



MINISTRY OF DEFENCE
SECRETARIAT GENERAL OF DEFENCE AND NATIONAL
ARMAMENTS
DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

APPROVAL OF ORGANIZATIONS PROVIDING
TRAINING SERVICES FOR MILITARY AIRCRAFT
AND / OR ITS COMPONENTS MAINTENANCE
PERSONNEL

NOTE

This publication in the current version cancels the T.P. equal edition
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ATTENTION: This regulation is valid only if it made of the pages listed below, duly updated.

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1. INTRODUCTION

1.1 General

The evolution of the regulatory framework of the D.A.A.A. to follow the obligations received in the community context highlighted the need for a specific T.P.. which disciplines the training of military aircraft and / or its components maintenance personnel.

1.2 Scope

The present T.P. defines the requirements that the organizations shall satisfy in order to obtain the authorization to carry out the training activity and the exams according to the programs approved by D.A.A.A. for aspects relating to the Italian Air Force Regulations and individual FFAA / CdS High Headquarters competent for aspects relating to basic training and the type of aircraft / activity

1.3 Applicability

This regulation shall be applied by all organizations that provide training for military aircraft and / or its components maintenance personnel.

1.4 Deadline for introduction

The present T.P. cancels and replaces the basic edition of 27 September 2011. Since the date of approval of this edition, all the organizations that provide training for military aircraft and / or its components maintenance personnel will have 24 months starting from 27 September 2011, the date of approval of the basic edition, to prepare all the necessary updates for the implementation of the requirements of this T.P..

Within this deadline, the aforementioned organizations shall notify D.A.A.A the date by which they will be available to receive the verification of conformity according to the provisions reported in paragraph 3.

1.5 Definition

For the purposes of this T.P., all the abbreviations, words and phrases present in the T.P. AER.Q-2010 are valid plus the following peculiarities:

Organization providing training services:

An organization that provides training services is a structured articulation of a Command / Body or a Company having the status of a legal person dedicated to training military aircraft and / or its components maintenance personnel.

1.6 Reference regulation

- Reg. EC 2042/2003 Part 147

2. ORGANIZATIONAL REQUIREMENTS

2.1 Facility Requirements

- a) Appropriate infrastructures shall be available which, in terms of size and structure, ensure protection against external atmospheric agents and enable training and examination programs to be carried out on the set days.
- b) A dedicated room shall be provided for theoretical instruction and for the conduct of verification exams.
- c) The maximum number of students admitted to the theoretical lessons and practical exercises, in all training courses, shall not exceed the number required by the various approved institutional programs.
- d) The dimensions of the chosen examination center shall be such as to prevent individual students from reading the papers or screens of the other students' computers from their position during the session.
- e) The place chosen as the examination center is aimed at students concentrating on study or verification activities, depending on the case, without undue distractions or risk factors.
- f) If it is a training course by type of aircraft / activity, access to the appropriate infrastructures containing the corresponding aircraft type shall be provided
- g) The maximum number of students admitted to the practical exercises, in all training courses, is fifteen for each instructor or examiner.
- h) Instructors, theoretical examiners and practical assessor shall be offered accommodation in offices with characteristics that allow them to prepare themselves for their duties in the absence of undue distractions or disturbing factors.
- i) For all the documentation relating to the training activity, the examinations and the evaluations of each individual student, archiving facilities with safety features shall be provided. The filing environment shall be such as to ensure the keeping of documents in good condition for at least the five years following the completion of the course in accordance with the following point 2.6
- j) A library shall be made available containing all the technical material suitable for the scope and level of the training activities carried out.

2.2 Personnel Requirements

- a) The organization shall appoint a person in charge, who will have the authority to ensure that all training commitments are implemented and carried out according to the requirements prescribed by the present T.P..

A person or group of persons shall also be designated, whose responsibility will be to guarantee the full compliance of the organization providing the maintenance training services with the requirements established by the present T.P..

- b) The organization that provides maintenance training services shall have sufficient staff to plan / implement the theoretical and practical training activity, carry out theoretical examinations and practical assessments ensuring full compliance with the requirements established by this T.P. this staff responds directly to the manager.
- c) A person can combine in himself more functions among those of instructor, examiner and person in charge of the evaluation, provided that he meets the requirements of the following paragraph (e).
- d) The experience and qualifications of instructors, theoretical examiners and practical evaluation staff shall be established in order to meet officially recognized criteria.
- e) The experience and qualifications of examiners and practical evaluation staff shall be described in detail in the part of the organization's manual.
- f) The instructors and theoretical examiners are required to follow refresher courses on the technologies currently used, the practical skills, the human factors and the most recent training techniques for which they are called to perform their role as instructor or examiner.

2.3 States of service relating to instructors, examiners and appointed for the evaluation.

- a) The training organization must have the statuses of service related to all instructors, theoretical examiners and practical evaluation staff. In them the experience and qualifications achieved, the training process followed and any specializations shall be documented.
- b) The training organization must have the states of service related to all the instructors, theoretical examiners and experts in the practical evaluation. In them the experience and qualifications achieved, the training process followed and any specializations shall be documented.
- c) The scope of action of all instructors, theoretical examiners and practical evaluation assessors shall be established.

2.4 Instructional Equipment

- a) Each classroom shall be equipped with suitable presentation equipment with characteristics that ensure that students can easily read texts, drawings, diagrams and figures from any part of the classroom. Presentation equipment shall include

simulation training equipment to help students understand the subject matter, where these devices are considered useful for that purpose.

- b) The laboratories and / or training infrastructures shall be suitable and equipped with all the tools and equipment necessary to carry out the training activities for which approval has been obtained.
- c) The laboratories and / or training infrastructures shall be suitable and equipped with all necessary tools and equipment to carry out the training activities for which approval has been obtained.
- d) The basic training laboratories and / or training infrastructures referred to in point 2.1 paragraph (d) shall have adequate facilities for aircraft, engines, aircraft parts and avionics equipment.
- e) The organization providing training services that organizes specific courses according to the type of aircraft shall have access to the corresponding type of aircraft. When deemed necessary, in order to guarantee an adequate level of training, simulation equipment can be used.

2.5 Maintenance training material

- a) Students shall be provided with all the educational material related to the attended training course.
- b) Students shall be allowed to access copies of documents and technical maintenance information stored in the library.

2.6 Documentation

The organization is required to keep all records related to the training, examinations and assessments of each individual student for at least the five years following the completion of the course.

2.7 Procedures and Quality System

- a) The organization that provides training services shall establish procedures that ensure adequate levels of training and compliance with all the relevant requirements set out in this T.P..
- b) The organization providing training services shall establish a quality system that includes:
 - 1. an independent audit function to monitor the training standards and the correctness of the theoretical exams and of the practical assessments and the conformity of the procedures;
 - 2. a system of reporting the results of the audit to the person (s) responsible for ensuring, if necessary, the implementation of corrective actions.

2.8 Examination

Examiners shall ensure the secrecy of all questions in the exam tests.

2.9 Aeronautical Training Organization Manual

- a) The organization providing the training services shall have a manual, for the its own use, which describes its structure and contains the information listed below:
1. a declaration signed by the person responsible, certifying that the organization's manual and any other relevant reference documentation define the organization's compliance with the requirements of this T.P. and will be respected at all times;
 2. the title (s) and the name (s) of the person or persons designated in accordance with paragraph 2.2 para b);
 3. the duties and responsibilities of the person (s) referred to in point 2.2 above;
 4. an organization chart of the organization that provides training services that shows the hierarchical positions held by the person (s) referred to in the previous point a) subparagraph 2;
 5. a list of training instructors, theoretical examiners and practical evaluation staff;
 6. a general description of the infrastructures for training and examination activities located in each of the locations specified in the organization's approval certificate;
 7. a list of the training courses that are the subject of the approval;
 8. the list of applicable procedures;

2.10 Privileges of the organization that provides maintenance training services

- a) The organization that provides maintenance training services can carry out the activities listed below, as exposed by its manual and in accordance with the requirements mentioned therein:
1. courses on the Air Force Regulations;
 2. basic training courses;
 3. training courses by type of aircraft / activity;
 4. examinations on behalf of the competent authority;
 5. issue of certificates.

3. REQUEST, ISSUE AND MAINTENANCE OF THE CERTIFICATE OF APPROVAL OF THE ORGANIZATIONS THAT PROVIDE TRAINING SERVICES

3.1 Organization Application

The organization shall present a specific application, compiled according to the methods indicated below.

The organization in the instance shall:

- a) Declare to have introduced and applied the requirements of the present T.P.;
- b) To explain the location (s) where the training activities take place;
- c) Indicate the courses for which approval is requested;
- d) Attach the Manual and the procedures it refers to in electronic format.

3.2 Application Evaluation

The D.A.A.A. after having received the documentation referred to in point 3.1 above, it will verify its completeness and appoint the Evaluation Team.

The Evaluation Team will be composed of a member of D.A.A.A. as team leader and two auditors of the F.A. /C.d.S..

3.3 Audit Activity at Organization

The verification activity at the organization that provides training services shall be carried out at least six months after the date of issue of the Training Company Manual, in order to allow the Auditor to examine consolidated data.

The team leader will prepare an audit plan and send it to the requesting organization; this plan shall indicate the dates and times in which the activities and processes / activities that will be subject to audit will take place.

The team of auditors shall be guaranteed free access to the organization's structures and documentation relevant to the activities being audited.

The audit shall be conducted with the check-list in Annex "C" to the present T.P. and the detected non-conformities shall be supported by objective evidence gathered and kept by the team leader.

Non-conformities will be classified according to the following criteria:

- a) Critical Non-Conformity: shows a total lack of management of a requirement required by the regulation;
- b) Major Non-Conformity: highlights that the organization manages the requirement but the objective evidence acquired reveals deficiencies in the system or lack of connections between the processes or non-compliance with the procedures or that

the procedures themselves do not completely transpose the requirement of the standard;

- c) Minor Non-Conformity: finding made by the auditors about non-compliance with the provisions due to negligence of the operators or statistically irrelevant or such as not to compromise the functioning of the Organization.

3.4 Preparatory activity to issue the Organization Approval Certificate

The person in charge of the team of Auditors will have to prepare within 10 days from the end of the verification the inspection report, drawn up according to the model reported in Annex "B" to this regulation, attaching the form Corrective Action Request (RAC) Annex "D" on which any non-conformities found and the timing for their closure will be reported.

The visit report will indicate one of the following final judgments:

- a) Positive, when the investigations carried out show that the organization providing training services:
- meets the requirements of the present T.P.;
 - is known and applied by the interested parties;
 - no major non-compliance emerged.
- b) Conditional, when the investigations carried out show that the organization system that provides training services:
- although it is based on this T.P., it is not fully efficient and effective because it was not completely known and / or respected by the organization's staff;
 - no critical non-compliance emerged.

In such cases, after 3 months since the visit, the assessment team will carry out a verification of closure of the major Non-conformities and if the Corrective Actions implemented have made the organization that provides the training services suitable for approval, a new report will be prepared which will express a positive judgment.

- c) Negative: when the assessments carried out show that the organization providing the training services:
- is not based on this regulation;
 - critical non-conformities emerged;
 - no major non-conformities have been removed following previous verification.

The visit report, approved by the Deputy Technical Director of the D.A.A.A, will be used to issue the Certificate of Approval of the organization providing the training, as per the model in Annex "A" signed by Director of D.A.A.A or his delegate.

3.5 Effective date and validity of the Organization Approval Certificate

The Certificate of Approval of the organization providing the training will start from the date of the inspection visit following which the Auditors expressed a positive judgment.

The approval is granted by D.A.A.A. permanently.

However, its validity is subject to the following conditions:

- a) The organization that provides training services shall continue to meet the requirements of this T.P.; in accordance with what concerns the management of non-conformities;
- b) The personnel in charge of the audit activity shall be guaranteed the possibility of accessing the organization that provides the training in order to determine their continued compliance with the requirements of the present T.P.;
- c) The certificate shall not be transferred or revoked.

In the event of significant organizational or structural changes to the organization providing the training during the period of validity of the Approval Certificate, these shall be communicated to the D.A.A.A. which will assess the need to carry out a new verification for maintaining the validity of the approval.

The Certificate, on the other hand, will lose its validity if the organization providing the training were to be dissolved, merged or transferred to other structures.



MINISTRY OF DEFENCE

Secretariat General of Defence and National Armaments
Directorate of Air Armaments and Airworthiness

APPROVAL CERTIFICATE

N°

In accordance with the current edition AER(EP) .P-2147, we certify that:

(name of the organization that provides training services)

is an organization that is authorized to provide training services on maintenance, conduct examinations and issue the relative certificates of recognition for maintenance of military aircraft and / or its components

of the following course type (s):

- ❖ Military Aeronautical Regulations
- ❖ Basic
- ❖ Aircraft Type / Activity

CONDITIONS

1. This approval is subject to compliance with the requirements outlined in the AER(EP) .P-2147 regulation.
2. This approval is subject to compliance with the procedures outlined in the organization's manual.

Rome,

THE DIRECTOR
OR HIS DELEGATE



MINISTRY OF DEFENCE
Secretariat General of Defence and National Armaments
Directorate of Air Armaments and Airworthiness
Vice Technical Directorate
ROME

VISIT REPORT

FOR THE EVALUATION OF THE ORGANIZATION THAT PROVIDES TRAINING SERVICE

1. ORGANIZATION:

2. LOCATION:

3. START DATE OF THE VISIT:

4. REASON: Evaluation request according to the AER(EP).P-2147.

➤ TEAM of AUDITORS:

- *- Lead Auditor*
- *- Auditor*
- *- Auditor*

➤ RESPONSIBLES FOR THE FUNCTIONS / PROCESSES:

-
-
-
-
-

A. STRUCTURE OF THE VISIT

THE VISIT HAD BEEN REGULARLY CONDUCTED FROM DAY __ TO __.

B. EXAMINED DOCUMENTATION:

THE AUDITORS TEAM CARRIED OUT THE AUDIT ACTIVITY OF THE ORGANIZATION BASED ON THE MANUAL NO. _____ REV. __ DATED _____ VALID AT THE DATE OF THE VISIT.

5. USED CHECK LIST

THE TEAM OF AUDITORS HAS EVALUATED THE ORGANIZATION USING THE CHECK LIST (**ATTACHMENT "C"**) OF THE AER(EP)P-2147 EDITION _____. COPY OF THE ABOVE MENTIONED CHECK LIST DULY FILLED IS AN INTEGRAL PART OF THIS MINUTE.

6. FINAL VISIT JUDGMENT

IN RELATION TO THE PREVIOUS POINTS A), B) AND C) OF THE CURRENT DOCUMENT AND OF THE ACQUIRED EVIDENCE, THE TEAM OF AUDITOR JUDGES THE RESULT OF THE VISIT "_____".

THE ABOVE HAS BEEN REPRESENTED AT THE ORGANIZATION DURING THE CLOSING MEETING ON _____.

7. REQUEST FOR CORRECTIVE ACTIONS

THE CORRECTIVE ACTIONS REQUIRED ARE REPORTED IN THE "RAC" FORM, REQUEST CORRECTIVE ACTIONS, ANNEX "D" TO AER REGULATION (EP) .P-2147(EN), WHICH IS AN INTEGRAL PART OF IT.

8. ACTIVITIES APPROVED

THE ORGANIZATION IS APPROVED TO SUPPLY THE FOLLOWING TYPES OF COURSES FOR THE MAINTENANCE OF THE AIRWORTHINESS OF MILITARY AIRCRAFT:

-

.....
THE ORGANIZATION IS APPROVED TO CARRY OUT EXAMS FOR THE D.A.A.A. FOR THE AERONAUTICAL TECHNICAL REGULATIONS

(Place and Date) , _____

Auditors

.....

.....

Lead Auditor

.....

**MINISTRY OF DEFENCE
SGD/DNA
D.A.A.A
Vice Technical Directorate
Rome**

YES

CHECKED: ----- approves

NOT

THE VICE TECHNICAL DIRECTOR

CHECK LIST FOR AUDIT ACTIVITY AT THE ORGANIZATION

ID	Requirements	Compliant	Not compliant
CHECK ORGANIZATIONAL CHARACTER REQUIREMENTS			
1	Appropriate infrastructures shall be available which, in terms of size and structure, ensure protection against external atmospheric agents and enable training and examination programs to be carried out on set days.		
2	A dedicated room shall be provided for theoretical instruction and for the conduct of verification exams.		
3	The maximum number of students admitted to the theoretical lessons and practical exercises, in all training courses, shall not exceed the number required by the various approved institutional programs.		
4	The size of the chosen exam center shall be such as to prevent individual students from reading the papers or screens of the other students' computers from their position during the session.		
5	The place chosen as the location of the exam shall allow students to focus on study or verification activities, as appropriate, without undue distractions or disturbing.		
6	If it is a training course by aircraft type / activity, access to the appropriate infrastructures containing the specimens of the corresponding aircraft type shall be provided.		
7	For all the documentation relating to the training activity, to the examinations and to the evaluations of each individual student, archiving facilities with safety features shall be provided. The storage environment shall be such as to ensure the keeping of documents in good condition for at least the five years following the completion of the course in accordance with the subsequent point 2.6..		
8	A library shall be made available containing all the technical material suitable for the scope and level of the training activities carried out.		
9	The organization shall appoint a manager, who will have the authority to ensure that all training commitments are implemented and carried out according to the requirements prescribed by the present T. P..		
10	Furthermore, a person or a group of persons shall be designated, whose responsibility will be to guarantee the full compliance of the organization that provides the maintenance training services with the requirements established by the present T.P..		
11	The organization that provides maintenance training services shall have sufficient staff to plan / implement the theoretical and practical training activity, carry out theoretical examinations and practical assessments ensuring full compliance with the requirements established by this document. This staff responds directly to the manager.		

Attachment “C” - AER(EP).P-2147(EN)

ID	Requirements	Compliant	Not compliant
12	A person can combine in himself multiple functions among those of instructor, examiner and person in charge of the evaluation, provided that he meets the requirements of the paragraph (e).		
13	The experience and qualifications of instructors, theoretical examiners and practical evaluation staff shall be established in order to meet officially recognized criteria.		
14	The experience and qualifications of examiners and practical evaluation staff shall be described in detail in the part of the organization's manual.		
15	Instructors and theoretical examiners are required to follow refresher courses on the technologies currently used, practical skills, human factors and the most recent training techniques for which they are called to perform their role as instructor or examiner.		
16	The training organization shall have the statuses of service related to all the instructors, theoretical examiners and experts in the practical evaluation. In them the experience and qualifications achieved, the training process followed and any specializations shall be documented.		
17	The scope of action of all instructors, theoretical examiners and practical evaluation staff shall be established.		
18	Each classroom shall be equipped with suitable presentation equipment with characteristics that ensure that students can easily read texts, drawings, diagrams and figures from any part of the classroom. Presentation equipment shall include simulation equipment for training to help students understand the subject matter, where these devices are considered useful for that purpose.		
19	The laboratories and / or training infrastructures shall be suitable and equipped with all the tools and equipment necessary to carry out the training activities for which approval has been obtained.		
20	The basic training laboratories and / or training infrastructures referred to in point 2.1 paragraph (d) shall have adequate facilities for aircraft, engines, aircraft parts and avionics instruments.		
21	The organization that provides training services that organizes specific courses according to the type of aircraft shall have access to the corresponding type of aircraft. When deemed necessary, in order to guarantee an adequate level of training, simulation equipment can be used.		
22	Students shall be allowed to access copies of documents and technical maintenance information stored in the library		
23	The organization is required to keep the records of the training interventions, the exams in full and the evaluations of each individual student for at least the five years following the completion of the course.		
24	The organization that provides training services shall establish the procedures that ensure adequate levels of training and compliance with all the relevant requirements set out in this T.P.		

Attachment “C” - AER(EP).P-2147(EN)

ID	Requirements	Compliant	Not compliant
25	<p>The organization providing training services shall establish a quality system that includes:</p> <ol style="list-style-type: none"> 1) an independent audit function to monitor training standards, the correctness of theoretical exams and practical assessments, and the conformity of procedures; 2) a system of reporting the results of the audit to the person(s) responsible for ensuring, if necessary, the implementation of corrective measures. 		
26	<p>Examiners shall ensure the secrecy of all questions in the exam tests</p>		
27	<p>The organization that provides training services shall have a manual, for its own use, that describes its structure and contains the information listed below:</p> <ol style="list-style-type: none"> 1. a declaration signed by the manager, certifying that the organization's manual and any other pertinent reference documentation define the organization's compliance with the requirements of this T.P. and will be respected at all times; 2. the title (s) and the name (s) of the person or persons designated in accordance with paragraph 2.2 para b); 3. the duties and responsibilities of the person (s) referred to in point 2.2 above; 4. an organization chart of the organization that provides training services that shows the hierarchical positions held by the person (s) referred to in the previous point a) subparagraph 2; 5. a list of training instructors, theoretical examiners and practical evaluation staff; 6. a general description of the infrastructures for training and examination activities located in each of the locations specified in the organization's approval certificate; 7. a list of the training courses that are the subject of the approval; 8. the list of applicable procedures; 		

CORRETTIVE ACTION REQUEST

N° RAC	N.C Category.	Requirements	Description	Due Date A.C.