



交通部民用航空局 民 航 通 告

主旨：航空維修訓練機構人員資格與經驗要求指引(Guide for the qualification and experience of Approved Maintenance Training Organization instructors, knowledge examiners and practical assessors)

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發行單位：飛航標準組

一、目的：

本通告旨在提供依據民用航空人員訓練機構管理規則申請擔任航空維修訓練機構教師、學科考驗員及實作評鑑員者，所需符合之資格條件與經驗要求標準指引。

二、修正說明：

新訂。

三、背景說明：

依據「民用航空人員訓練機構管理規則」訓練機構應具備足夠之人員擔任管理、訓練及考驗業務，且擔任訓練機構之教師、學科考驗員及實作評鑑員之經驗及資格條件，需符合民航局所頒布之規範或認可之程序及標準。為使申請擔任前揭職務者，瞭解各職務人員需符合之條件及標準，爰參酌歐洲聯邦航空法規(EASA)第六十六編(PART 66)、第一百四十七編(PART 147)及相關補充文件規定，制定本通告供參。

四、需求說明：

本局為督導航空維修訓練機構辦理航空維修訓練、考試及檢定業務，訂定教師、學科考驗員及實作評鑑員之經驗及資格條件，以利其職務申請作業，特函頒本民航通告，俾供參照實施。

五、執行要點說明：

請參閱附件。

六、相關規定及參考文件：

- 航空人員檢定給證管理規則、民用航空人員訓練機構管理規則及其修正規則
- 歐洲聯邦航空法規第六十六編、第一百四十七編及相關補充文件
- 參考 EASA User Guide (UG.CAO.00154-002)
“Foreign Part 147 approvals – User Guide for the qualification and experience of instructors, knowledge examiners and practical assessors” 編定。

簽署：



飛航標準組組長

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航空維修訓練機構人員資格與經驗要求指引

第一節 簡介 (Introduction)

依據民用航空人員訓練管理規則第 5 條及附件 17，訓練機構應具備足夠之人員擔任管理、訓練及考驗業務，且擔任訓練機構之教師、學科考驗員及實作評鑑員之經驗及資格條件，需符合民航局所頒布之規範或認可之程序及標準。

本文件提供訓練機構建立管理手冊(MTOE)有關教師、學科考驗員及實作評鑑員之適任、任命評鑑程序指引，除適用於核准實施「基礎檢定訓練」、「航空器型別訓練」之訓練機構外，同時適用僅核准實施「航空器型別考試」(Type Examination)之訓練機構。

前述之教師、學科考驗員及實作評鑑員需經所聘用之訓練機構實施評鑑，並於確認符合本指引之人員資格與經驗要求後，始得授權可實施教學、考驗項目。

第二節 標準 (Standard)

一、原則

申請航空維修訓練機構教師、學科考驗員及實作評鑑員者，需表現出具有適任該項職務之能力，如下：

- (一) 可掌控教學主題並能將其融入所指派之教學、考試或實作評鑑工作中，包括具適當之理論知識、以及經由實作訓練或豐富實務經驗所獲取之工作技術。
- (二) 熟稔教學、考試及評鑑技術、具教學技巧、以及良好之溝通能力。
- (三) 通曉訓練機構所賦予工作項目相關被核准之作業程序，並明白所肩負之教學及遵守考試紀律責任重要性。
- (四) 對訓練機構專屬之訓練方法及使用裝備，具精湛之專業。

(五) 具優質之英文專業能力。

二、定義(Definition)

(一) 適當(Adequate)

本指引所指「適當」意指：

1. 與所擔任之教學主題教學與評鑑工作相關。
2. 與所擔任之訓練課程教學等級(Level)相匹配。
3. 屬近期(Recent)或以複習(Refreshers)、更新(Updates)做為補強。

(二) 相關(Relevant)

本指引所指「相關」意指：

1. 能展現出過去曾實際參與所擔任之教學與評鑑工作類似之維修工作項目。
2. 屬近期(Recent)或以複習(Refreshers)，如實作訓練或工作實務訓練(OJT)做為補強。

(三) 教師(Instructors)

指受雇於航空維修訓練機構擔任基礎檢定訓練課程或航空器型別檢定訓練課程之訓練教師。

(四) 學科考驗員(Knowledge Examiners)

指受雇於航空維修訓練機構從事學科考驗之人員。

(五) 實作評鑑員(Practical Assessors)

指持有證照受雇於航空維修訓練機構從事實作評鑑及術科檢定之人員。

(六) 學科監考員(Invigilators)

指受雇於航空維修訓練機構受指派從事部分學科考驗之人員。該

類人員可不需符合學科考驗員之任用標準，其職務僅限於「監考」，且不得參與試題準備及考試成績評分工作。

第三節 人員適任評鑑 (Assessing the competency)

申請航空維修訓練機構教師、學科考驗員及實作評鑑員者，依據所擔任之工作職務屬性需符合之適任資格及經驗要求，加以歸納為四個條件，如本指引附件「航空維修訓練機構人員資格與經驗審查表」所示，說明如下：

一、人員資格與經驗審查條件

(一) 專業知識(Specialty Knowledge)

申請人須具有符合本項職務專業知識之資格條件，並得依所列選項，勾選適合者，例如：具有航空器維修工程師檢定證或完成航空維修訓練機構相關課程模組(Module)之訓練。

(二) 教學技巧(Pedagogical skills)

申請人須具有符合本項職務教學技巧訓練之資格條件，並得依所列選項，勾選適合者，例如：具有訓練教師證書或完成教學人員訓練課程(Train the trainer course)訓練。

(三) 相關知識(Other Knowledge)

申請人須完成被核准之航空維修訓練機構管理手冊相關訓練程序、學科考驗、實作評鑑及訓練機構專屬之訓練方法與使用裝備之訓練，並備有訓練紀錄供查核。部分職務需對國外學員施訓者，須另具備相匹配之英語能力要求。

(四) 專業經驗(Specialty Experience)

申請人視需要須具有航空器維修(停機線、基地、零組件工場或結構)、工程、設計或生產線相關實務經驗，俾利能學以致用，讓學員在知識學習上有較佳之認知與理解。

二、人員資格與經驗審查補充說明

(一) 教學技術與技巧

訓練教師是一份專業之工作，並不需具備特殊之專業資格要求，惟一位在某些知識領域相當有學問之專業人士，事實上可能為一位頗弱之教師，無法將其所學知識有效地轉移給學員，除非經由專家給予教學技巧的訓練才可達成；這個邏輯同樣適用於學科考驗員及實作評鑑員。

因此，建議航空維修訓練機構訓練教師、學科考驗員及實作評鑑員，皆須完成教學人員訓練課程(Train the trainer course)訓練。

此外，訓練機構應建立前揭人員需擁有技術之評鑑標準，例如：在評鑑期間，由一位有經驗之教師擔任教練，督導申請人之教學表現並做成紀錄。民航局在執行例行督導抽查，發現訓練教師或評鑑員之技術有疑慮時，亦得要求訓練機構給予適當限制。

(二) 英文專業能力

鑑於英文在民航運輸業是主要使用語言，因此訓練教師一般均要求須具備此項語言能力。

依據歐洲共同語言參考標準(the Common European Framework of Reference for Languages (CEFR))，訓練教師須具備 B1 級或等同之水準，即多益(TOEIC)成績達 550 分或全民英檢(GEPT)中級之程度，訓練機構應鼓勵其人員進階至較高等級之水平，提升教學品質。

此外，訓練機構應建立類似標準，執行前揭人員之評鑑並做成紀錄。

三、人員適任評鑑

航空維修訓練機構教師、學科考驗員及實作評鑑員之適任評鑑，需依據訓練機構管理手冊(MTOE)程序實施。該程序需敘明可擔任該項評鑑之人員及評鑑標準，以決定申請人適任之工作職務。

前揭申請人所申請之訓練課程類別、職務屬性及所需符合之資格條件，可以「航空維修訓練機構人員資格與經驗審查表」羅列之條件加以評鑑，以評估其工作適任資格。

適任評鑑程序須包含當面之面試，並審視申請人持有之訓練證書或經歷紀錄。必要時，評估申請人在實際現況之臨場表現，例如：模擬訓練之情境或在監督下實施課堂教學。

訓練機構並得將申請人需在監督下實施一段期間之 OJT 教學納入程序要求，以確認申請人符合訓練機構要求之訓練、考驗程序能力。

前揭執行之適任評鑑文件，需置入申請人之個人檔案並可供民航局查驗。

注意：

適任評鑑並非為人員聘雇前執行面試資格審查，需為實質性確認人員熟悉訓練機構之程序、教學方式及技術。同時可提供訓練機構做為鑑別人員之態度與教學能力，以及確保其可提供符合訓練機構之價值與經營理念之課程教學品質。

四、航空維修訓練機構人員資格與經驗審查表

(一) 訓練課程分類

1. 基礎檢定訓練

(1) 學科訓練教師

- A. 模組 1, 2, 3, 4. (附件 1)
- B. 模組 5, 6, 8. (附件 2)
- C. 模組 7. (附件 3)
- D. 模組 9. (附件 4)
- E. 模組 10. (附件 5)

- F. 模組 11, 12, 13, 14, 15, 16, 17. (附件 6)
 - (2) 實作訓練教師 (附件 7)
 - (3) 學科考驗員 (附件 8)
 - (4) 實作評鑑員 (附件 9)
2. 航空器型別檢定訓練
- (1) 學科訓練教師 (附件 10)
 - (2) 實作訓練教師 (附件 11)
 - (3) 學科考驗員 (附件 12)
 - (4) 實作評鑑員 (附件 13)

(二) 人員資格與經驗審查表

依人員所申請之訓練課程類別、職務屬性及所需符合之資格條件，以「航空維修訓練機構人員資格與經驗審查表」羅列之條件(即專業知識、教學技巧、相關知識及專業經驗等 4 個條件)加以評鑑，以評估其工作適任資格，並作為可實施教學、考驗項目之授權參考依據。

前揭各類人員適用之「航空維修訓練機構人員資格與經驗審查表」，如本指引附件所示。訓練機構得依據人員之特殊專業技能，量身訂製較適宜之評鑑審查內容，以符實需。

第四節 人員之核准及任命 (Approval & nomination of the staff)

一、一般核准

經評鑑合格之人員以列入訓練機構管理手冊(MTOE)合格訓練教師、學科考驗員及實作評鑑員名冊方式核准，該名冊亦須包含委託人員及兼職人員。

訓練機構新增訓練教師或教師增加授權項目，需檢送相關文件以修訂 MTOE 手冊方式報准。

前揭之人員名冊可於 MTOE 手冊載明相關管制(即文件之管理與修訂)程序後，以單獨之手冊列管，惟仍需視為 MTOE 手冊之一部分，且需報民航局核准，除非經民航局同意以委任方式核准人員名冊之修訂作業。

二、委任核准

經民航局評估訓練機構建立之程序與內部品質稽核之有效性後，可委任訓練機構執行前揭人員名冊之修訂核准作業，該「間接核准」(Indirect approval)之程序需載明在 MTOE 手冊內。

經核准設立之訓練機構在前 2 年內不得申請「間接核准」之委任作業。經委任可實施人員名冊之「間接核准」後，訓練機構即需對人員之評鑑與任命負責，若後續經民航局查核發現不符 MTOE 手冊程序要求時，本委任核准需加以重新評估檢討。

第五節 人員資格之持續符合 (Continued qualification)

航空維修訓練機構需建立並保存教師、學科考驗員及實作評鑑員資格持續維持之複訓(Updating training or Continuation training)訓練計畫，以符合民用航空人員訓練管理規則至少每 24 個月需接受與其教學或考驗相關訓練之規定。

前揭之複訓需包含最新之產業科技、實作技能、人為因素及訓練技巧，

並由訓練機構建檔管理與定期確認。

附 件

1. Basic training - Theoretical elements instructors (Modules 1, 2, 3, 4)

Basic training - Theoretical elements instructors (Modules 1, 2, 3, 4)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge (專業知識)	<input type="checkbox"/>	- option 1: Knowledge level attested by a school specialty diploma* that is recognized by the local Authorities, or an acceptable equivalent,	*i.e. college, university etc.... the diploma's specialty must be consistent with the modules and sub-modules to be taught, 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 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.
		<input type="checkbox"/>	- option 2: Part 66 AMEL License endorsing the category (i.e. B1 for B1 instructors) or CAA recognized license issued by the national authorities.	
		<input type="checkbox"/>	- option 3: Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (i.e. Module 1 level 2 for a B1/B2 instructor in module 1 class) **. The scope of instruction will be limited to the passed modules.	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	- option 1: Instructor Certificate delivered by a legal entity*	*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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	- option 2: Completion of a "Train the trainer course"	
		<input type="checkbox"/>	- option 3: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance, etc...) as described in the approved MTOE.	
4	Specialty Experience (專業經驗)		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 center of gravity, etc....)
Assessed by : _____			Position : _____	Date : _____

2. Basic training - Theoretical elements instructors (Modules 5, 6, 8)

Basic training - Theoretical elements instructors (Modules 5, 6, 8)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	-option 1: Knowledge level attested by a school specialty diploma* that is recognized by the local Authorities, or an acceptable equivalent, <u>and</u> A training received to gain knowledge about the design, the function and the operation of relevant typical aircraft systems and components.	*i.e. college, university etc.... the diploma's specialty must be consistent with the modules and sub-modules to be taught, 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 exams should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.
		<input type="checkbox"/>	-option 2: Part 66 AMEL License endorsing the category (i.e. B1 for B1 instructors) or CAA recognized license issued by the national authorities.	
		<input type="checkbox"/>	-option 3: Part 147 Certificates of recognition (training + exam) for the modules to be taught, at the appropriate level (i.e. Module 1 level 2 for a B1/B2 instructor in module 1 class) **. The scope of instruction will be limited to the passed modules.	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges.	
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: Assessment performed and documented by the Training Organization's Training Manager (if himself appropriately qualified as instructor and in accordance with an MTOE procedure). <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance, etc...) as described in the approved MTOE procedures.	
4	Specialty Experience (專業經驗)		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.
Assessed by : _____			Position : _____	Date : _____

3. Basic training - Theoretical elements instructors (Modules 7)

Basic training - Theoretical elements instructors (Modules 7)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	-option 1: Knowledge level attested by a school* accredited by the local Authorities to issue Aircraft Maintenance & engineering specialty diploma. The training syllabus should meet Part 66 standard at the appropriate level and for the adequate category/ subcategory. <u>and</u> At least a completed A/C type training iaw Part 66 standard, which must be representative of the category/ sub category.	*Curriculum must be consistent with the syllabus of module 7, level 3. ** In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured. ***The purpose is to facilitate the use of instructors - non maintenance specialized - providing a very specialized 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.
		<input type="checkbox"/>	-option 2: Part 66 AMEL License endorsing the category (i.e. B1 for B1 instructors) <u>and</u> At least an A/C type representative of the category/ sub category (i.e. B1.1) endorsed on the license.	
		<input type="checkbox"/>	-option 3: Part 147 Certificates of recognition level 3 for the module 7 (training + exam) ** <u>and</u> At least a passed A/C type training in accordance with Part 66 standard, which must be representative of the category/ sub category (i.e. B1.1).	
		<input type="checkbox"/>	-option 4: Specialized training received from acceptable training organizations/ institutions for specialized services (i.e. for welding, NDT, etc...)***.	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges.	
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: Assessment performed and documented by the Training Organization's Training Manager (if himself appropriately qualified as instructor and in accordance with an MTOE procedure). <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	

Basic training - Theoretical elements instructors (Modules 7)				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A level* of English compatible with the A/C maintenance activity and the specificity as instruction in an international environment; <u>and</u> A training on CAA regulations: 05-01A (Part 66) (basic), 05-02A (Part 147) (basic) and 06-02A (Part 145) (detailed), and the Training Organisation procedures (MTOE, etc...).	* The level of English should be determined iaw:
				<input type="checkbox"/> -option 1: A valid certificate attesting a minimum level B1, iaw the Common European Framework of Reference for Languages (CEFR) or equivalent.
				<input type="checkbox"/> -option 2: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and iaw an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1 iaw the CEFR for Languages or equivalent.
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	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.	
Assessed by : _____ Position : _____ Date : _____				

4. Basic training - Theoretical elements instructors (Modules 9)

Basic training - Theoretical elements instructors (Modules 9)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge* (專業知識)	<input type="checkbox"/>	-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 standard.	* In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.
		<input type="checkbox"/>	-option 2: A certificate of recognition for the module 9 at level 2 (training + exam).*	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	Training on CAA regulations: 05-01A (Part 66) (basic) and 06-02A (Part 145) (detailed) <u>and</u> A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance, etc...) as described in the approved MTOE.	
4	Specialty Experience (專業經驗)		NIL*	* However practical experience in A/C maintenance, design or production activities is advantageous.
Assessed by : _____			Position : _____	Date : _____

5. Basic training - Theoretical elements instructors (Modules 10)

Basic training - Theoretical elements instructors (Modules 10)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge* (專業知識)	<input type="checkbox"/>	A documented training on regulations described in Part 66 standard, module 10. <u>and</u> A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance, etc...) as described in the approved MTOE.	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)		NIL	
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	Experience in an aviation maintenance environment where these regulations are applicable (i.e. Part 145 AMO)	
Assessed by : _____			Position : _____	Date : _____

6. Basic training - Theoretical elements instructors (Modules 11, 12, 13, 14, 15, 16, 17)

Basic training – Theo. elements instructors (M11,12,13,14,15,16,17)			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge* (專業知識)	<input type="checkbox"/>	-option 1: Knowledge level attested by an aviation engineering diploma* recognized by the local Authorities and covering the subject to be taught, or an acceptable equivalent,	* Diploma's specialty must be consistent with the modules and sub-modules to be taught, 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 exams should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured. ***The purpose is to facilitate the use of specialized instructors providing a very specialized training (i.e. on hydraulic power) as part of a complete module and under the oversight of the training manager. The instruction will be limited to the concerned sub-modules. Acceptable specialized training may for instance include specialized training offered by A/C manufacturers etc....
		<input type="checkbox"/>	-option 2: Part 66 Basic License endorsing the category (i.e. B1 "airplane turbine" for B1 airplane turbine instructors)	
		<input type="checkbox"/>	-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).	
		<input type="checkbox"/>	-option 4: Specialized training received from acceptable training organizations or institutions***	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course"	
		<input type="checkbox"/>	-option 3: An assessment performed and documented by the Training Organization's Examination's Manager (if himself appropriately qualified as practical assessor and iaw an MTOE procedure). <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance, etc...) as described in the approved MTOE.	
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	1 years of relevant experience in a civil aviation environment. The experience must be adapted to cover the subject to be taught and gained in an aviation engineering dept. or in base maintenance AMO.	
Assessed by : _____			Position : _____	Date : _____

7. Basic training – Practical elements instructors

Basic training - Practical elements instructors			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	-option 1: Part 66 AMEL License endorsing the appropriate category/ sub. category. <u>and</u> A/C type endorsed on the appropriate category / sub. category of license, for each aircraft type used for the training.	* In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured. ** The required level depends on the instructor' specialty (airframe or avionics). ***The purpose is to facilitate the use of instructors –non maintenance specialized- providing a very specialized 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.
		<input type="checkbox"/>	-option 2: Part 147 Certificates of recognition* (Cat 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 Part 66 standard for module 11 to 17**. <u>and</u> Approved type training (theory + practical) passed in the appropriate category / sub. category for each aircraft type used for the training.	
		<input type="checkbox"/>	-option 3: Specialized training received from acceptable training organizations/ institutions to cover specialized services (i.e. welding, NDT inspections, etc...) *** The instruction will be limited to the subjects/methods covered by the specialized training(s). NDT instructors should be holder of a valid license iaw EN4179 (level 2 minimum) or acceptable equivalent.	
		<input type="checkbox"/>	-option 4: A documented release to service authorization (or an internal certification authorization) granted by an approved Part 145 organisation iaw the approved MOE and covering the subjects to be taught. For aircraft maintenance instructors the authorization should include privileges for A/C certification that are comparable to B1 or B2 C/S as applicable and include each aircraft type used for the training. For shop (i.e. structure, components) & specialized services, the qualifications must meet the standard as exposed in the organization's MOE. The instruction will be limited to the subjects covered by the AMO authorization(s).	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.

Basic training - Practical elements instructors				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: A practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the Part 147 training organisation to determine how the maintenance organisation qualifies internal instructors)	
		<input type="checkbox"/>	-option 4: Assessment performed and documented by the Training Organization's Training Manager (if himself appropriately qualified as instructor and in accordance with an MTOE procedure). <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A level* of English compatible with the A/C maintenance activity and the specificity as instruction in an international environment. (The level of English should be determined iaw the conditions as option 1 or option 2) ; <u>and</u> A training on CAA Regulations: 05-01A (Part 66) (basic), 05-02A (Part 147) (basic) and 06-02A (Part 145) (detailed), and the Training Organisation procedures (MTOE etc...).	<input type="checkbox"/> -option 1: A valid certificate attesting a min. level B1 CEFR or equivalent.
		<input type="checkbox"/>	-option 2: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and iaw an MTOE procedure. The assessment should confirm skills corresponding to a min. level B1 CEFR or equivalent. <u>and</u> Accepted by CAA following an in-situ audit in real training conditions.	
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	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 hangar 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 specialized 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.
Assessed by : _____				Position : _____
				Date : _____

8. Basic training – Knowledge examiners

Basic training – Knowledge examiners			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	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 module 11)	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	Completion of a "Train the examiners course". <u>and</u> Assessment performed and documented by the Training Organization's Examination Manager (if himself appropriately qualified as knowledge examiner and in accordance with an MTOE procedure).	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	Training to the Organization's procedures (MTOE) addressing examinations and to the Part 66 examination standard	
4	Specialty Experience (專業經驗)		NIL*	* however practical experience in A/C maintenance, design or production activities is advantageous
Assessed by : _____ Position : _____ Date : _____				

9. Basic training – Practical assessors

Basic training – Practical assessors			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	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)	
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	Completion of a "Train the assessor course". <u>and</u> Assessment performed and documented by the Training Organization's Examination Manager (if himself appropriately qualified as practical assessor and in accordance with an MTOE procedure).	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	Training to the Organization's procedures (MTOE) addressing practical assessments	
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	3 years of relevant experience. The experience must be representative of the subject(s) to be taught and gained as following: 1) <u>A/C maintenance</u> instructor: experience to be gained in approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience; 2) <u>Shop maintenance</u> instructors (component/structural elements etc....): experience to be gained in approved civil aviation workshops and adequate to the component maintenance to be taught. 3) <u>For specialized services</u> (welding, NDT etc....): 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.
Assessed by : _____ Position : _____ Date : _____				

10. Type training – Theoretical elements instructors

Type training - Theoretical elements instructors			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge (專業知識)	<input type="checkbox"/>	<p>-option 1: 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) and including theory & practical.</p> <p>The Certificate of recognition should address the category of license corresponding to the specialty of the instructor (i.e. B2 for an avionic instructor)</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	<p>** In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
		<input type="checkbox"/>	<p>-option 2: 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.</p> <p>The equivalency of the course shall be demonstrated and documented by the training organisation.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	
		<input type="checkbox"/>	<p>-option 3: A specialized training (i.e. hydraulics) on the relevant A/C type(s). The curriculum/ level of the course must comply with at least with Part 66 appendix 3.</p> <p>The scope of instruction must be limited to the relevant specialty.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	

Type training - Theoretical elements instructors				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure. <u>and</u> Accepted by the CAA following an in-situ audit in real training conditions.	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A level* of English compatible with the A/C maintenance activity and the specificity as instruction in an international environment; <u>and</u> A documented familiarization with the specific training procedures and requirements (i.e. organisation of courses, attendance etc...) as described in the approved Training organization's exposition (MTOE). <u>and</u> A training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers, etc....)	* : the level of English should be determined i.e.
		<input type="checkbox"/>		-option 1: A valid certificate attesting a minimum level B1, i.e. the Common European Framework of Reference for Languages (CEFR) or equivalent.
		<input type="checkbox"/>		-option 2: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and iaw an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1, i.e. the CEFR for Languages or equivalent.
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	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. Contact EASA for these specific cases.
Assessed by : _____ Position : _____ Date : _____				

11. Type training – Practical elements instructors

Type training – Practical elements instructors			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty knowledge (專業知識)	<input type="checkbox"/>	<p>-option 1: A Part 147 Certificate of Recognition (training + examination + practical assessment) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical**.</p> <p>The Certificate of recognition should address the category of license corresponding to the specialty of the instructor (i.e. B2 for an avionic instructor)</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	<p>** In order to avoid conflicts of interest, the Part 147 <u>examination & practical assessment</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
		<input type="checkbox"/>	<p>-option 2: 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. The equivalency of the course shall be demonstrated and documented by the training organisation.</p> <p style="text-align: center;"><u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) or has not been actively involved into relevant maintenance of the aircraft type(s) (case of contracted MRO staff) during the two years preceding its employment by the 147 organisation.</p>	
		<input type="checkbox"/>	<p>-option 3: A specialized training (i.e. hydraulics) on the relevant A/C type(s). The curriculum & level of the course must comply with at least with Part 66 appendix 3.</p> <p>The scope of instruction must be limited to the relevant specialty.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	

Type training – Practical elements instructors				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Instructor Certificate delivered by a legal entity recognized by its local authorities and acceptable to the national authority where the instructor will exercise his privileges*	* 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 this authority, in particular when the certificate was issued in another country.
		<input type="checkbox"/>	-option 2: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 3: A practical instructor privilege (documented) granted by the Maintenance organisation when this part is contracted out (note: an administrative assessment of the competency is still required to be completed and documented by the Part 147 training organisation to determine how the maintenance organisation qualifies internal instructors).	
		<input type="checkbox"/>	-option 4: Assessment performed and documented by the Training Organization's Training Manager (if himself appropriately qualified as practical instructor and in accordance with an MTOE procedure).	
3	Other Knowledge (相關知識)	<input type="checkbox"/>	A level* of English compatible with the A/C maintenance activity and the specificity as instruction in an international environment; <u>and</u> A training on EASA regulation: part 66 (basic), 147 (basic) and 145 (detailed), and the specific Training Organisation procedures (MTOE, etc...). <u>and</u> A training on specific instructional methods or training devices used by the training organisation (i.e. simulators, synthetic trainers, etc....)	*: the level of English should be determined i.e.
		<input type="checkbox"/>		-option 1: A valid certificate attesting a minimum level B1 i.e. the Common European Framework of Reference for Languages (CEFR) or equivalent.
		<input type="checkbox"/>		-option 2: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and iaw an MTOE procedure. The assessment should confirm skills corresponding to a minimum level B1, i.e. the CEFR for languages (CEFR) or equivalent.

Type training – Practical elements instructors				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	-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 approved civil aviation environment or acceptable equivalent, including line and/ or hangar maintenance experience;	* Does not apply for new type certified aircraft. Contact CAA for these specific cases.
		<input type="checkbox"/>	-option 2: 3 years of experience on similar aircraft types <u>and</u> Additional experience on the particular type gained through type trainings, etc....	
Assessed by : _____ Position : _____ Date : _____				

12. Type training – Knowledge examiners

Type training – Knowledge examiners			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge* (專業知識)	<input type="checkbox"/>	<p>-option 1: 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) and including theory & practical.</p> <p>The Certificate of recognition should address the category of license corresponding to the specialty of the instructor (i.e. B2 for an avionic instructor)</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	<p>* Knowledge examiners should meet the same criteria as the theoretical instructor of the concerned elements (i.e. examiner for navigation meet the criteria of navigation elements instructor)</p> <p>** In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
		<input type="checkbox"/>	<p>-option 2: A type training (theory + practical) received in a non-Part 147 organisation. The curriculum/ level of the course must be equivalent to 05-01A (Part 66) appendix 3.</p> <p>The equivalency of the course shall be demonstrated and documented by the training organisation.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	
		<input type="checkbox"/>	<p>-option 3: A specialized training (i.e. hydraulics) on the relevant A/C type(s). The curriculum/ level of the course must comply with at least with Part 66 appendix 3.</p> <p>The scope of instruction must be limited to the relevant specialty.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	

Type training – Knowledge examiners				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Completion of a "Train the trainer course".	
		<input type="checkbox"/>	-option 2: Assessment performed and documented by the Training Organization's Training Manager if himself appropriately qualified as instructor and in accordance with an MTOE procedure.	
3	Other Knowledge (相關知識)		Training to the Organization's procedures (MTOE) addressing examinations and to the 05-01A (Part 66) examination standard.	
4	Specialty Experience (專業經驗)		NIL	However practical experience in A/C maintenance, design or production activities is advantageous.
Assessed by : _____ Position : _____ Date : _____				

13. Type training – Practical assessors

Type training – Practical assessors			Applicant's Name : _____	
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
1	Specialty Knowledge* (專業知識)	<input type="checkbox"/>	<p>-option 1: A Part 147 Certificate of Recognition (training + examination + practical assessment) issued by a Part 147 training organisation for a type training (level 3) successfully received on the relevant A/C(s) and including theory & practical**.</p> <p>The Certificate of recognition should address the category of license corresponding to the specialty of the instructor (i.e. B2 for an avionics instructor)</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	<p>* Practical assessors should meet the same criteria as the practical instructor of the concerned elements (i.e. assessor for landing gear tasks meet the criteria of landing gear elements practical instructor)</p> <p>**In order to avoid conflicts of interest, the Part 147 <u>exams</u> should not be attended in the Part 147 organisation where the instructor is to exercise its privileges unless specific measures are taken and accepted by the surveyor to demonstrate that the integrity of the examination is ensured.</p>
		<input type="checkbox"/>	<p>-option 2: 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.</p> <p>The equivalency of the course shall be demonstrated and documented by the training organisation.</p> <p style="text-align: center;"><u>and</u></p> <p>A refresher/update course on the concerned A/C type if the instructor has not instructed the concerned A/C type(s) or has not been actively involved into relevant maintenance of the aircraft type(s) (case of contracted MRO staff) during the two years preceding its employment by the 147 organisation.</p>	
		<input type="checkbox"/>	<p>-option 3: A specialized training (i.e. hydraulics) on the relevant A/C type(s). The curriculum & level of the course must comply with at least with Part 66 appendix 3.</p> <p>The scope of instruction must be limited to the relevant specialty.</p> <p style="text-align: center;"><u>and</u></p> <p>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 its employment in the current 147 organisation.</p>	

Type training – Practical assessors				Applicant's Name : _____
item	Qualification/ experience	Tick	Acceptable mean of compliance	Comments/ limitations
2	Pedagogical skills (教學技巧)	<input type="checkbox"/>	-option 1: Completion of a "Train the assessor course".	
		<input type="checkbox"/>	-option 2: An assessment performed and documented by the Training Organization's Examination's Manager (if himself appropriately qualified as practical assessor and in accordance with an MTOE procedure).	
3	Other Knowledge (相關知識)		Training to the Organization's procedures (MTOE) addressing practical assessments. <u>and</u> Training on specific assessment methods or devices used by the training organization (i.e. simulators, synthetic trainers, etc....)	
4	Specialty Experience (專業經驗)	<input type="checkbox"/>	-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 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. Contact CAA for these specific cases.
		<input type="checkbox"/>	-option 2: 3 years of experience on similar aircraft types <u>and</u> Additional experience on the particular type gained through type trainings, etc....	
Assessed by : _____ Position : _____ Date : _____				