

CIVIL AVIATION ADVISORY PUBLICATION
CAAP - 38
MAINTENANCE TRAINING ORGANIZATIONS

**PROCEDURES FOR THE ISSUANCE AND RENEWAL OF APPROVED
MAINTENANCE TRAINING ORGANIZATIONS CERTIFICATES**

1. INTRODUCTION

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

2. PURPOSE

This Civil Aviation Advisory Publication (CAAP) provides guidance and information to those organizations or individuals who propose to apply for approval to conduct training programs for aircraft maintenance personnel in Yemen.

Existing training organizations who wish to add a new type of training program to their schedule of approval should follow the same general process.

Approved maintenance training organizations based outside Yemen should also follow the same procedure when applying for CAMA approval.

3. STATUS OF THIS CAAP

This issue is 01 of CAAP 38 and is dated November 2018 will remain current until withdrawn or superseded.

This CAAP is intended to elaborate the requirements and procedures for application to CAMA for approval. In case of any conflict of information between this CAAP and YCAR, YCARs will take precedence.

4. APPLICABILITY

This guidance and policy material applies to all Yemen and Foreign operators and individuals who seek CAMA approval to set up a new Maintenance Training Organization to conduct any type of aviation maintenance training.

It also applies to foreign training organizations that are seeking CAMA approval. Yemen based maintenance organizations and airlines that have been conducting

trainings under the scope of their other CAMA approvals should also apply for standalone CAMA approval following this procedure.

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6. POLICY

(a) According to Yemen Civil Aviation Law, no operator or individual is permitted to conduct any type of Maintenance training without authority granted by CAMA

(b) The initial issue of an Approval Certificate in respect of an organization or individual who proposes to conduct any type of aviation related training must be authorized by the Chairman of the Civil Aviation & Met. Authority.

(c) The Training Organization must be considered an independent Yemen corporate body or part of another Yemen corporate body; that is a Yemen national company, which has commercial aviation activities stated in the "articles of association" as approved by an Yemen Economical Department and/or;

(d) The proposed training activities to be conducted must be clearly defined, such as:

(i) Basic/type theoretical training

(ii) Basic/type practical training

(e) All inspections and processing will be conducted at either no cost to CAMA or after payment of the appropriate fees

(f) If required, a separate approval to conduct maintenance training activities must be obtained from the applicable Yemen Department of Civil Aviation for the intended

aerodrome(s)' of operation

(g) All local Yemen and other required approvals shall be obtained prior to CAMA processing of an application. It is applicant's responsibility to ensure that the organization is in compliance with all other applicable Yemen Republic and local Yemen requirements before applying to CAMA for approval.

7. REFERENCES

- (a) Yemen Civil Aviation Law, Article 114 that prescribes the approval of all aviation related activities within Yemen.
- (b) Yemen Civil Aviation Regulations (YCAR Part II), Licensing regulations (Chapter 9 - Maintenance Training Organizations)

8. OVERVIEW

The initial issue of Certificate of Approval to an applicant takes place in five distinct phases.

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

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

9. PRE-APPLICATION PHASE

9.1 General

The pre-application phase occurs when the applicant meets with CAMA Director General of Personnel Licensing & Examination and discusses generally his initial plans and the viability of different proposals.

The applicant should contact the CAMA - Civil Aviation Safety Sector - Personnel Licensing & Examination Department and bring a pre-application statement of intent to this meeting regarding the proposed operations and types of training and sequence of events.

The arrangement for the pre-application meeting is made by contacting the Personnel Licensing & Examination Department in CAMA Civil Aviation Safety Sector Building, Sanaa.

This meeting is to be requested when details of the training operations/activities are known.

9.2 Pre-application Statement of Intent

The pre-application Statement of Intent is reviewed by the Director General of Personnel Licensing & Examination and this statement should be in the form of a letter from the owner and/ or sponsor. It should contain at least the following information:

- (a) Types of Training
- (b) Proposed areas for training
- (c) Location of main base of training and other facilities
- (d) Qualifications of Training and key management personnel
- (e) Proposed training organization name and corporate body sponsor
- (f) Approximate date of commencement

9.3 Process

On the basis of information provided during this phase, CAMA will provide the applicant with the following information:

- (a) Application procedures
- (b) Documents required
- (c) General operating and airworthiness advice
- (d) Approval requirements from other government authorities
- (e) Regulator feasibility
- (f) CAMA Fees

Based on the information provided, a preliminary assessment will be made to ensure that the proposed training activities are in the national interest and the applicant is capable of satisfactorily complying with all applicable regulatory requirements.

10. FORMAL APPLICATION PHASE

10.1 General

The formal application phase commences when the applicant lodges a formal application for an Approval Certificate, accompanied by necessary documents intended to prove or describe the manner in which he intends to conduct the training and CAMA makes formal assessment of the degree of completeness of the applicant's proposal. The formal application must be submitted to CAMA by applicable Form Submission of the formal application is associated with a meeting attended by the Accountable Manager, nominated post holders or key

personnel from both the applicant and CAMA.

The formal application must be signed by the corporate body or national sponsor. An accompanying letter shall include the full name and address of the applicant and contact numbers for the applicant's agent or co-coordinator. The letter must contain particulars of the proposed operations/training including details of desired training areas to confirm the pre- application information.

During the meeting associated with the lodging of the formal application, CAMA will nominate the assigned Licensing Inspector who will be available to meet with the applicant's technical management and representatives to develop an action plan and to ensure the application proceeds in a timely manner. The formal application letter must be attached by:

- (a) Required documentation
- (b) Schedule of events, including personnel training
- (c) Manuals
- (d) Compliance statement
- (e) Completed LIC. Form 29 for all nominated post holders
- (f) Proof of adequate financial funds to support the proposed training organization's project
- (g) Organization's structure

10.2 Documentation

The following documents should be attached to the formal application:

- (a) Passport copy of the accountable manager or national sponsor
- (b) Approval of CAMA
- (c) Yemen Economic Department Approval
- (d) Bank statements or letter of credit

10.3 Schedule of Events

The Schedule of Events is a list of items, activities, and/or facility acquisitions, which the applicant must accomplish or make ready, and the proposed dates on which they will be ready for CAMA inspection.

10.4 Manuals/Documents

The following manuals, where applicable, must accompany the formal application:

- (a) Draft copy of Maintenance Training Organization Exposition (MTOE).

- (b) A copy of the organization procedure manual
- (c) Organization's Curriculum Manuals and course syllabi (Lesson plan/TNA)
- (d) One set of examination papers for each module/phase.

10.5 Management Qualifications Resumes

10.5.1 General

For all key position/post holders of the Maintenance Training Organization, the applicable CAMA Form is to be completed which should include a brief resume containing information on the individual's qualifications, certificates, ratings and experience of personnel selected for the following or equivalent positions.

CAMA will assess the applicant's qualifications and experience as well as their managerial ability. The following are the posts that must be accepted and approved by CAMA:

- (a) Accountable Manager
- (b) Training manager/post holder responsible for day to day activities of the training organization.
- (c) Quality Manager
- (d) Examination manager
- (e) Heads of each departments in the training organization if applicable

11. DOCUMENT EVALUATION PHASE

11.1 General

The document evaluation phase involves detailed study of the manuals and other documents, which accompanied the formal application, for content and compliance. This study of the procedures and contents of these documents gives CAMA a preliminary assessment of the organization.

The set of documents and manuals should be complete and the detailed evaluation of them must satisfy CAMA's requirements before the inspection phase can begin. The inspection phase may reveal the need for some operational changes, which in term make it necessary for the applicant to amend the documents originally submitted. In that case, it is conceivable that some form of documents evaluation may continue until shortly before certification.

Nevertheless, the satisfactory evaluation of the documents as originally submitted is a prerequisites for the inspection phase to begin. CAMA will review the list of documents and manuals ensuring adequacy and compliance for the type of training proposed by the organization. Organizations are reminded that incomplete documentation will affect the application completion date.

11.2 Maintenance Training Organization Exposition (MTOE) Manual

Refer to Yemen Civil Aviation Regulations (YCAR Part II) requirements. Specific information may be obtained from CAMA/Licensing Department. Guidelines for preparation of the MTOE are given in YCAR Part II, Chapter 9. A recommended format for preparing an MTOE is given as Appendix I to this CAAP.

12. INSPECTION PHASE

12.1 General

The inspection phase is one in which the assigned Licensing Inspector (s) will carry out physical audit of the organization to make an assessment of the organization's compliance with the requirements of YCARs. This phase normally involves physical onsite verification of the contents of the organization's MTOE.

The auditing inspectors will satisfy themselves that the organization can demonstrate its capability to meet CAMA requirements as written in the submitted manuals. Any discrepancy/deficiency will be communicated to the organization after completion of the audit with mutually agreed time period for corrective action.

13. CERTIFICATION PHASE

13.1 General

The certification phase follows the satisfactory completion of all the previous phases. It begins when the CAMA is satisfied that the organization complies with all the applicable requirements. Normally, receipt of the final copies of the manuals listed under the Documentation heading above and satisfactory corrective action on CAMA audit/inspection findings will lead the process into the certification phase.

If the inspection phase is unsatisfactory, no further action will be taken until the deficiencies are rectified. The certification phase includes issuance of a formal Certificate of Approval along with agreed number of approved MTOE and acceptance/approval of the nominated senior post holder in form a letter.

The Certificate of Approval has unlimited validity without a date of expiry subject to the organizations continued compliance with CAMA requirements and satisfactory results of CAMA surveillance audits of the organization. Besides, the certificate shall also cease to be valid if revoked or surrendered or if the organization fails to ensure continued payment of prescribed fees or if the organization fails to ensure provision of free access to CAMA inspectors for surveillance audits and spot checks of the training facilities at all times.

14. APPROVAL FEES AND OTHER CHARGES

All applications for Maintenance Training Organization approvals are to be submitted to CAMA - Civil Aviation Safety Sector - Personnel Licensing & Examination Department. All costs incurred during the approval process and during the surveillance, audits are to be borne by the applicant.

APPENDIX I

Maintenance Training Organization Exposition (MTOE)

1. The following subject headings form the basis of the MTOE required by YCARs.
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 place.
3. Parts 2, 3 and 4 materials may be produced as separate detailed manuals subject to the main exposition containing the parts 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 organization is approved in accordance with any other YCARs Part(s), which require an exposition, it is acceptable to combine the exposition requirements by merging the MTOE 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 ONE – MANAGEMENT

- 1.1. Corporate commitment by the accountable manager
- 1.2. Management personnel
- 1.3. Duties and responsibilities of management personnel, instructors, knowledge examiners and practical assessor
- 1.4. Management personnel organization chart
- 1.5. List of instructional and examination staff
- 1.6. List of approved addresses
- 1.7. List of sub-contractors
- 1.8. General description of facilities at paragraph 1.6 addresses
- 1.9. Specific list of courses approved by the competent authority
- 1.10. Notification procedures regarding changes to organization
- 1.11. Exposition and associated manuals amendment procedure

PART TWO – TRAINING AND EXAMINATION PROCEDURES

- 2.1. Organization 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 & 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. Organization 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 & issue of basic training course certificates
- 2.18 Control of sub-contractors

PART THREE – 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 & examiners

PART FOUR – APPENDICES

- 4.1. Example of documents and forms used
- 4.2. Syllabus of each training course
- 4.3. Cross reference Index - if applicable