



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**AC: 147-3A**

**DATE: 1/18/05**

# ADVISORY CIRCULAR



## **CERTIFICATION AND OPERATION OF AVIATION MAINTENANCE TECHNICIAN SCHOOLS**

Flight Standards Service  
Washington, D.C.

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**Initiated By: AFS-350**



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## CHAPTER 1. INTRODUCTION

### 1. PURPOSE.

**a.** This advisory circular (AC) provides guidance to assist persons in obtaining and maintaining Federal Aviation Administration (FAA) certification of an aviation maintenance technician school (AMTS). This AC is not mandatory and does not constitute a regulation. This AC describes an acceptable means, but not the only means, to meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR), part 147 Aviation Maintenance Technician Schools. However, if you choose to follow this AC as the means to meet the provisions of part 147, then you must follow the AC carefully.

**b.** All definitions and references relevant to this AC are listed in the appendixes. In addition, Appendix 3, Frequently Asked Questions (FAQ) Regarding Amts Certification And Operation, contains a list of frequently asked questions regarding AMTS certification and operation.

**2. DOCUMENT THIS AC CANCELS.** AC 147-3, Certification And Operation Of Aviation Maintenance Technician Schools, dated May 22, 1991, is canceled.

**3. PRINCIPAL CHANGES.** This AC was edited to apply the formatting and language requirements of FAA Order 1320.46C, Advisory Circular System. In addition, this version includes new language regarding an optional aviation maintenance technician (AMT) curriculum that would be acceptable to the FAA, which is included as Appendix 4, Optional Amt Curriculum.

**4. APPLICABILITY.** Currently certificated AMTSs should use this AC to increase the understanding of part 147. This AC also provides information on suggested curriculum modifications. A person seeking FAA certification for an AMTS program should use this AC as a tool to understand the certification process and the requirements of part 147.

### 5. BACKGROUND.

**a.** Part 147 specifies requirements for the certification and operation of an AMTS. The regulation includes both the curriculum requirements and the operating rules for all certificated AMTSs. The regulation's origin was in Civil Air Regulations (CAR) part 53. When the CARs were recodified in 1962, CAR part 53 became 14 CFR part 147. In 1970, part 147 was completely revised. The revision increased the required core curriculum hours from 1,500 to 1,900 and further defined the subject content and teaching guidelines.

**b.** Frequently, the FAA-approved program is only part of a school's overall instruction program (for example, bachelor degrees that include an FAA airframe and powerplant (A&P) mechanic certificate). The requirements of part 147 should not be interpreted as applicable for any courses other than those required by the part 147 curriculum.

**6. DISCUSSION.** An AMTS is an educational facility certificated by the FAA to train AMTs for careers in the airline industry, in aviation maintenance facilities, and in commercial and general aviation. The knowledge, skills, and abilities required of AMTs are considerable and demand high quality training. Therefore, the FAA requires high standards of AMTSs.

**a.** From the initiation of the AMTS certification process to the issuance of the certificate, the amount of time and capital for required facilities, equipment, and curriculum development can be significant.

**b.** AMTS applicants are encouraged to exceed the FAA minimum standards for facilities, curriculum, and teaching levels. AMTS applicants are encouraged to teach subjects beyond those required by the regulations; for example, make enhancements in composite material repair, solid-state electronics, nondestructive inspection techniques, and built-in test equipment, and add courses in human factors and inspection principles. (See Appendix 5 for additional course material recommendations.) However, when an AMTS chooses to exceed FAA minimum standards, this new standard must be approved by the FAA and, if approved, becomes part of an FAA-approved curriculum. The new standard becomes a mandatory compliance requirement and remains mandatory until the school modifies the curriculum in accordance with section 147.38.

**c.** Because an AMTS is certificated and inspected by the FAA, satisfying part 147 requirements should be the primary concern of an AMTS. When local and state educational requirements conflict with the FAA's regulation of an AMTS, FAA regulations take precedence over those requirements.

## **CHAPTER 2. CERTIFICATION REQUIREMENTS FOR SCHOOLS CERTIFICATED UNDER PART 147**

**1. AMTS RATINGS.** An AMTS may be FAA-certificated for the following ratings: airframe, powerplant, or combined A&P. The general portion of the curriculum is not a rating, but it is a required part of all the ratings. Schools certificated for only combined A&P ratings cannot grant single ratings such as airframe or powerplant. Students enrolled in a combined curriculum are required to finish the entire combined curriculum before becoming eligible for FAA certification testing.

**2. DURATION OF CERTIFICATE.** An AMTS's FAA certificate remains in effect until it is surrendered, suspended, or revoked. However, if an AMTS changes location, facilities, or ratings, or adds or deletes a rating, the school must be recertificated by the FAA.

**3. DISPLAY OF CERTIFICATE.** An AMTS is required to display its FAA certificate in a prominent location that is accessible and visible to the public. The AMTS must also make the certificate available for FAA inspection.

**4. ADVERTISING.** In all advertising and brochures, an AMTS is required to indicate that it is an FAA-certificated school. Course literature must clearly distinguish between those courses that have been approved by the FAA and those that have not. For example, an FAA-certificated AMTS that is part of a junior college system may offer courses in aviation management but must clearly state in its literature that those courses are not FAA-approved.

**5. INSPECTION REQUIREMENTS.** When an application is made to the FAA for certification, the applicant must be ready for the FAA to inspect its facilities and equipment. Normally, after certification, FAA inspections are conducted annually to determine whether the school continues to meet its certification requirements. However, the FAA will perform more inspections if required (reference section 147.43).

**6. CURRICULUM REQUIREMENTS.** The AMTS curriculum is comprised of the courses needed to meet part 147 requirements. The curriculum is the single most important document an AMTS applicant will submit. Once approved by the FAA, the curriculum shows how the AMTS will train students for certification as AMTs, and how it will meet the academic and regulatory requirements of the regulations. Elements comprising an AMTS curriculum can vary widely. However, many AMTSs include all or some of the required operating rule compliance documents in their curriculums. Because these documents must be supplied to the FAA in any case, this has an advantage in that it incorporates all part 147 school requirements in a single document. Because revisions may be required periodically and those revisions must be FAA-approved, curriculum documents should have a format that permits easy revision. The curriculum document should have a revision control chart or page that indicates the location of each revision and includes the approving FAA official's signature.

**a. Curriculum Background.** Part 147, section 147.21 provides the minimum curriculum requirements. Maintenance of curriculum requirements is stated in part 147, section 147.38.

(1) An AMTS is required to adhere to its approved curriculum. Any part 147 course material the school wishes to add must be incorporated into the approved curriculum and approved by the FAA before it may be used. This does not prohibit an AMTS from teaching non-FAA-approved courses such as refresher courses or academic courses required to complete a degree program. However, those courses must be clearly distinguishable from FAA-approved AMTS courses.

(2) An AMTS should strive to keep its approved AMTS curriculum current to meet industry needs by revising courses as appropriate. These revisions require FAA approval before they can be implemented.

(3) Practical projects, referred to in section 147.21(d), include all functions specified in the curriculum that involve hands-on tasks. Therefore, practical projects include virtually any task taught at level 2 or level 3, because all of these require some practical application, as specified in part 147 appendixes.

**b. Curriculum Development.** Curriculum development generally progresses through several stages, as discussed below. Practical examples may be found in Appendixes 4 and 6 to this AC.

(1) Stage 1. The first stage is to conceptualize the knowledge, skills, and abilities an aviation mechanic must acquire to become certificated by the FAA. To determine the knowledge, skills, and abilities requirements, the FAA commissioned a study of the AMT occupation. Some of the results of the study, *A Survey of the Aviation Mechanic Occupation*, were used in developing part 147. This study is often called “The Allen Study,” after the chief researcher, Dr. David Allen. Although it does not constitute an AMTS curriculum, the Allen Study does provide a partial foundation for developing a sound curriculum that addresses the requirements of the regulations. The study also identifies the training, knowledge, skills, and abilities a student must acquire to qualify as an A&P mechanic.

**NOTE: Although useful, the Allen Study is not technically current for all topics. You may also refer to the Northwestern University study, *Job Task Analysis of the Aviation Maintenance Technician*, May 1999, which updated the tasks of the Allen Study.**

(2) Stage 2. The second stage of curriculum development involves identifying which specific tasks must be performed, determining the specific performance standard that must be reached for each task in each subject area, and assigning the amount of instructional time in theory, laboratory, and shop that will achieve that performance standard.

(3) Stage 3. The third stage in curriculum development must produce a curriculum that contains all the elements required to teach, test, and conform to the rule. Stage 3 must also develop practical projects and objective project grading criteria. Practical projects and associated tests may be presented within the main body of the curriculum or in associated workbooks, workbook supplements, or project guides. Wherever the practical projects are presented, they ultimately must be submitted to the FAA for approval and become part of an



FAA-approved curriculum. The testing and evaluation of practical projects may represent the most difficult task in curriculum development. No one method is “best.” Instead, there are a number of methods used by AMTSs that have proven to be valid. Appendix 6, Sample Curriculum Outlines, offers a brief description of practical project guides and the various methods AMTSs use to objectively grade practical projects. Minimally, a complete curriculum should:

- (a) Conform to part 147.
- (b) Provide a method to teach the knowledge, skills, and abilities an AMT student is required to learn.
- (c) Have clearly expressed objectives.
- (d) Provide objective test criteria that conform to subjects studied in the laboratory, shop, and in the classroom.
- (e) Show the appropriate teaching level and number of required laboratory, shop, and theoretical hours to complete the program for a given rating.
- (f) Include a complete description of each practical project and the methods and materials required to accomplish each one.
- (g) Show the relationship of practical projects to the required subjects.

**c. Curriculum Components.** An acceptable part 147 curriculum consists of at least the following elements:

- (1) Subjects conforming to part 147, appendixes B, C, and D.
- (2) Course content conforming to part 147, appendixes A, B, C, and D.
- (3) Teaching level requirements conforming to appendixes A, B, C, D, and to part 147.
- (4) Objective testing and grading criteria.
- (5) Classroom or theory hours conforming to section 147.21.
- (6) Laboratory or shop hours conforming to section 147.21.
- (7) Total number of hours conforming to section 147.21.
- (8) A schedule of required tests that shows the sequence of examinations for each subject in the curriculum.
- (9) The order of instruction for each subject.

**d. Additional Requirements.**

(1) Each subject item must be taught at least at the indicated level of proficiency as defined in part 147 appendixes. When the school wishes to teach a subject item to a level beyond the requirements, the teaching level must be approved by the FAA and made part of the FAA-approved curriculum. As an example, a subject required by part 147 to be taught at level 1 may be taught at level 2 by a school that has obtained FAA approval at a level beyond the requirements. Subject items cannot be taught at a level less than that shown in the FAA-approved curriculum or less than those shown in the part 147 appendixes.

(2) Additional subjects/courses required by the school for its own purposes, e.g., degree program subjects such as geography, should not be submitted for FAA approval as part of the curriculum.

(3) Subjects such as basic aerodynamics or theory of flight can be taught within pertinent, related subjects such as physics and aircraft rigging. This would not necessarily increase required instruction hours.

(4) The teaching of additional subject material beyond the requirements of appendixes B, C, and D to part 147 may require additional instruction hours beyond those required to be offered by section 147.21.

**e. Curriculum Focus.**

(1) Many AMTSs enhance portions of their curriculums to develop graduates who are directed toward particular areas of the aviation industry. Examples are schools that tend to train graduates specifically for employment at commercial airlines, helicopter operations, repair stations, or agricultural aircraft operations. Enhancement of the curriculum generally results in a curriculum with more hours of instruction than the minimum that must be offered under section 147.21 for airframe and powerplant (A&P) ratings. Schools with directed curriculums may be permitted by the FAA to reduce teaching hours (but not teaching levels) in areas they want to deemphasize and increase teaching hours (and sometimes teaching levels) in areas targeted for enhancement. The following are two examples of focused curriculums:

(a) Example 1. A small AMTS in a rural area may want to direct AMT students toward general aviation and agricultural applicator aircraft operations. In this case, airframe subjects such as wood, dope, fabric, welding, rigging, and corrosion control would be emphasized by increasing the teaching hours and perhaps teaching levels for these subjects. Powerplant courses such as propellers and reciprocating powerplants, including radial and opposed, would also be emphasized in the same ways and further by exploring better or more efficient instruction and/or methods. On the other hand, turbine engines, electronics, and air conditioning may be reduced in teaching hours. Part 147 does not permit a reduction in teaching level.

(b) Example 2. A large AMTS in a metropolitan area may concentrate on preparing AMT students for employment at major airlines. This AMTS would tend to emphasize areas

such as turbine engines, nondestructive inspection, air conditioning systems, autoflight, electronics, and airline maintenance systems. This AMTS may want to reduce its teaching hours in wood, dope, fabric, welding, and reciprocating engine subjects.

(2) In both examples, the number of teaching hours for certain subjects may be either reduced or increased, as appropriate. However, course content cannot be lowered in teaching levels, and the number of teaching hours for each subject would require FAA approval. It is obvious from this discussion that it is permissible to concentrate curriculums toward certain areas to prepare the students for the appropriate service market. It is recommended that the AMTS develop its curriculum direction during the initial certification.

(3) It is important to note that the teaching level of each subject in the curriculum directly affects the number of hours required to teach that subject. An AMTS must offer a sufficient number of hours for each subject to permit an average student to perform at the required subject level.

**f. Curriculum Format.** There is not a format specifically required for a curriculum. However, as testing is part of the teaching validation process, the curriculum is required to show testing and grading, as stated in section 147.21(d)(3).

**g. Hours of Instruction.** The number of hours of instruction offered for any rating must be at least the minimum specified by section 147.21. The school may offer more hours of instruction than the FAA requires. The following blocks of time are not to be included in calculating the minimum number of instructional hours specified in section 147.21:

- (1) Time used to take the FAA oral and practical test.
- (2) Time spent in taking the FAA knowledge test or time spent registering for the test.

(3) Time set aside for FAA test review and testing at the conclusion of the course. This is not to preclude review and testing for curriculum courses but to differentiate between the time spent in learning approved curriculum material and that spent in review for the FAA certification test.

- (4) Time used for meals, breaks, or class changes.

**h. Order of Instruction.** The curriculum should list the order of course progression in a logical sequence for each rating offered. For example, basic electricity would be completed before taking aircraft electrical systems.

**i. Curriculum Structure.** An AMTS offering separate ratings of airframe or powerplant, but not combined A&P, is required to have a clearly defined general subject curriculum. It is recommended that the general curriculum follow the format prescribed in appendix B to part 147. This ensures a student graduating from one rating curriculum meets the FAA requirements to receive the same general curriculum courses a student graduating from another rating curriculum receives (see Appendix 7, Maintenance of the General Curriculum).

**j. Testing and Grading.** Testing should be included as part of the required curriculum hours and must be directly related to the subject matter covered (see sample 3 in Appendix 6).

(1) Passing grades must be sufficient to achieve the required teaching level in part 147. Within the requirements, an AMTS can set its own standards for passing grades in the laboratory, shop, and classroom. Theoretical portions may have different grading standards from those required in laboratory and shop classes. A common academic standard for passing is a minimum score of 70 percent. FAA written tests also use the 70-percent standard. An AMTS may choose to require a different minimum passing grade, although many AMTSs elect to use the 70-percent passing standard.

(2) All theoretical and practical portions of each subject listed in the curriculum are required to be individually passed to the AMTS-approved grading standard. Each practical project must also be separately passed to the approved standard. Students must complete all required laboratory and shop projects with passing grades. Practical project testing and grading criteria must be explicit. The requirements for successful completion must be sufficient to maximize objective grading and reduce any subjective project grading to a minimum.

(3) Upon completion of each curriculum subject, a test must be scheduled. In addition, at the school's discretion, quizzes may be scheduled at any time. From an educational standpoint, it is more effective and appropriate to schedule a test after a subject unit such as welding rather than after a comprehensive subject such as airframe structures that contains welding and six other subject units. When testing for subjects that have many hours of instruction (for example, sheet metal structures), an AMTS should consider planning more than one test or quiz during the instructional unit.

(4) The AMTS should have a system to provide test security. This system may include provisions for regular test changes and secure storage of tests and quizzes.

**k. Practical Application Projects.**

(1) The curriculum must list each of the practical projects that must be completed for each subject item. There must be a sufficient number of practical projects to address the requirements of appendixes B, C, and D to part 147, as applicable. The curriculum should include enough detail to identify the practical projects for the correct teaching level and to clearly define performance standards and objective grading criteria.

(2) The AMTS must specify the teaching level (2 or 3) for each practical project to be covered in each subject item. The minimum teaching level is specified in part 147 appendixes. If the teaching level for practical projects is to exceed those requirements, it must be specified as such in the curriculum.

(3) The curriculum must show an appropriate amount of time for an average student to complete each project. Data contained in the Allen Study provides useful information on project completion times. However, the Allen Study guidelines are only suggestions.

(4) The curriculum should be designed so that each task in each subject item is accomplished. For example, if a subject element listed in the appendixes requires that the student inspect and repair to accomplish a level 2 or level 3 subject, a project requirement for both inspection and repair must be included in the curriculum. It is possible that one project may satisfy all the requirements for that subject element.

**l. Makeup Provisions.**

- (1) An AMTS must specify its provisions for the evaluation of students after failure.
- (2) The curriculum must show the number of hours of allowed absences.
- (3) All classroom material missed during allowed absences must be made up in the same subject area.
- (4) All practical projects missed during allowed absences must be made up. These must be either the same projects missed or those that are very similar. Projects must be completed according to the approved grading standards.
- (5) Absences exceeding the number of excused hours allowed by the AMTS or absences not excused, require that portion of the curriculum to be retaken.

**m. Revisions to the Curriculum.** Changes to an approved curriculum must be approved by the FAA before an AMTS can implement them. Changes in the curriculum may include changes in any of the following:

- (1) Teaching level (Appendix A to part 147).
- (2) Hours of instruction.
- (3) Business hours during which instruction is conducted.
- (4) Testing/grading criteria.
- (5) Makeup provisions.
- (6) Course content.
- (7) Equipment or facilities affecting instruction in theoretical subjects or the accomplishment of practical projects.
- (8) Order of instruction, such as changes in the logical sequence of instruction.
- (9) Addition or deletion of a rating.

(10) Changes in the student-to-teacher ratio.

**n. Crediting Procedures for Previous Instruction or Experience.** The AMTS should use either a reliable method of evaluating a student's instruction or an entrance test to ensure previous instruction is comparable to that offered by the crediting school. When not using an entrance test, an AMTS should use authenticated transcripts, catalogs, course descriptions, and other documents to determine the credit to be granted.

(1) Credit for the General Curriculum. When a student successfully completes a course of study for one rating and obtains that rating, that course of study will have included the general portion of the curriculum. When that student returns to the AMTS to study for a second rating after having graduated from the course and obtained the first rating, the student will not have to retake the general portion of the curriculum. This benefit applies provided the general portion is clearly separate and distinct from either the airframe or the powerplant portions and conforms to the requirements of appendixes A and B to part 147. (See Appendix 7.)

(2) Credit for Previous Instruction from Other Schools (Accredited Nonaviation Schools). In general, at schools that are not certificated under part 147, credit may be granted only for a limited range of subjects that apply to the general portion of the curriculum; that is, mathematics, basic physics, and similar subjects.

(3) Credit for Previous Instruction from U.S. Military Technical Schools. If an AMTS chooses to grant credit for previous instruction from U.S. military technical schools, it may be granted only on the basis of an entrance test, as specified in section 147.31(c)(2)(iii).

(4) Credit for Previous Experience (Military and Civilian). As a rule, creditable previous mechanic experience must be aviation maintenance experience comparable to the required AMTS curriculum subjects. For example, a person applying for credit for the aircraft weight and balance subject area on the basis of experience as a military aircraft loadmaster, might be granted experience credit in that specific area but not for the aircraft sheet metal structures subject area. Credit for all previous AMT experience must be documented and demonstrated by testing. The test must be equal to the test given to students who complete AMTS-comparable required curriculum subjects.

(5) Exceptions to Crediting Procedures for Previous Instruction or Experience.

(a) Except for certain mitigating circumstances, if a certificated AMTS is under suspension by the FAA, courses taught during the suspension period cannot be credited retroactively, even if the school becomes recertificated later.

(b) An AMTS applicant may not teach students as an AMTS before receiving the FAA certification and then give credit for that training after the school becomes certificated.

(c) An AMTS may not credit a student with instruction received in a nonaviation course, even if it was satisfactorily completed at a teaching institution with an FAA-certificated AMTS. For example, this prohibits an institution teaching nonaviation courses (such as diesel

mechanics) from granting those credits to students taking an aviation maintenance course at the same institution.

## 7. FACILITIES.

**a. General Guidelines for Facility Development and Maintenance.** The instructional aids, laboratory and shop equipment, and physical layout of the building must meet the requirements outlined in sections 147.15, 147.17, and 147.19. The applicant should keep in mind that the facility must constitute an environment suitable for learning. Distractions from learning, such as excessive noise, dust, fumes, heat, cold, and clutter must be considered during development of the AMTS facility.

(1) Facilities must be of adequate size for the number of FAA-authorized students to accomplish any of the laboratory or shop projects designated for that area and all classroom instruction.

(2) Facilities must be located and classes scheduled so that students can travel between classes without cutting into instructional time. An AMTS should avoid scheduling situations in which the students cannot go from one class to another within the time the school specifies for class transit.

(3) The school should ensure the laboratory and shop floors are free from clutter, such as extension cords and air hoses.

**b. Facility Layout.** All facilities must conform to local and state codes. Discussion of those requirements is beyond the scope of this AC. The layout of the AMTS facilities will be influenced by the ratings the school plans to obtain. The following sections provide basic information on facility layout according to the requirements of each subject area (see Appendix 8, Sample Facility Layout).

(1) General Subjects (Appendix B to Part 147). The facility layout should ensure lead-acid and nickel-cadmium battery charging stations are appropriately isolated from each other. Laboratory storage facilities and electrical/laboratory work stations must be appropriate. Heat treatment furnaces and metal working equipment must be safe and well ventilated. Nondestructive inspection equipment (including magnetic particle inspection equipment) should be a design suitable for inspection of aircraft components. High-pressure fluid line and pressure hose test devices must be safe to use.

(2) Airframe Subjects (Appendix C to Part 147). The shop layout must provide painting facilities that are temperature-controlled and force-ventilated. Paint spray booths should meet state, local, and industry standards. The aircraft assembly area should be adequate and clean. The equipment for gear retraction demonstration and service (whether live aircraft or an instructional aid) should be in a clear area, safe to use, and accessible to a maximum of eight students. The sheet metal area must have a sufficient number of benches and vises, as well as an adequate air supply with built-in connectors. Facility layout should incorporate doors adequate to move aircraft in and out. This facility should constitute a learning environment appropriate

for simulation of return to service.

(3) Powerplant Subjects (Appendix D to Part 147). The layout of the facility must provide appropriate and ventilated cleaning facility areas. A clean area for powerplant and accessory inspection and repair must be provided. There must be a safe engine run-up area and an engine test cell or engine run-up stand with appropriate test monitoring instrumentation. A propeller service and balancing area should be provided. As in the case of the airframe facility, the powerplant shop facility should constitute a learning environment appropriate for simulation of return to service.

**8. TECHNICAL DATA LIBRARY REQUIREMENTS.** An AMTS must provide a suitable technical data reference facility or area. The technical data reference area should have appropriate facilities for study and data examination. It should have an area isolated from high noise levels. Suitable bookshelves, microfiche readers and supplies, computers, and data files should be available. The technical data must be of a type appropriate for the AMTS ratings. As a minimum, the technical data should include the following:

- a. Federal aviation regulations (14 CFR parts 1 through 199).
- b. Aircraft, engine, propeller, and type certificate data sheets (TCDS) and specifications.
- c. Airworthiness Directives (AD).
- d. Supplemental Type Certificates.
- e. Maintenance manuals.
- f. ACs.
- g. Other instructional materials, such as textbooks on basic physics, math, hydraulics, and powerplants.

**9. INSTRUCTIONAL AIDS AND AIRCRAFT.**

a. The instructional aids required by section 147.17 must be appropriate for the scope and depth of the curriculum of the school. The applicant should ensure the complexity of instructional aids is appropriate to the specific teaching level of the subject item. An inventory of instructional aids is required.

b. Section 147.17(a)(2) requires a school to have (for instructional purposes) an aircraft of a type currently certificated by the FAA. In this case, certification refers to FAA type-certification. While many schools use surplus military aircraft to show compliance with this rule, at least one aircraft must be a type eligible for an FAA type certificate (TC). As an example, many light observation military aircraft have FAA TCs but most fighter aircraft do not; therefore, fighter aircraft would not meet the rule requirements. In some situations, an AMTS may choose to use an airworthy aircraft for certain instructional purposes in shop classes. This is permissible as long



as the aircraft is on the school premises at the time of instruction. Active aircraft used to comply with section 147.17(d) become part of the approved instructional equipment; therefore, they must be listed in the instructional aids inventory.

c. An AMTS must comply with the requirements for the ratio of instructional aids to students in each shop course. Section 147.17(c) permits no more than eight students to work on any one unit of equipment at a time. This does not necessarily mean that a school must have each type of instructional aid for at least every eight students enrolled. However, as an example, if a school has an enrollment of 30 students in the powerplant course of study and has only 2 turbine engines, the school must clearly demonstrate in the curriculum what project the students who exceed the 16 permitted on the turbine engines at any one time will be doing, for example, projects on piston engines or carburetors. However, the FAA (or the AMTS) may determine that eight students may be too many to safely and competently conduct a certain project, for example, instruction on live aircraft used for the demonstration of gear retraction systems.

## **10. SHOP EQUIPMENT REQUIREMENTS.**

a. An AMTS is required to have enough shop equipment in place and in satisfactory operating condition to adequately serve the student enrollment and meet shop/project subject requirements.

b. The equipment must be located so students can operate it in a safe and efficient manner. Large, standing equipment must be securely installed. Placement of large shop equipment should provide sufficient aisle space so that students can move about freely. The equipment must be listed and the list maintained in the shop where the equipment is located.

**11. SPECIAL TOOLS STANDARDS.** The AMTS must provide an inventory of special tools required to provide instruction. For subjects taught at level 3, when meeting return to service standards, all special tools must be in satisfactory working condition, maintained in accordance with section 147.19, and of the proper kind for the purpose for which they are intended. When meeting simulated return to service standards, all special tools must be in satisfactory working condition for the purpose for which they are to be used. Section 147.19 requires the AMTS to furnish an adequate supply of special tools appropriate to the ratings and curriculum of the AMTS. Special tools may be custom fabricated for the intended purpose and furnished by the AMTS.

**12. STUDENT HANDTOOL REQUIREMENTS.** The AMTS may either provide common handtools or require students to furnish their own. In either case, the school must establish a policy on provision of common handtools. The school must provide a list of required handtools to the students. Any tools the school requires the student to furnish, must be listed specifically in the curriculum and that list must be provided to students.

**13. MATERIAL REQUIREMENTS.** The AMTS must provide a list of materials required for instruction. The school must have sufficient materials in stock and properly stored to provide for the approved student enrollment. To ensure adequate instruction, the amount and variety of stocks should directly reflect the requirements of the curriculum. For example, sufficient

quantities of rivets, hydraulic fluid, gaskets, and sheet metal are needed to complete a course of study.

#### **14. INSTRUCTOR REQUIREMENTS AND RESPONSIBILITIES.**

**a. Faculty Requirements.** Individuals listed as instructors must be FAA-certificated with an FAA mechanic certificate having ratings appropriate to those subjects taught (other than certain general subjects such as mathematics, physics, and drawing). The suitability of noncertificated instructors to teach certain general courses is evaluated by the FAA on an individual basis. As an example, a school may propose to use a non-FAA-certificated, but experienced, engineering instructor to teach the mathematics and physics requirements of the general curriculum. Other employees, such as stock clerks or parts persons, are not required to be FAA-certificated.

**b. Student/Teacher Ratios.** Section 147.23 requires at least 1 certificated instructor for every 25 students in each laboratory or shop class. The AMTS may choose to provide a lower student-to-teacher ratio according to the needs of the class or subject. The AMTS must have procedures to maintain the required minimum instructor ratios when regular instructors are on leave.

**15. FOREIGN SCHOOLS.** Part 147 does not make any provisions for FAA certification or surveillance of aviation mechanic schools located outside the United States. Foreign AMTS applicants are not eligible for FAA certification.

**16. SATELLITE SCHOOLS.** An AMTS may not operate as a satellite facility. All AMTSs must be FAA-certificated as separate facilities.

### CHAPTER 3. OPERATING RULES

**1. CHANGE OF LOCATION.** An AMTS may not make any change in the school's location unless the change is approved by the FAA in advance. The AMTS is required to notify the FAA in writing at least 30 days before the date change is contemplated. During the change in location, no disruption may be made to student instruction or normal classroom attendance. Equipment, facilities, and instructors must be at least at the same level as the standards approved for the vacated facilities.

**2. TIME AND ATTENDANCE.** An AMTS must specify in the approved curriculum the number of instructional hours the school intends to offer. An AMTS must ensure typical time loss items do not affect approved curriculum hours. Student attendance requirements are specified in section 147.31(a). Some typical time loss items are as follows:

- a. Instructors ill or on leave. In small schools, this could result in canceled classes or students sent to a study room.
- b. Teachers' strikes.
- c. Weeks scheduled for private study and/or testing outside of the approved curriculum.
- d. Class outings, not related to aviation maintenance, that take time away from instructional hours.
- e. Student achievement days, sports days, and special event days.
- f. Teachers' meetings and grading days.
- g. Student absences beyond those permitted in the FAA-approved curriculum.
- h. Classroom or laboratory and shop time spent on noninstructional activities such as school administrative work and pep rallies, cleaning, painting, and preparation of instructional aids.
- i. Any other activity that intrudes on instructional time.

**3. ENROLLMENT.** An AMTS applicant cannot have more students enrolled than the number stated on the certificate application. As enrollment increases or decreases, an AMTS may choose to change either the number of certificated or noncertificated instructors or the subjects to be taught by each. However, when instructors are changed or if enrollment exceeds the FAA-approved figures, the school must notify the FAA in advance.

**4. RECORDS, TRANSCRIPTS, AND GRADUATION CERTIFICATES.** An AMTS must maintain and, upon request, make available to the FAA documents that show records on each student. (New AMTS applicants must also show the proposed method of meeting FAA records requirements.)

**a. Records.** Records must make it clear which tests, quizzes, and practical projects are required, and which ones are optional. Student records should clearly distinguish between successful performance and unsuccessful performance. The record should show how credit was granted for previous experience and/or previous instruction. Progress records or charts do not need to show student grades for practical projects or laboratory work if those grades are available in another record at the school. Student attendance records should show the number of hours of absences. Section 147.33 requires schools to retain student records for 2 years. This does not refer to each student's personal tests but to the grades received on tests given to the student for each subject. Examples of the forms used for these records should be in a document such as the curriculum.

**b. Transcripts.** Grade transcripts must be authenticated by an official of the school. Transcripts must contain a complete record of the courses, grades, and dates of completion, and must be made available to the student regardless of whether the student graduates.

**c. Graduation Certificates or Certificates of Completion.** These must be authenticated by an official of the school and may be issued only if all the curriculum requirements have been completed (either by taking or passing the specified courses or by being properly credited with them). All students meeting the AMTS graduation or completion requirements must be issued the appropriate certificate. The certificates should contain the name of the AMTS, its certificate number, the approved course name, and date of graduation.

**5. MAINTENANCE OF FACILITIES.** Under part 147, an AMTS is required to continuously maintain the same standards as those under which it was certificated originally. This includes the maintenance of all facilities and equipment required for initial certification.

**6. MAINTENANCE OF INSTRUCTOR REQUIREMENTS.** After an AMTS is certificated or has added or dropped a rating, the AMTS must continue to provide an appropriate number of instructors with the ratings and certificates required by the FAA. The AMTS must continue to provide at least 1 FAA-approved instructor for each 25 students in each laboratory or shop class.

**7. MAINTENANCE OF INSTRUCTIONAL AIDS.** An AMTS must continue to maintain all instructional aids and equipment in good working order and in a condition for safe operation. Broken or deteriorated instructional aids must be repaired or replaced. The school must continue to provide sufficient instructional aids so that there will not be more than eight students per instructional aid unit at any one time.

**8. MAINTENANCE OF TECHNICAL DATA REFERENCE MATERIALS.** An AMTS should provide a system that identifies the person responsible for updating the technical data/reference materials. The procedure must clearly show the methods for maintaining and upgrading the data.

**9. MAINTENANCE OF SHOP EQUIPMENT.** Shop equipment should be maintained in good working order and be in a condition for safe operation. A system should be in place for routine preventive maintenance and component replacement on all shop equipment.

**10. MAINTENANCE OF TOOLS AND SPECIAL TOOLS SUPPLY.** The school must continue to provide all tools and special tools specified in the FAA-certificated tool list. During school operation, tools may not be removed from the AMTS inventory without being replaced. A system should also be in place to maintain special tools in satisfactory working condition.

**11. MAINTENANCE OF INSTRUCTIONAL MATERIALS.** The AMTS must continue to provide required materials specified in the instructional materials list.

**12. MAINTENANCE OF QUALITY OF INSTRUCTION.** An AMTS must continue to provide instructions of the same quality as it demonstrated to the FAA during and immediately after certification. The instrument used by the FAA to measure AMTS instruction quality is a document titled "The National Passing Norms." This norm is a measure of the performance of AMTS graduates from each school who are taking the FAA A&P Mechanic Test measured against the performance of other applicants taking the FAA A&P Mechanic Test. The national norms are available on the FAA Web site.

**13. AVAILABILITY OF TYPE-CERTIFICATED AIRCRAFT.** Section 147.17(a)(2) requires an AMTS to continue to provide a type-certificated aircraft for student instruction. Specific requirements are discussed in Chapter 2, paragraph 2-9b.



## CHAPTER 4. CERTIFICATION PROCEDURES

### 1. GENERAL INFORMATION ON CERTIFICATION PROCEDURES.

a. The AMTS certification process is an interaction between the AMTS applicant and the FAA. The certification process extends from the initial inquiry by the school applicant to the final issuance of the AMTS certificate. This process ensures the school's curriculums, programs, policies, facilities, and methods of compliance with the regulations are thoroughly reviewed, evaluated, and validated. A certification schedule flowchart for the AMTS certification process is shown in Appendix 9, Certification Schedule Flowchart. Figure 4-1 provides a certification checklist as an aid to ensure all documents and procedures are complied with and recorded.

**Figure 4-1. AMTS Certification Checklist Guide**

<b>AMTS CERTIFICATION CHECKLIST GUIDE</b>				
NAME OF SCHOOL:	INSPECTION			
	Date	SAT.	UNS.	NA
1. Initial inquiry to FAA				
2. Obtain copy of regulations/FAA Form 8400-6				
3. Develop Form 8400-6				
4. Submit Form 8400-6 to FAA				
5. Preapplication meeting with FAA				
6. Develop formal application				
• Detailed curriculum				
• Grade/credit/record system				
• Attendance system				
• Library and text requirements				
• Tool/instructional aids inventory				
• Complete FAA Form 8310-6				
• Facility description				
• List of instructors/qualifications				
• Statement of maximum number of students				
7. Formal application meeting				
8. Curriculum evaluation				
9. AMTS facility inspection by FAA				
• Basic facility check				
• Instructional aids check				
• Shop equipment check				
• Special tool/calibration				
10. Discrepancy meeting, if applicable				
11. FAA certification				

b. The FAA certification process consists of the five separate phases listed below:

- (1) Preapplication phase.
- (2) Formal application phase.
- (3) Document compliance phase.
- (4) Demonstration and inspection phase.
- (5) Certification phase.

**NOTE: These phases may often overlap and can proceed concurrently. As an example, the document compliance phase may begin as soon as documents are received, before or during the formal application phase.**

## **2. PREAPPLICATION PHASE.**


**a. Initial Inquiry.** An applicant seeking to develop an AMTS must contact the local FAA Flight Standards District Office (FSDO) and advise the office of the intent to pursue part 147 school certification. The FAA will provide the school applicant with a copy of FAA Form 8400-6, Preapplication Statement of Intent (PASI) (see Figures 4-2 and 4-3), and explain to the applicant how to complete the form. The FSDO will also advise the applicant which regulations must be met and where copies of the regulations can be obtained. The applicant must review the requirements and return the completed PASI to the FSDO before a preapplication meeting can be scheduled.

**b. PASI.** An applicant should submit copies of the PASI only after reviewing the appropriate regulations and advisory materials. Before PASI submission, the applicant should consider the personnel, facility, equipment, and regulatory requirements for certification and operation.



Figure 4-2. Preapplication Statement of Intent (Front)

Form Approved  
OMB No. 2120-0008

 **PREAPPLICATION STATEMENT OF INTENT**

**US Department of Transportation  
Federal Aviation Administration**

Agency Display of Estimated Burden: The FAA estimates that the average burden for this report form is 5 hours for the requirements in FAR Part 121.26 and 40 hours for the requirements in FAR Part 121.47 for each response. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to the Office of Management and Budget. You may also send comments to the Federal Aviation Administration, Air Transportation Division, AFS-200, 800 Independence Avenue, SW, Washington, DC 20591, Attention: OMB number 2120-0008.

**Section 1A. To Be Completed By All Applicants**

1. Name and mailing address of company

2. Address of principal base where operations will be conducted  
(do not use post office box)

3. Proposed Start-up date

4. Requested three-letter company identifier in order of preference  
1.                                    2.                                    3.

**Section 1B. To Be Completed By Air Operators**

5. Management Personnel

Name (Last, first, middle)	Title	Telephone (including area code)

6. Proposed type of operation (check as many as applicable)

<input type="checkbox"/> Air Carrier Certificate	<input type="checkbox"/> Part 121	<input type="checkbox"/> Passengers and Cargo	<input type="checkbox"/> Single Pilot Operator
<input type="checkbox"/> Operating Certificate	<input type="checkbox"/> Part 125	<input type="checkbox"/> Cargo Only	<input type="checkbox"/> Single Pilot-in-Command Operator
	<input type="checkbox"/> PArt135	<input type="checkbox"/> Scheduled Operations	<input type="checkbox"/> Basic Part 135 Operator
		<input type="checkbox"/> Nonscheduled Operations	

**Section 1C. To Be Completed By Air Agencies**

7. Proposed type of agency and rating(s)

<input type="checkbox"/> Part 145 Repair Station	<input type="checkbox"/> Part 147 Maintenance Technical School
<input type="checkbox"/> Domestic	<input type="checkbox"/> Airframe
<input type="checkbox"/> Foreign <input type="checkbox"/> New <input type="checkbox"/> Renew	<input type="checkbox"/> Powerplant
<input type="checkbox"/> Satellite	<input type="checkbox"/> Both
<input type="checkbox"/> Airframe <input type="checkbox"/> Instrument	<input type="checkbox"/> Part 149 Parachute Loft
<input type="checkbox"/> Powerplan <input type="checkbox"/> Accessory	
<input type="checkbox"/> Propeller <input type="checkbox"/> Specialized Service	
<input type="checkbox"/> Radio	

**Section 1D. To Be Completed By Air Operators**

8. Aircraft Data	9. Geographic area of intended operations
Numbers and types of aircraft (by make, model, and series)	
Number of passenger seats or cargo payload capacity	

FAA Form 8400-6 (6-95) Supersedes Previous Edition

NSN: 0052-00-889-4002

**Figure 4-3. Preapplication Statement of Intent (Back)**

<b>Section 1A. To Be Completed By All Applicants</b>		
10. Additional information that provides a better understanding of the proposed operation or business (attach additional sheets, if necessary)		
11. The statements and information contained on this form denote an intent to apply for FAA certification.		
Signature	Date	Name and Title
<b>Section 2. To Be Completed By FAA District Office</b>		
Received by (district office):		Date forwarded to Region:
Date:		For: <input type="checkbox"/> Action <input type="checkbox"/> Information only
Remarks		
<b>Section 3. To Be Completed By Regional Office</b>		
Received by:		Precertification Number:
Date:		Date coordinated with AVN-120:
District office assigned responsibility:		Date forwarded to district office:
Remarks		

**c. Preapplication Meeting.** Following receipt of the completed PASI, the FAA will contact the AMTS applicant and arrange a preapplication meeting. During this meeting, the applicant should ask any questions that he or she may have concerning FAA certification. The following events take place during the preapplication meeting:

(1) FAA personnel brief the applicant on the regulatory requirements and policies regarding certification and operation of an AMTS.

(2) The applicant informs the FAA as to which of the three types of ratings are sought: airframe, powerplant, or combined A&P.

**NOTE: Because of the complexity and costs involved in certification, many AMTS applicants initially choose to seek certification for only one rating to reduce certification time and to get classes under way.**

(3) The applicant is given copies of FAA Form 8310-6, Aviation Maintenance Technician School Certificate and Ratings Application, to complete. See Figure 4-4.

### Figure 4-4. Form 8310-6, Aviation Maintenance Technician School Certificate and Ratings Application

*Form Approved. OMB No. 2120-0040*

<b>AVIATION MAINTENANCE TECHNICIAN SCHOOL CERTIFICATE AND RATINGS APPLICATION</b>															
US Department of Transportation Federal Aviation Administration															
INSTRUCTIONS: Type or print in ink. Submit original and two copies of this form (complete this side ONLY) and two copies of all attachments to the nearest FAA General Aviation District Office or Air Carrier District Office as set forth in Federal Aviation Regulations, Part 147.															
.....												2. TELEPHONE NO.			
3. ADDRESS (Number, street, city, state & ZIP Code)												4. TRAINING DIRECTOR			
5. APPLICATION SUBMITTED FOR <i>(Check as applicable)</i>								6. RATING(S) APPLIED FOR AND TOTAL HOURS PER COURSE				7. MAXIMUM NO. OF STUDENTS ENROLLED AT ANY ONE TIME			
ORIGINAL CERTIFICATE								RATINGS		TOTAL HOURS		DAY		EVENING	
CHANGE IN RATING <i>(Specify)</i>								AIRFRAME (A)							
CHANGE IN OWNERSHIP <i>(Specify)</i>								POWERPLANT (P)							
CHANGE IN LOCATION, FACILITIES, AND EQUIPMENT <i>(Specify)</i>								A & P							
CHANGE IN ENROLLMENT <i>(Specify)</i>								7A. MAXIMUM TOTAL SCHOOL ENROLLMENT							
OTHER <i>(Specify)</i>								8. SCHOOL STATUS <i>(Check as applicable)</i>							
PUBLIC				PRIVATE				NON-PROFIT							
.....															
ON AIRPORT				IN CITY				IN SUBURBS							
10. COURSE CHARACTERISTICS															
RATINGS		HOURS PER WEEK		WEEKS PER COURSE		INSTRUCTION HOURS PER		ENROLLMENT PERIODS PER YEAR FOR		.....		.....		.....	
		DAY	EVENING	DAY	EVENING	DAY	EVENING	DAY	EVENING	YES	NO	YES	NO	YES	NO
AIRFRAME (A)															
POWERPLANT (P)															
A & P															
11. ATTACHMENTS <i>(Check applicable items)</i>															
A. PROPOSED CURRICULUM								E. LIST OF REQUIRED PRACTICAL PROJECTS							
B. LIST OF FACILITIES AND EQUIPMENT TO BE USED								F. SCHEDULE OF REQUIRED TESTS							
C. PHOTOGRAPHS OF FACILITIES								G. COPY OF STUDENT RECORD SYSTEM							
D. LIST OF INSTRUCTORS, NAMES, CERTIFICATE NOS., TYPE, AND RATINGS HELD, AND SUBJECTS TO BE TAUGHT								.....							
12. APPLICANT'S CERTIFICATION															
NAME OF OWNER <i>(Include name(s) of individual owner, all partners, or corporation name giving State and date of incorporation)</i>															
I hereby certify that I have been authorized by the school identified in item 1 to make this application and that statements and attachment hereto are true and correct to the best of my knowledge.															
DATE				TITLE				AUTHORIZED SIGNATURE							
13. CERTIFICATION ACTION <i>(FOR FAA USE ONLY)</i>															
ACTION		CERTIFICATE NO. ASSIGNED				RATINGS		INDICATE RATING(S) ISSUED				APPROVED MAXIMUM ENROLLMENT FOR			
APPROVED						AIRFRAME (A)		DAY		EVENING		DAY		EVENING	
DISAPPROVED		FAA FORM 8310-4 FORWARDED ON				POWERPLANT (P)									
						A & P									
REMARKS															
14. DATE CERTIFICATE ISSUED				15. OFFICE IDENTIFICATION				16. ISSUING OFFICIAL'S SIGNATURE							

FAA Form 8310-6 .....

(4) The applicant is given a thorough briefing on required attachments to the formal application. The applicant is briefed on how to comply with these requirements, because the quality of these documents is a positive determining factor in FAA certification review.

**NOTE: These attachments can be presented to the FAA in writing either before or during formal application. The attachment documents should include the following:**

(a) A document compliance statement listing each applicable part 147 section. The statement should provide either a brief narrative or, preferably, a specific reference to a manual, curriculum, or other document that describes the manner of compliance with each part of that regulation.

(b) A system for recording student attendance and the student attendance policy.

(c) A system providing procedures for maintenance of precision/special tools.

(d) A letter requesting that the application be processed and indicating when the facilities and equipment will be ready for a formal inspection by the FAA.

(e) Two completed copies of Form 8310-6.

(f) A detailed description of the proposed curriculum. Because the curriculum must be approved by the FAA before the school can be certificated, an applicant can save time and money if the proposed curriculum is submitted before the formal application. Typically, a curriculum may take several FAA/AMTS review sessions before approval is granted. See curriculum requirements in Chapter 2, paragraph 2-6.

(g) A written description of the facilities to be used for instruction. The applicant should also provide detailed drawings, with dimensions of the classrooms, the technical library, and laboratory and shop facilities. Drawings should show the relative location of each school's facilities to each other. If classrooms or laboratories and shops are located at significant distances from each other, the applicant should describe whether and how travel time will affect required class attendance time.

(h) A proposed inventory of the following items:

- Instructional aids that include the numbers and types of mockups, aircraft, aircraft components, charts, or other visual instruction tools
- All shop equipment
- All special tools

- Required student handtools (the applicant must list in detail which handtools will be provided by the school and which tools the student will be required to provide)
- Laboratory and shop instructional materials (for example, rivets and sheet metal)

(i) A list of proposed instructors indicating all required certificate number(s) and rating(s), and the subjects to be taught by each instructor. Every subject in the proposed curriculum must be accounted for on the instructor listing. At least 1 FAA-approved instructor is required for every 25 students in each laboratory and shop class. This requirement must be reflected in the list of instructors.

(j) A statement indicating the maximum number of students to be taught for each rating during each enrollment period. This information must be shown on the application form as well.

(k) A written description of the contents and location of the proposed technical data reference area, including the appropriate and current technical data necessary for the ratings sought. The description should contain procedures on how, when, and by whom the technical data will be updated.

(l) A written description of the method the school will use to grant credit to students with previous AMT experience. Section 147.31(c)(3) requires that only documentary evidence and testing may be used to grant credit for experience. Previous experience must be aviation maintenance experience and must be comparable to the required curriculum subjects.

(m) A written description of the method the school will use to grant credit to students for previous AMT training. Section 147.31(c)(1) permits several methods to be used for granting credit for previous training. School transcripts, catalogs, and other course documentation may be used to grant credit.

(n) If it is not specifically included in the curriculum, a written description of the method the school will use to record and maintain student time, attendance, and course grades. The system must include a method of determining final course grades, which are a combination of classroom, laboratory, and practical project grades. All required practical projects must be completed to at least the minimum grading standards.

(o) A system that indicates how testing and grading security will be maintained

(p) A listing of any texts that will be used in the approved curriculum. These must be appropriate to the instructional material, curriculum, and the FAA ratings sought.

### 3. FORMAL APPLICATION PHASE.

**a. Document Review.** After the AMTS submits the required PASI and preapplication information to the FAA, the FSDO will review the documents. When the FSDO has determined that all the documents are complete and acceptable, the FSDO will contact the school and arrange for a formal application meeting.

**b. The Formal Meeting.** In the formal application meeting, the AMTS applicant's key decision-making personnel should be available to meet with the FAA and discuss the entire application package. Any open questions or discrepancies should be resolved at this time. Based on the document review and the results of these meetings, the FAA will accept or reject the application at that time. The FAA will document the results of the meeting in writing. In the case of a rejected application, the FAA will return the application and attachments to the applicant with the reasons stated for rejection.

**4. DOCUMENT COMPLIANCE PHASE.** This phase generally overlaps the preapplication phase and extends through the formal application phase. It is recommended that this phase be initiated as early as possible in the certification process.

**a. Evaluation of Documentation.** The FAA will carefully review all documents submitted during the preapplication phase. The FAA can be expected to place particular emphasis on the curriculum content and the methods within the curriculum used to comply with the regulations. The FAA will maintain contact with the applicant during this phase. If deficiencies are found in the curriculum or in any other preapplication documents, the FAA will return these documents to the applicant with a letter outlining the deficient areas. The FAA generally offers suggestions on modifying the product, but will not write the applicant's documents. A future meeting between the FAA and the applicant will be scheduled to discuss each deficiency in detail. If the documents, as a whole, are not of sufficient quality to complete the certification, the FAA will terminate the entire certification process.

**b. Termination.** In the case of termination of the certification process, the applicant must submit a new PASI to begin the certification process again.

### 5. DEMONSTRATION AND INSPECTION PHASE.

**a. Inspection Schedule.** Following a successful formal application phase, the FAA will arrange with the applicant to inspect the facility. At this point, the FAA expects the AMTS facility to be complete with all the shop equipment, instructional aids, instructional aircraft, special tools, and other required laboratory or shop installations in place. Before scheduling an inspection, the applicant should be certain the facility is ready to meet the standards.

**b. Emphasis.** During the inspection, the FAA inspectors will carefully examine the facilities and equipment to ensure that procedures, programs, facilities, and equipment meet FAA requirements and are safe and sufficient for the training program in the shop to be effective.

**c. Demonstration Criteria.** In particular, the AMTS must demonstrate compliance with the following regulations:

- (1) Facilities must meet the requirements of part 147, sections 147.13 and 147.15.
- (2) Instructional equipment must meet the requirements of section 147.17.
- (3) All special tools, handtools, shop equipment, and instructional materials must meet the requirements of section 147.19.

**d. Demonstration Deficiencies.** When deficiencies in the demonstration arise, the FAA will provide a written list of the discrepancies to the applicant. Depending on the magnitude of the deficiencies, the FAA may schedule a meeting to discuss in detail the appropriate corrective actions that must be taken. At or immediately following the meeting, the applicant must provide the FAA with a list of all corrective actions taken. No AMTS will be FAA-certificated with outstanding discrepancies. All discrepancies must be corrected before certification may be granted. If the discrepancies cannot be resolved and/or the applicant does not demonstrate compliance with the regulations, the FAA will terminate the certification process and send the applicant a letter of rejection and a list of the discrepancies still outstanding.

**e. Termination.** If the FAA terminates the application, the applicant must correct the discrepancies and submit a new PASI to reinitiate the certification process.

## **6. CERTIFICATION PHASE.**

**a. Successful Application.** When all the regulatory requirements have been met, the school will be issued an AMTS certificate. The form will contain the name of the school and its ratings. At this time, the school's curriculum will be returned by the FAA, signed, and dated on all the effective pages and on any revision pages.

**b. Surveillance.** A newly certificated school should expect that the FAA will inspect and observe the school frequently during the first 90 days of operation to determine compliance with the applicable regulations. The FAA may also identify needed changes in the methods or techniques of the school's operation.

James J. Ballough  
Director, Flight Standards Service



## APPENDIX 1. GLOSSARY OF TERMS

This listing contains clarifications of some of the terms defined in 14 CFR part 147. When used within the context of part 147, these terms apply to aviation maintenance technician school (AMTS) requirements and are not necessarily used the same way they are used in other Federal Aviation Administration (FAA) regulations; that is, 14 CFR part 145, Repair Stations.

- 1. Accreditation.** This term refers exclusively to schools accredited within the United States and Canada.
- 2. Aviation Technician Education Council (ATEC).** The AMTS industry association.
- 3. Certificated Instructors.** Those instructors who hold FAA mechanic certificates and the ratings appropriate for the subjects to be taught.
- 4. Certification.** This term refers to AMTSs certificated by the FAA.
- 5. Check.** To verify proper operation. A check is performed to verify proper operation without the item necessarily qualifying for return to service condition. At an AMTS, the item checked does not have to be the item overhauled.
- 6. Common Handtools.** Small, ordinary tools such as ratchets and sockets.
- 7. Flight Standards District Office (FSDO).** The local FAA office controlling a particular part 147 AMTS.
- 8. Instruction Hour.** The educational unit hour, as used by an AMTS, that consists of a time period of 50 to 60 minutes. This instructional time period conforms to the existing practices at many education institutions.
- 9. Instructional Aids.** Equipment used to provide instruction. Examples include diagrams, visual aids, computers, interactive software, aircraft, and mock-ups of aircraft, engines, and components, as well as actual components, such as magnetos and fuel controls. An instructional aid is not required to meet return-to-service standards.
- 10. Laboratory.** Facilities for providing instruction in general principles that may require student demonstrations or participation. Determination of what laboratory equipment is required depends on the subject taught and the teaching level at which it is taught.

**11. Overhaul.** To disassemble, inspect, repair as necessary, and check in accordance with FAA-acceptable instructions; that is, manufacturers' maintenance manuals, FAA directives, and service bulletins. For an AMTS, the overhaul requirement in a teaching scenario does not require the overhauled component to meet return-to-service mechanical tolerances. For example, a runout turbine powerplant may be adequate to teach students overhaul techniques, but could present a danger if operated.

**12. Practical Project.** A hands-on assignment that requires the use of manipulative skills taught at a teaching level of 2 or 3. A practical project generally does not include nonmanipulative activities such as book reports. However, for certain required subjects such as maintenance publications, the use of FAA directives or manufacturers' data constitutes a practical project.

**13. Principal Maintenance Inspector (PMI).** The representative of the Flight Standards District Office (FSDO) with principal responsibility for the certification and audit of a part 147 AMTS.

**14. Ratings.** An AMTS may be certificated for the following ratings: airframe, powerplant, or combined A&P. The general portion of the required curriculum is not a rating, but it is a required part of all the ratings.

**15. Return to Service.** With respect to skills developed to make a part or component airworthy or to be in airworthy condition.

**16. Shop.** Facilities for providing instruction on projects taught at teaching level 2 or 3. The shop environment should resemble a typical aviation repair facility.

**17. Shop Equipment.** Machinery, such as fabricating devices, sheet metal equipment, and battery chargers.

**18. Special Tools.** Highly specialized tools, such as tensionometers, micrometers, and torque wrenches.

**19. Specialized Instructors.** Non-FAA-certificated instructors who have been approved by the FAA to teach pertinent subjects at a particular AMTS. The AMTS must submit to the FAA a list of instructors and substitute instructors. The list must specify which subjects each instructor will teach. Then the FAA approves or disapproves each instructor individually. An instructor who does not hold an FAA mechanic certificate cannot be approved to teach subjects other than certain general curriculum subjects, such as mathematics, physics, and mechanical drawing. The list of approved instructors must be maintained by the AMTS.

## **20. Teaching Levels.**

**a. Level 1.** Level 1 requires knowledge of general principles and instruction by lecture, demonstration, and discussion, but no practical application or development of manipulative skill. Teaching aids or instructional equipment may include charts, books, diagrams, or other visual

teaching aids. If an AMTS chooses to teach level 1 courses incorporating actual components, the components do not have to be operational.

**b. Level 2.** Level 2 requires knowledge of general principles, limited practical application, development of sufficient manipulative skill to perform basic operations, as well as instruction by lecture, demonstration, discussion, and limited practical application. This teaching level requires some hands-on manipulative skills and their accompanying actual or simulated components/equipment, but still may be taught primarily in the classroom environment.

**c. Level 3.** Level 3 requires knowledge of general principles, performance of a high degree of practical application, development of sufficient manipulative skills to simulate return to service, and instruction by lecture, demonstration, and discussion. This teaching level requires hands-on manipulative skill, as well as sufficient and appropriate instructional aids to train the student to develop manipulative skills sufficient to simulate return-to-service. At this level, the teaching aids must be similar to, or the actual items of, equipment on which the student is expected to develop required skill levels. A level 3 subject cannot be taught solely by lecture in the classroom; the appropriate training aids and hands-on experience must be used.

**21. Troubleshoot.** To analyze and identify malfunctions, and to identify the source of trouble in an airframe, powerplant, or aircraft component. For the purposes of AMTSs, the item of equipment or simulator training aids must be in operating condition. For example, a turbine powerplant must be operational for the student to troubleshoot.



**APPENDIX 2. RELATED REFERENCES**

**1. RELATED PUBLICATIONS (current editions).** Advisory Circulars (AC) are available online at <http://www.airweb.faa.gov/rgl>.

- a. AC 00.2-14, Advisory Circular Checklist and Status of Other FAA Publications.
- b. AC 20-37, Aircraft Metal Propeller Maintenance.
- c. AC 20-77, Use of Manufacturers' Maintenance Manuals.
- d. AC 20-107, Composite Aircraft Structure.
- e. AC 21-15, Announcement of Availability — Aircraft, Aircraft Engines, and Propeller TCDS and Specifications.
- f. AC 39-6, Announcement of Availability — Summary of Airworthiness Directives.
- g. AC 43-4, Corrosion Control for Aircraft.
- h. AC 43-9, Maintenance Records.
- i. AC 43-16, Aviation Maintenance Alerts.
- j. AC 43-204, Visual Inspection for Aircraft.
- k. AC 43.9-1, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).
- l. AC 43.13-1, Acceptable Methods, Techniques and Practices — Aircraft Inspection and Repair.
- m. AC 43.13-2, Acceptable Methods, Techniques, and Practices — Aircraft Alterations.
- n. AC 65-9, Airframe and Powerplant Mechanics General Handbook.
- o. AC 65-11, Airframe and Powerplant Mechanics Certification Information.
- p. AC 65-12, Airframe and Powerplant Mechanics Powerplant Handbook.
- q. AC 65-15, Airframe and Powerplant Mechanics Airframe Handbook.
- r. AC 65-31A, Training, Qualification, and Certification of Nondestructive Inspection (NDI) Personnel.
- s. AC 91-60, The Continued Airworthiness of Older Airplanes.
- t. AC 120-72, Maintenance Resource Management Training.

- u. AC 147-2, FAA Certificated Aviation Maintenance Technician Schools Directory.
- v. AC 183–32, FAA Certificated Technical Personnel Examiners Directory.
- w. Human Factors in Aviation Maintenance and Inspection, documents maintained on <http://hfskyway.faa.gov>.
- x. Job Task Analysis of the Aviation Maintenance Technician, Northwestern University, The Transportation Center (see <http://hfskyway.faa.gov>).
- y. The National Study of Aviation Mechanics Occupation (Allen Study). The Allen Study is available to the public through the National Technical Information Service, Springfield, Virginia 22151.

**2. RELATED PARTS OF TITLE 14, OF THE CODE OF FEDERAL REGULATIONS (14 CFR).**

- a. Part 1, Definitions and Abbreviations.
- b. Part 43, Maintenance, Preventative Maintenance, Rebuilding, and Alteration.
- c. Part 65, Certification: Airmen Other Than Flight Crewmembers, subpart D, Mechanics.
- d. Part 91, General Operating and Flight Rules.
- e. Part 145, Repair Stations.
- f. Part 147, Aviation Maintenance Technician Schools.
- g. Part 183, Representatives of the Administrator.
- h. FAA Order 8300.10, Airworthiness Inspector's Handbook.
- i. FAA Order 8610.4, Aviation Mechanic Examiner Handbook.

**APPENDIX 3. FREQUENTLY ASKED QUESTIONS (FAQ)  
REGARDING AMTS CERTIFICATION AND OPERATION**

1. **Question:** How should I include additional items in my curriculum that are above and beyond the subject areas included in part 147?

**Answer:** You have two options. You can make it part of your curriculum or you can make it a separate class. Subjects may be taught to a higher level in the curriculum than required by part 147 appendixes, but if they are taught to a higher level, the school must include them as part of the approved curriculum.

2. **Question:** What is an exemption from part 147? For which type of items can I request an exemption from part 147 and how does this process work?

**Answer:** An exemption is a request to the FAA to allow a school to deviate from existing regulations.

**NOTE: There are no provisions for waivers.**

A school can apply for an exemption for any items governed by part 147.

The process for requesting an exemption is detailed in 14 CFR part 11, General Rulemaking Procedures. The school must submit a request that:

- Clearly defines and specifies the exemption requested.
- Explains why the school is requesting the exemption.
- Explains why it is in the public interest for the exemption to be granted.
- Explains how, if the exemption is granted, public safety would not be affected.

Also, refer to the FAA Web site, <http://aes.faa.gov/>, enter “147” into the “Regulation” field, and select “Search” to see examples of past regulatory clarification requests by schools, as well as the FAA responses.

3. **Question:** Does the rule establish a standardized method of proof of student time and attendance?

**Answer:** No, neither the regulation nor FAA policy established standardized procedures to record student time and attendance. Each school must develop and have approved by their Flight Standards District Office (FSDO) a method of taking time and attendance for each student.

4. **Question:** Are the actual student tests required to be kept for 2 years, or only the results of those tests (grades)?

**Answer:** According to AC 147-3, Paragraph 26a, only the test *grades* must be kept for 2 years. By extension, completed laboratory project sheets do not need to be kept for 2 years. As with tests, only laboratory project *grades* must be retained for that period of time. The generic project sheet or test is a part of the curriculum/and kept with the curriculum.

5. **Question:** Do we keep time and attendance records for students' individual projects or for the block of time required for the subject area?

**Answer:** There is no need or requirement for time and attendance to be maintained on an individual project basis.

- Time and attendance can be documented on a "subject area" basis, recording only the students' attendance in the subject area.
- A school's curriculum should specify total hours for the subject area, the amount of time that is dedicated to classroom, the amount of time that is dedicated to laboratory, and the total number of required projects for that subject area.

**NOTE: If a school, in its approved curriculum, specifies hours assigned to individual projects, then time and attendance must be kept on that basis.**

6. **Question:** What guidelines should we use as the basis for writing the part 147 operations manual?

**Answer:** Guidelines can be found in AC 147-3, as amended, 14 CFR, and the Northwestern University's Job Task Analysis of the Aviation Maintenance Technician. This last document can be found on the following FAA Web site:  
<http://www.faa.gov/avr/afs/> .

7. **Question:** Do the scope and details of the lesson plans have to be included in the AMTS curriculum?

**Answer:** A school's lesson plans are recommended for availability, but not required to be part of the approved curriculum. Lesson plans are not required to show compliance with the regulations, and they are not to be part of the approved operations' manual. Lesson plans should be available upon the request of the FAA certificating office and school officials.

8. **Question:** What is the rationale for not allowing students enrolled in the general curriculum to be administered the general computer test upon completion of that course? I have contacted several part 147 schools/colleges and have found that approximately 50 percent of those queried give general computer tests upon completion of the general course.

**Answer:** Title 14 CFR part 65, section 65.77 specifies tests for *ratings, not the program*, in which the student is enrolled. As a result, if a student completes all the general portion hours and completes the airframe, powerplant, or A&P rating and the school issues a certificate of completion for a rating, then the student may take the general test. In other words, to take the general test, the student must have completed a rating plus all the general material and been issued a certificate of completion by the school for at least one rating.



- 9. Hypothetical Scenario:** During a recent inspection, the FAA commented that to be in compliance, training aids must be available and in working order even if the subject is not being taught at the time. The same training aids are used in subjects requiring troubleshooting. If a subject being taught requires a teardown, the school should not be cited for non-compliance.

**Response:** Training aids/devices that are required and on the current school equipment list should be in good working order for the course(s) of instruction they are identified and intended to support. Multiple use or different use of training equipment is acceptable as long as the unit is available for each project individually and is not being used for multiple projects at the same time. Some exceptions to this will exist, such as using a complete aircraft for propeller removal while simultaneously checking control surface travel. For such exceptions, the AMTS should ensure the objective of each project is being met and safety is not compromised.

- 10. Hypothetical Scenario:** During a recent inspection, a comment was made that a complaint had been filed and the FAA was required to inspect the facilities. Regulations state that the school is to receive a copy of the complaint listing, the nature of the complaint, and all parties involved. The school had to request a copy of the complaint. We received a notice that we could request a copy from the Freedom of Information Act and pay a fee for the report.

**Response:** The FAA is not required by regulation to supply any information contained in a complaint filed against a part 147 school. In many cases, the FAA does discuss the nature and content of a complaint with school administrators, but the decision to do so is up to the FAA and is based on the nature and implications of the allegations contained in the document.

- 11. Question:** Section 147.31(a) states a “school may not require any student to attend classes of instruction more than 8 hours in any day . . .” For schools that have both day and night shift classes, may a school permit a student to attend both classes when the student requests to do so?

**Answer:** Not normally, but there are exceptions. An exception must be approved by the school’s principal maintenance inspector (PMI) on a case-by-case basis. The FAA/ATEC panel believes that a blanket form of approval could compromise the integrity of the quality of instruction. This would allow for special exceptions that the school and student find themselves involved with such as sickness, illness, accidents, family problems, weather, or any other special circumstances.

- 12. Question:** What authority does the FAA have pertaining to the buildings that hold our classrooms and laboratories? I once had an inspector who walked into my hangar and stated that I had to increase the lighting in the area for the students. This was based on his opinion; no measuring equipment was used to check the actual lumens. Section 147.15 states that facilities must be “. . . properly heated, lighted, and ventilated . . . as are appropriate to the rating” sought. Who is he to determine how many lumens or BTUs we use in our buildings? If we meet the local building codes and Occupational Safety and Health Administration safety regulations, are we not meeting the standard?

**Answer:** What would a reasonable person expect to find in a normal classroom and laboratory environment? It would be apparent if there were a woeful lack of heat or light in the school, but at the same time, the PMI is not trained as a building inspector. What would be more critical to the school would be the school meeting the codes of the city and the state that it operates within. The school should be able to show the PMI that it has met the standards by displaying or showing, on request, building permits, building inspections, and any other safety inspection documentation from local fire departments, health agencies, and other regulatory agencies.

- 13. Question:** The FAA/ATEC panel needs to clarify the use of intimidation and ultimatum with the use of ACs and handbooks to enforce “rules.” We find that inspectors tend to deviate from the rule and try to make ACs “regulatory,” rather than useful as suggestions or guidance in the process of working with schools. This tends to give each inspector the space needed to bring individual “causes” into the process and make them appear to have the force of law. One example is the use of AC 147-3 as the standard that will be used rather than the regulation being the standard and the AC being helpful in that process.

**Answer:** AC 147-3, as amended, was developed to clarify Part 147. It is to be used as a guideline. It is not regulatory.

- 14. Question:** There needs to be some clarification regarding the use of military surplus aircraft in performing practical projects. While AC 147-3 states that the use of such aircraft is acceptable as long as the model is eligible for an FAA type-certificate, our inspector is telling us that no military surplus aircraft will be used. In our case, we have two twin bonanzas and one Sabreliner that we use as part of our program. Both are aircraft that are TC'd in civilian use; they are not made differently (as would be a fighter aircraft, for example), and should be acceptable to use. In addition, what difference does it make regarding systems work, such as brake replacement, whether it is certificated or not? We do recognize that, for example, while a sheet metal repair to industry standards would be a completely different issue, it should not make any difference on systems training as noted.

**Answer:** There is nothing in the rules that prohibits the use of military aircraft for training at a Part 147 AMTS, provided the school has at least one complete aircraft of a type eligible for FAA type certification.

It is reasonable to assume that systems training in many areas such as brakes, landing gear, hydraulics, and many others, is no different on military than on civilian aircraft. Schools are cautioned that there are subjects where differences exist, such that military aircraft may not be adequate or applicable trainers, for example, documentation research including airworthiness directive compliance and type certification. This is particularly true for aircraft without a civilian counterpart, for example, fighters.

- 15. Question:** AC 147-3 was last issued in 1991, and it put great emphasis on the Allen Study and how schools may use it to assist in the establishment of their curriculum. Again, this is a suggestion rather than the rule, and if a curriculum meets the FAA regulatory requirement, the Allen Study should not be used instead of the rule to say that the curriculums do not meet the requirements. Is there a more recent guideline, such as the Air Transportation Association of America (ATA) 104 Training Standard, in use that would be more current in its guidelines than the now quite old Allen Study?

**Answer:** Schools may choose to use the more current Job Task Analysis of the Aviation Maintenance Technician Northwestern University to help develop or update their curriculum. This is available at <http://hfskyway.faa.gov>. Select “Documents,” and under “Publications,” select “Bibliography of Publications 1989-1998,” then enter “job task analysis” into the search field. However, schools should be sure to meet the requirements of part 147.

- 16. Question:** In the curriculum in Appendix C to part 147, under Airframe Systems and Components, Cabin Atmospheric Control Systems, items C34 and C35 have always presented a challenge for us. Both seem to be the same with the exception of item C33 mentioning air cycle machines. So, under item C33, we cover cabin atmospheric control systems for both large turbine engine aircraft with air cycle machines as well as smaller reciprocal engine aircraft that are supercharged/turbocharged along with combustion heaters. We suggest item C34 be deleted.

**Answer:** The redundancy has been previously identified. This will be addressed by the FAA at the next revision of the rule.

- 17. Question:** Is 1,900 hours a minimum or maximum number of hours permitted under part 147?

**Answer:** One thousand nine hundred (1,900) hours is the minimum an AMTS must offer for a combined A&P curriculum. A school may provide additional hours at its discretion to meet institutional program objectives or align with specific industry needs.

- 18. Question:** The FAA has the responsibility to enforce the content in a school’s Part 147 curriculum. Can the following items be omitted from the curriculum and kept on file at the school?

- List of instructors.
- Equipment list.
- Forms created and used by the school.

**Answer:** The curriculum is the official document of the school.

- The curriculum should reference the instructor list and where it is kept at the school. Upon request, the school should be able to provide the PMI a current list to the instructional staff. The curriculum should discuss the lesson plans and where they would be kept for availability to the PMI on an inspection visit.
- The equipment list should be discussed in the curriculum, and should be kept current and available to the PMI upon his or her request. The student manuals

should not be included as part of the curriculum. The methods of recording and tracking time and attendance should be in the curriculum, but the actual records should be kept separate.

- The curriculum should also address the procedures for meeting the requirements of part 147. It should not include other student policies such as financial aid processing, add-drop policies, or other school activities.

**19. Question:** If a school and its PMI disagree on the interpretation/enforcement of a particular Part 147 regulation, will the part 147 FAA/ATEC panel resolve it?

**Answer:** No. All attempts should be made to resolve a disagreement at the local/regional level. The school should contact the local FSDO office manager or, if the dispute continues, contact FAA headquarters, Aircraft Maintenance Division (AFS), for additional guidance on application of the regulations. Some of the other clarifications in this document will be helpful in resolving a school PMI disagreement. The current FAA/ATEC panel may be brought together periodically to help clarify particular issues; it is an ad hoc advisory group. The FAA Aircraft Maintenance Division will make all final determinations.

**20. Question:** Can the PMI be a member of the school's advisory board?

**Answer:** The PMI may not be a member of the advisory board of a school. However, the school may invite the PMI to attend these meetings as a guest with no voting rights.

**21. Question:** When an inspector came in, he inspected our school as if we were a repair station returning everything to service. All of our gauges, the battery charger, torque wrenches, measuring instruments, and measuring tools are required to be calibrated. We are a school, not a repair station. All the gauges located on hydraulic boards must be calibrated. They are not required to be there, but if they are, they must be calibrated. Reciprocating engine overhaul is level 2. We overhaul the engine and operate it (not at all airworthy), but the gauges on the test stand must be calibrated. These additional costs and time-consuming activities make it very difficult to operate efficiently. Gauges and measuring instruments should be operational, but not necessarily calibrated at a school.

Clarification is needed regarding the use of precision tooling and its calibration requirements. All schools are learning institutions, and the student environment does not easily lend itself to keeping tools that require calibration. Students damage these types of tools without being responsible for them, in some cases. Clarification is needed as to exactly when, where, and what the specifics are regarding the use of these tools other than a simple statement in the AC or handbook stating that a calibrated tool procedure is a requirement; there is no mention in the rule regarding this.

**Answer:** Some level of calibration is necessary, depending on what level of simulated return to service is being taught. It is up to the school and FAA inspector to determine what these areas of instruction are. It is not mandatory for all tools/gauges to be calibrated.

- 22. Question:** Our school's class schedule is based on a clock hour, which must be at least 50 minutes in length. In January 2001, the school requested approval to change the class schedule to 4 days per week, 30 hours per week.

During a recent inspection in July 2001, the FAA stated that approval was not given and stated the school must reverse the schedule. To do so would be an extreme hardship on students who have set work schedules by the new schedule as well as the school, which took a financial hit to start the schedule in January. After several discussions with the FAA, the decision regarding the 50-minute hour rule is under review by the FAA. The school did remain on the 4-day week, but adjusted the class schedule (which has been very inconvenient for many students) until an interpretation of the regulation can be made.

**Answer:** The 50-minute hour is based on the Carnegie rule of instruction that a 50-minute instructional period may be combined with a 10-minute break time to equate to an hour of instruction. The question relates to two items: the interpretation of the 50-minute hour and the approval of schedule change. Historically, the 50-minute hour must be tied to the 10-minute break time. An AMTS is not able to bank the break time and offer longer breaks at a greater time interval. A school may offer a 50-minute educational period with a 10-minute break time and then take a second 10-minute break time with the next 50 minutes of instruction tied to the second break time.

The second part of the question is based on approval of change. The school has a responsibility to request a change far enough in advance to allow the FSDO to research the request and then make a decision and convey it to the school with proper justification for the approval or disapproval. The request and approval must be in writing for the benefit of both parties and to avoid confusion and/or misunderstanding.

- 23. Question:** An FSDO stated, one of our schools must graduate a student when he or she has completed the part 147 program, even though the student has not met his financial obligations to the school. The school's catalog states that in addition to meeting all academic and administrative requirements for graduation, the student must satisfy all financial obligations to the school. Should the FSDO dictate policy that interferes with the administrative and financial operation of a school as long as the school is operating in compliance with part 147?

**Answer:** A school may require students to meet certain requirements and/or obligations before issuing a graduation certificate, diploma, or degree.

A common example is that many schools require that all financial obligations of a student be met before issuing transcripts of completion certificates, diplomas, or degrees.

However, those administrative requirements of the school may be in conflict with the regulation. The regulation is clear on this issue: section 147.35(a) states that, upon request, an AMTS must provide a transcript of student grades to a student who graduates or leaves the AMTS before graduation.

**24. Question:** Course testing (not FAA exams), including preparation and post-test reviews, is an important part of the learning process. Are these activities part of the minimum 1,900 hours?

**Answer:** Yes. This is very clear. Reference AC 147-3, Paragraph 12g(3) and FAA Order 8300.10 Airworthiness Inspector's Handbook, volume 2, Chapter 187, Paragraph 7. The rule states, however, that time spent to prepare or review for the FAA general, airframe, or powerplant test may not be included as part of the hours to satisfy a school's approved curriculum requirements.

**APPENDIX 4. OPTIONAL AMT CURRICULUM**

This optional curriculum is based on the curriculum guidelines in appendixes B through D to Part 147. This suggested curriculum may be adopted partially or in whole as a means of compliance with Part 147. The number in parentheses indicates the level of proficiency at which a particular element must be taught. Items in italics indicate additions to what is currently found in appendixes B through D to Part 147.

Area of Study	Subject Description	Teaching Level
<b>General Curriculum Subjects</b>		
<b>a. Basic electricity</b>	<p><i>An AMTS may choose to incorporate training on circuits and devices for complex aircraft. The AMTS may choose to incorporate these subjects into the six subject areas of this section or add them as separate subjects.</i></p> <p>1. Calculate and measure capacitance and inductance. .... (2)</p> <p>2. Calculate and measure electrical power. .... (2)</p> <p>3. Measure voltage, current, resistance, and continuity. .... (3)</p> <p>4. Determine the relationship of voltage, current, and resistance in electrical circuits. .... (3)</p> <p>5. Read and interpret aircraft electrical circuit diagrams, including solid-state devices and logic functions. .... (3)</p> <p>6. Inspect and service batteries. .... (3)</p>	
<b>b. Aircraft drawings</b>	<p><i>An AMTS may reduce the overall complexity of this subject. An AMTS may teach this subject only to the proficiency required to perform normal aircraft inspection and typical repairs and alterations. For example, interpretation of drawings needed to perform an actual or simulated accomplishment of an airworthiness directive.</i></p> <p>7. Use aircraft drawings, symbols, and system schematics. .... (2)</p> <p>8. Draw sketches of repairs and alterations. .... (3)</p> <p>9. Use blueprint information. .... (3)</p> <p>10. Use graphs and charts. .... (3)</p>	
<b>c. Weight and balance</b>	<p><i>An AMTS may place emphasis on out-of-center-of-gravity conditions and load calculations.</i></p> <p>11. Weigh aircraft. .... (2)</p> <p>12. Perform complete weight-and-balance check and record data. .... (3)</p>	
<b>d. Fluid lines and fittings</b>	<p><i>An AMTS may choose to focus on fabricating rigid lines because most flexible fluid lines are purchased. Students should be instructed in the inspection of flexible lines.</i></p> <p>13. Fabricate and install rigid and flexible fluid lines and fittings. .... (3)</p>	

Area of Study	Subject Description	Teaching Level
e. Materials and processes	14. Identify and select appropriate nondestructive testing methods. (1)	
	15. Perform dye penetrant, eddy current, ultrasonic, and magnetic particle inspections. .... (2)	
	16. <i>Familiarize students with</i> basic heat-treating processes..... (1)	
	17. Identify and select aircraft hardware, composites, and materials. .... (3)	
	18. Inspect and check welds. <i>Familiarize students with welding and soldering processes through shop visits, demonstrations, and/or classroom instruction.</i> .... (3)	
19. Perform precision measurements. .... (3)		
f. Ground operation and servicing	20. Start, ground operate, move, service, and secure aircraft and identify typical ground operation hazards. <i>An AMTS may use high fidelity simulators to duplicate ground operations in place of actual aircraft.</i> .... (2)	
	21. Identify and select fuels <i>from among the common types of aircraft fuels in current use.</i> .... (2)	
g. Cleaning and corrosion control	22. Identify and select cleaning materials <i>and perform aircraft cleaning.</i> .... (3)	
	23.a. Inspect for aircraft corrosion. .... (3)	
	23.b. Identify, remove, and treat aircraft corrosion..... (3)	
h. Mathematics	<i>An AMTS may elect to test students out of mathematics without teaching it as part of its AMT curriculum. (See section 147.31(c)(4).)</i>	
	24. Extract roots and raise numbers to a given power..... (3)	
	25. Determine areas and volumes of various geometric shapes..... (3)	
	26. Solve ratio, proportion, and percentage problems..... (3)	
	27. Perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers... (3)	



Area of Study	Subject Description	Teaching Level
<b>i.</b> Maintenance forms and records	28. Write descriptions of work performed, including aircraft discrepancies and corrective actions, using typical aircraft maintenance records..... (3) 29. Complete required maintenance forms, records, and inspection reports. .... (3)	
<b>j.</b> Basic physics	<i>An AMTS may elect to test students out of basic physics without teaching it as part of its AMT curriculum. (See section 147.31(c)(4).)</i> 30. Use and understand the principles of simple machines; sound, fluid, and heat dynamics; basic aerodynamics; aircraft structures; and theory of flight. .... (2)	
<b>k.</b> Maintenance publications	31. Demonstrate ability to read, comprehend, and apply information contained in FAA and manufacturers' aircraft maintenance specifications, ATA codes, air carrier background elements, minimum equipment lists, configuration deviation lists, data sheets, manuals, publications, and related Federal Aviation Regulations, AD, and advisory material. .... (3) 32. Read technical data..... (3)	
<b>l.</b> Mechanic privileges and limitations	<i>An AMTS may familiarize students with related regulations to include Parts 21, 23, 25, 43, 121, 135, and 145.</i> 33. Exercise mechanic privileges within the limitations prescribed by Part 65 of this chapter. .... (3)	
<b>m.</b> Human factors/maintenance resource management (MRM)	<i>Human factors and MRM may be taught as a separate subject and/or incorporated throughout the curriculum. Emphasis should be placed on error management/mitigation and situational awareness.</i> 34. Conduct a short computer-assisted instruction course in basic MRM principles followed by integrated applications..... (1)	

Area of Study	Subject Description	Teaching Level
<b>n.</b> Aircraft electrical introduction	35. Teach basic concepts of aircraft electronics, including digital electronics and operational principles. ....	(1)
<b>o.</b> Fire protection systems	<i>An AMTS may teach this subject in the general curriculum, instead of separately in the A&amp;P curriculums, to avoid teaching the subjects twice. This may only be accomplished by a school teaching a combined A&amp;P curriculum. A school teaching only airframe or powerplant as separate ratings may not follow this approach.</i>	
	36. Inspect, check, and service smoke and carbon monoxide detection systems.....	(1)
	37. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems. ....	(3)
<b>p.</b> General aircraft inspection principles	38. Perform a capstone inspection module. <i>This module should include research into regulations, maintenance manuals, and other relevant documentation encountered during a normal inspection. Students should become familiarized with applications of TCDS, illustrated parts catalogs, structural repair manuals, AD, and similar documentation. Additional focus may be placed on human factors principles, such as norms, shift turnovers, situational awareness, and inspection integrity. Students may also receive initial training in principles of visual inspection, including defect recognition, detection, and classification. ....</i>	(2) or (3)

Area of Study	Subject Description	Teaching Level
<b>Airframe Curriculum Subjects</b>		
<b>I. Airframe Structures</b>		
<b>a. Wood structures</b>	<i>An AMTS may focus on only familiarization with the basic concepts of this subject.</i>	
	1. Service and repair wood structures. ....	(1)
	2. Identify wood defects. ....	(1)
	3. Inspect wood structures. ....	(1)
<b>b. Aircraft covering</b>	<i>An AMTS may focus on familiarization with the concepts of this subject.</i>	
	4. Select and apply fabric and fiberglass covering materials. ....	(1)
	5. Inspect, test, and repair fabric and fiberglass. ....	(1)
<b>c. Aircraft finishes</b>		
	6. Apply trim, letters, and touchup paint. ....	(1)
	7. Identify and select aircraft finishing materials. ....	(2)
	8. Apply finishing materials. <i>An AMTS may primarily focus on application of corrosion prevention materials.</i> ....	(2)
	9. Inspect finishes and identify defects. ....	(2)
<b>d. Sheet metal and nonmetallic structures</b>		
	10. Select, install, and remove special fasteners for metallic, bonded, and composite structures. ....	(2)
	11. Inspect bonded structures. ....	(2)
	12. Inspect, test, and repair fiberglass, plastics, honeycomb, composite, and laminated primary and secondary structures, <i>and focus on the detection and inspection of defects and the repair of damage, using manufacturer's structural repair manual guidelines.</i> ....	(2)
	13. Inspect, check, service, and repair windows, doors, and interior furnishings. ....	(2)
	14. Inspect and repair sheet metal structures. ....	(3)
	15. Install conventional rivets. ....	(3)
	16. Form, lay out, and bend sheet metal. ....	(3)

Area of Study	Subject Description	Teaching Level
<b>e. Welding</b>	17. Weld magnesium and titanium..... (1) 18. Solder stainless steel..... (1) 19. Fabricate tubular structures. .... (1) 20. Solder, braze, gas-weld, and arc-weld steel. <i>An AMTS may elevate soldering as a separate subject to teaching level 3.</i> ..... (2) 21. Weld aluminum and stainless steel. .... (1)	
<b>f. Assembly and rigging</b>	22. Rig rotary-wing aircraft..... (1) 23. Rig fixed-wing aircraft. .... (2) 24. Check alignment of structures..... (2) 25. Assemble aircraft components, including flight control surfaces..... (3) 26. Balance, rig, and inspect movable primary and secondary flight control surfaces. <i>An AMTS may elect to focus specifically on FAA-required inspection items.</i> .... (3) 27. Jack aircraft. .... (3)	
<b>g. Airframe inspection</b>	<i>An AMTS may move this subject to the end of the airframe curriculum, combine it with other elements, and teach it as a capstone inspection project.</i> 28. Perform airframe conformity and airworthiness inspections. .... (3)	
<b>II. Airframe Systems and Components</b>		
<b>a. Aircraft landing gear systems</b>	29. Inspect, check, service, and repair landing gear, retraction systems, shock struts, brakes, wheels, tires, and steering systems. .... (3)	
<b>b. Hydraulic and pneumatic power systems</b>	30. Repair hydraulic and pneumatic power systems components..... (2) 31. Identify and select hydraulic fluids. .... (3) 32. Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems..... (3)	

Area of Study	Subject Description	Teaching Level
c. Cabin atmosphere control systems	33. Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, pressurization systems, and air cycle machines.....	(1)
	34. Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, and pressurization systems.....	(1)
	35. Inspect, check, troubleshoot, service, and repair oxygen systems. ....	(2)
d. Aircraft instrument systems	36. Inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment. <i>An AMTS that teaches a combined A&amp;P curriculum may elect to combine this subject with the instruction of powerplant instrument systems.</i> .....	(1)
	37. Install instruments and perform a static pressure system leak test. ....	(2)
e. Communication and navigation systems	38. Inspect, check, and troubleshoot autopilot, servos, and approach coupling systems.....	(1)
	39. Inspect, check, and service aircraft electronic communication and navigation systems, including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS, LORAN, Radar beacon transponders, flight management computers, and GPWS. <i>An AMTS may also elect to instruct in GPS and integrated autoflight systems.</i> .....	(1)
	40. Inspect and repair antenna and electronic equipment installations.....	(2)

Area of Study	Subject Description	Teaching Level
<b>f.</b> Aircraft fuel systems	<i>An AMTS may combine appropriate elements of this material with elements of the engine fuel system instruction located in the powerplant curriculum.</i>	
	41. Check and service fuel dump systems.....	(1)
	42. Perform fuel management transfer and defueling. ....	(1)
	43. Inspect, check, and repair pressure fueling systems.....	(1)
	44. Repair aircraft fuel system components. ....	(2)
	45. Inspect and repair fluid quantity indicating systems. ....	(2)
	46. Troubleshoot, service, and repair fluid pressure and temperature warning systems. ....	(2)
	47. Inspect, check, service, troubleshoot, and repair aircraft fuel systems. ....	(3)
<b>g.</b> Aircraft electrical systems	<i>An AMTS may elect to combine aircraft electrical system subjects with the basic electricity subject in the general curriculum.</i>	
	48. Repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturers' specifications, and repair pins and sockets of aircraft connectors. <i>An AMTS may elect to increase the teaching level to 3 in repair of pins/sockets and crimping/splicing of wiring.</i> .....	(2)
	49. Install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices.....	(3)
	50.a. Inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems.....	(3)
	50.b. Inspect, check, and troubleshoot constant speed and integrated speed drive generators.....	(1)
<b>h.</b> Position and warning systems		
	51. Inspect, check, and service speed and configuration warning systems, electrical brake controls, and antiskid systems.....	(2)
	52. Inspect, check, troubleshoot, and service landing gear position indicating and warning systems. ....	(3)
<b>i.</b> Ice and rain control systems		
	53. Inspect, check, troubleshoot, service, and repair airframe ice and rain control systems. ....	(2)

Area of Study	Subject Description	Teaching Level
<p><b>j.</b> Fire protection systems</p>	<p><i>An AMTS may teach this subject in the general curriculum to reduce teaching these subjects twice. This may only be accomplished by a school teaching a combined A&amp;P curriculum. A school teaching airframe or powerplant separately may not follow this approach.</i></p> <p>54. Inspect, check, and service smoke and carbon monoxide detection systems..... (1)</p> <p>55. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems. .... (3)</p>	
<p><b>k.</b> Airframe inspection</p>	<p>56. Perform a capstone airframe inspection module. <i>This module should include research into regulations, maintenance manuals, and other relevant documentation encountered during a normal airframe inspection. The module could use the general inspection principles established in AC 43-204, Visual Inspection for Aircraft, and other relevant documents. ...</i> (2) or (3)</p>	

Area of Study	Subject Description	Teaching Level
<b>Powerplant Curriculum Subjects</b>		
<b><i>I. Powerplant Theory and Maintenance</i></b>		
<b>a.</b> Reciprocating engines	<ol style="list-style-type: none"> <li>1. Inspect and repair a radial engine. <i>An AMTS may include a discussion of basic principles only.</i>..... (1)</li> <li>2. Overhaul reciprocating engine. <i>Schools may elect to limit the teaching of this subject by having students observe and participate in the overhaul of a reciprocating engine. An AMTS could instruct students in basic principles of engine design and maintenance.</i>..... (2)</li> <li>3. Inspect, check, service, and repair reciprocating engines and engine installations..... (3)</li> <li>4. Install, troubleshoot, and remove reciprocating engines. <i>An AMTS could focus instruction on normal inservice maintenance such as magneto timing and exchanging cylinders.</i>..... (3)</li> </ol>	
<b>b.</b> Turbine engines	<p><i>Curriculum should focus on modular engines, breakdowns, disassembly, reassembly, and understanding of basic principles.</i></p> <ol style="list-style-type: none"> <li>5. Overhaul turbine engine..... (2)</li> <li>6. Inspect, check, service, and repair turbine engines and turbine engine installations. <i>Curriculum should focus on common inservice maintenance issues, such as hot-section service and repair.</i>..... (3)</li> <li>7. Install, troubleshoot, and remove turbine engines..... (3)</li> </ol>	
<b>c.</b> Engine inspection	<p><i>This element may be combined into the capstone inspection module.</i></p> <ol style="list-style-type: none"> <li>8. Perform powerplant conformity and airworthiness inspections.. (3)</li> </ol>	
<b><i>II. Powerplant Systems and Components</i></b>		
<b>a.</b> Engine instrument systems	<p><i>An AMTS may combine portions of this subject with basic electricity elements in the general curriculum or aircraft instrument systems in the airframe curriculum.</i></p> <ol style="list-style-type: none"> <li>9. Troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems. .... (2)</li> <li>10. Inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and r.p.m. indicating systems. .... (3)</li> </ol>	



Area of Study	Subject Description	Teaching Level
<b>b.</b> Engine fire protection systems	<i>An AMTS may consider teaching this subject in the general curriculum to avoid teaching the subjects twice. This may only be accomplished by a school teaching a combined A&amp;P curriculum. A school teaching only airframe or powerplant may not follow this approach.</i>	
	11. Inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems. ....	(3)
<b>c.</b> Engine electrical systems	<i>An AMTS may combine portions of this material with airframe or general electrical systems.</i>	
	12. Repair engine electrical system components.....	(2)
	13. Install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices.....	(3)
<b>d.</b> Lubrication systems		
	14. Identify and select lubricants.....	(2)
	15. Repair engine lubrication system components.....	(2)
	16. Inspect, check, service, troubleshoot, and repair engine lubrication systems. ....	(3)
<b>e.</b> Ignition and starting systems		
	17. Overhaul magneto and ignition harness. <i>The primary focus of this teaching element may be on basic principles.</i> .....	(2)
	18. Inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components.....	(2)
	19.a. Inspect, service, troubleshoot, and repair turbine engine electrical starting systems. ....	(3)
	19.b. Inspect, service, and troubleshoot turbine engine pneumatic starting systems.....	(1)
<b>f.</b> Fuel metering systems		
	20. Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls.....	(1)
	21. Overhaul carburetor. <i>The AMTS may focus on basic principles found in ordinary float-type carburetors, not pressure diaphragm carburetors.</i> .....	(2)
	22. Repair engine fuel metering system components.....	(2)
	23. Inspect, check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems. ....	(3)

Area of Study	Subject Description	Teaching Level
g. Engine fuel systems	<i>An AMTS may combine portions of these subjects with the airframe curriculum.</i>	
	24. Repair engine fuel system components. .... (2)	
	25. Inspect, check, service, troubleshoot, and repair engine fuel systems. .... (3)	
h. Induction and engine airflow systems	26. Inspect, check, troubleshoot, service, and repair engine ice and rain control systems. .... (2)	
	27. Inspect, check, service, troubleshoot, and repair heat exchangers, superchargers, and turbine engine airflow and temperature control systems. .... (1)	
	28. Inspect, check, service, and repair carburetor air intake and induction manifolds. .... (3)	
i. Engine cooling systems	29. Repair engine cooling system components. .... (2)	
	30. Inspect, check, troubleshoot, service, and repair engine cooling systems. .... (3)	
j. Engine exhaust and reverser systems	31. Repair engine exhaust system components. .... (2)	
	32.a. Inspect, check, troubleshoot, service, and repair engine exhaust systems. .... (3)	
	32.b. Troubleshoot and repair engine thrust reverser systems and related components. .... (1)	
k. Propellers	33. Inspect, check, service, and repair propeller synchronizing and ice control systems. .... (1)	
	34. Identify and select propeller lubricants. .... (2)	
	35. Balance propellers. .... (1)	
	36. Repair propeller control system components. .... (2)	
	37. Inspect, check, service, and repair fixed-pitch, constant-speed, and feathering propellers, and propeller governing systems. .... (3)	
	38. Install, troubleshoot, and remove propellers. .... (3)	
	39. Repair aluminum alloy propeller blades. .... (3)	

Area of Study	Subject Description	Teaching Level
l. Unducted fans	<i>An AMTS can discuss basic principles briefly by lecture.</i>	
	40. Inspect and troubleshoot unducted fan systems and components.....	(1)
m. Auxiliary power units	41. Inspect, check, service, and troubleshoot turbine-driven auxiliary power units.....	(1)
n. Powerplant inspection	42. Perform a capstone powerplant inspection module. <i>This module may include research into regulations, maintenance manuals, and other relevant documentation encountered during a normal powerplant inspection. The module may also include evaluation of powerplant performance in a test cell. ....</i>	(2) or (3)



## APPENDIX 5. ADDITIONAL COURSE MATERIAL RECOMMENDATIONS

The introduction of new aerospace technologies and maintenance requirements have imparted the knowledge, skills, and abilities required of AMTSs. A number of AMTSs have developed course materials to instruct students in emerging disciplines. Although the current regulations do not require it, a significant number of AMTSs are establishing these courses to satisfy industry demands. Following are some examples of courses offered in emerging areas:

**1. Composite Material Repair.** A composite repair course can be as simple as teaching fiberglass repair using prepackaged student instruction kits available from various sources, or as complex as a full-scale repair facility. Full-scale composite repair facilities teach and repair many types of composite materials, such as fiberglass, Kevlar, boron, and carbon materials. Instructional aids and shop equipment can include clean rooms, downdraft worktables, positively vented rooms, composite autoclaves, refrigerated material storage, and various aircraft composite structures for instruction. Some AMTSs offering composite repair courses combine a nondestructive inspection course along with the basic course.

**2. Nondestructive Inspection.** A nondestructive inspection course that teaches beyond the requirements of part 147 (for example, magnetic particle) generally includes training in radiography (x-ray), ultrasound, eddy current inspection, and borescope techniques. Information on and equipment for nondestructive inspection course development are widely available from commercial sources.

**3. Solid-State Electronics/Avionics/Built-In Test Equipment.** Many AMTSs currently offer extended training or stand-alone course work leading to an electronics subspecialty in addition to an FAA A&P mechanic certificate. Although the FAA does not grant certification in the subspecialties, many potential aviation employers are requiring AMTs to have this enhanced training. These courses may be incorporated into existing required AMTS courses, such as basic electricity and basic physics. Course material, curriculums, and laboratory and shop equipment are readily available from commercial sources.

**4. Principles of Troubleshooting.** Broad-based principles of troubleshooting are well known and may be available commercially or developed by the school. An AMTS should focus on logical approaches to solving common aircraft problems. An AMTS may also include hands-on workshops using simulated aircraft system malfunctions.

**5. Human Factors.** Human factors principles should be incorporated throughout an AMTS's curriculum. Many training programs are available commercially. The FAA also maintains a list of human factors reference materials at <http://www.faa.gov/avr/afs/>.



**APPENDIX 6. SAMPLE CURRICULUM OUTLINES**

Chapter 2 states that curriculum development may evolve from several developmental stages. An example of working through a curriculum is found in samples 1, 2, and 3. The first stage in curriculum development is the evaluation of performance goals and prominent issues that the applicant should grasp. The Allen Study is one example that demonstrates how these issues could be developed. Sample 1 is an excerpt from the Allen Study.

**SAMPLE 1, Stage 1, The Allen Study**

THE NATIONAL STUDY OF THE AVIATION MECHANICS OCCUPATION  
Part 147 appendix B, Subject F, Ground Operation and Servicing

Item 21. Identify and Select Fuels.

Identify Aircraft Fuels

Student Performance Goal

- Given: Aircraft operator's manual, a list of colors and octane rating ranges, and a fuel system of an airplane.
- Performance: The student will obtain fuel samples from the fuel system of an airplane and verify that the fuel at least equals the minimum required octane rating. The student will associate each color with the correct octane range, describe how volatility is related to vapor lock, and discuss the advantages and limitations of kerosene as a turbine fuel.
- Standard: Matching of color to octane rating will be 100 percent correct.

**KEY POINT****FEEDBACK**

Significance of octane/performance number in identification of fuel.

- What is iso-octane?
- What is normal heptane?
- How do these produce the octane number?
- Why are performance numbers used when a fuel exceeds 100 octane rating?
- What is the significance of the second number in fuel rating that is, 100/130?
- What happens if the octane rating is
  - a. Too low?
  - b. Too high?
- Which is more critical?
- How is the minimum octane rating of fuel for each engine installation determined?

Color identifying octane performance number.

- What colors are used in identification of fuels?
- Do they adversely affect combustion?
- How do colors aid in detecting leaks?

The Allen Study makes general recommendations as to the hours of instruction, the teaching level, and the performance standards required of the student, but each AMTS must assign these values according to its own requirements and, in the case of teaching levels, the requirements of 14 CFR.

### **SAMPLE 2, Stage 2, Continuing Curriculum Development**

The following sample shows an example of the second stage in developing a curriculum. It addresses the same subject area as stage 1 but it also defines the amount of instruction time, the specific 14 CFR section addressed, the teaching level, and the performance standard the student is expected to achieve. However, testing and grading criteria are not yet developed.

<b>DEPLANE AMTS</b>	
Part 147, appendix B, Subject F, Ground Operation and Servicing	
Unit Title: Identify And Select Fuels. Subject Item 21.	
Teaching Level: 2	
Classroom teaching time	2.5 hours
Laboratory or shop time	<u>2.5 hours</u>
Instructional time	5 hours
Identify Aircraft Fuels	
<u>Given:</u> Aircraft operator's manual, a list of colors and octane rating ranges, and fuel samples or illustrations.	
<u>Student Performance:</u> The student will obtain fuel samples and/or aircraft specifications. The student will associate each color with the correct octane range according to aircraft specifications, describe how volatility is related to vapor lock, and discuss how octane ratings affect engine performance.	
<u>Standard:</u> Matching of color to octane rating will be 100 percent correct.	



**SAMPLE 3, Stage 3, Complete Curriculum Element**

The following sample on the subject of aircraft cleaning and corrosion control contains all the elements required to teach, test, and conform to the rule. It is not intended to be an expansive text. It is a short outline of elements expected in the final curriculum product. Sample 3(A) describes the typical contents of a single subject element, and samples 3(B) through 3(E) provide information on practical projects, tests, and grading criteria.

DEPLANE AMTS  
Part 147 Appendix B, Subject G

Subject: Cleaning and Corrosion Control

Item 23. Perform Aircraft Cleaning and Corrosion Control

Classroom time	3 hours
Laboratory or shop time	<u>2 hours</u>
Total time	5 hours

- (Sample 3(A)) Curriculum Subject Guide
- (Sample 3(B)) Practical Project Guide
- (Sample 3(C)) Theory Test
- (Sample 3(D)) Practical Test
- (Sample 3(E)) Practical Project Grading Criteria

### **SAMPLE 3(A), Curriculum Subject Guide**

In a typical curriculum, the elements included in this subject guide may be separated or combined in many different ways. The following teaching items should be present in some form in an FAA-approved AMTS curriculum.

- (1) Introduction and subject element objectives (purpose).
- (2) Instructors' guide (teaching outline).
- (3) Technical information and equipment — references (manuals, tools, materials).
- (4) Workbooks or other guidance for classroom, laboratory, and shop (procedures).

Sample 3(B), Practical Project Guide, demonstrates how teaching items 1 through 4 may be incorporated into practical project requirements.

**NOTE: These teaching items may appear in any format, explicit or nonexplicit, and should be present in all subject elements, both theory and practical projects. For example, the instructors' guide/teaching outline may be combined with procedures. In some cases, certain items' outlines may be combined with procedures. Many other concepts also are in common usage.**

**SAMPLE 3(B), Practical Project Guide**

The following is a sample practical project guide (Guide for General Curriculum Subject Item 23, Perform Aircraft Cleaning and Corrosion Control). When preparing a practical project guide, instructions should be accompanied by photographs, diagrams, or technical illustrations showing methods and techniques expected of the student, as applicable.

**DEPLANE AMTS****Practical Project Guide for General Curriculum Subject Item 23  
Part 147, Appendix B, Subject G****Item 23. Perform Aircraft Cleaning and Corrosion Control**

Purpose: To acquaint the student with emulsion-type cleaners and processes associated with the proper cleaning of exterior aircraft components.

References:

- (1) Appropriate FAA ACs.
- (2) Product information on cleaners, lubricants, waxes, and aircraft or component manufacturer's service information.
- (3) Aircraft or component manufacturer's service information.

Equipment and Tools Needed:

- (1) Water supply and bucket.
- (2) Brush, sponge, and soft, clean rags.
- (3) Component to be cleaned.

Supplies and Materials Needed:

- (1) Emulsion-type cleaner (an emulsion cleaner of MIL-C-125769 specifications will be satisfactory).
- (2) Water displacing lubricant and corrosion inhibitor.
- (3) Paste or liquid wax suitable for aircraft exterior.

Procedure:

- (1) Assemble all materials.
- (2) Chock main wheels.
- (3) Prepare aircraft: Close aircraft windows and vent doors, and cover static port and pilot tube.
- (4) Install all maintenance struts or locking devices.
- (5) Remove all electrical power from aircraft.
- (6) Read the aircraft or component manufacturer's cleaning instructions.
- (7) Read the manufacturer's cleaning instructions.
- (8) Mix cleaner with the appropriate amount of water.
- (9) Prerinse aircraft with water to eliminate dirt. See figure A6-1.

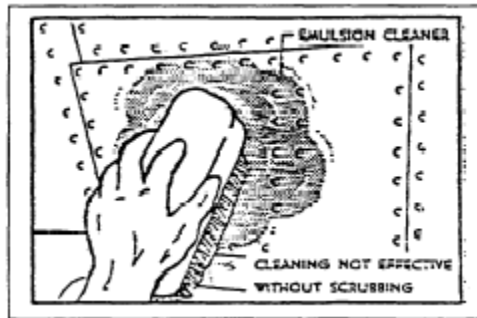


Figure A6-1, Prerinse Aircraft  
**NOTE: Certain areas may require light scrubbing with a soft bristle brush.**

- (10) Systematically apply premixed cleaner and water to small areas working from the top down using rags wet with solution. See figure A6-2.

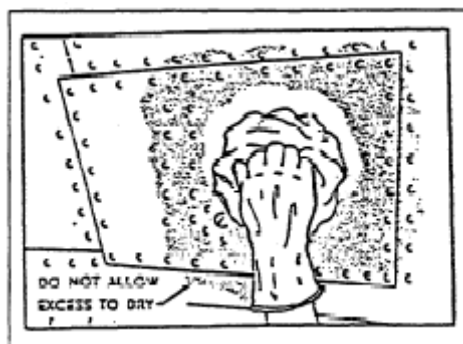


Figure A6-2, Apply Premixed Cleaner

- (11) Rinse component and lubricate and/or spray corrosion inhibitor on all areas according to aircraft manufacturer's instructions. Wax as appropriate. See figure A6-3.

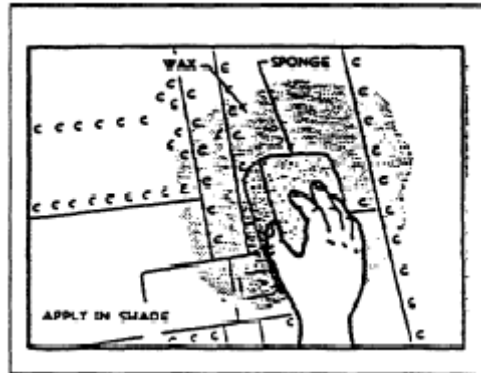


Figure A6-3, Rinse and Apply Corrosion Inhibitor

**SAMPLE 3(C), Theory Test**

**DEPLANE AMTS TEST**  
Aircraft Cleaning and Corrosion Control Theory Test  
Part 147, Appendix B, Subject G

Item 23. Determining Students' Knowledge of Aircraft Cleaning and Corrosion Control

**THEORY TEST**

A. Complete these factual statements related to corrosion:

1. Electrochemical process that can reduce aluminum alloys to powder:\_\_\_\_\_.
2. Sheet metal construction formed by laying one piece partly over another piece at the edge:\_\_\_\_\_.
3. Cleaner that mixes with water or solvent in an emulsion:\_\_\_\_\_.

B. Based on information you have learned, describe the type of aircraft structural corrosion shown in the illustrations below:

1. \_\_\_\_\_



2. \_\_\_\_\_



**NOTE: The sample theory test outlined here is very limited in scope and is intended only to serve as an example. An actual theory test would necessarily have to be more comprehensive to address the key points related to this subject.**

**SAMPLE 3(D), Sample Practical Test****DEPLANE AMTS PRACTICAL TEST**  
Part 147, Appendix B, Subject G

Item 23. Perform Aircraft Cleaning And Corrosion Control

**PRACTICAL TEST 1: CORROSION CONTROL**

Moisture held in contact with a metal surface by an accumulation of dirt or grease is a significant cause of corrosion. Therefore, cleanliness of the exterior surface of the aircraft is one of the best methods to control corrosion. If the surface can be kept reasonably dry and clean, corrosion has little chance of getting started. The essence of corrosion control is prevention rather than removal.

The student will be provided with an aircraft component showing evidence of corrosion.

The practical test for this subject consists of the following steps:

- A. Identify part to be inspected.
- B. Identify type of corrosion.
- C. Use reference materials and technical publications.
- D. Discuss the corrosion control process to be used for this specific type of corrosion.
- E. List cleaning and corrosion preventive chemical to be used.
- F. Correctly perform mechanical corrosion removal.
- G. Correctly apply corrosion preventive.
- H. Correctly apply primer coating.

### **SAMPLE 3(E), Practical Project Grading Criteria**

There are no established FAA criteria for grading completed practical projects. No matter which method an AMTS applicant uses, whether to the one shown here or a method the school is choosing, the grading should be objective and repeatable. The grading method should reflect both the required teaching level of the subject and the subject proficiency requirements (for example, a student may be required to construct, adjust, or overhaul). An AMTS should avoid assigning points for student “good grooming” and “most improved” student, since they do not directly relate to the accomplishment of a practical project and are subjective in nature.

Although many different methodologies are employed for grading practical projects, AMTS practical project grading systems previously approved by the FAA may be broadly grouped into three general methods.

**Method A.** In this method, practical projects are graded by establishing grading standards for job accomplishment or completeness, work performance or workmanship (airworthiness), verbal knowledge, and development of professional AMT skills. Typically, method A assigns more weight to some skill elements in a project than others. It also may assign numerical grades to each project element. See method A grading example.

**Method B.** This method grades projects on a more specific criteria, such as competency in general skills and degree of skill accomplishment for specific elements and critical aspects of the task. For example, grade points, such as superior or average, may be assigned for the competency of the student’s work. Additional points may be assigned for specific elements of the project, such as the use of correct procedures, proper reference materials, overall airworthiness, completion to a return to service condition, or on-time completion. Further, certain project tasks or portions of a practical project may be considered “must pass” items, requiring 100 percent conformity with FAA airworthiness standards. See method B grading example.

**Method C.** This type of grading procedure is more suitable for practical projects in which a component is fabricated, for example, subjects such as welding or sheet metal. For these projects, grading criteria can be clearly defined by measurement of the completed project, such as sheet metal patch size, rivet size and pitch, weld quality, and fillet configuration. This method is less suitable and less frequently used for practical projects involving the development of manipulative skills in projects such as gear retraction mechanism adjustments and engine troubleshooting. See method C grading example.



**METHOD A**

The following section presents an example of the practical project grading criteria as shown in method A. In this case, the project to be graded is from Sample 3(D), Practical Test 1: Corrosion Control.

<b>SUBJECT ELEMENTS</b>	<b>GRADE POINTS</b>
A. Identification of part to be inspected	10
B. Identification of type of corrosion	10
C. Selection of correct reference data	5
D. Verbal knowledge of corrosion control process	5
E. Performance of corrosion removal	50
F. Performance of preventive measures	5
G. Performance of primer application	5
H. Job completeness (includes cleanup)	5
I. Workmanship (airworthiness)	5
	<hr/>
TOTAL POINTS POSSIBLE	100
Minimum Passing Grade	70

**NOTE: The selection of numerical values for each subject element is left to the discretion of the school. In this case, the actual performance of the corrosion removal process is considered the most important element, and failing this section (that is, no points) prevents a student from passing this project. In most cases, an AMTS will choose to assign more weight to areas considered critical.**

## METHOD B

This section presents an example of the practical project grading criteria as shown in method B. In method B, the grading criteria are more specific than in other methods shown. In this method, student performance is graded on a scale from failure to superior. Although the example here shows a limited student performance range, some schools may choose to develop more elaborate criteria.

(1) Consider the following student performance grade scale:

F	=	Failure of element by student	=	0	points
P	=	Passing to standard by student	=	1	point
S	=	Superior performance by student	=	2	points

(2) Within each practical project, a value is assigned to each project step or element. In this example, the value for any specific element ranges from 5 to 20, in increments of 5.

(3) In this example, certain elements of the project are “must pass” items. All “must pass” project elements are to be completed to the approved standard to successfully finish the practical project.

**NOTE that not all projects within a curriculum may use “must pass” items; however, the practice is widespread in AMTS grading systems.**

(4) In this example, it is possible to successfully complete this practical project by failing an element of the project. However, the other elements would have to have superior performance and all the “must pass” items would have to be successfully completed.

(5) This method of project grading is accomplished as follows. The grade that a student achieves on the performance scale for each subject element is multiplied by the value of the subject element to determine the points a student can achieve on each subject element. As an example, on one subject element, a student passes to the grading standard and achieves a grade of P, which equals 1 point. If the subject element has a value of 5 points, the grade points on this element are  $1 \times 5 = 5$  grade points. If the student achieves a superior performance, or S, which equals 2 points, the grade points on this element would be  $2 \times 5 = 10$  grade points.

In this example, the project to be graded by method B is the same one shown in method A, Practical Test 1: Corrosion Control.

**NOTE: Project elements with an asterisk (\*) are “must pass” items. Project element values are shown in parentheses.**

Performance scale values are Fail = 0, Pass = 1, Superior = 2.

SUBJECT ELEMENTS	PERFORMANCE SCALE	GRADE POINTS
A.* Identification of part to be inspected		Pass
B.* Identification of type of corrosion		Pass
C. Selection of correct reference data (5)	1	5
D. Verbal knowledge of corrosion control process (10)	1	10
E.* Performance of corrosion removal		Pass
F. Performance of preventive measures (20)	1	20
G. Performance of primer application (20)	1	20
H. Finish application (5)	1	5
I. Job completeness (includes cleanup) (10)	1	10
J. Workmanship (airworthiness) (10)	1	10
<b>TOTAL POINTS</b>		<b>80</b>
Minimum Passing Grade		80 points

The maximum number of points possible would be 160, indicating fully superior performance. In the example shown, the student has received a passing grade for each subject element, resulting in a grade of 80.

## METHOD C

The following example shows how an AMTS might grade a practical project using method C. As stated before, this system is more suitable for practical projects where a student constructs a piece of hardware, that is, sheet metal, wood, fabric, or welding.

Method C, Practical Test 1: Repair Aircraft Structures Built From Sheet Metal

### **INSTRUCTION 1: STUDENT WILL ACCOMPLISH A SHEET METAL REPAIR BY PATCHING A DAMAGED WING RIB SECTION.**

In this case, a drawing or blueprint of the patch should be supplied to the student. The drawing will show the size, shape, thickness, and other details of the patch to be made. The student will be expected to correctly use the rivet size, rivet pitch, edge distance, and other criteria shown on the drawing. For example, if the grading standard at the AMTS is 70 percent, at least 70 percent of the rivets, patch sizes, shapes, and other criteria must meet the drawing specifications. In addition, points may be subtracted for general workmanship, scribe marks, scratches, riveting damage, and other workmanship that may detract from airworthiness. In many cases, the criteria may be simply a pass/fail type based on the drawing specifications.

### **INSTRUCTION 2: STUDENT WILL ACCOMPLISH THE FOLLOWING STEPS TO THE APPROVED STANDARD USING THE SUPPLIED DRAWING.**

- A. Determine size and shape of patch.
- B. Plan and layout rivet patterns.
- C. Select proper number and types of rivets.
- D. Use proper riveting techniques on repairs.
- E. Perform all work to an airworthy standard.
- F. Unless otherwise stated, conform all work to the criteria specified in FAA AC 43.13-1, Acceptable Methods, Techniques, and Practices — Aircraft Inspection and Repair, as amended.

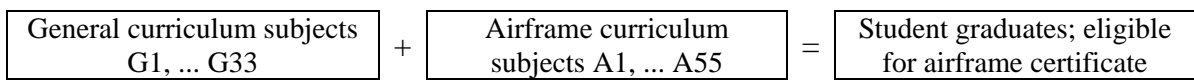
AMTSs may use several different types of grading systems to grade practical projects as can be seen from the information discussed in these methods. In fact, an AMTS may use several different grading methods in the curriculum, depending on the types of practical projects to be evaluated. However, regardless of which method or methods a school elects to use, the grading methods must be clearly described in the curriculum.

**APPENDIX 7. MAINTENANCE OF THE GENERAL CURRICULUM**

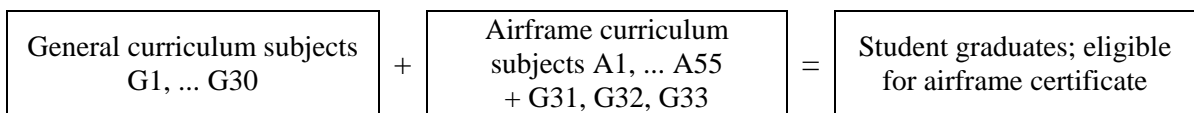
AMTSs are encouraged to keep the subjects within the curriculum areas shown in appendixes B, C, and D to Part 147. When subjects are taught in the areas shown in the appendixes, it is not difficult for the FAA to determine whether all the required subjects for a particular rating are taught. This practice is recommended to ensure a school can also determine clearly that all required subjects are taught, particularly when a school offers more than one rating. For example, consider the following sample curriculum development cases.

AMTS XYZ and AMTS ABC are two schools that hold the same rating, in this case, airframe.

**CASE 1:** AMTS XYZ is an approved school with an airframe rating and teaches all required general subjects within the general curriculum.

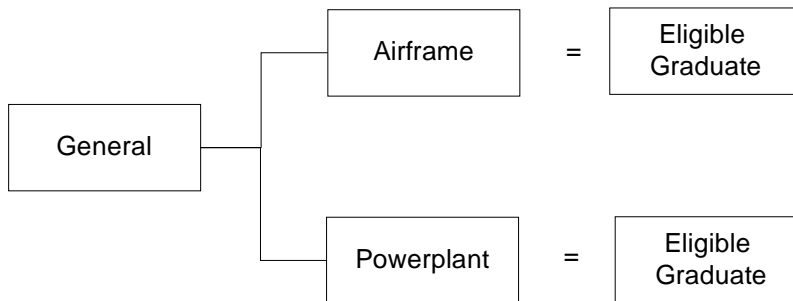


**CASE 2:** AMTS ABC has an airframe rating only and teaches all required general subjects mixed with subjects from the airframe curriculum.

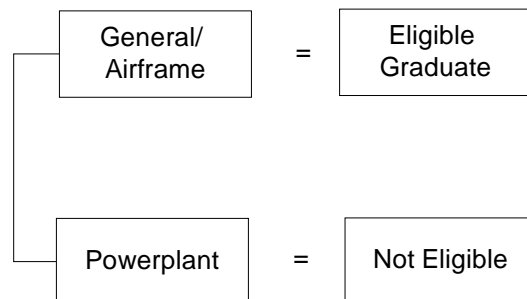


Both schools now elect to add a powerplant rating:

**CASE 3:** AMTS XYZ



**CASE 4:** AMTS ABC



A student at school ABC taking only the powerplant curriculum would not be eligible for graduation from the powerplant curriculum because some of the required general subjects are in the airframe curriculum and would be missed if the student took only the powerplant curriculum. To properly graduate students in the powerplant curriculum, AMTS ABC would be required to either teach a parallel set of the missed general subjects in the powerplant curriculum or teach all general subjects only in the general curriculum. From an administrative standpoint, the most desirable method is to teach all general subjects in the general curriculum (cases 1 and 3).

APPENDIX 8. SAMPLE FACILITY LAYOUT

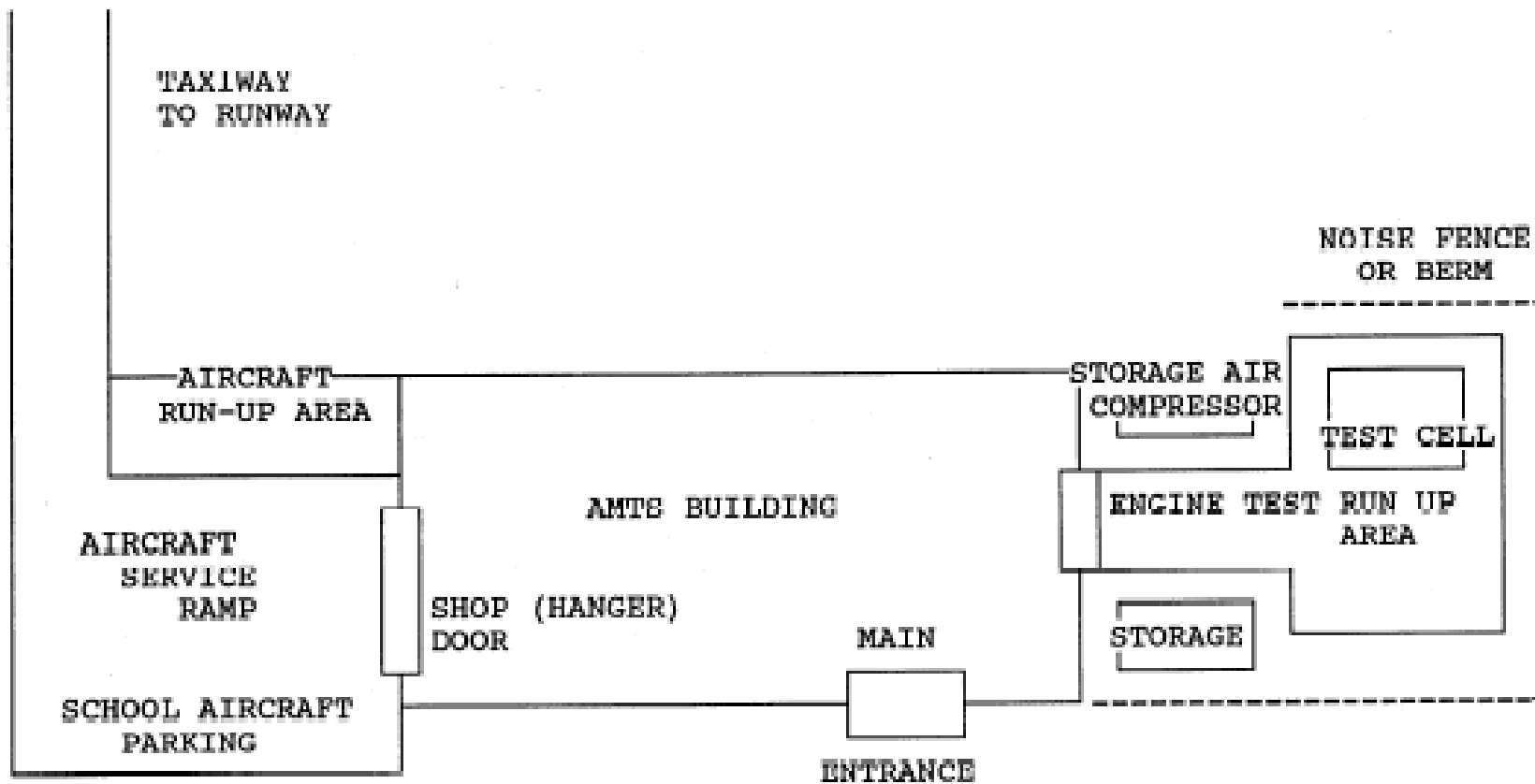


Figure A8-1. Facility Layout, Area 1

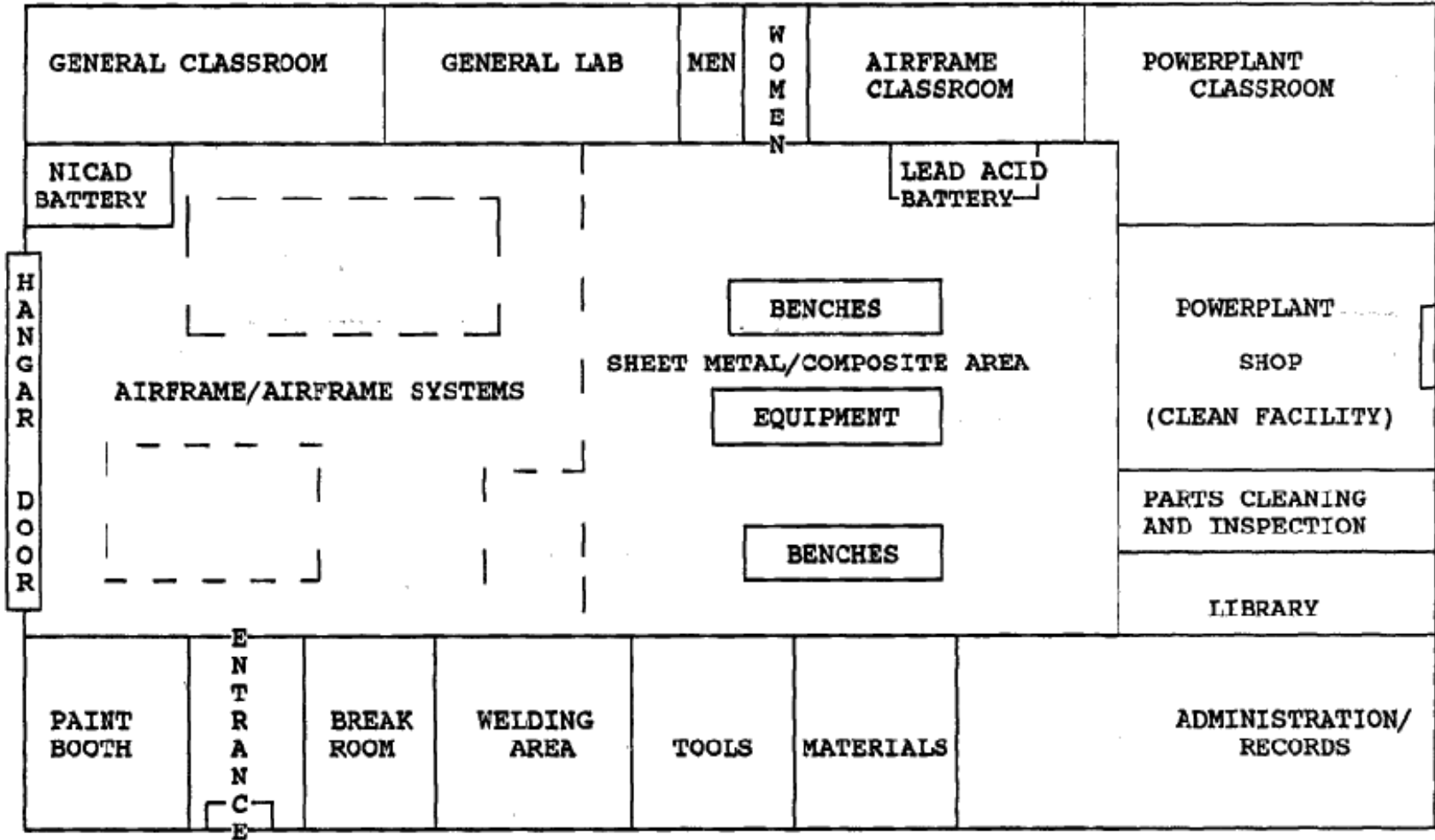


Figure A8-2. Facility Layout, Area 2



**APPENDIX 9. CERTIFICATION SCHEDULE FLOWCHART**

