8 above. This location must comply with the requirements of 2.10, 2.11, 2.12, 2.13, 2.14 and 2.15 above. Consideration is needed for the security/control of examinations and their completed examination papers and/or practical assessment results.	147.A.100/140/145)	
☐	2.17 Preparation, control and issue of Basic/Type training course certificates The certificates should be prepared to reflect that illustrated in Part-147 appendix III and tightly controlled prior to issue, with a system in place to ensure that each copy is numbered as Part of a sequence and recorded as issued to a candidate by name.	147.A.145	
☐	2.18 Control of sub-contractors Cross refer to procedures for the control of sub-contractors as appropriate.	147.A.100 and 147.A.145)	

	PART 3 TRAINING SYSTEM QUALITY PROCEDURES		
☐	3.1 Audit of training As per the AMC Part 147.A.130 (b) 2, an external auditor may be contracted by the smaller organisation for the purposes of the quality audit. The purpose of the audit plan is to meet Part of the needs of the Part-147 approval. The approved organisation should develop a form/audit checklist to be used by the auditor that would demonstrate that all the requirements of Part-147 have been reviewed during the audit process. The audit plan should indicate applicability of the various activities to be monitored and more than one list may be necessary (rolling audit). Each list should be shown against a timetable to indicate when the particular item is scheduled for audit and when the audit was completed. A complete audit of the Part-147 organisation must be completed every 12 months. Cross refer to the various procedures required for quality auditing, reporting findings and levels with any corrective actions required. A management control and follow up system must also be in place and may not be contracted out. Cross reference to any quality procedures manual if available is permitted, but this system must relate to and refer to the relevant Part-147 paragraphs.	147.A.130	
☐	3.2 Audit of examinations Must be audited annually, but may be Part of the rolling audit procedure.	147.A.130	
☐	3.3 Analysis of examination results Examination results should be analysed on completion of each examination and any questions amended as necessary. Cross refer to procedures detailing responsibilities.	147.A.130	

☐	3.4 Audit and analysis remedial action Cross refer to procedures for the reporting of findings and for corrective actions.	147.A.130	
☐	3.5 Accountable Manager annual review Points discussed on a set date should include: • Projects requiring financial support • Sufficient staff employed to meet foreseen training program. • Part-147 organisation review. • Examinations and assessments. • Student achievements. • Student support. • Quality Control review.	147.A.130	
☐	3.6 Qualifying the Instructors List acceptable staff qualifications*: Include procedures for the induction of inexperienced instructors as required. Where relevant include procedures for the employment of part time or contract instructors. All staff should have an appreciation of the contents of Part-66 and Part- 147. Cross refer to the list of present staff/qualification. Note: Staffs employed prior to Part-147 application who´s qualifications were previously acceptable, will continue to be accepted. Cross refer to procedures for staff development. *Note: Guidance for acceptable qualifications is proposed in the Appendix I to the present MTOE guidance.	147.A.105)	

☐	3.7 Qualifying the Examiners/Assessors Examiners should have a full understanding of all the requirements of Part- 66 and Part-147. Cross refer to procedures for staff development. Cross refer to the list of staff/qualifications Practical work assessors should be assessed as being competent in accordance with an approved process. *Note: Guidance for acceptable qualifications is proposed in the Annex I to the present MTOE guidance.	147.A.105	

☐	3.8 Records of qualified Instructors, Examiners and Assessors The company must maintain a record of all training staff which must include details of the scope of their authorisation. Training staff must be provided with evidence of the scope of their authorisation (i.e Terms of Reference). The following minimum information should be kept on record in respect of each instructor: • Name • Date of Birth • Personnel Number • Experience • Qualifications relevant to the approval • Training History (before entry) • Training (Basic Training, Type Training, Continuation Training) • Scope of activity • Date of first issue of the authorisation • If appropriate - expiry date of the authorisation • Starting date of employment The records may be kept in any format (hard copy or computer based) subject to the usual security requirements. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons. The instructor should be given reasonable access on request to his/her own records. The authorisation document should be in a style that makes its scope clear to instructors and any authorised person that may be required to examine the document. Where codes are used to define scope, an interpretation document should be readily available. Instructional staffs are not required to carry the authorisation document at all times but should produce it within a reasonable time of a request from an authorised person. Authorised persons, a part from the organisation´s department must include Kuwait DGCA.	147.A.110	
	• Any member of Kuwait DGCA is classed as an authorised person when investigating the records system for initial and continued approval or when Kuwait DGCA has cause to doubt the competence of a Particular instructor.		

	PART 4 APPENDICES		
☐	4.1 Examples of documents and forms used This section should include examples of all documents and forms used by the organisation in the conduct of its Part-147 function. Some examples are listed below: • Student attendance record • Course certificate(s) • Certificate(s) of training • Classroom plan (exam purposes) • Course critique • Course results • Course design/change plan • Exam answer sheet • Exam results	Appendix I to AMC 147.A.140	
	• Internal audit procedure • Internal audit schedule • Internal audit report • Application to conduct courses/examinations at a remote location • Interview report form • MTOE amendment request • MTOE amendment request log • Staff training record(to include qualifications, history and subjects taught). • Staff terms of reference • Student training/examination and assessment form • Training course review • Quality system • Aircraft visit form • Practical Assessment form • Student practical log book		

☐	Syllabus/Training Needs Analysis (TNA) of each training course This section should contain the signed approval document issued by the DGCA for each approved course.	Appendix I to AMC 147.A.140	
☐	4.3 Cross reference Index - if applicable Self-explanatory.	Appendix I to AMC 147.A.140	

Appendix VI

Experience & Qualifications of Instructors, Knowledge Examiners & Practical Assessors

Introduction

Part 147.A.105 Personnel requirements quotes: "(f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the Kuwait DGCA." The purpose of this Appendix VI is to establish the criteria applicable to instructors, examiners and assessors exercising their activity in Part 147 Maintenance Training Organisations approved by Kuwait DGCA .

These apply to concerned staff of the Maintenance Training Organisation approved under Part 147, as well as to any instructors, examiners and assessors sub-contracted by the approved organization.

The tables in this Appendix provide minimum standard and criteria established by Kuwait DGCA for instructors, examiners and assessors in Part 147 organisations approved by Kuwait DGCA. Other means of demonstrating the competency may be accepted by Kuwait DGCA provided these guarantee and equivalent level of confidence in the actual competency of the candidates.

Basic Training		
Table 1 a	Modules 1,2,3,4	Basic Training Theoretical element Instructors
Table 1 b	Modules 5,6,8	
Table 1 c	Module 7	
Table 1 d	Module 9	
Table 1 e	Module 10	
Table 1 f	Modules 11, 12, 13, 14, 15, 16, 17	
Table 2		Basic Training Practical knowledge Instructors
Table 3		Basic Training Theoretical knowledge Examiners
Table 4		Basic Training Practical knowledge Assessors
Type Training		
Table 5		Type Training Theoretical element Instructors
Table 6		Type Training Practical knowledge Instructors
Table 7		Type Training Theoretical knowledge Examiners
Table 8		Type Training Practical knowledge Assessors

Qualification and experience requirements of Instructors, Knowledge examiners and Practical assessors

Preamble

The competency of the instructors, examiners and assessors is an essential factor contributing to the quality of a training course and only adequately qualified staffs should be assigned by the Training Organization to carry out the training and examination tasks.

It is therefore important to assess the competency of the proposed staffs, and the following criteria establishes the parameters that Kuwait DGCA intend to use to measure the level of competency of training/examination staffs.

Rather than require strict educational background or pre-determined professional experience the criteria address qualities – or skills – that are expected to be owned by the staffs, and which must be demonstrated to Kuwait DGCA.

Note: The means to demonstrate that a proposed instructor, examiner or assessor owns these qualities is addressed in "Assessment and Acceptance of staffs"

Definitions

To better understand the criteria and which categories of staff are subject to compliance, the following definitions are proposed for:

- Instructor: a nominated person who will deliver a Part 66 module (i.a.w. Part 66 appendix I), a Part 66 element (i.a.w. Part 66 appendix III), or part thereof. The instructor is not necessarily the person involved into the drafting of the course material (content, duration and etc.), however he must be involved at some point into the organization of the lessons themselves (creation of the instructor notes, slides, sequencing and etc.).
- Examiner: a nominated person who will determine the level of theoretical knowledge of the trainees on a particular module, element, or part thereof.
  The function may include the drafting and/or the selection of questions (MCQs and Essays), the performance of the examination exercise itself for essay question, the evaluation of the correctness of answers (except when correct answers are pre-determined) and the final judgement regarding the level of knowledge demonstrated by the trainee. Persons solely supervising an exam session consisting of pre-selected MCQ questions are not considered as examiners but are considered as support staffs (invigilators), and are therefore not subject to the knowledge and experience requirements, but need to be trained to the examination procedure described in the MTOE.

- Practical Assessor: a nominated person who will determine the level of practical knowledge/practical skills of the trainees on a particular

module, element, or part thereof.

- Scope of privileges (Terms of Reference (TofR)): the part of a course that an individual is authorized by the training organisation to instruct, examine or assess; this scope can cover a full course or be reduced to a particular module or element, or even be limited to a part thereof (i.e. sub-module, a specific area within a sub-module and etc.).

Standard

Instructors

To be deemed as competent, the instructors should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of instruction, but also about the rules and specific procedures (MTOE etc..) governing the teaching in a controlled environment (Part 147 organisations)
2. Pedagogic and should know how to organize a lesson and how to efficiently deliver a course that clearly highlights the fundamental points; they should also be able to adapt his communication to a particular audience, what may require efforts to bypass, for instance, the language barrier or the very variable profiles of trainees in a same class (in terms of pre-existing knowledge/experience)
3. Convincing and therefore should have the required experience proving that he has a good command of the subjects taught, at least sufficient to convince trainees that for instance may themselves have a pre-existing experience of the aircraft types to be taught. He should be in a position to understand, and possibly answer, a number of questions asked by trainees, and should be able to expose the links between the academic training delivered to the trainees and the actual maintenance tasks that these will have to accomplish all along his career. The instructor should also keep and promote the “appropriate attitude” towards regulation and procedures, and in particular the strict adherence to approved maintenance practices and quality standards that can only be acquired through his own experience in a regulated (or governed) aviation environment.
4. Proficient and particular should be familiar with the tools or the training techniques used by the training organisation to support the lessons. They should also have a good command of the languages used in aviation literature such as A/C maintenance instructions and that will be used by trainees in an international Part 145 environment.

Knowledge Examiners

To be deemed as competent, the knowledge examiners should be:

1. Fully knowledgeable about the Part 66 elements that are assigned to their scope of examination, but also about the rules and specific procedures (MTOE and etc.) governing the organisation and performance of exams in a controlled environment (Part 147 organisations),
2. Trained to examination techniques. The examiner should be fully aware of the aim of the examination and conduct an examination in such a way that the true abilities of the candidate are demonstrated. These involve technical knowledge, but through the essay questions the examiner should also determine the ability for the candidate to satisfactorily cope with the necessary "documentary phase" of a maintenance action (ability to fully understand maintenance entries such as task requests or maintenance reports, and to report in an understandable and complete manner the tasks performed or decision taken i.e. troubleshooting). The examiner should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the examination, for example by providing undue assistance or clarification to a candidate.
3. Proficient and in particular should be familiar with the tools or the examination techniques used by the training organisation to perform the exams (paper system, computerised systems …….)

Practical assessors (see also Appendix III to AMC to Part 66) To be deemed competent, the practical assessors should be:

1. Fully knowledgeable in order to build a solid judgement regarding the abilities of the assessed trainees, the assessor should have the required knowledge and experience of the tasks to be assessed. He should also be able to determine if the trainee accomplishes the tasks i.a.w. current regulation, utilizing approved procedures, maintenance practices etc… He should additionally be knowledgeable about the rules and specific procedures (MTOE etc.) governing performance of assessments in a controlled environment (Part 147 organisations).

2. Trained to assessment techniques. The assessor should be fully aware of the aim of the assessment and conduct a practical assessment in such a way that the true abilities of the candidate are demonstrated. These involve technical abilities but also the ability for the candidate to satisfactorily perform the tasks in an actual maintenance environment where basic principles of human factors apply (such as work performed under stressful conditions i.e. time or management pressure etc…). Therefore the assessor should remain neutral at all times, and behave in a manner that will not influence or prejudice the final result of the assessment, for example by providing assistance to a stressed candidate.
3. Proficient, and in particular the assessor should be familiar with the tools or the techniques used by the training organisation to assess the practical abilities of trainees (maintenance simulators, mock up and etc.).

Assessment and acceptance of staff

Assessment, interviews and acceptance of Instructors, examiners and assessors should be performed, and documented by the approved training organisation in accordance with dedicated procedure described in the MTOE in order to ensure the competency. Once completed, the detailed result of this assessment, including any supporting documents (diplomas, Part 66 licence, etc…) must be filed in accordance with MTOE procedure. The staff shall be listed in MTOE with intended scope instruction, examination or assessment detailed in their respective TofR.

Continued qualification

The qualification criteria and experience requirements only address the initial acceptance of instructor, examiners and assessors. The training organisation must develop and document a program in accordance with control procedure in MTOE to ensure the continued qualification and competence of these staff. The recurrent training program shall as a minimum comply with Part 147.A.105(h) i.e.: “Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.”

Extension of the scope of instruction, examination and assessment

If the scope of privileges of an instructor, examiner or assessor is extended, an assessment must be performed by the organisation and documented in order to demonstrate that the additional qualification and experience requirements induced by the extended scope of privileges are fulfilled.

Table 1a	Basic Training – Theoretical elements instructors Modules 1,2,3,4	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	-**option 1**: Knowledge level attested by a school specialty Diploma/Degree* that is recognised by the local Authorities, or an acceptable equivalent (Foreign Civil or Military) or -**option 2**: KCASR/EASA/CAR Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors) or any other equivalent AML issued by ICAO contracting state acceptable to Kuwait DGCA or -**option 3**: Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (ie Module 1 level 2 for a B1/B2 instructor in module 1 class)**. The scope of instruction will be limited to the passed modules.	* I.e. college, university, etc. The diploma's speciality must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught. ** In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and acceptable to the Kuwait DGCA to demonstrate that the integrity of the examination is ensured.
Pedagogical skills	-**option 1**: Instructor Certificate delivered by a legal entity* (ie.When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for Kuwait DGCA, in particular when the certificate was issued in another country. or -**option 2**: completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Accepted by Kuwait DGCA following an in-situ audit in real training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.

Other knowledge	A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses,	
Speciality experience	Nil	However practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive (i.e. for a mathematics instructor, the practical applications may be the reading of inflation charts, the conversation of units (metric system) or determination of a centre of gravity etc…)

Table 1b	Basic Training – Theoretical elements instructors Modules 5,6,8	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	- **option 1**: Knowledge level attested by a school specialty Diploma/Degree* that is recognised by the local Authorities, or an acceptable equivalent (Foreign Civil or Military) and A training received to gain knowledge about the design, the function and the operation of relevant typical aircraft systems and components or -**option 2**: KCASR/EASA/CAR Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors) or any other equivalent AML issued by ICAO contracting state acceptable to Kuwait DGCA or -**option 3**: Part 147 Certificates of Recognition (training + exam) for the modules to be taught, at the appropriate level**. The scope of instruction will be limited to the passed modules.	* I.e. college, university etc.. The diploma's speciality must be consistent with the modules to be taught (the curriculum must include the appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught. ** In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured.
Pedagogical skills	-**option 1**: Instructor Certificate delivered by a legal entity* (ie.When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for Kuwait DGCA, in particular when the certificate was issued in another country. or -**option 2**: completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation
Other knowledge	A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE.	

Specialty experience	Nil	However practical experience in A/C maintenance, design or production activities is advantageous; the advantage for the instructor is to understand the practical applications of a scientific knowledge and therefore to better appreciate the knowledge that the student must receive.

Table 1c	Basic Training – Theoretical elements instructors Module 7A & 7B	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Specialty knowledge	-**option 1**: Knowledge level attested by a school/college/university* accredited by the local Authorities to issue Aircraft Maintenance & engineering specialty diploma or an acceptable equivalent (Foreign Civil or Military) The training syllabus should meet the Part 66 appendix 1 elements at the appropriate level and for the adequate category/ subcategory (ie B1.1) And at least a completed A/C type training iaw Part 66 standard, which must be representative of the category/ sub category (ie B1.1) or -**option 2**: KCASR/EASA/CAR Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors) or any other equivalent AML issued by ICAO contracting state acceptable to Kuwait DGCA or -**option 3**: Part 147 Certificates of recognition level 3 for the module 7 (training + exam)** And at least a passed A/C Type Training iaw Part 66 standard, which must be representative of the category/ sub category (ie B1.1) or -**option 4**: Specialised training received from acceptable training organisations/ institutions for specialised services (ie for welding, NDT etc..)***	* Curriculum must be consistent with the syllabus of module 7A or 7B, as applicable, level 3. ** In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organization where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured. *** The purpose is to facilitate the use of instructors – non maintenance specialized providing very specialized training (i.e. on welding) as part of the module 7 training. The scope of instruction is limited to the concerned sub-module(s).

Pedagogical skills	-**option 1**: Instructor Certificate delivered by a legal entity* (ie.When the detention of such a certificate is imposed by the national authority of the country where the instructor will exercise his privileges, it should be demonstrated that the certificate is acceptable for Kuwait DGCA, in particular when the certificate was issued in another country. or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Temporarily accepted by Kuwait DGCA following an in-situ audit in real training conditions. until such time he/she fulfils either option 1 or 2 above.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation
Other knowledge	A level of English compatible with the A/C maintenance activity. * and A training on KCASR regulations: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE.	* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured.
Speciality experience	3 years of relevant experience in civil aviation environment (aeronautical maintenance) or acceptable equivalent; the experience must be representative of the subject(s) to be taught.	

Table 1d	Basic Training – Theoretical elements instructors Module 9A & 9B	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	**Option 1:** A documented training on Human Factors in Aviation, of a minimum of 2 days. The syllabus of the training must comply with Part 66 appendix 1. or **Option 2:** A certificate of recognition* for the module 9 at level 2 (training + exam)	* In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured.
Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authorities and acceptable to Kuwait DGCA. or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Accepted by Kuwait DGCA following an in-situ audit in real training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation
Other knowledge	Training on KCASR regulations: Part 66 (basic) and Part 145 (detailed) and A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE.	
Speciality experience	N/A*	*Experience in an environment that is representative of human factors affecting aviation maintenance (i.e. Line & Base maintenance experience) is advantageous

Table 1e	Basic Training – Theoretical elements instructors Module 10	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	A documented training on regulations described in KCASR 1, Part 66 Appendix 1, Module 10	
Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authorities and acceptable to Kuwait DGCA. or **Option 2:** Completion of a “Train the trainer course” or **Option 3:** Assessment performed and documented by the Training Organisation’s Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure an	*Teacher education from a University in Kuwait etc.or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.
Other knowledge	A documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE.	
Speciality experience	N/A*	* Experience in an aviation maintenance environment where these regulations are applicable (i.e. Line & Base maintenance experience) is advantageous

Table 1f	Basic Training – Theoretical elements instructors Modules 11, 12, 13, 14, 15, 16, 17	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	**Option 1:** Knowledge level attested by an aviation engineering diploma/Degree* recognised by its local Authority and covering the4 subject to be taught, or an acceptable equivalent, or **Option 2:** KCASR/EASA/CAR Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors) or any other equivalent AML issued by ICAO contracting state acceptable to Kuwait DGCA or **Option 3:** Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level **. Scope of instruction will be limited to the passed module(s) or **Option 4:** Specialised training received from acceptable training organisations or institutions ***.	* Diploma's speciality must be consistent with the modules to be taught (the curriculum must include Part 66 Appendix 1 sub-modules), and the level of the studies must be adapted to the level (1, 2 or 3) of the modules to be taught. ** In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured. *** The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a complete module. The instruction will be limited to the concerned sub-modules. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc..
Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable to Kuwait DGCA. or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Accepted by Kuwait DGCA following an in-situ audit in real training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.

Other knowledge	A level of English compatible with the A/C maintenance activity.* and A training on KCASR 1 regulations: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE.	* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured.
Speciality experience	**Option 1:** 1 year of relevant experience in civil aviation environment (aeronautical maintenance). The experience must be adapted to cover the subjects to be taught and gained in an aviation engineering department or in AMO. or **Option 2:** Part 66 Basic Licence endorsing the category (i.e. B1.1 for module 11A, etc.)	

Table 2	Basic Training – Practical elements instructors	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	**Option 1:** KCASR/EASA/CAR Part 66 Basic Licence endorsing the category (ie B1 for B1 instructors) or any other equivalent AML issued by ICAO contracting state acceptable to Kuwait DGCA and A/C type endorsed on the appropriate category / sub-category of licence, for each aircraft type used for the purpose of the training. or **Option 2:** Part 147 Certificates of Recognition * (Category B1 or B2 as applicable) covering training & exam at level 3 for the module 7, level 2 for modules 9 and 10, and at the level defined by KCASR 1 Part 66 appendix 1 for module 11 to 17 **. and Approved type training (theory + practical) passed in the appropriate category / sub-category for each aircraft type used for the purpose of the training. or **Option 3:** Specialised training received from acceptable training organisations / institutions to cover specialised services (i.e. welding, NDT inspections etc..). ***. The instruction will be limited to the subjects / methods covered by the specialised training(s). or **Option 4:** A documented release to service authorisation (or an internal certification authorisation) granted by an approved Part 145 organisation iaw the approved MOE and covering the subjects to be taught. For aircraft maintenance instructors the authorisation should include privileges for A/C certification that are comparable to B1 or B2 certifying staff as applicable and include each aircraft type used for the purpose of the training. For shop (i.e. structure, components) & specialised services the qualifications must meet the standard as exposed in the organisation's MOE. The instruction will be limited to the subjects covered by the AMO authorisation(s).	* In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured. ** The required level depends on the instructor speciality (airframe or avionics) ***The purpose is to facilitate the use of instructors – non maintenance specialised – providing very specialised training (i.e. on welding) as part of the module 7 training and under the oversight of the module 7 maintenance instructor(s). The instruction will be limited to the concerned sub-modules.

Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable to Kuwait DGCA or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** A practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an assessment of the competency is still required to be completed and documented by the Part 147 training organisation according to MTOE procedure) or **Option 4:** Assessment performed and documented by the Training Organisation's Training Manager (if himself appropriately qualified as practical instructor and in accordance with a MTOE procedure). and Accepted by Kuwait DGCA following an in-situ audit in actual training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.
Other knowledge	A level of English compatible with the A/C maintenance activity.* and A training on KCASR 1 regulations: Part 66 (basic), 147 (basic) and 145 (detailed) and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE.	* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured.

Speciality experience	3 years of relevant experience. The experience must be representative of the subject(s) to be taught and gained as following: 1) A/C maintenance instructor: experience to be gained in a regulated civil aviation environment or acceptable equivalent, including line and/or base maintenance experience; 2) Shop maintenance instructors (component / structural elements etc.): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3) For specialised services (welding, NDT etc.): relevant experience to be gained in industry*	* Care should be exercised that the experience gained in a non- aeronautical industry is relevant and transferable to aviation maintenance practices.

Table 3	Basic Training – Knowledge examiners	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	Knowledge examiners should meet the same criteria as the theoretical instructor of the concerned modules (i.e. examiner for Module 11 meet the criteria of instructor for Module 11)	
Pedagogical skills	Completion of a " train the examiner" course and Assessment performed and documented by the Training Organisation's Training Manager (if himself appropriately qualified as knowledge examiner and in accordance with a MTOE procedure).	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.
Other knowledge	A training on KCASR 1 regulations: Part 66 (basic), 147 (basic), addressing examinations and documented familiarisation with the specific training procedures and requirements as described in the approved MTOE.	
Speciality experience	N/A*	*However practical experience in A/C maintenance, design or production activities is advantageous

Table 4	Basic Training – Practical assessors	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	Practical assessors should meet the same criteria as the practical instructor of the concerned modules (i.e. examiner for module 11 meet the criteria of instructor module 11)	
Pedagogical skills	Criteria as described in Appendix III to AMC to Part 66 and Assessment performed and documented in accordance with a MTOE procedure.	
Other knowledge	A training on KCASR 1 regulations: Part 66 (basic), 147 (basic), addressing assessment and documented familiarisation with the relevant procedures and requirements as described in the approved MTOE.	
Speciality experience	3 years of relevant experience. The experience must be representative of the subject(s) to be assessed and gained as following: 1) A/C maintenance assessor: experience to be gained in a regulated civil aviation environment or acceptable equivalent, including line and/or base maintenance experience; 2) Shop maintenance assessor (component / structural elements etc.): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3) For specialised services (welding, NDT etc.): relevant experience to be gained in industry*	* Care should be exercised that the experience gained in a non- aeronautical industry is relevant and transferable to aviation maintenance practices.

Table 5	Type Training – Theoretical elements instructors	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	**Option 1:** Part 66 licence endorsed with relevant type rating (level 3) corresponding to the speciality of the instructor (i.e. B2 for an avionic instructor) and A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation. or **Option 2:** A Part 147 Certificate of Recognition* (training + exam) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s). The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (i.e. B2 for an avionics) and A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation. or **Option 3:** a type training (theory + practical) received in a non-Part 147 organisation** The curriculum/ level of the course must be equivalent to Part 66 appendix 3. And A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation. or **Option 4:** a specialised training (i.e. hydraulics) on the relevant A/C type(s)*** The curriculum/ level of the course must comply at least with Part 66 appendix 3. the scope of instruction must be limited to the	* In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured. ** i.e. training delivered by aircraft manufacturer that is not Part 147 approved. *** The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a type training syllabus. The instruction will be limited to the concerned type training syllabus items. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc..

	relevant speciality. and A refresher/update course on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation.	
Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable by Kuwait DGCA. or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Accepted by Kuwait DGCA following an in-situ audit in real training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.
Other knowledge	A level of English compatible with the A/C maintenance activity.* and A training on KCASR 1 regulations: Part 66 (basic), 147 (basic) and 145 and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc.) as described in the approved MTOE. and A documented training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers etc…)	* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured.
Speciality experience	3 years of relevant experience, including 1 year of experience on the relevant A/C type(s)*. The experience must be representative of the elements(s) to be taught and gained in civil aviation environment or acceptable equivalent (maintenance, engineering, design organisation etc..;)	* Does not apply for new type certified aircraft.

Table 6	Type Training – Practical elements instructors	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	**Option 1:** Part 66 licence endorsed with relevant type rating (level 3) corresponding to the speciality of the instructor (i.e. B2 for an avionic instructor) and A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation. or **Option 2:** A Part 147 Certificate of Recognition* (training + exam + practical assessment) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s). The Certificate of recognition should address the category of licence corresponding to the speciality of the instructor (ice B2 for an avionic instructor) and A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the last preceding two years. or **Option 3:** a type training (theory + practical) received in a non-Part 147 organisation**. The curriculum/ level of the course must be equivalent to Part 66 appendix 3. and A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation. or **Option 4:** a specialised training (i.e. hydraulics) on the relevant A/C type(s)*** The curriculum/ level of the course must comply with at least	* In order to avoid conflicts of interest, the Part 147 exam should not be attended in the Part 147 organisation where the instructor is to exercise his/her privileges unless specific measures are taken and accepted by Kuwait DGCA to demonstrate that the integrity of the examination is ensured. ** i.e. training delivered by aircraft manufacturer that is not Part 147 approved. *** The purpose is to facilitate the use of specialised instructors providing very specialised training (i.e. on hydraulic power) as part of a type training syllabus. The instruction will be limited to the concerned type training syllabus items. Acceptable specialised training may for instance include specialised training offered by A/C manufacturers, MO component shop staff, etc.

	with Part 66 appendix 3. the scope of instruction must be limited to the relevant speciality. and A refresher/update course on the concerned A/C type or A/C type concerned systems if the instructor has not instructed the concerned A/C type(s) in a Part 147 environment during the two years preceding his/her employment in the current 147 organisation.	

Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable by Kuwait DGCA. or **Option 2:** Completion of a "Train the trainer course" or **Option 3:** A practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an assessment of the competency is still required to be completed and documented by the Part 147 training organisation according to MTOE procedure) or **Option 4:** Assessment performed and documented by the Training Organisation's Training Manager if himself appropriately qualified as instructor and in accordance with a MTOE procedure and Accepted by Kuwait DGCA following an in-situ audit in real training conditions.	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.

Other knowledge	A level of English compatible with the A/C maintenance activity. * and A training on KCASR 1 regulations: Part 66 (basic), 147 (basic) and 145 and documented familiarisation with the specific training procedures and requirements (i.e. organisation of courses, attendance etc..) as described in the approved MTOE and A documented training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers etc…)	* General knowledge of English used within the maintenance environment including knowledge of common aeronautical terms. English proficiency should be such that the candidate can read and understand instructions and technical manuals used for performance of maintenance, write technical reports and communicate spoken language at such level that training standards and duties within the MTO are ensured.
Speciality experience	**Option 1:** 3 years of relevant experience, including 1 year of experience on the relevant A/C type(s)*. The experience must be representative of the elements(s) to be instructed and gained in civil aviation environment or acceptable equivalent, including line and/or base maintenance experience; or **Option 2:** 3 years of experience on similar aircraft types and Additional experience on the particular type gained through type trainings etc.	* Does not apply for new type certified aircraft.

Table 7	Type Training – Knowledge examiners	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	Knowledge examiners should meet the same criteria as the theoretical type training instructor.	
Pedagogical skills	**Option 1:** Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable by Kuwait DGCA. or **Option 2:** Completion of a "train the trainer" course and Assessment performed and documented by the Training Organisation's Training Manager (if himself appropriately qualified as knowledge examiner and in accordance with a MTOE procedure).	*Teacher education from a University in Kuwait etc. or an acceptable equivalent. Certificates obtained outside Kuwait will need evaluation.
Other knowledge	A training on KCASR 1 regulations: Part 66 (basic), 147 (basic), addressing examinations and documented familiarisation with the specific training procedures and requirements as described in the approved MTOE.	
Speciality experience	N/A*	* However practical experience in A/C maintenance, design or production activities is advantageous

Table 8	Type Training – Practical assessors	
Qualification /experience	**Acceptable mean of compliance**	**Comments / limitations**
Speciality knowledge	Practical assessors should meet the same criteria as the practical instructor of the concerned aircraft types.	
Pedagogical skills	Criteria as described in Appendix III to AMC to Part 66 and Assessment performed and documented in accordance with a MTOE procedure).	
Other knowledge	A training on KCASR 1 regulations: Part 66 (basic), 147 (basic) and Part 145 addressing assessment and documented familiarisation with the relevant procedures and requirements as described in the approved MTOE.	
Speciality experience	3 years of relevant experience including 1 year of experience on the relevant A/C type(s) *. The experience must be representative of the tasks to be assessed and gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience;	* Does not apply for new type certified aircraft.

END

Affected Pages from Last Update

#	Page	Amended text
1.	4	[TABLE] 6 ~~Dec~~April ~~2025~~2026 NPA 2026-04 In order to be in synch with EASA (989/2023)
2.	5	DC.1.1 Pursuant to Law No (85) of the Year 2025, (30) of the year 1960 and subsequent Ministerial Decision No (18) of the year 1996, based upon that Law and as reflected in the Preamble to the [Category], Issue 4~~, Rev.2, August 2019~~, the [Manager] is empowered to adopt and amend [Category]. In accordance herewith, the following AMC & GM is hereby established for compliance by all persons concerned. This (AMC & GM) shall be known as REG CIR 2026-05 - NPA 2026-04 - KCASR 1 Part 147 (AMC-GM) - Seraje_QUALIFICATIONS_14-Apr-2026 and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of personnel licensing.
3.	7	For approved basic maintenance training courses this means holding, and ensuring reasonable access to, copies of all relevant Parts and national aviation legislation, examples of typical aircraft maintenance manuals and service bulletins, Airworthiness Directives, aircraft and components records, release documentation, procedures manuals and aircraft maintenance programmes.
4.	7	Except for the relevant Parts and national aviation regulations, the remainder of the documentation should represent typical examples for both large and small aircraft and cover both aeroplanes and helicopters as appropriate. Avionics documentation should cover a representative range of available equipment. All documentation should be reviewed and updated on a regular basis.
5.	7	Where the organisation has ~~an existing~~a library of regulations, manuals and documentation required by another ~~Part~~DGCA regulation, it is not necessary to duplicate such a facility, subject to student access being under controlled supervision.
6.	8	The instructors should be trained in the subject they deliver, including the appropriate training
7.	8	methods and tools, as applicable.
8.	9	Instructors, knowledge examiners and practical assessors should be provided with a copy of their terms of reference.
9.	9	GM 147.A.115(a);(d) Instructional equipment
10	9	~~Synthetic training devices are working models of a particular system or component and include computer simulations.~~
11	9	~~A synthetic training device is considered beneficial for complex systems and fault diagnostic purposes.~~
12	9	It is acknowledged that situations could exist where the size and complexity of such MSTDs and/or MTDs may require dedicated infrastructure. Such instances should be acceptable provided that student access to, and the use of, the respective MSTDs/MTDs is appropriately ensured.
13	18	AMC1 147.B.10(b) [Company]
14	73	[TABLE] ~~Option 1: Instructor Certificate delivered by a legal entity* recognised by its local authority and acceptable by Kuwait DGCA~~ ~~or~~ ~~Option 2:~~ Completion of a " train the ~~trainer~~examiner" course
15		[TABLE] Revision ~~4~~5 ~~Nov~~April. ~~2021~~2026