

Civil Aviation Authority of Bangladesh
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CIVIL AVIATION DIRECTIVE(CAD-PEL) 04/2022

Subject: Validation of Foreign Approved Maintenance Training Organization (FAMTO)

In exercise of the powers conferred by Section 14 of the Civil Aviation Act 2017, the Chairman, Civil Aviation Authority of Bangladesh (CAAB) is pleased to issue Civil Aviation Directive (CAD-PEL) 01/2021 on the issuance of the Certificate of Validation in favor of foreign-based Approved Maintenance Training Organization.

1. Purpose:

- 1.1. This directive specifies an alternative approval process by leveraging an existing AMTO approval, preferably that of the State where the training organization is located.
- 1.2. For this directive, the civil aviation authority of Bangladesh (CAAB) is the authority of issuing the Certificate of Validation of a foreign AMTO.

2. Definitions:

Baseline CAA: The authority whose approval establishes the baseline for the alternative approval process of a foreign ATO.

3. Requirements to get a certificate of validation in respect of FAMTO:

The foreign AMTO requires to have appropriate training facilities, sufficient Personnel i.e instructors, examiners, assessors, instructional equipment, maintenance training material, training procedures, quality system, examinations system, and maintenance training organization exposition to be validated as Approved Maintenance Training Organization.

The applicant requires to submit the following documents as per this directive.

- a) Letter of intent;
- b) Brief description of the applicant (organization's profile);
- c) Certificate of Approval as MTO by EASA/FAA/ National Authority(as appropriate);
- d) Contract paper with Bangladeshi operator/ organization/ Student who seeks training from the applicant;
- e) Gap Analysis between the baseline CAA regulations of AMTO and CAAB ANO Part 66 & Part 147, if base line CAA does not follow EASA Part 147 and Part 66 regulations;
- f) Filled in CAAB Form 4 (if the proposed post holder is not the holder of EASA Form 4/ approved by FAA or, National Authority);
- g) Filled in CAAB Application Form 12;
- h) Filled in CAAB ANO Part 147 Compliance Checklist;
- i) List of Instructors, examiners, and assessors;
- j) Detailed qualification of the nominated post holders and their list;
- k) Fees (equal to approval fees as per ANO(AW) Chapter A.10);
- l) Soft copies of MTOE (approved by baseline CAA), All procedure documents, Practical list, Training Need Analysis, Class notes, and sample questions;
- m) Soft copy of MTOE supplement to comply with CAAB ANO Part 147 (see Appendix-C); and,
- n) Any other documents deemed necessary by CAAB.

4. Validation Procedure:

The validation process requires ascertaining, through a systematic process, whether or not a prospective applicant has both the required aptitude and resources to comply with the applicable legal, financial, and technical requirements to fulfill the applicant's actual and potential obligations for quality maintenance training.

This process involves four distinct phases which are stated in appendix A and B. Appendix A is the procedure to be followed by the applicant and Appendix B is the procedure to be followed by CAAB. Appendix C is the guidance for preparing the MTOE supplement.

5. Entry into force:

This directive shall be considered as the supplement to CAAB ANO Part 66 and Part 147 and shall come into force with immediate effect.



Air Vice Marshal M Mafidur Rahman, BSP, BUP, ndu, afwc, psc

Chairman

Civil Aviation Authority of Bangladesh

Appendix A: Guidance for Applicant

Part 1: Issuance of Validation

1. Application phase:

- a. The Applicant will make initial contact with the Director (PEL, EXAM, and TRAINING), CAAB in regards to applying for validation of his/her maintenance training organization.
- b. The applicant shall submit the following documents to CAAB in its application package:
 - i. Letter of intent;
 - ii. Brief description of the applicant (organization's profile);
 - iii. Certificate of Approval as MTO by EASA/FAA/ National Authority(as appropriate);
 - iv. Contract paper with Bangladeshi operators/ Candidates who seek training from the applicant;
 - v. Gap Analysis between the baseline CAA regulations of AMTO and CAAB ANO Part 66 & Part 147, if baseline CAA does not follow EASA Part 147 and Part 66 regulations;
 - vi. Filled in CAAB Form 4 (if the proposed post holder is not the holder of EASA Form 4/ approved by FAA or, National Authority);
 - vii. Filled in CAAB Application Form 12;
 - viii. Filled in CAAB ANO Part 147 Compliance Checklist;
 - ix. List of Instructors, examiners, and assessors;
 - x. Detailed qualification of the nominated post holders and their list;
 - xi. Fees (equal to approval fees as per ANO(AW) Chapter A.10);
 - xii. Soft copies of MTOE (approved by baseline CAA), All procedure documents, Practical list, Training Need Analysis, Class notes, and sample questions;
 - xiii. Soft copy of MTOE supplement to comply with CAAB ANO Part 147 (see Appendix-C); and,
 - xiv. Any other documents deemed necessary by CAAB.
- c. The applicant receives acknowledgment of receiving the application package from CAAB; and the assessment of the application package for completeness as per this directive, CAAB ANO Part 66 & Part 147;
- d. The Applicant addresses any incompleteness found in the application package by CAAB; and,
- e. The applicant preserves the records.

2. Document evaluation phase:

The maximum period of this phase is six months from the date of submission of the formal application. The applicant must satisfy CAAB ANO part 66 & Part 147, this directive, and CAAB queries on documentation within this stipulated time frame.

Response to CAAB on Document review:

The Applicant shall:

- a) address the deficiencies cited by CAAB;
- b) provide the required information or documentation to CAAB ;
- c) face the competency test in respect of Post holders and Accountable Manager conducted by CAAB (if CAAB thinks that it is required to conduct and informs the applicant); and,
- d) preserves all the records

3. Demonstration and Inspection phase:

3.1. Facilitate the Demonstration and Inspection:

The applicant must

- a) facilitate the physical inspection conducted by CAAB;
- b) provide transportation, travel cost, allowances to the CAAB team; and,
- c) demonstrate the capability to provide the training that is mentioned in the application.

Note: All the expenses related to the visit shall be borne by the applicant.

3.2. Response to CAAB in respect of findings:

The applicant must

- a) address the deficiencies cited by CAAB; and,
- b) provide the required information or documentation (Corrective Actions) to CAAB.

3.3. Preserves the Records:

The applicant shall

- a) preserve all the rerecords.

4. Certification Phase:

The applicant shall

- b) receive the Certificate of validation or Notice of refusal to issue validation from CAAB; and,
- c) preserve the record.

Part 2: Renewal of Validation/ Approval of Change

Renewal/ approval of changes to the MTO consists of three phases. These are described below.

1. Renewal application phase

1.1. Complete and Submit Application:

The Applicant shall:

- a) complete the application CAAB Form 12;
- b) send the signed application together with all required documentation (amended/ changed documents in respect of documents mentioned in this directive) to CAAB; and,
- c) provide fees.

2. Renewal Audit phase:

2.1. Facilitate the Demonstration and Inspection:

The applicant shall

- a) facilitate the inspection conducted by CAAB; and,
- b) Provide transportation, travel cost, allowances to the CAAB team

2.2. Response to CAAB in respect of findings:

The applicant shall

- a) address the deficiencies cited by CAAB; and,
- b) provide the required information or documentation (Corrective Actions) to CAAB on time.

2.3. Preserves the Records:

The applicant shall

- a) preserve all the rerecords.

3. Renewal of Validation phase:

The applicant shall

- a) receive the renewal license or Notice of refusal to renew License from CAAB; and,
- b) preserve the record.

Appendix B: Guidance for CAAB

Part 1: Issuance of Validation

1. Application phase:

When the applicant submits the letter of intent (LOI) to CAAB, the Director (PEL, EXAM, and Training)-

- a) reviews details of any information submitted by the applicant;
- b) forms an audit team with a required number of PEL Auditors; and,
- c) acknowledges the applicant of receiving the letter of intent;

The CAAB Audit team:

- d) reviews of the application for completeness;
- e) Ensures all required supporting information, including specified manuals, and documents have been included with the application.
- f) provides the assessment to the applicant of the deficiencies and requests the Applicant to address the deficiencies.
- g) keeps records on the file.

Note: CAAB may refuse the application based on the assessment of the documents and accordingly informs the applicant.

2. Document Evaluation Phase:

2.1. Document review:

The CAAB Audit Team -

- a) reviews the manuals, information, documents, and associated procedures.

2.2. Provide assessment of the documents to Applicant:

The CAAB Audit Team -

- a) provides an assessment of the documents to the Applicant of the deficiencies and requests Applicant to address the deficiencies.

2.3. End of document evaluation phase:

The CAAB Audit Team -

- a) reviews the further documents submitted by the applicant;
- b) performs steps 2.1 and 2.2 until CAAB Audit Team satisfaction and compliance of the CAAB ANO Part 66 & Part 147; and,
- c) Preserves the records.

3. Demonstration and Inspection Phase:

3.1. Conduction of Audit:

The CAAB Audit Team -

- a) performs audit.
- b) assesses the personal file including training records of Accountable Manager, Quality Assurance Manager, Training Manager, Examination Manager, Instructors, Assessors, Examiners, etc;
- c) performs inspection of the facilities; and,
- d) performs inspection of demonstration of the training system.

3.2. Provide findings to Applicant:

The CAAB Audit Team-

- a) provides the findings to the applicant.

3.3. Assessment of the Corrective Actions:

The CAAB Audit Team -

- a) assesses the Corrective Actions submitted by the applicant;
- b) performs follow-up audit, if required, to CLOSE the findings; and,

- c) informs the status (i.e. CLOSING status) of the findings to the applicant.

4. Certification Phase:

The Audit Team-

- a) provides a written recommendation CAAB Form 22 and forward it for approval of the Chairman, CAAB.

The Audit Team-

- b) prepares the Certificate of validation;
- c) prints the certificate of validation;
- d) dispatches the certificate of validation to the applicant; and,
- e) prepares the surveillance plan and publishes it

Part 2: Renewal of Validation/ Approval of Change

Renewal/ approval of changes of the validation consists of three phases. These are described below.

1. Renewal application phase:

1.1. Formation of Audit Team:

- a) The director (PEL, EXAM, and TRAINING) forms an Audit team with the required numbers of auditors upon receiving the renewal application from the Applicant.

1.2. Perform non-technical assessment:

The CAAB Audit Team

- a) receives the application and supporting documentation and acknowledges receipt via email/ letter;
- b) reviews of the application for completeness;
- c) receives the fees; and,
- d) ensure all required supporting information, including specified manuals, has been included with the application.

1.3. Provide the assessment of the application package to the Applicant:

The CAAB Audit Team

- a) provides the assessment of the application package to the Applicant of the deficiencies and requests the Applicant to address the deficiencies.

1.4. End of Formal application phase:

The CAAB Audit Team

- a) reviews the further submitted documents by the applicant
- b) performs step 1.2 and 1.3 until CAAB satisfaction and compliance of CAAB ANO part 66 & Part 147, as well as, this directive; and
- c) keeps records on file.

2. Renewal Audit phase:

2.1. Conduction of Audit:

The CAAB Audit team -

- a) performs audit;
- b) assesses the Personal file including training records of Management personnel;
- c) performs inspection of the facilities; and,
- d) performs inspection of the training system.

2.2. Informing findings to Applicant:

The CAAB Audit Team-

- a) formulates the findings and finalizes it
- b) provides the findings to the applicant

2.3. Assessment of the Corrective Actions:

The CAAB Audit Team-

- a) assesses the Corrective Actions/ Plans submitted by the applicant
- b) performs further audit, if required, to CLOSE the findings
- c) informs the status of the findings to the applicant.

3. Renewal of Certification:

The Audit Team-

- a) provides a written recommendation CAAB Form 22 and forward it for approval of the Chairman, CAAB.

The Audit Team-

- b) prepares the Certificate of validation;
- c) prints the certificate of validation;
- d) dispatches the certificate of validation to the applicant; and,
- e) prepares the surveillance plan and publishes it

Appendix C: Format for preparing the MTOE supplement

1. Cover page

- a. Maintenance Training Organisation Exposition
- b. The official name of the organization as defined on CAAB Form 11
- c. The approval reference of the MTO
- d. The approval reference of the MTO

2. Introduction

- 2.1. Foreword
- 2.2. Table of content
- 2.3. List of effective pages
- 2.4. List of issues/amendments or record of revision
- 2.5. CAAB Letter of Validation
- 2.6. Internal organization approval page signed by QM and TM
- 2.7. Revision highlights / Summary of changes
- 2.8. Distribution list Abbreviation, terminology, and definitions
- 2.9. Abbreviation, terminology, and definitions
- 2.10. Cross-reference

SLN	Requirements of CAAB ANO Part 147	Base line CAA approved MTOE		MTOE Supplement	
		Issue No.	Issue Date:	Issue No.	Issue Date:
		Rev no.	Rev Date:	Rev no.	Rev Date:
		Reference	Page No.	Reference	Page No.
...	
...	

3. Corporate commitment by the accountable manager

4. Management personnel

- a. Accountable Manager (AM)
- b. Training Manager (TM)
- c. Examination manager
- d. Quality Manager (QM)

5. Duties and Responsibilities of management personnel

6. Management personnel Organization Chart

7. List of instructional and examination staff

- a. List of the training instructors
- b. List of the knowledge examiners
- c. List of the practical assessors

8. List of approved addresses

9. List of sub-contractors as per 147.A.145(d)

10. General description of facilities

11. A specific list of courses and type examinations approved by CAAB

12. Notification procedure regarding changes to the organization

Changes on:

- a. Organization name and location
- b. Organization additional location
- c. The group of people as specified in sections 6 and section 7
- d. Change of schedule of validation mentioned in section 11
- e. Any other change which affects the validation

13. Exposition amendment procedure

14. Others: Any information as deemed necessary to CAAB