Aviation Maintenance Technician School

AMTS Certification Job Aid

Presented to:
By:
Date:
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 – 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).
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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
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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
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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
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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
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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
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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
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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
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Demonstration Phase

FAA onsite inspection of:
• Facilities
• Instructional equipment
• Shop equipment and tooling
• Instructional materials
• Technical library
• Applicant corrects deficiencies identified by FAA
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Certification Phase

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