

Guidelines for a Compliance Report demonstrating how the OJT meets the standard required by section 6 Appendix III to Part-66.



Please note: this guideline is valid until 12 June 2024.

Based on section 6 Appendix III the OJT shall be approved by the competent authority who issues the license.

In order to facilitate the verification by the competent authority issuing the license, a compliance report demonstrating how the OJT meets the requirement of this Part is mandatory.

The intent of these guidelines is to explain the requirements for a compliance report that meets the standards set out in section 6 Appendix III to Part-66.

To meet the requirements of Part-66 Kiwa and ILT expect the compliance report to contain at least a description per (sub-) article/paragraph of the applicable regulation, including the applicable Acceptable Means of Compliance (AMC) and Guidance Material (GM) that convinces the organisation that these requirements have been met. These descriptions need to visibly have been confirmed. A simple 'complies', tick-box etc. is not sufficient.

The compliance report shall be signed by a responsible person of the Organization providing the training (e.g. Quality manager). This person shall take responsibility on behalf of the Organization that the OJT program meets the standards required by Appendix III to Part 66.

No.	Guidance
1	Approval of the Maintenance Organization The compliance report must show that the maintenance organization is appropriately approved for the maintenance of the particular aircraft type in compliance with Section A of Annex II (Part-145). This includes Revision date and number in description of the EASA member state approval; Include type(s) of A/C approved for. In case line and/or base maintenance has been provided at an (external) organization, provide supporting documents, and describe how the maintenance organization kept control of the program. (In case tasks were performed on a different aircraft and/or engine type other than the type for which the primary OJT is done, the maintenance organization has to describe which tasks were performed and show that those tasks are comparable.)
2	Approval of the M.O.E. The organization shall establish and maintain a maintenance organization exposition (M.O.E.) that includes the provisions listed in 145.A.70. The compliance report has to show that the M.O.E. (i.e. M.O.E. 3.20, (which was in effect during the OJT) including revisions, is approved by the competent authority.
3	Assessment Practices The compliance report needs to display the assessment procedure. This procedure should identify at least the topics which are addressed in appendix III to AMC to Part-66. Furthermore the maintenance organisation needs to explain how this procedure complies with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that this procedure is followed.
4	Designation of Qualified Supervisors and Assessors The compliance report has to show by which procedure the maintenance organization qualifies and designates supervisors and assessors. Furthermore the maintenance organisation needs to explain how this procedure complies with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that this procedure is followed.
5	Scope and Complexity of Tasks The compliance report has to show by which procedure the maintenance organisation ensures that the scope and complexity of tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex tasks shall also be incorporated and undertaken as appropriate to the aircraft type. Tasks need to cover the scope of applicable ATA chapters and be balanced between simple and complex. Furthermore the maintenance organisation needs to explain how this procedure complies with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that this procedure is followed.
6	OJT tasks completion prior to type theory The compliance report has to show by which procedure the maintenance organisation determines the total amount of tasks to be completed as well as the maximum number of tasks that may be carried out prior to the start of the theoretical part of the type training. Furthermore the maintenance organisation needs to explain how this procedure complies with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that this procedure is followed.

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No.	Guidance
7	<p>Logbook approval</p> <p>The compliance report needs to show by which procedure the maintenance organisation ensures the format, contents as well as its use of the logbook. The compliance report has to show by which procedure the maintenance organisation issues a schedule or plan for the on-the-job training. Furthermore the maintenance organisation needs to explain how these procedures comply with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that these procedures are followed.</p>
8	<p>Supervision</p> <p>The compliance report has to show by which procedure the maintenance organisation ensures that supervision is executed (e.g. how the one-to-one supervision is performed, what the relation and accessibility of the assessor and supervisor is, how the actual work task performance is performed). Furthermore the maintenance organisation needs to explain how this procedure complies with the rules and regulation. Also the compliance report needs to demonstrate how the maintenance organisation secures that this procedure is followed.</p>