

Approved Maintenance Training Organisations – Application Process

Approved Maintenance Training Organization seeking approval to conduct training and examination as specified in ANO (AW) Part-66 shall be approved in accordance with ANO (AW) Part-147. Full details for ANO(AW)Part-147 and application form (CAAB Form 12) can be downloaded from the CAAB website: www.caab.gov.bd

Application

A CAAB Form 12 application must be completed and submitted to the CAAB. The application shall contain two copies of the draft MTOE and Form 4s.

Once the application has been acknowledged a ANO(AW) Part-147 Compliance Checklist (CCL) will be sent with an acknowledgement of the application to assist in you preparing for the approval assessment. The CCL is also available for download from the CAAB web site.

A CCL has been produced in order for the organisation to demonstrate the method of compliance. The more detail that can be included in the CCL, the more efficient the approval process will be.

Charges

The applicable charges are specified in [ANO\(AW\) Chapter A.10](#).

Review Of MTOE & Form 4

A CAA Inspector reviews the draft MTOE to ensure full compliance with the applicable requirements. The inspector also verifies compliance of each management personnel (Form 4 post holders) and her/his deputies (where applicable) with the applicable requirements.

Internal Audit

Once the draft of the MTOE and the applicable CAA Forms 4 are confirmed as being acceptable by the assigned inspector, the Applicant's Quality department shall audit the Organisation in full for compliance with the MTOE and ANO(AW) Part-147.

All findings raised during this internal audit must have been closed with appropriate corrective actions and such reports to be forwarded to CAAB Inspector before the CAA audit takes place.

CAAB Audit

Once the draft MTOE, CAA Form 4s, CCL and internal quality audit report are deemed acceptable, the assigned inspector will initiate the on-site investigation. The inspector will liaise with the Organisation for scheduling the audit and to agree on the audit programme.

The CAA inspector(s) will audit the organisation against ANO(AW) Part-147. They will also meet the Accountable Manager and all Form 4 post holders for an interview. The Inspector(s) will also present audit findings and conclusions to the organisation at the end of the audit. Organisations will be given the opportunity to discuss any non-compliances and timeframes. The final audit report will be produced with 10 working days from the end of the audit.

Should the initial audit lead to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the applicant and a lack of effectiveness of the Q/A system. In that case the CAA may terminate/suspend the application, limit the requested scope of work or not accept the proposed post holders and/or nominated personnel.

Approval

Once the applicant's compliance with ANO(AW) Part-147 has been established and all findings are closed, the CAA will approve the MTOE and issue the approval certificate.