

# Aviation Maintenance Technician School

## AMTS Certification Job Aid

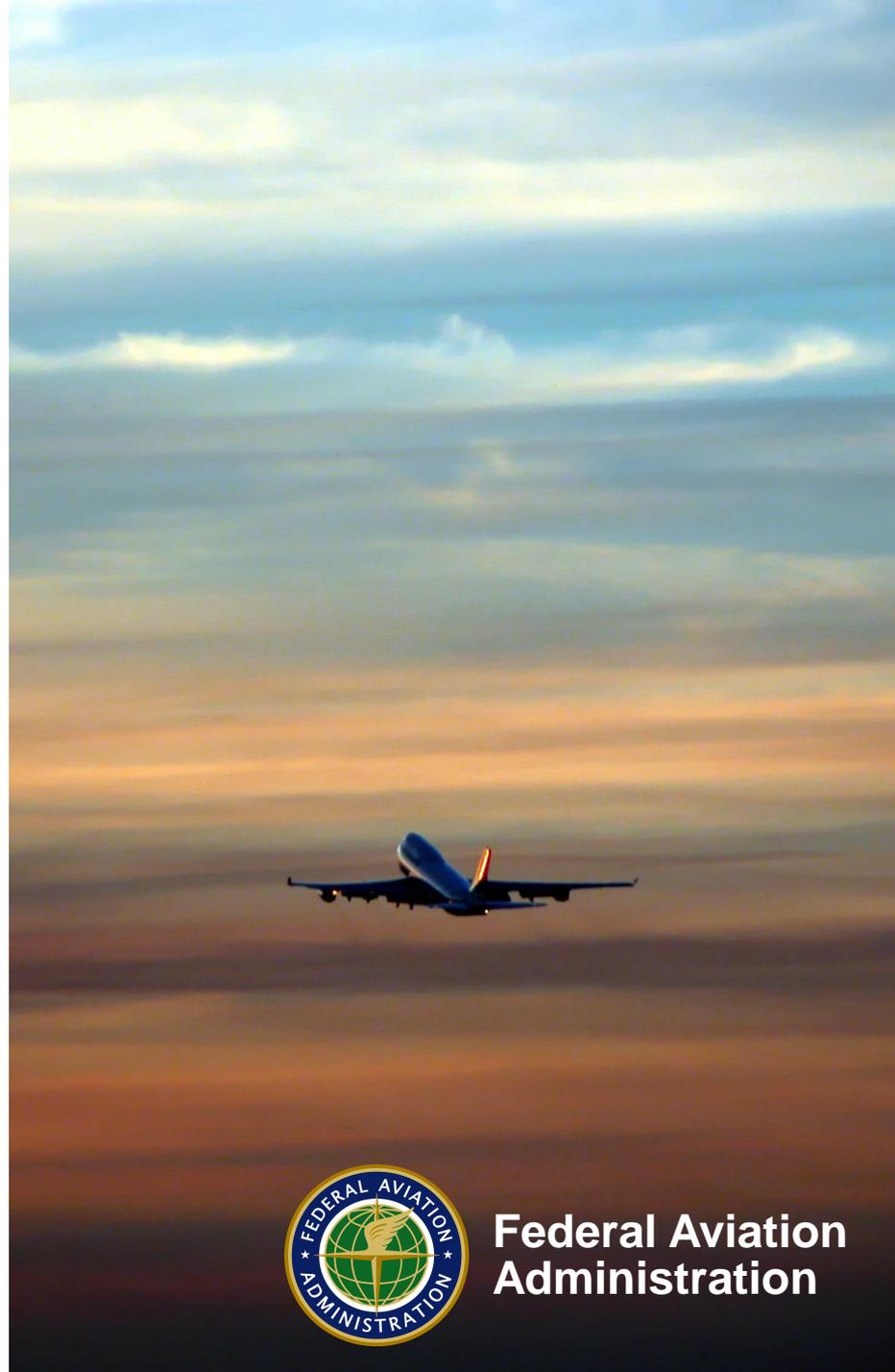
Presented to:

By:

Date:



**Federal Aviation  
Administration**



# AMTS Certification

**So you want to be a part 147 AMTS?**

Educate yourself first!

Initial Inquiry to the local FAA office:

- Applicable regulations
- Certification process
- [www.faa.gov](http://www.faa.gov) – regulations, AC's orders, notices, bulletins, etc.



# AMTS Certification

## Phases of Certification

- Pre-application phase
- Formal application phase
- Document compliance phase
- Demonstration and inspection phase
- Certification phase.



# AMTS Certification

## Pre-application Phase

- Obtain and complete FAA Form 8400-6 Pre-application Statement of Intent (PASI)
- Submit completed PASI to local FSDO
- Certifications are conducted based on the resources of the office, and in the order certification requests are received (PASI).



# AMTS Certification

## Pre-application Meeting with FAA

- Discuss certification process/review PASI
- 14 CFR Part 147 explained
- Discuss the pertinent federal publications
- Provide instruction on the completion of FAA Form 8310-6, Aviation Maintenance Technician School Certificate & Ratings Application.
- Discuss formal application attachments
- Discuss information required for OpSpecs



# AMTS Certification

## Formal application phase

Applicant submits:

- Letter requesting the application be processed
- A completed original 8310-6
- **Compliance statement** (Statement of compliance, letter of compliance)
- **Schedule of events (SOE)**
- **Proposed curriculum**
- **List of needed OpSpecs**



# AMTS Certification

## Formal application phase cont.

Applicant submits operations manual or policy and procedures document containing:

- Statement of maximum student enrollment
- Diagram and description of facilities
- List of instructors and qualifications
- List of instructional equipment
- School grading procedures
- Procedures for granting credit for previous experience or training



# AMTS Certification

## Formal application phase cont.

- Student attendance policy and procedures
- Missed material make-up procedures
- Record keeping procedures and forms
- Graduation and certificate issuance procedures
- Tool control and maintenance procedures
- Tech library content and revision procedures



# AMTS Certification

## Formal application phase cont.

- Procedures for allowing student testing under § 65.80, if applicable
- Procedures for taking General Written Exam early under § 65.75(a), if applicable
- Distance Learning Program, if applicable



# AMTS Certification

## Formal application phase cont.

FAA & Applicant meet to:

- Discuss applicant's questions and concerns
- FAA accepts formal application documents for review
- Review FAA Form 8310-6 for completeness
- Review all required supporting documents



# AMTS Certification

## Document Compliance Phase

FAA reviews:

- Curriculum
- Operations manual or policy and procedures document
- List of aircraft by type, make, and model
- All other supporting documents
- Applicant corrects deficiencies identified by FAA



# AMTS Certification

## Demonstration Phase

FAA onsite inspection of:

- Facilities
- Instructional equipment
- Shop equipment and tooling
- Instructional materials
- Technical library
- Applicant corrects deficiencies identified by FAA



# AMTS Certification

## Certification Phase

- FAA issues Part 147 Air Agency Certificate
- FAA issues Part 147 OpSpecs
- FAA office to establish post-certification surveillance plan



# References

## Where to find information:

- [www.faa.gov/regulations\\_policies](http://www.faa.gov/regulations_policies)
- Fsims.faa.gov (Order 8900.1) – FAA Inspector Guidance
- Rgl.faa.gov - Regs, ACs, Orders, Notices, TCDS
  
- 14 CFR part 147
- AC 147-3B
- Order 8900.1 Volume 2, Chapter 12, Sections 1, 2, 3
- Order 8900.1 Volume 3, Chapter 18, Section 1

