



**MAINTENANCE TRAINING MANUAL
APPROVAL PROCESS CHECKLIST**

Reference: CL: O-AWS016

Revision: Revision 0

The purpose of the Maintenance Training Manual (MTM) Checklist is to assist owners / operators with a view to ensuring that the MTM submitted to the SLCAA for approval are standardized and include all items that are required by SLCARs Part 8B and Part 26. This checklist, when completed, should be submitted with the draft MTM. This checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section. The relevant cross-references (subsection number and page number) shall be specified in the notes column at the appropriate paragraphs and the correct term MTM shall be used. It is not acceptable to simply enter the MTM as the cross-reference. The checklist is provided to ensure the minimum required items are contained in the MTM.

MTM EVALUATION RECORD

Name of Air Operator/AMO

Physical Address (Location)

Type of Operation

Date of evaluation:

Inspector (s):

Assessment Code: YES = Compliance NO* = NO compliance

S/N	Audit / Inspected Area Audit Questions	REFERENCE REGULATIONS	INSPECTOR'S OBSERVATION		
			COMPLIANCE VERIFIED (TICK YES OR NO)		REMARKS
ITEM		YES	NO	NOTE: Compliance in MTM/MCM: Or Reason for 'No' Compliance	
	FOR INITIAL REVIEW AND REVISION OF MTM (as applicable)			SLCAR Part 8B Chapter 4.2 & IS 4.2	
1	Is the MTM in a format that is easy to revise?				
2	Does the MTM contain-				
	(a) A list of effective pages?				
	(b) An index?				
	(c) Contents list				
	(d) Revision status				
	(e) Curriculum segment				
	(f) All items required by SLCAR Part 8B				
	(g) Additional relevant supporting information as required by SLCAR Part 8B Chapter 2.5(a)(5)				
	(h) References to the applicable SLCARs?				
	(i) Check for completeness, general content & overall quality.				
3	Are all curriculum outlines in line with the applicable regulations, guidance materials and adequate for ratings the AMO is requesting?				

4	Review courseware to ensure material is capable of producing effective training.? Sample the following:-				
	(a) Training modules?				
	(b) lesson plans.?				
	(c) Audio-visual programs?				
	(d) Procedure document and student handouts?				
5	Does the manual contain whether the training of certifying staff will be performed by the AMO or by an ATO selected by the AMO?				
6	Does the manual contain the following sections with clear and concise policy guidance and instructions?	SLCAR Part 8B Chapter 4.2 & IS 4.2			
	(a) General Organization:				
	(i) Corporate commitment by air operator/AMO?				
	(b) General Information:				
	(i) Brief description of the organization?				
	(ii) Relationships with other organizations?				
	(iii) Fleet composition?				
	(iv) Line stations locations?				
	(c) Indoctrination Training (At least 40hours of instruction) covering at least the following subjects:	SLCAR Part 8B 4.2(a); 4.3			
	(i) SLCARs, particularly those associated with AMO maintenance functions?				
	(ii) Company Manuals, policies, procedures and practices.?				
	(iii) Dangerous Goods requirements?				
	(iv) Maintenance Human factors?				
	(v) Computer systems and software?				
	(vi) Facility security?				
	(d) Initial Training (At least 80 hours of instruction) covering at least the following subjects?	SLCAR Part 8B IS 4.2(b)			
	(i) General review				
	(ii) Specific job or task training				
	(iii) Shop safety				
	(iv) Records & Recordkeeping				
	(v) Materials and parts				
	(vi) Test equipment, including ground support equipment				
	(vii) Tools				
	(viii) Maintenance human factors				
	(ix) Any other items as required by the Authority				
	(x) Initial Training (Certifying Staff) shall cover:				
	(a) Basic engineering theory relevant to the airframe structure and systems fitted to the class of aircraft the AMO intends to maintain;				
	(b) Specific information on the actual aircraft type on which the person is intended to become a certifying staff;				
	(c) Company procedures relevant to the certifying staff's task.				

	(d) The details of the number of personnel who shall receive initial training to				
	(e) Pre-qualification standards for personnel intended for training.				
	(e) Recurrent Training (At least 8 hours of instruction) covering at least the following subjects.?	SLCAR Part 8B IS 4.2(c)			
	(i) Refresher of subjects covered in initial training				
	(ii) New items introduced in the AMO since completion of initial training				
	(iii) Any other items required by the Authority				
	(f) Specialized Training?	SLCAR Part 8B IS 4.2(d)			
	(i) Flame and/or plasma spray operations				
	(ii) Special inspection or test techniques				
	(iii) Special machining operations				
	(iv) Complex welding operations				
	(v) Aircraft inspection techniques or complex assembly operations				
	(g) Remedial Training?	SLCAR Part 8B IS 4.2(f)			
	(i) On-the-job training				
7	<p>Inspectors Remarks</p> <p>Recommendations</p> <p>The Maintenance Training Manual (MTM) has been evaluated in accordance with SLCAR Part 8B currently in force, and the checklist above.</p> <p>I DO / NOT / RECOMMEND the MTM to be APPROVED.</p>				
8	Signature of Inspectors with date:				
9	<p>Airworthiness Manager - Remarks and Recommendation</p> <p>Remarks:</p> <p>I hereby Approve/do not Approve the Maintenance Training Manual</p>				
10	<p style="text-align: right;">Signature..... Airworthiness Manager</p>				